



🏠 **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 18 February 2026 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), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA123/2526 To receive and approve apologies for absence

Apologies received from Cllrs Kilmurray and Maureen & Les Brierley with acceptable reasons given. It was RESOLVED to accept those apologies.

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

MA124/2526 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.

MA125/2526 To approve the minutes of the Maintenance Committee Meeting held on 28 January 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 28 January 2026 as an accurate record.

Proposed by Cllr Barnes, seconded Cllr Clark.

In favour: Cllrs Alexander, Barnes, Clark, Kyprianou.

Against:

Abstain: Cllr Davey.

MA126/2526 To re-approve the minutes of the Maintenance Committee Meeting held 19 November 2025 noting the correction to present councillors list.

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

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

MA127/2526 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.

MA128/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The report was noted.
- b) To note purchase of pest control equipment from Amazon at a total cost of £104.48.
Spend was noted.
- c) To note spend under delegated authority for cut back of hedges at Chalkhill Barrow at a cost of £280.00 +VAT.
Spend was noted.
- d) To note spend of £109.99 with Screwfix on combi drill and battery.

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

Spend was noted.

MA129/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for January 2026.
Report was noted.
- b) To consider quotations for works for priority 2 actions to tree maintenance as agreed under MA108/2526c).
It was RESOLVED to accept quote 7962 from Shire Trees Limited at a cost of £2,755+VAT for the priority 2 tree works as highlighted in biennial tree inspection report.
Proposed by Cllr Clark, seconded Cllr Davey. All in favour.
- c) To consider quotations for works to Jubilee Orchard.
It was RESOLVED to accept quote 8013 from Shire Trees Limited at a cost of £1,950+VAT for the works required to the Jubilee Wood as highlighted in biennial tree inspection report.
Proposed by Cllr Davey, seconded Cllr Clark. All in favour.
- d) To receive any other updates and consider actions.
A press release from Wild Trout Trust was noted with thanks. ACTION: Copy to be sent to Village Voice.

MA130/2526 Stockbridge Meadows:

- a) To receive a report from the Conservation Warden.
The Conservation Warden gave a verbal report. It was noted that the 9 fruit trees had been planted and would be monitored for watering over the coming months.
- b) To receive any other updates and consider actions.
None received.

Keith Rudge left the meeting 19:47

MA131/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
The Allotment Association gave a verbal report. It was noted that inspections had taken place with 6 plots highlighted for concern, plots to be watched over coming weeks. One plot is currently in the process of termination of tenancy. It was noted that the clearance of the boundary has highlighted the need for levelling in the area. ACTION: quotes to be gathered for works required.
- b) To receive an update on planning application associated with grant awards to Allotment Association.
A draft planning application was discussed. ACTION: Deputy Clerk to report on advice over applicant details and draft planning application to be presented to Full Council.
- c) To receive any other updates and consider actions.
None received.

Chris Selway left the meeting 20:06

MA132/2526 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.

MA133/2526 Correspondence:

- a) To consider suggested action on dog fouling – residents have raised concern about the amount of dog fouling on the pavements. Possible action to include temporary marking of waste to draw attention to issue.

Concern raised by residents was discussed. ACTION: Office to approach volunteers to use chalk paint to highlight fouling in attempt to highlight issue and change behaviours.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

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

MA134/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

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

MA135/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA136/2526 Biodiversity:

- a) To note planting of commemorative covid tree under SCDC agreement to take place on or before 8 March 2026.

Awaiting delivery of tree. ACTION: Arrange tree planting ceremony for Saturday 7 March 2026 depending on arrival of tree. Communicate to community.

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

MA137/2526 Cemetery Matters:

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

ACTION: Office to arrange meeting with garden volunteer and Cllr Kyprianou.

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

Proposal for Memorial Garden to allow scattering of ashes discussed. Decision to proceed with project and gather further information for consideration. Cllr Barnes to lead with memorial sculpture design. It was noted that memorial plaques could be added to the suggested arch way at a cost. ACTION: Office to proceed with required rules and regulation changes for New Road and present to Full Council for consideration.

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

MA138/2526 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 consider acceptance of quote for replacement / fix of light on side of workshop at a cost of £85+VAT.

It was RESOLVED to accept quote from JHE at a cost of £85+VAT for replacement / fix of light on side of workshop.

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

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

MA139/2526 Melbourn Community Hub Matters:

- a) To consider accepting quote for replacement / fix of internal emergency lighting and required bulbs at a cost of £315+VAT.

It was RESOLVED to accept quote from JHE at a cost of £315+VAT for replacement / fix of internal emergency lighting and required bulbs.

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

- b) To note installation of 'Keep Clear' labels to rear door to ensure emergency exit is not blocked.

Keep clear labels noted.

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

MA140/2526 Pavilion/New Rec Matters:

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

It was noted that rabbits are causing issue in the area. ACTION: Office to request pest control in the area.

MA141/2526 Little Hands Matters:

- a) To note Trulight attended site and altered faulty doors.

Attendance was noted.

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

None received.

MA142/2526 Policies and Risk Assessments:

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

Grammatical errors highlighted. It was RESOLVED to recommend to Full Council to accept the changes with grammatical errors corrected to Doc 4.22 Appointment of Contractors. Proposed by Cllr Davey, seconded Cllr Clark. All in favour.

- b) To receive any updates and consider actions.

None received.

MA143/2526 To consider the date of next planned meeting as 15 April 2026. Note, potentially no meeting in March.

It was noted that any required items during March could be brought to Full Council for consideration. It was RESOLVED to confirm the next Maintenance Committee date as Wednesday 15 April 2026. Proposed by Cllr Clark, seconded Cllr Barnes. All in favour.

Meeting closed 20:40



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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. 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 2025 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark, Davey, Kilmurray, 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 topsoil 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

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: January 2026

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 31st January 2026. This report also includes invoices received in February 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. The pavilion income does not reflect the costs of maintaining the building, however as the building is now being used to provide various community based schemes the value of the community benefit may outweigh the cost of maintaining.
- **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 generated to date £30.00, with expenditure of £8,374 incurred in maintaining the building.

Given the ongoing cost of upkeep compared to minimal income, alternative uses for the Pavilion should be considered. The space is now being utilised by the foodbank and other community initiatives, this should be monitored carefully to ensure the Pavilion remains an appropriate and suitable venue for these activities. Access to the Pavilion is by foot only, which may restrict accessibility for some users. This should be reviewed further in line with the findings of the reports on the villages assets.

Consideration should also be given to whether this level of use provides a measurable community benefit that can be evidenced and reported.

- 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 included in the 2026/27 precept. For this report to support the finances it should be split into planned annual maintenance and planned asset maintenance per the asset management reserve.
- **Tree & Hedge Work:** Unplanned tree works has been overspent whilst the planned was based on a report which has now been received. Please keep in mind that the overspend could be offset against the planned underspend when considering quotes for work that need to be completed. Note that the budget starts again in April 2026 of which we have allocated £1,500 to planned and £7,500 to unplanned.

4. Ongoing Improvements

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

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

5. Conclusion

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

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

Prepared by:

Responsible Financial Officer (RFO)
Melbourn Parish Council
January 2026

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Maintenance							
<u>110 Wardens</u>							
4000 Salaries & Pensions	16,400	19,747	3,347		3,347	83.0%	
4110 Insurance	534	689	156		156	77.4%	
4175 Subcontractors	85	3,000	2,915		2,915	2.8%	
4230 Van - Tax, MOT, Fuel, Repairs	1,556	647	(909)		(909)	240.4%	
4235 Wardens Materials	410	0	(410)		(410)	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	19,274	27,622	8,348	0	8,348	69.8%	0
Net Expenditure	(19,274)	(27,622)	(8,348)				
<u>210 Allotments</u>							
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)				
<u>220 Conservation</u>							
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	1,487	6,618	5,131		5,131	22.5%	
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	16,495	17,923	1,428		1,428	92.0%	1,870
Conservation :- Indirect Expenditure	34,308	42,802	8,494	0	8,494	80.2%	2,801
Net Income over Expenditure	(30,369)	(38,952)	(8,583)				
6000 plus Transfer from EMR	2,801	0	(2,801)				

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(27,568)	(38,952)	(11,384)				
<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	737	0	(737)		(737)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	814	0	(814)	0	(814)		0
Net Expenditure	(814)	0	814				
<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	8,102	9,752	1,650		1,650	83.1%	
Cemetery General :- Indirect Expenditure	7,699	9,752	2,053	0	2,053	79.0%	0
Net Income over Expenditure	(7,089)	(5,727)	1,362				
<u>260 Orchard Road Cemetery</u>							
1305 Memorials Fees	100	0	(100)			0.0%	
1310 Internment Fees	210	0	(210)			0.0%	
Orchard Road Cemetery :- Income	310	0	(310)				0
4315 Maintenance & Reps - Planned	0	175	175		175	0.0%	
4430 Grounds Maintenance - Planned	0	457	457		457	0.0%	
4500 Rates	294	278	(16)		(16)	105.8%	
4505 Electricity	130	221	91		91	59.0%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	425	1,234	809	0	809	34.4%	0
Net Income over Expenditure	(115)	(1,234)	(1,119)				
<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

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer 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	901	845	(56)		(56)	106.6%	
4510 Water	72	0	(72)		(72)	0.0%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	3,323	4,490	1,167	0	1,167	74.0%	2,350
Net Income over Expenditure	5,177	(4,490)	(9,667)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
Movement to/(from) Gen Reserve	7,527	(4,490)	(12,017)				
<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	236	518	282		282	45.6%	
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	5,401	6,502	1,101		1,101	83.1%	
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%	(1,920)
Recreation Ground :- Indirect Expenditure	9,399	14,579	5,180	0	5,180	64.5%	(1,920)
Net Income over Expenditure	(5,137)	(10,389)	(5,252)				
6000 plus Transfer from EMR	(1,920)	0	1,920				
Movement to/(from) Gen Reserve	(7,057)	(10,389)	(3,332)				

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Pavilion</u>							
1550 Hire of Pavilion	30	100	70			30.0%	
Pavilion :- Income	<u>30</u>	<u>100</u>	<u>70</u>			<u>30.0%</u>	<u>0</u>
4125 Broadband & Telephone	160	177	18		18	90.1%	
4175 Subcontractors	1,313	1,728	416		416	76.0%	
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	2,162	2,822	660		660	76.6%	
4505 Electricity	1,845	2,587	742		742	71.3%	
4510 Water	486	100	(386)		(386)	485.9%	
4605 Refuse & Dog Bin Collection	383	417	34		34	91.8%	
Pavilion :- Indirect Expenditure	<u>8,374</u>	<u>10,827</u>	<u>2,453</u>	<u>0</u>	<u>2,453</u>	<u>77.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,344)</u>	<u>(10,727)</u>	<u>(2,383)</u>				
<u>400 Car Park</u>							
4510 Water	119	0	(119)		(119)	0.0%	
Car Park :- Indirect Expenditure	<u>119</u>	<u>0</u>	<u>(119)</u>	<u>0</u>	<u>(119)</u>		<u>0</u>
Net Expenditure	<u>(119)</u>	<u>0</u>	<u>119</u>				
<u>410 Fire Engine House</u>							
4315 Maintenance & Reps - Planned	0	600	600		600	0.0%	
Fire Engine House :- Indirect Expenditure	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
<u>420 Community Hub</u>							
1610 Misc Income	150	0	(150)			0.0%	
Community Hub :- Income	<u>150</u>	<u>0</u>	<u>(150)</u>				<u>0</u>
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	2,221	10,000	7,779		7,779	22.2%	
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	<u>30,157</u>	<u>47,981</u>	<u>17,824</u>	<u>0</u>	<u>17,824</u>	<u>62.9%</u>	<u>7,944</u>
Net Income over Expenditure	<u>(30,007)</u>	<u>(47,981)</u>	<u>(17,974)</u>				
6000 plus Transfer from EMR	7,944	0	(7,944)				
Movement to/(from) Gen Reserve	<u>(22,063)</u>	<u>(47,981)</u>	<u>(25,918)</u>				

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
510 Highways							
4320 Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920 Street Lighting	1,631	1,026	(605)		(605)	158.9%	
Highways :- Indirect Expenditure	1,791	1,026	(765)	0	(765)	174.5%	0
Net Expenditure	(1,791)	(1,026)	765				
520 Little Hands							
1600 Property Rental Income	22,500	27,000	4,500			83.3%	
Little Hands :- Income	22,500	27,000	4,500			83.3%	0
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	16,809	3,423	(13,386)	0	(13,386)	491.0%	12,839
Net Income over Expenditure	5,691	23,577	17,886				
6000 plus Transfer from EMR	12,839	0	(12,839)				
Movement to/(from) Gen Reserve	18,531	23,577	5,046				
530 Workshop							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	10,604	13,671	3,067		3,067	77.6%	
4505 Electricity	1,327	2,901	1,574		1,574	45.7%	
4510 Water	281	221	(60)		(60)	127.0%	
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	20,655	34,269	13,614	0	13,614	60.3%	0
Net Expenditure	(20,655)	(34,269)	(13,614)				
Maintenance :- Income	43,533	42,319	(1,214)			102.9%	
Expenditure	156,500	208,031	51,531	0	51,531	75.2%	
Net Income over Expenditure	(112,967)	(165,712)	(52,745)				
plus Transfer from EMR	24,014	0	(24,014)				
Movement to/(from) Gen Reserve	(88,953)	(165,712)	(76,759)				

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	43,533	42,319	(1,214)			102.9%	
Expenditure	156,500	208,031	51,531	0	51,531	75.2%	
Net Income over Expenditure	(112,967)	(165,712)	(52,745)				
plus Transfer from EMR	24,014	0	(24,014)				
Movement to/(from) Gen Reserve	(88,953)	(165,712)	(76,759)				

MELBOURN PARISH COUNCIL
 MELBOURN COMMUNITY HUB 30 HIGH STREET,
 MELBOURN
 ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
 GB

Paid

Payment reference ID GiX4dQAMHvFwsSkQbGHA
 Sold by DADDYGOFISH LLC

Invoice date / Delivery date	06.02.2026
Invoice #	GB61CGIFXAEUD
Total payable	£104.48

VAT declared by	Amazon EU S.a.r.L.
VAT #	GB727255821

For customer support visit www.amazon.co.uk/contact-us

Billing address

Melbourn Parish Council
 MELBOURN COMMUNITY HUB 30 HIGH
 STREET, MELBOURN
 ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
 GB

Delivery address

Melbourn Parish Council
 MELBOURN COMMUNITY HUB 30 HIGH
 STREET, MELBOURN
 ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
 GB

Sold by

DADDYGOFISH LLC
 135 Van Bolen Way
 MAHWAH, NJ, 07430-3181
 US

Order information

Order date 06.02.2026
 Order # 026-5726377-1010734

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
DaddyGoFish Neoprene Chest Waders for Kids and Adults, BootFoot, Fishing & Hunting with a Camouflage Caps and a Wader Hanger B0CQMM1QJL ASIN: B0CQMM1QJL	1	£83.32	20%	£99.99	£99.99
Shipping Charges		£3.74		£4.49	£4.49

Invoice total **£104.48**

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£87.06	£17.42
Total	£87.06	£17.42

Items shipped from: Germany

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
 R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

VAT declared by Amazon



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-4239

Invoice Date

11/02/2026

Due Date

13/03/2026

Description	Net	% VAT	VAT	Total
Cut back hedge line at Chalkhill Barrow	280.00	20.00	56.00	336.00

VAT Rate	Net	VAT	Total Net	Total VAT	Total
Standard 20.00% (20.00%)	£280.00	£56.00	280.00	56.00	£336.00

Notes

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

Terms and Conditions

Payment Terms: Net 30 Days





Invoice No. A24691419805

Quote this reference for enquiries

Customer:

Mrs Abigail Williams
Melbourn Community Hub
30 High Street
Melbourn
Royston
Hertfordsh
SG8 6DZ

Invoice Summary:

Our Reference: 0226A24691419805
Customer Number: [REDACTED]
Your Reference: N/A
Credit Card: ****2843
Customer Credit: £0.00
PayPal: £0.00
Other: £0.00
Order Date: 02/02/2026
Tax Point Date: 02/02/2026

Your Order								VAT Breakdown			
Product	Description	Qty	Unit Price	Sub Total	Discount %	Discount Value	Gross	Net	VAT Applied	VAT %	
415AH	18v 1x 4Ah Combi Drill	1	109.99	109.99	0.00	0.00	109.99	91.66	18.33	20.0	
				Sub total	109.99	0.00	£109.99	£91.66	£18.33		

Total Paid: £109.99

Returns/Cancellation Policy

If you have any questions regarding the return of an item, please call us on 03330 112 112.

Unwanted items Under 30 Days

You can cancel your order and return items to your nearest store or call us on 03330 112 112 to arrange a free collection. If your item was delivered directly from one of our approved suppliers please visit our supplier help page on Screwfix.com to see your returns options. Please ensure goods are returned unused and in a saleable condition with their original packaging. Certain items are excluded including goods that are made to measure, cut or mixed to your requirements, and used macerators, toilets or water pumps. These are marked in our catalogue or online.

Faulty Items under 30 Days

Return items to your nearest store with your invoice, or call us on 03330 112 112 to arrange a free collection. We will offer you an exchange or refund. If the item has already been installed, please call 03330 112 112.

Faulty Items over 30 Days

Check if the manufacturer offers a helpline, repair or warranty service. If there is no warranty or repair service please call us on 03330 112 112. Depending on the circumstances, we may either offer a repair or where this is not possible will replace the item with the same or an equivalent model.

General

Please return items with all components and any promotional extras. Remember to drain any fuel or oil from products before returning them. You cannot return unwanted boilers where the product box/ packaging has been opened. For items over 1m in length or 2kg in weight please call 03330 112 112 for further advice. If your product is powered by lithium batteries please return your purchase to a branch due to changes in the road transport regulations. WEEE is taken back free of charge in any Screwfix store on a one-for-one, like-for-like basis. Waste batteries are taken back free of charge in any Screwfix store. All WEEE and waste batteries must be recycled and should not be placed in household waste. If you have ordered an electrical item for home delivery and would like to return your old like-for-like, please call 03330 112 112 or email online@screwfix.com within 28 days to arrange collection. For products delivered directly from our suppliers, please call 03330 112 112. Full details of our returns policy can be found at www.screwfix.com/returns.

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Reg No. 3006378 Registered in England Vat No: 232 5555 75
Telephone: 03330 112 112 24 hours a day 7 days a week Online: www.screwfix.com
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Monthly water situation report: East Anglia

1 Summary - January 2026

East Anglia rainfall for January 2026 ranged from 129% to 198% of the long term average [LTA] for the month. The average soil moisture deficit [SMD] decreased by 14mm since December, all catchments ending January with deficits below 10mm. River flows increased significantly following the month's high rainfall, with above average flows found across much of the region. North-western catchments continue to display below normal flow having, receiving comparatively less rainfall. Groundwater levels have continued to increase at almost of sites, more than half are still below normal levels for the time of year. Public water supply reservoirs ended January 2026 with levels ranging from 59% to 91% of their full storage capacities.

1.1 Rainfall

January 2026 rainfall totals across East Anglia ranged from 129% to 198% of the long term average for the month. The East Suffolk and North Essex catchments received the highest total rainfalls, receiving 189% and 198% of their long term averages respectively. All catchments recorded above normal or higher rainfall for January. Over the past 3 months, all catchments have recorded above normal or higher rainfall with the exception of South Essex, recording normal levels though still above average at 106% of its LTA.

1.2 Soil moisture deficit and recharge

The soil moisture deficit for East Anglia at the end of January 2026 was 4mm, which is normal for the time of year. All catchments had SMDs below 10mm, with half being 5mm above or below the LTA, and the other half instead being 6mm to 25mm below.

1.3 River flows

Following high rainfall in all catchments, the January 2026 month mean flows at most sites have increased significantly since December 2025, with most catchments reporting normal or higher flows, with the Colne being the only river recording notably high flows at 193% of the LTA. The northern rivers; Heacham, Burn and Nar, were instead below normal, having started the month particularly low and showing more gradual recovery compared to other river's flashy responses.

1.4 Groundwater levels

Groundwater levels have begun or continued to rise at all reporting sites with available data, with the exception of Therfield which continues to fall. Over half of the reporting stations have below normal or lower levels for the time of year, with the other half returning either normal or higher. Breckland and Bircham Newton in the central and northern areas are notably low while Fringford in the west was the only site with notably high levels for the time of year.

1.5 Reservoir stocks

All public water supply reservoirs have seen a net increase in storage in January 2026, with the exception of Ardleigh which only started increasing towards the end of the month. At the end of the month, levels ranged from 59% to 91% of the full storage capacity, and only Alton was above its normal operating curve.

1.6 Forward look

1.6.1 Probabilistic ensemble projections for river flows at key sites

River flow projections at all sites show a high probability of normal or higher flows for March 2026. The Ouse has the lowest probability of normal or greater flows, and is the only site which has a higher probability of below normal or lower flows.

1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

Groundwater projections for March 2026 have a high probability of normal levels or higher at most sites. Newmarket and Kenninghall instead have a higher probability of below normal levels by the End of March.

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

*[SMD]: soil moisture deficits

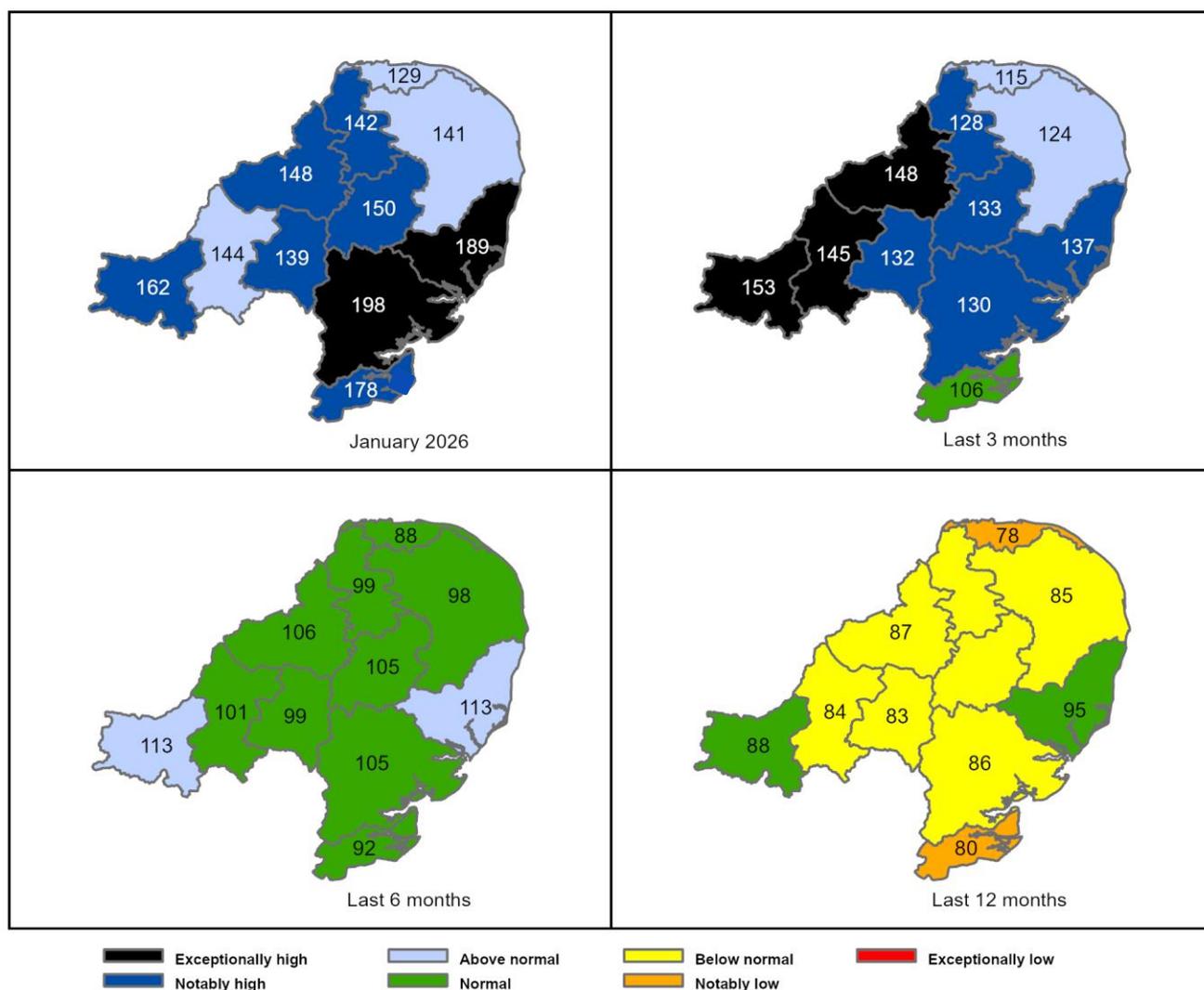
*[LTA]: long term average

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 January 2026), 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.



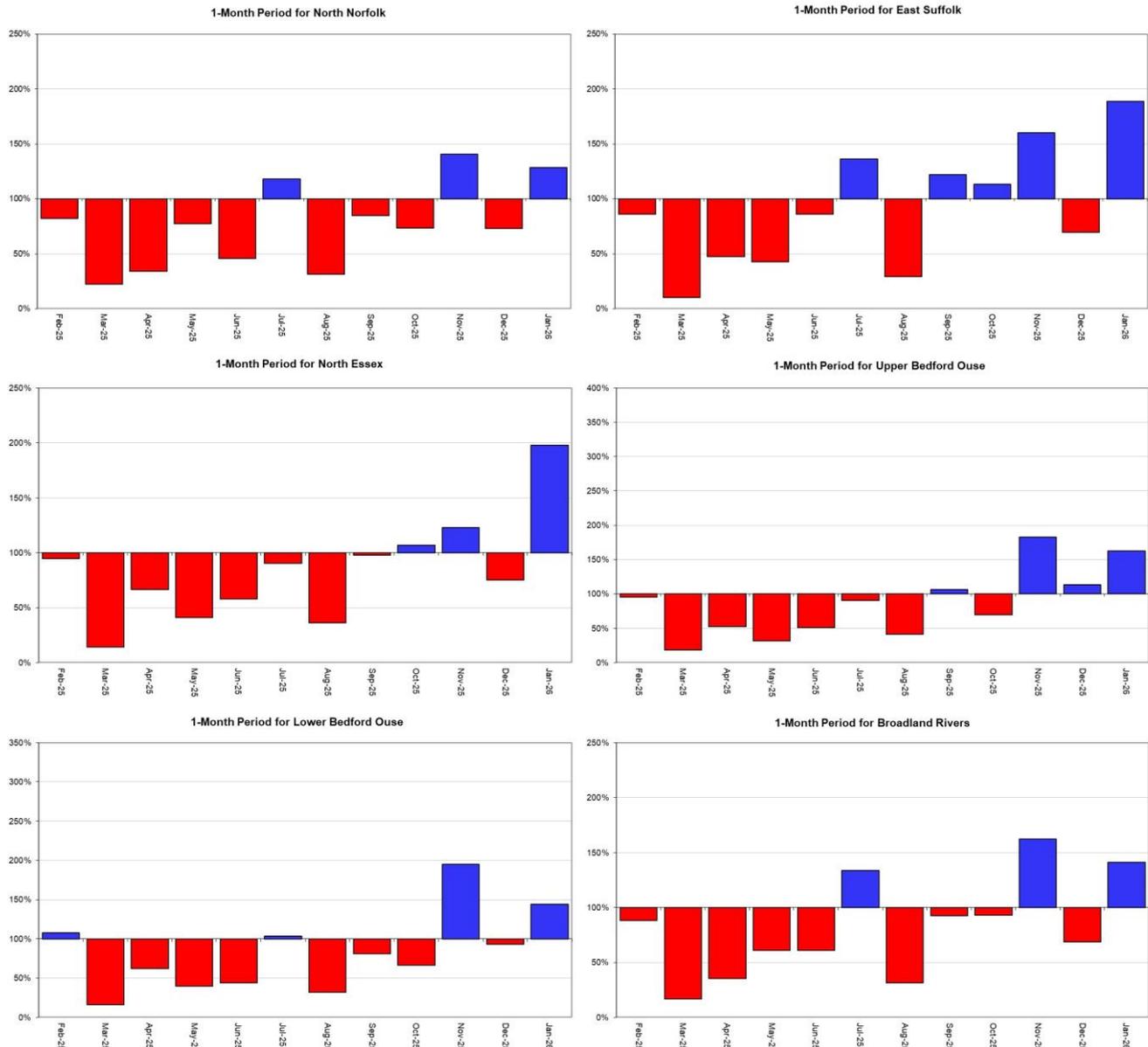
HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2026). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

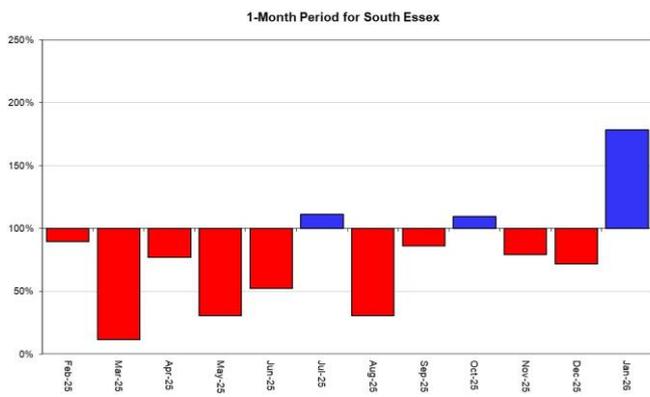
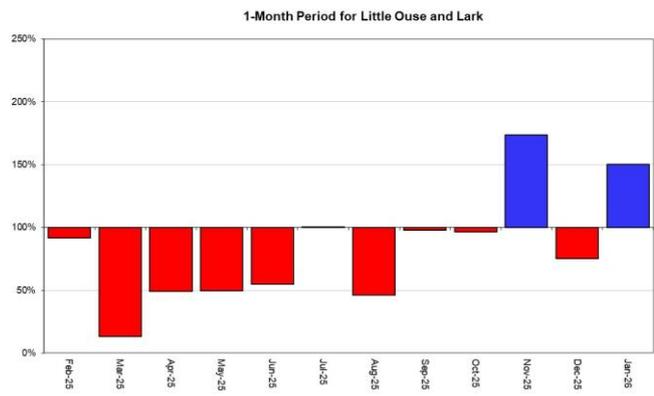
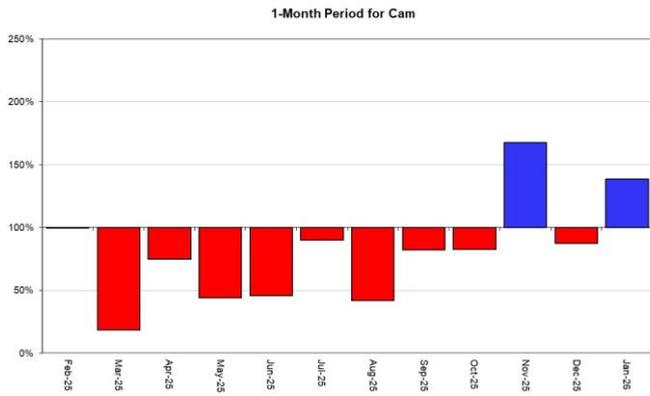
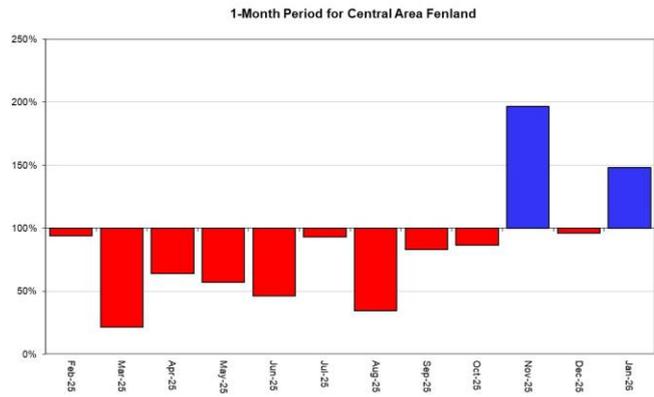
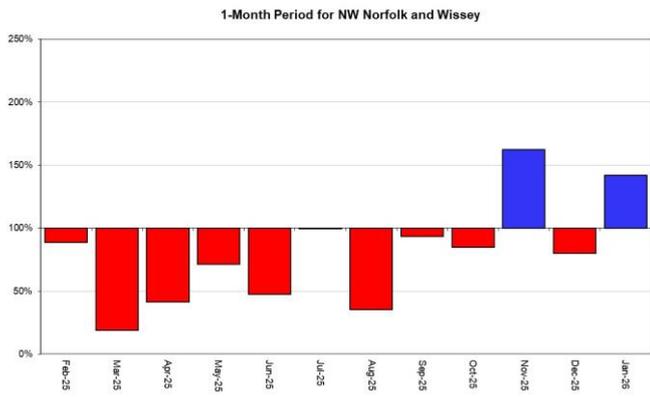
2.2 Rainfall charts

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.

■ Above average rainfall

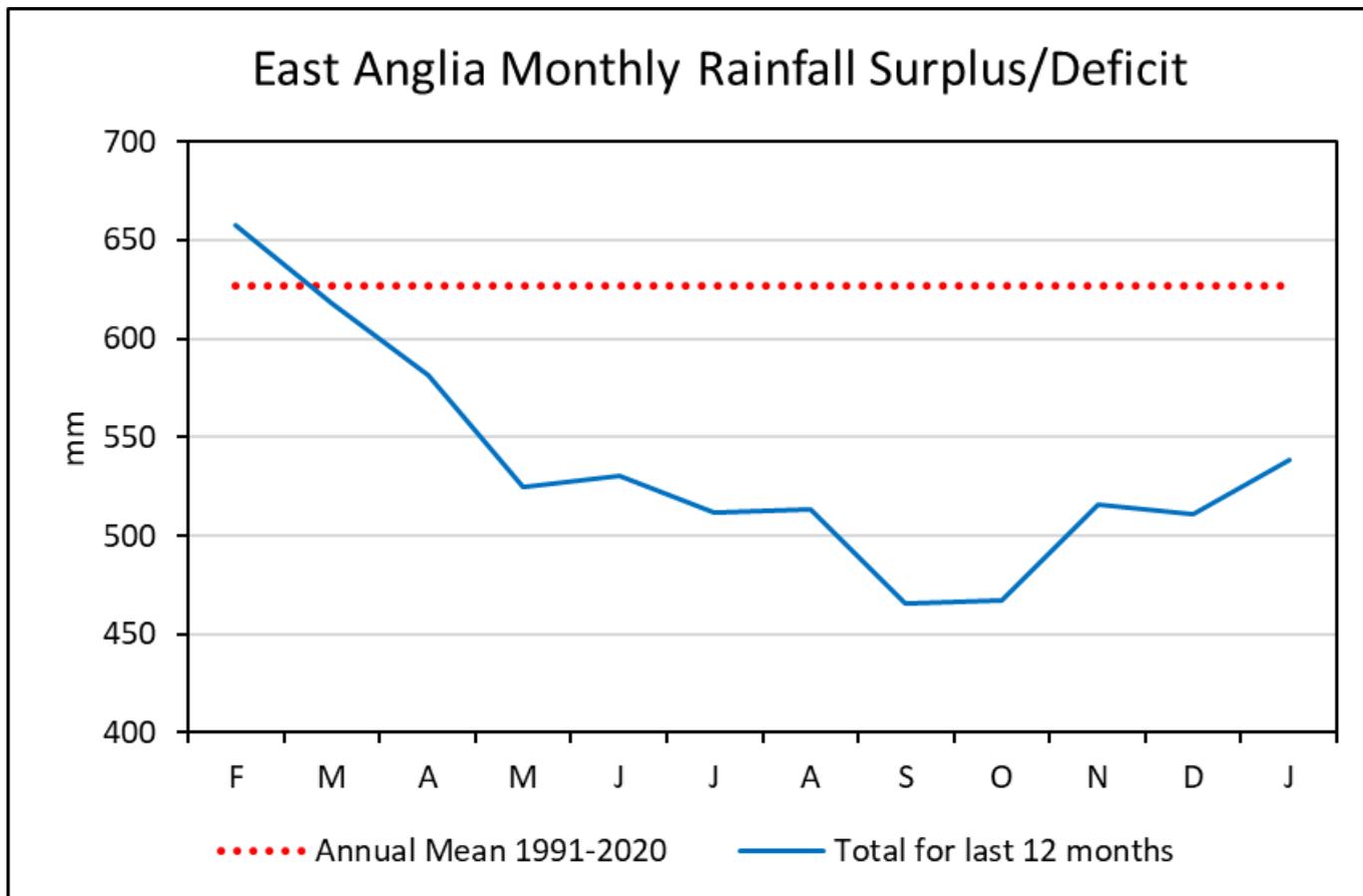
■ Below average rainfall





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 January 2026. Values based on the weekly MORECS data for real land use.

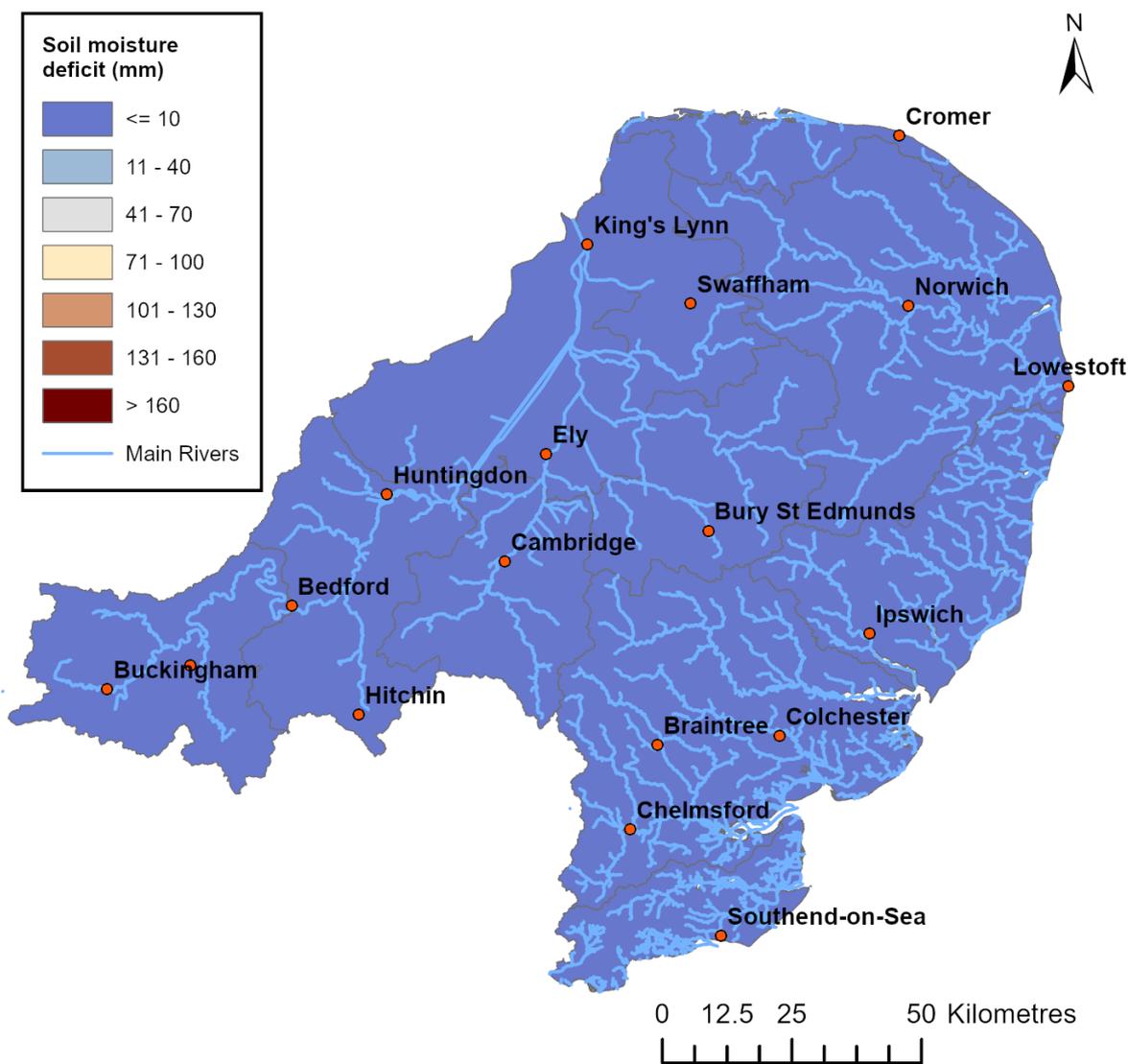
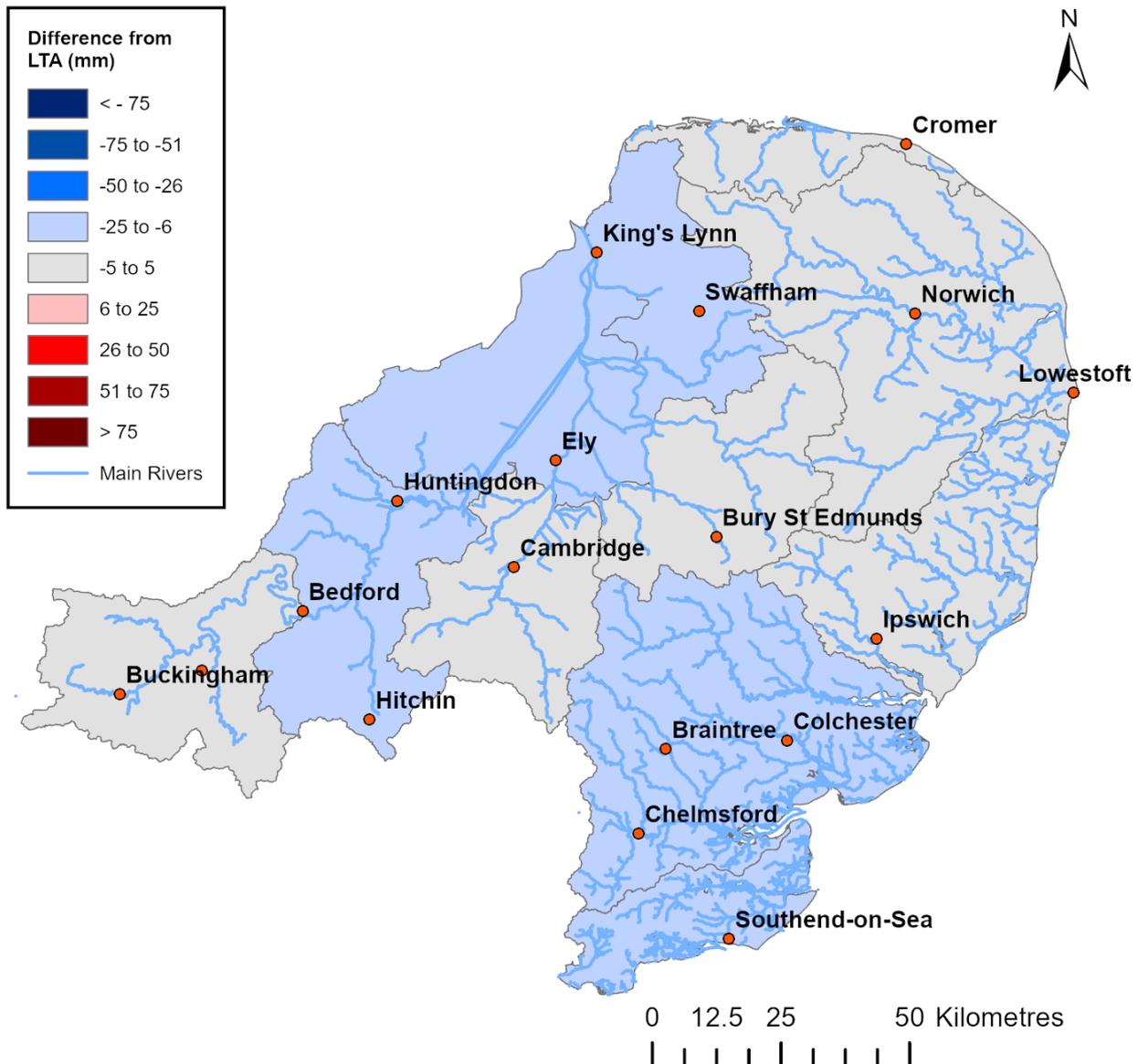


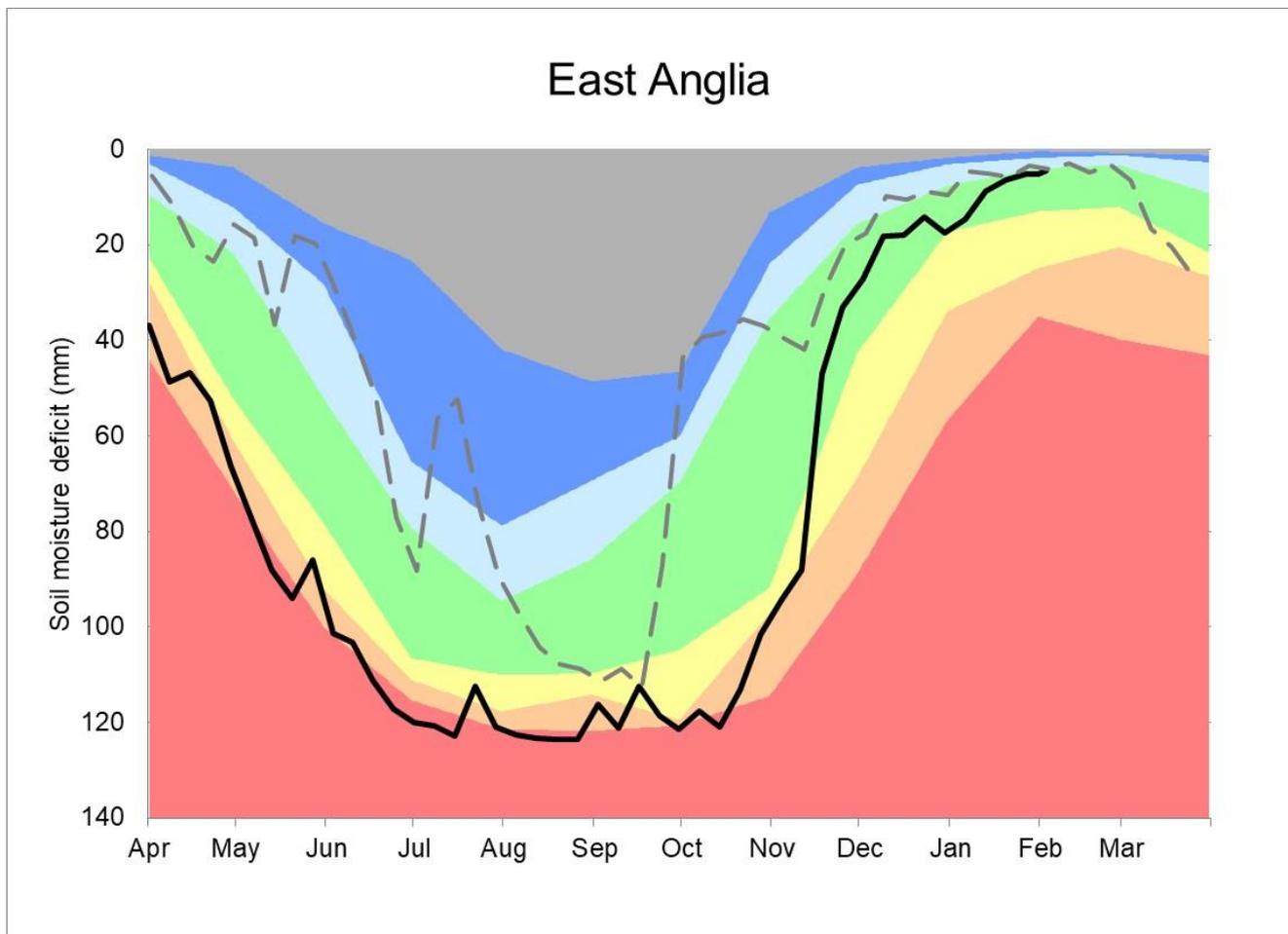
Figure 3.2: Difference between soil moisture deficit values for 31 January 2026 and the long term average soil moisture deficit values for the end of January. Values based on the weekly MORECS data for real land use.



(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.

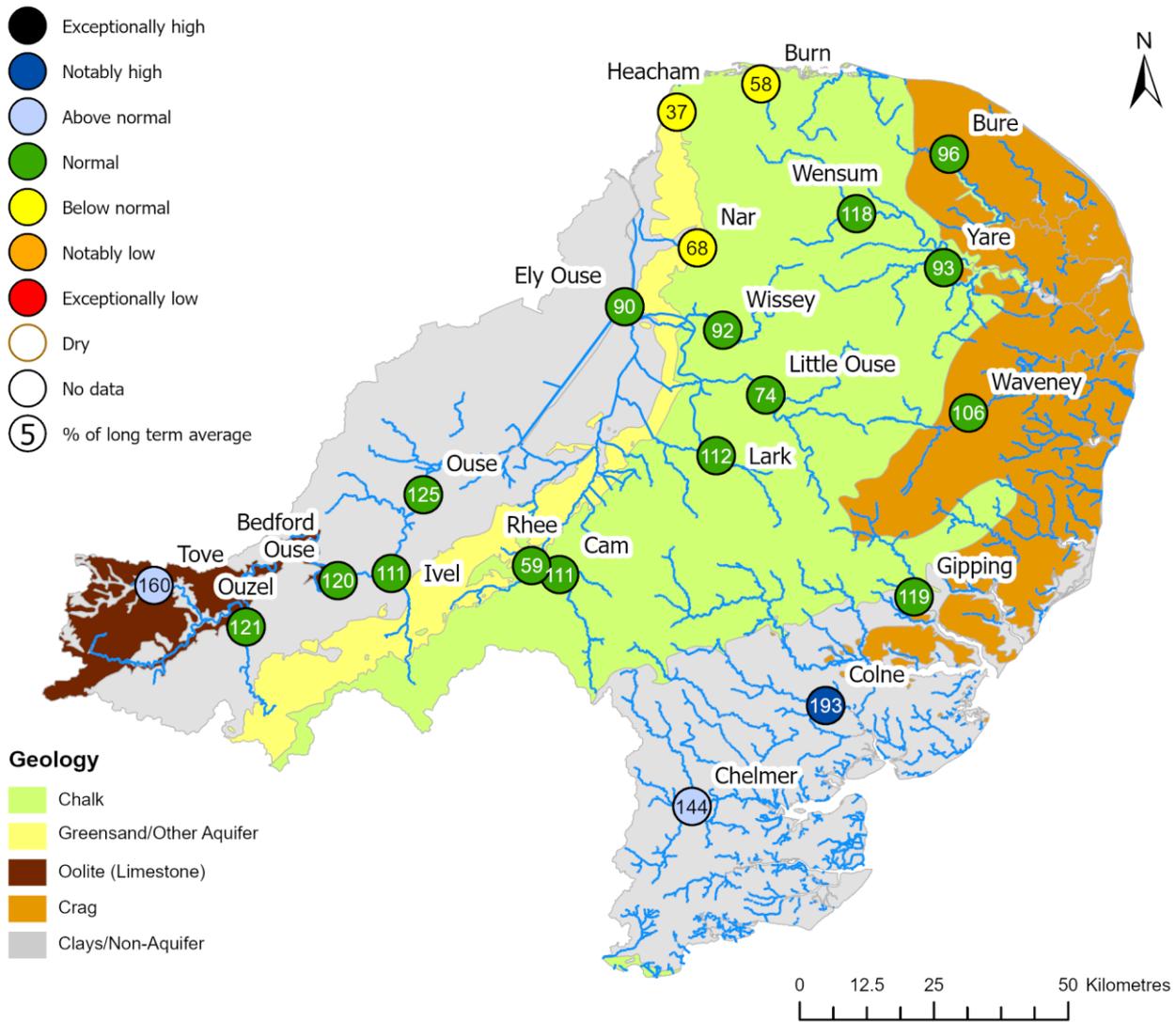


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4 River flows

4.1 River flows map

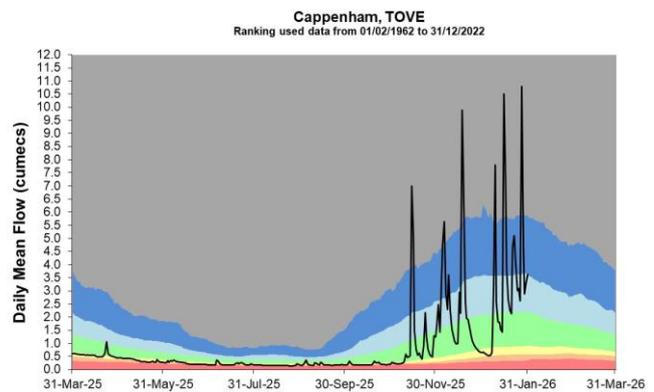
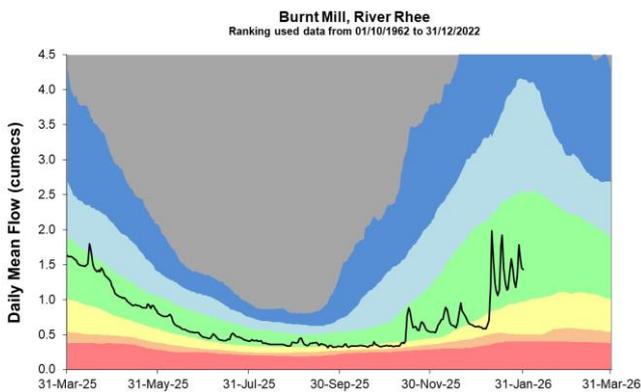
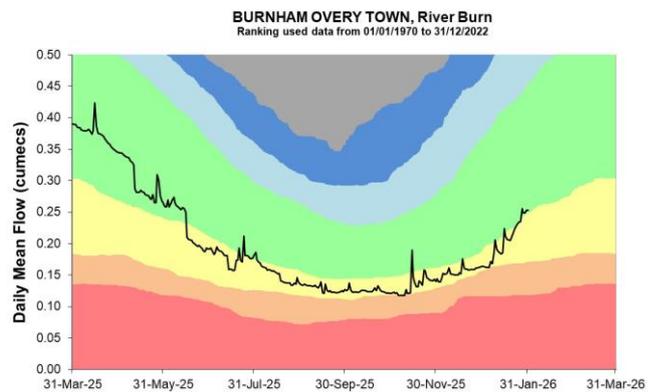
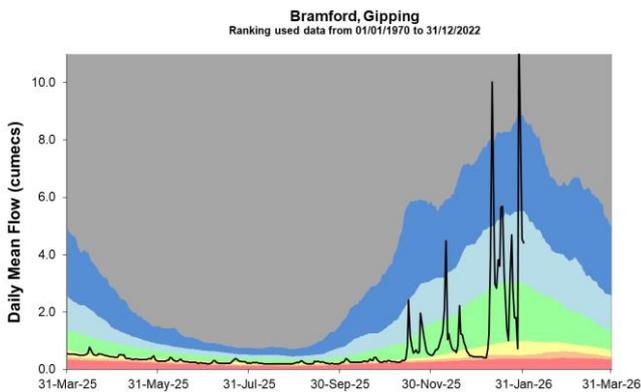
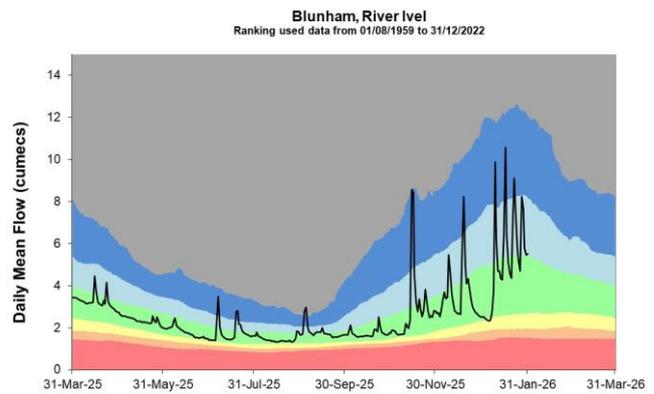
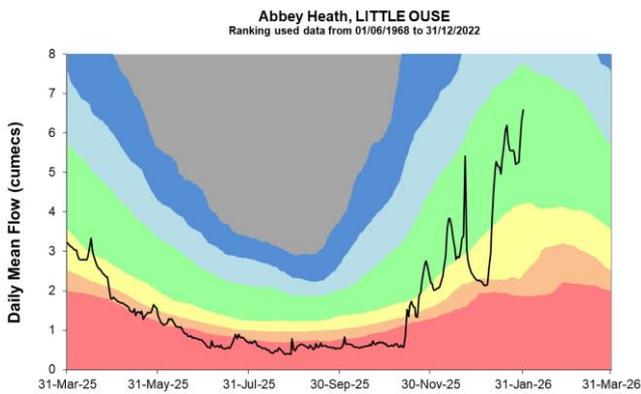
Figure 4.1: Monthly mean river flow for indicator sites for January 2026, expressed as a percentage of the respective long term average and classed relative to an analysis of historic January monthly means Table available in the appendices with detailed information.



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

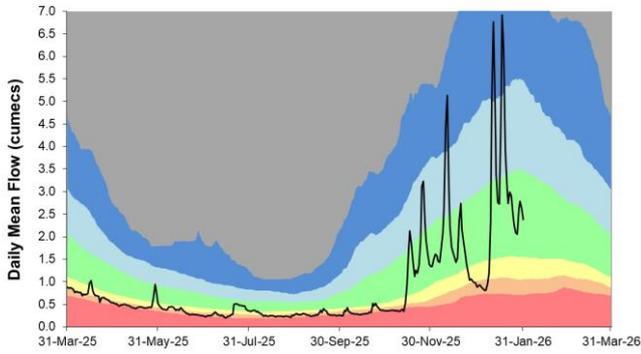
4.2 River flow charts

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.



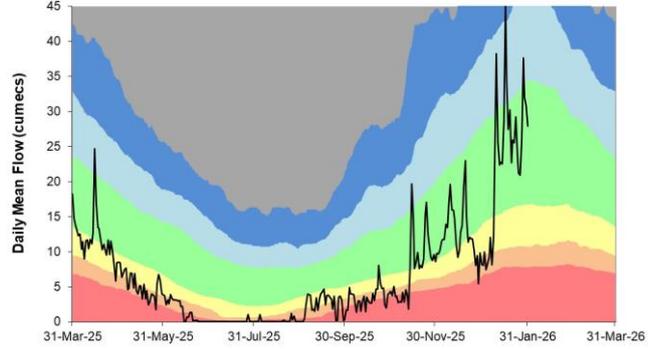
COLNEY, River Yare

Ranking used data from 01/01/1970 to 31/12/2022



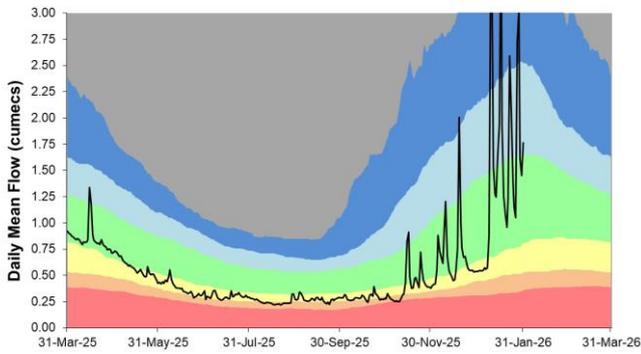
Denver, ELY OUSE

Ranking used data from 01/11/1971 to 31/12/2022



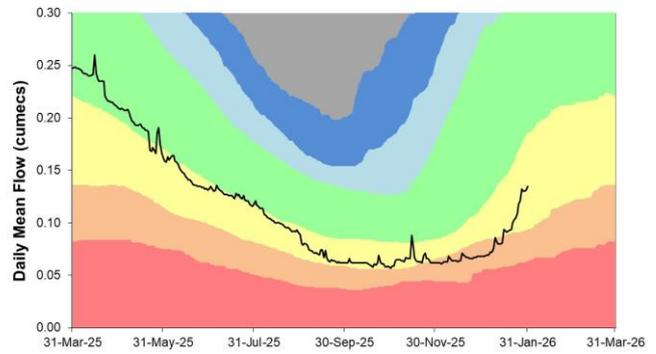
Dernford, CAM

Ranking used data from 21/02/1949 to 23/12/2022



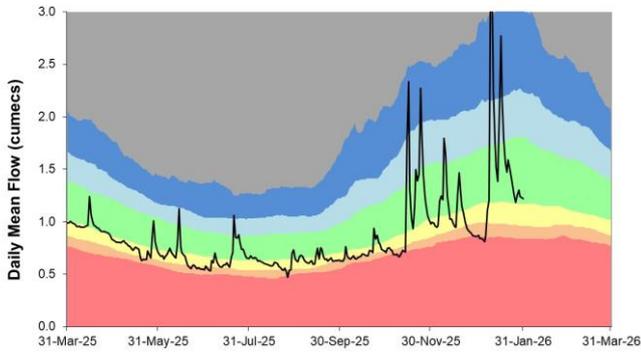
Heacham, HEACHAM

Ranking used data from 01/11/1965 to 31/12/2022



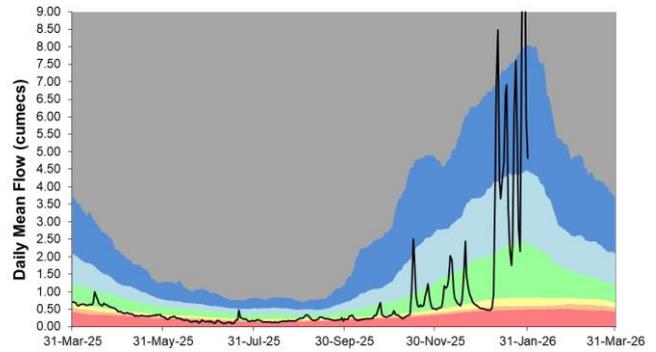
Ingworth, Bure

Ranking used data from 01/01/1970 to 31/12/2022



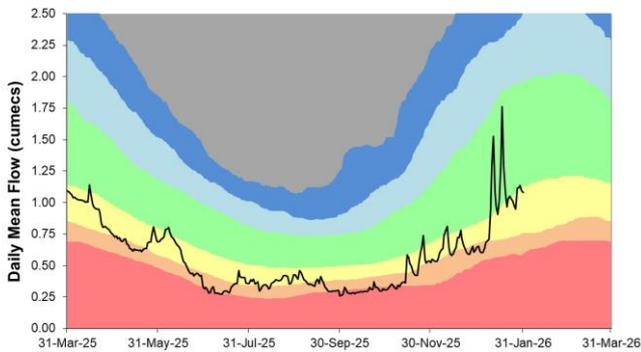
Lexden, Colne

Ranking used data from 01/01/1970 to 31/12/2022



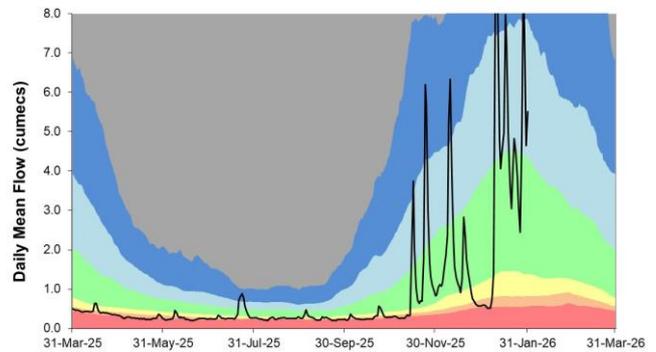
Marham, River Nar

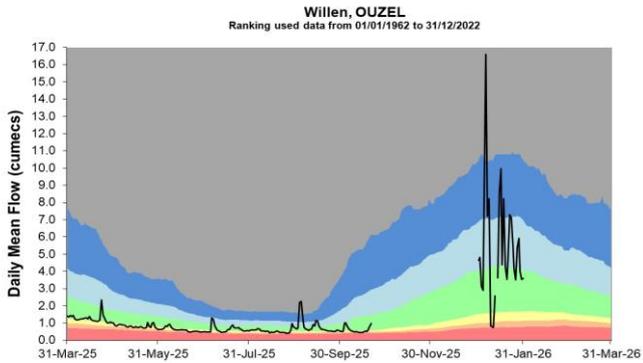
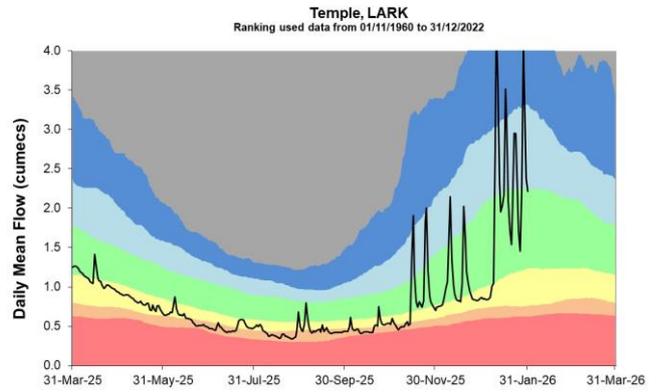
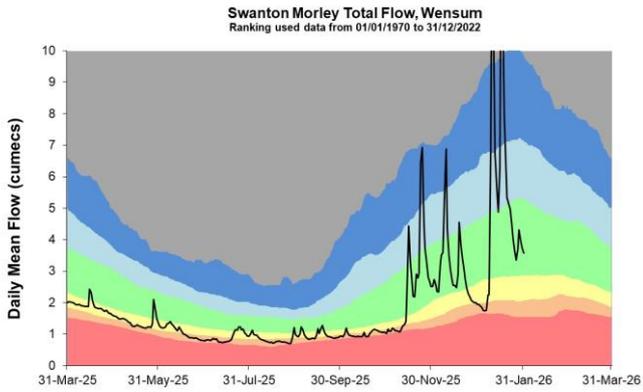
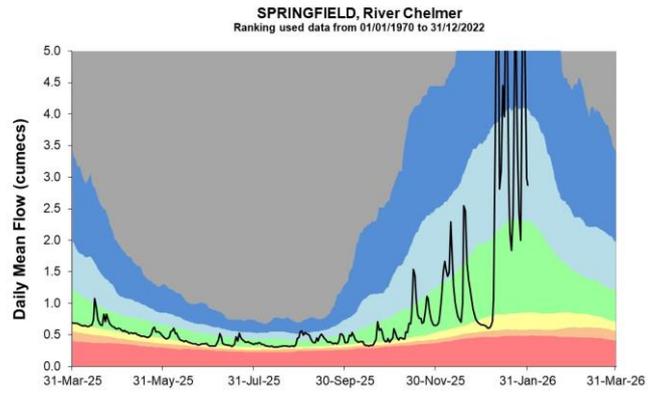
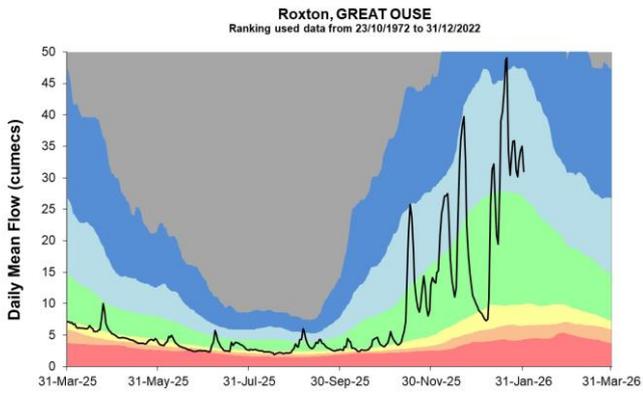
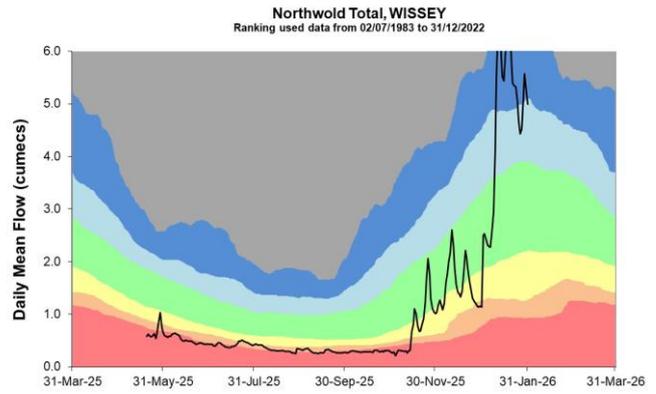
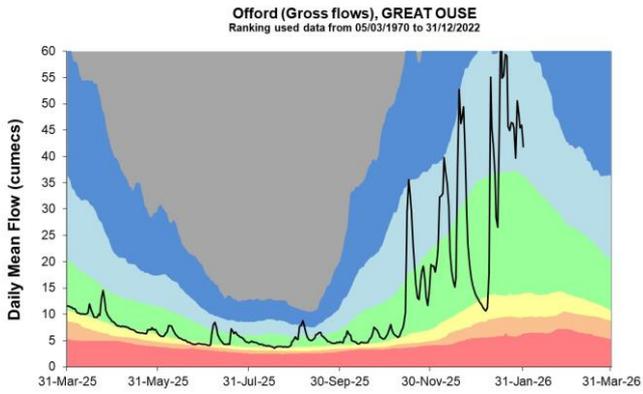
Ranking used data from 01/09/1953 to 31/12/2022



Needham Weir Total, Waveney

Ranking used data from 01/01/1970 to 31/12/2022



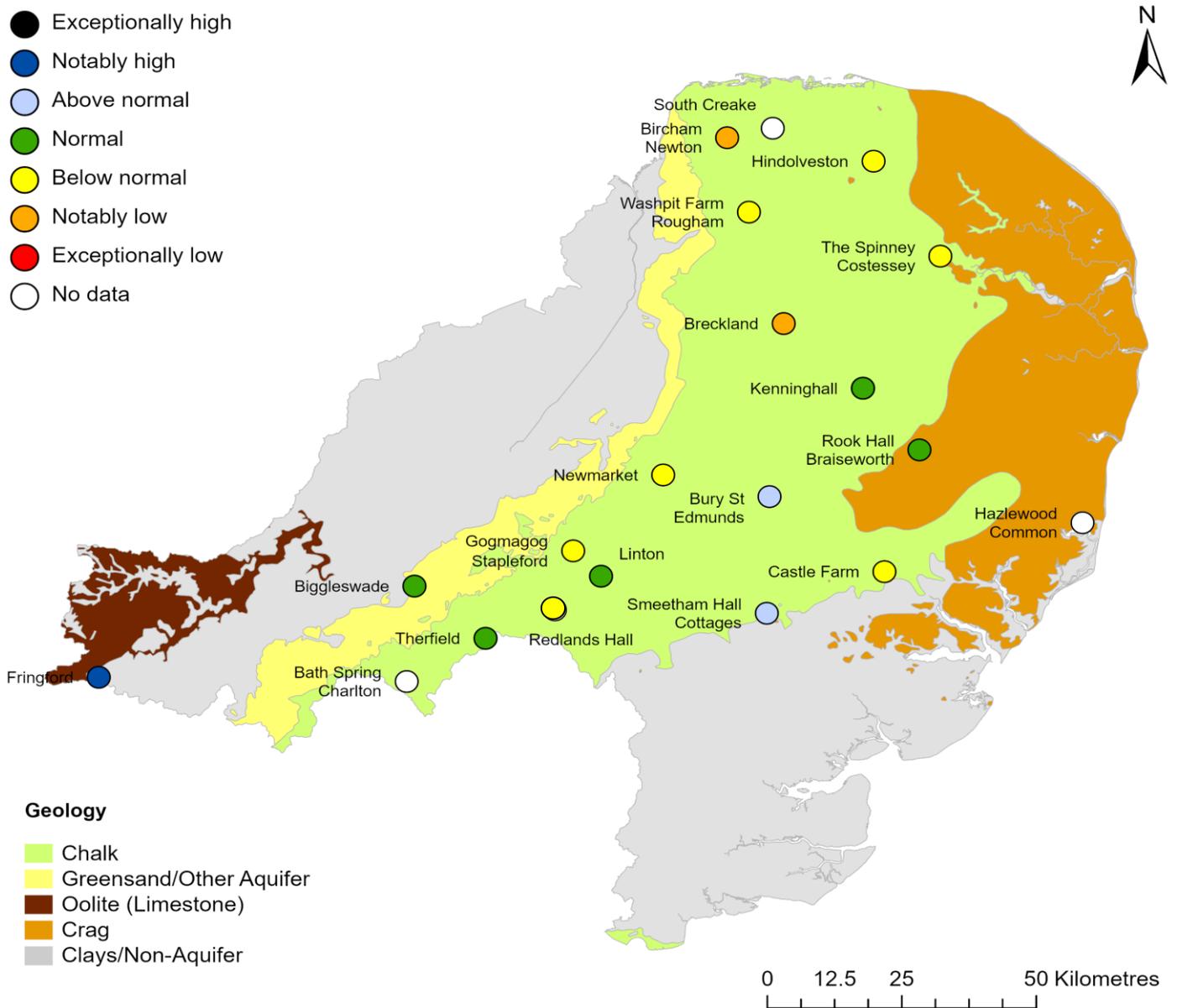


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

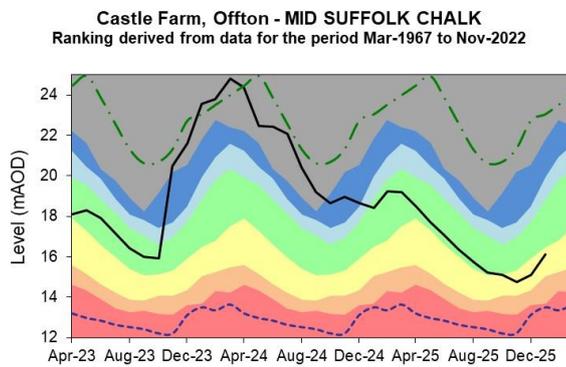
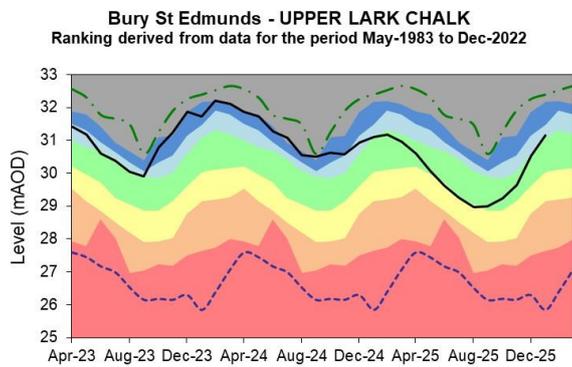
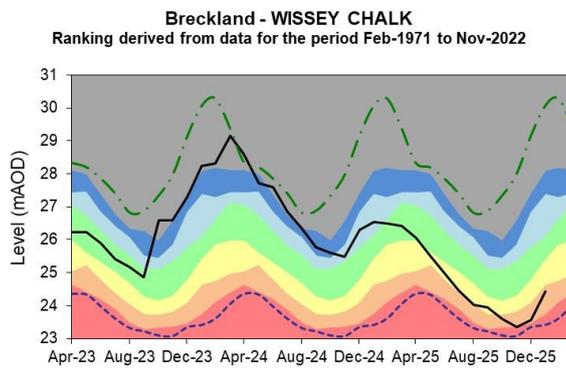
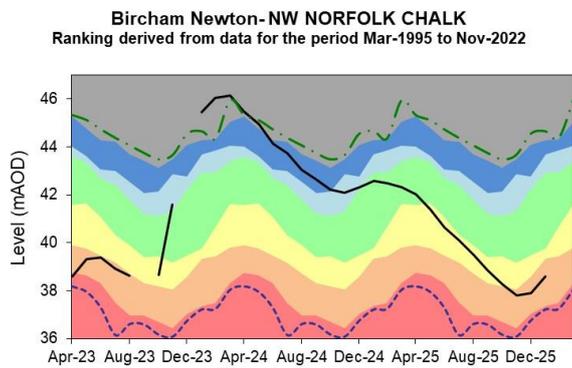
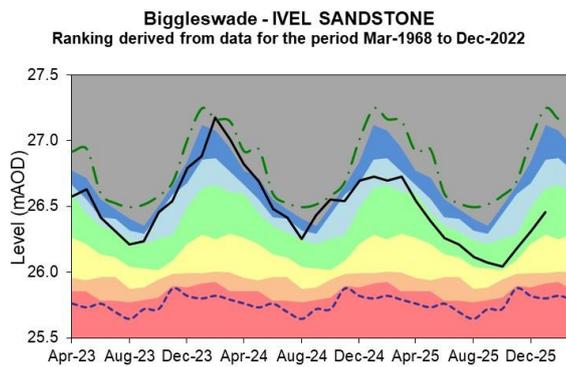
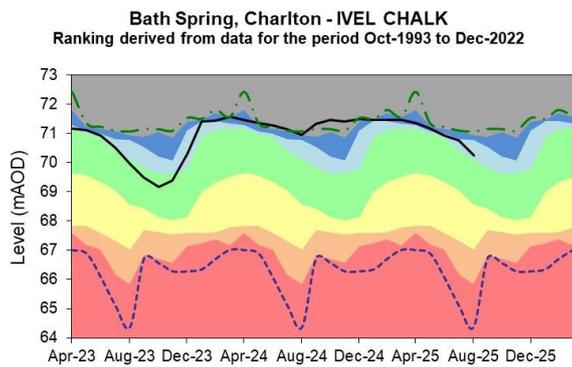
Figure 5.1: Groundwater levels for indicator sites at the end of January 2026, classed relative to an analysis of respective historic January levels. Table available in the appendices with detailed information.



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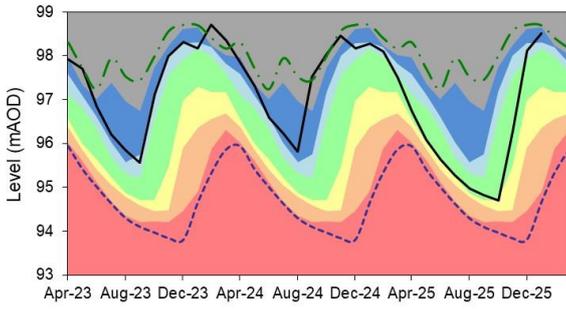
5.2 Groundwater level charts

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.



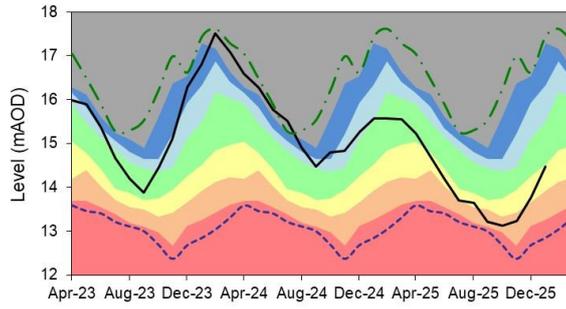
Fringford - GREAT OOLITE

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



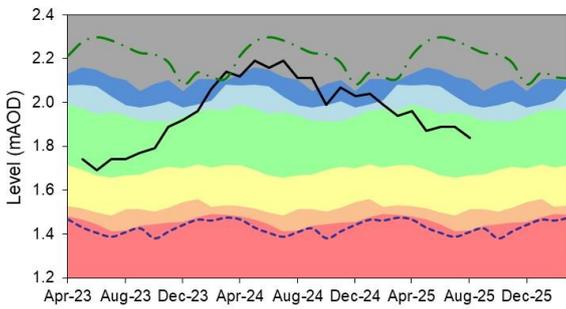
Gog Magog, Stapleford - CAM CHALK

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



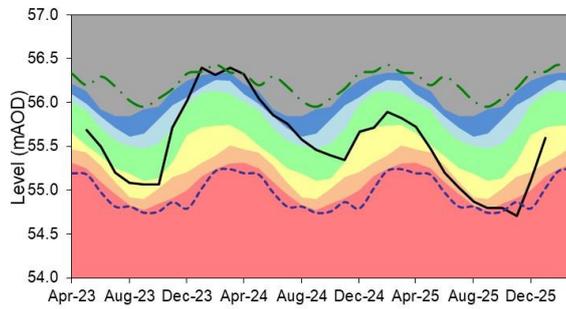
Hazlewood Common - SUFFOLK CRAG

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



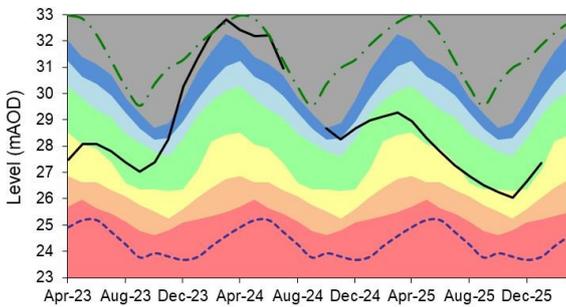
Hindolveston - NORFOLK CHALK

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



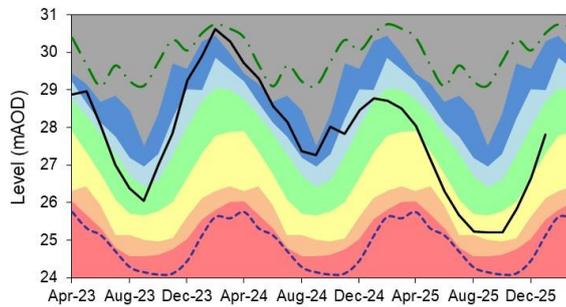
Kenninghall - LITTLE OUSE CHALK

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



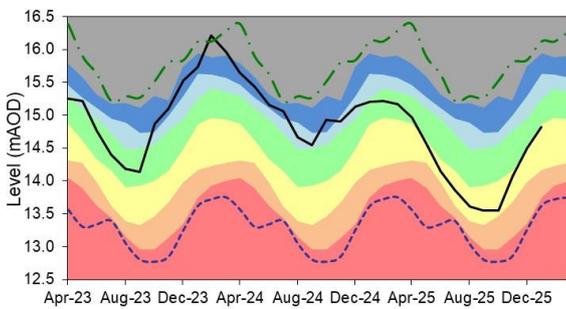
Linton - CAM CHALK

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



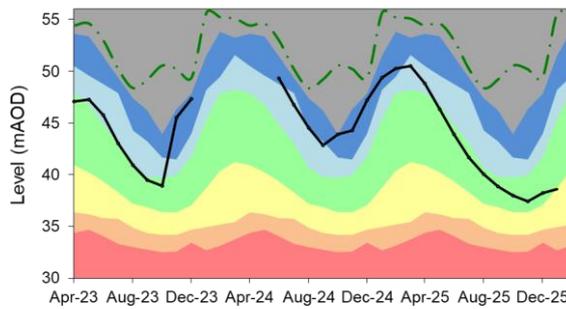
Newmarket - SNAIL CHALK

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

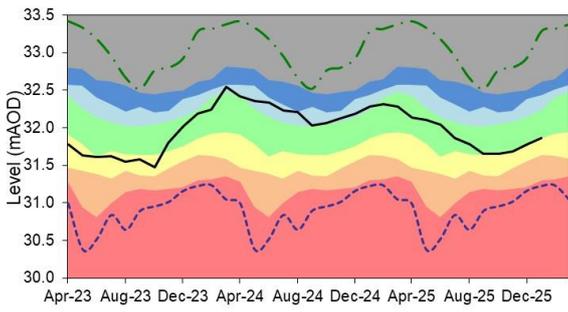


Redlands Hall, Ickleton - CAM CHALK

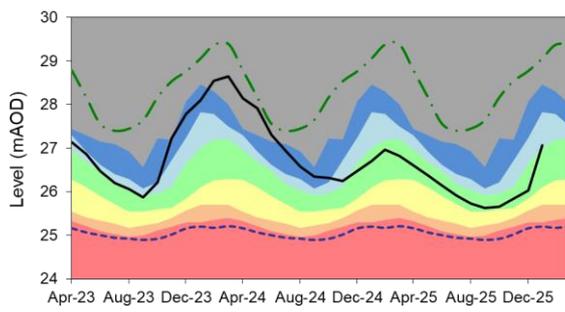
Ranking derived from data for the period Aug-1963 to Dec-2022



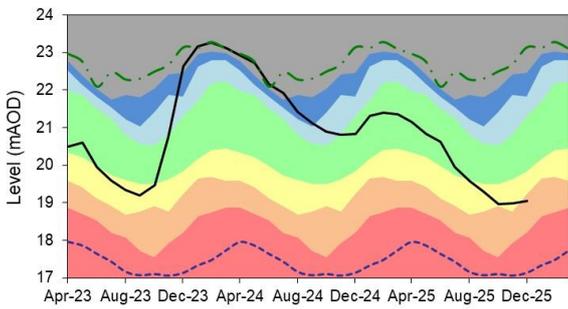
Rook Hall, Braiseworth- SUFFOLK CHALK
 Ranking derived from data for the period Jan-1980 to Nov-2022



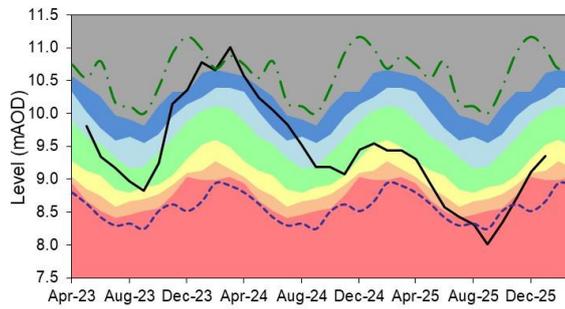
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Jul-2022



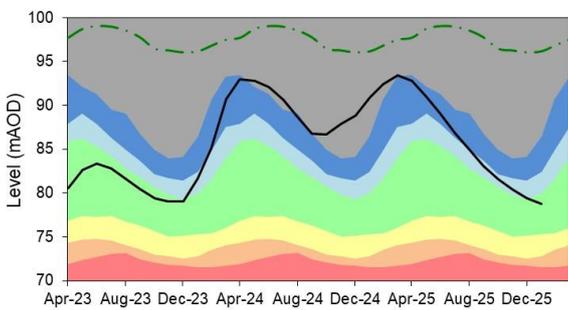
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Aug-2021



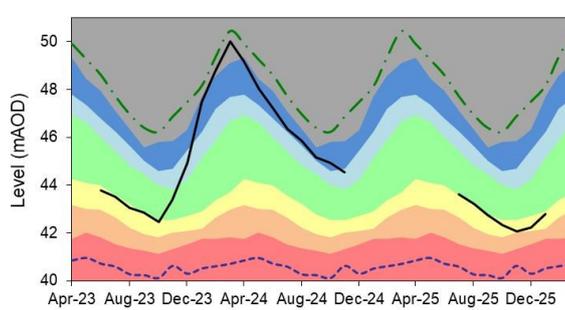
The Spinney, Costessey- WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Nov-2022



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



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

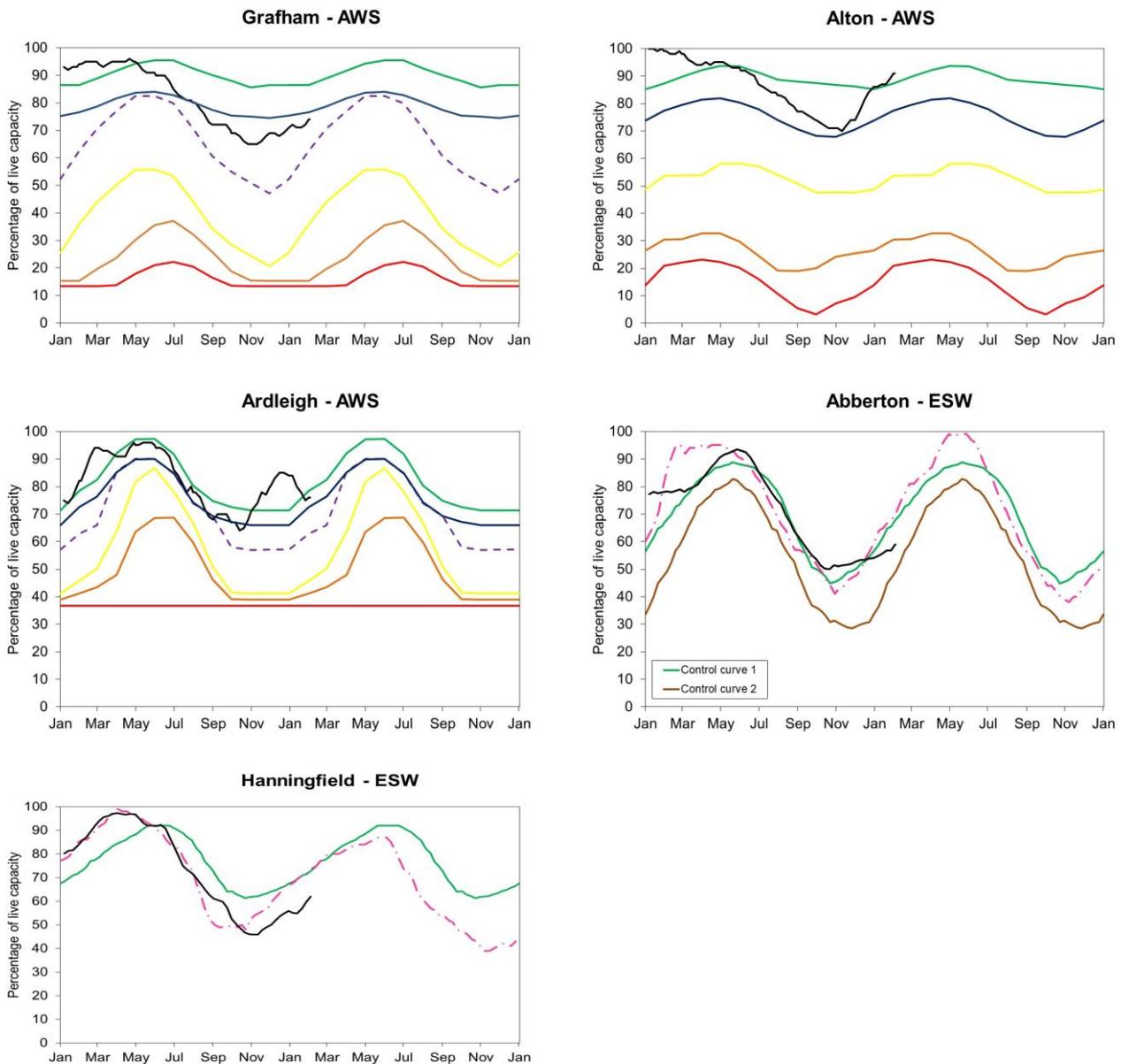


Source: Environment Agency, 2026.

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.

— 2025-2026
 — Normal Operating Curve
 - - Drought Curve
 - - 1995-1996
— Level 1
 — Level 2
 — Level 3
 — Level 4

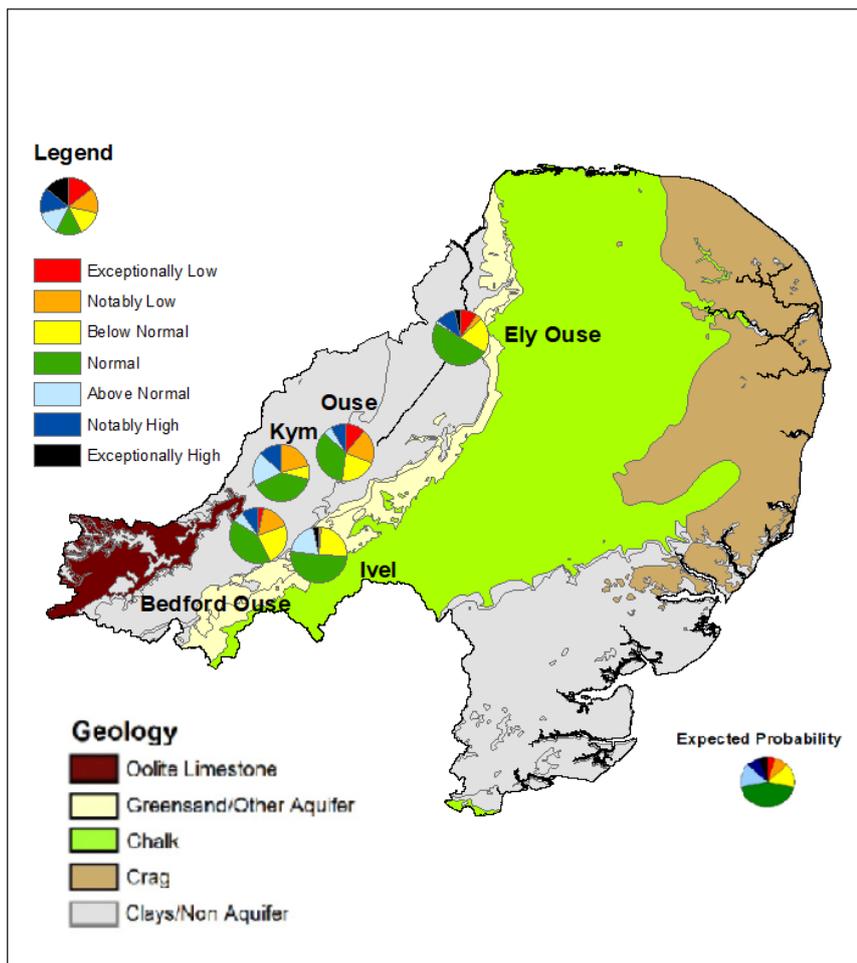


(Source: water companies. For more information on Anglian Water’s reservoir level curves, please see Appendix 4 in their [Drought Plan](#)).

7 Forward look

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

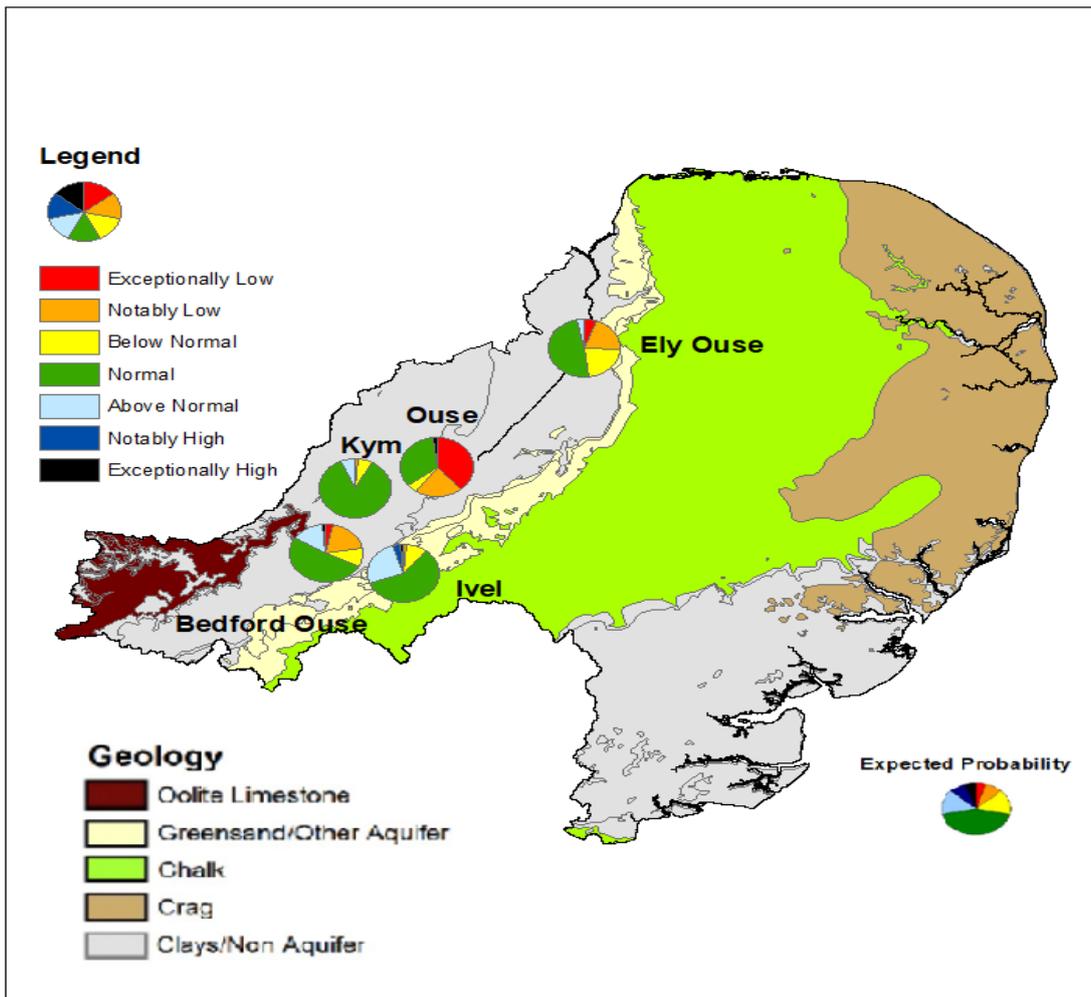
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

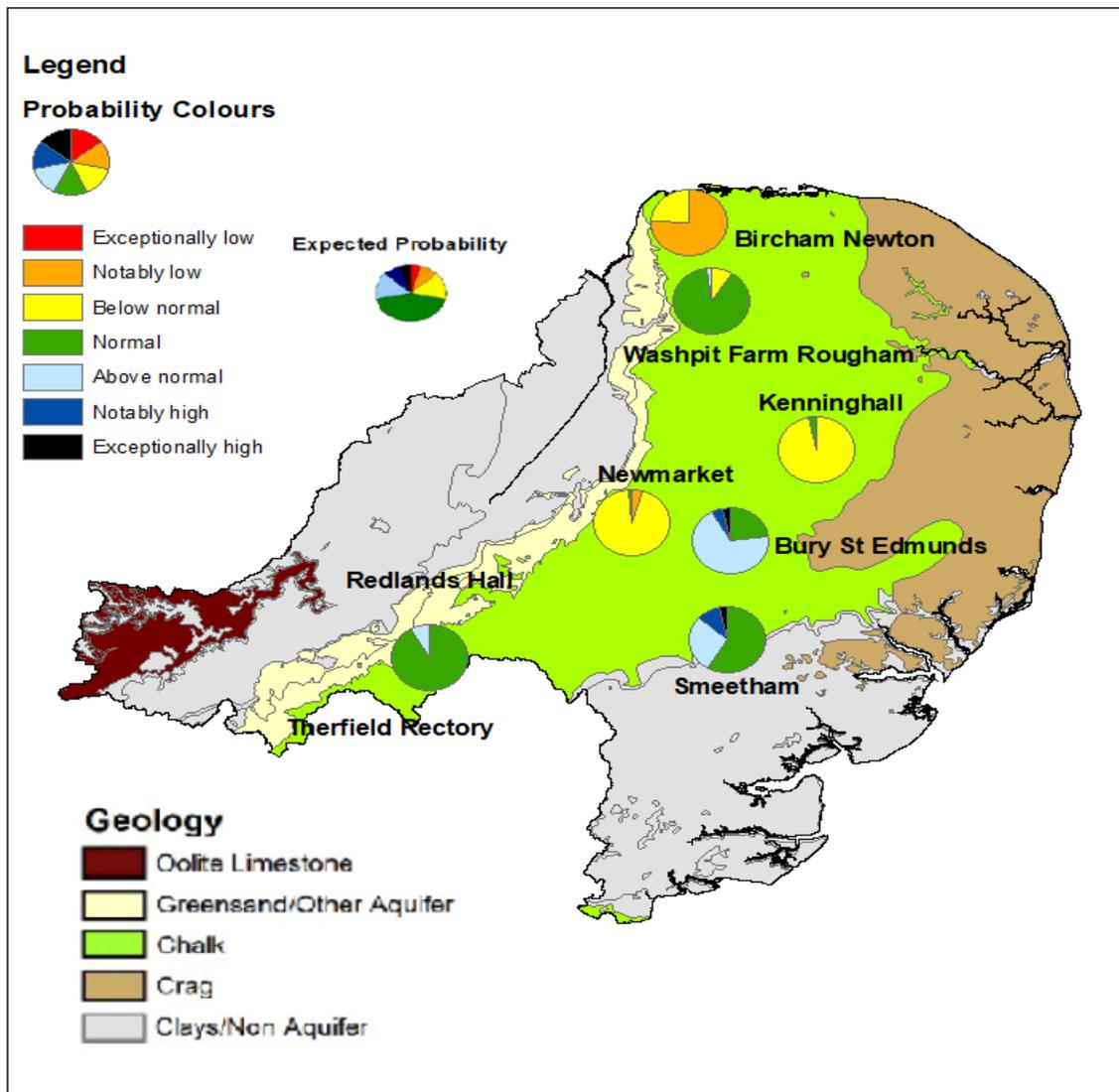
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

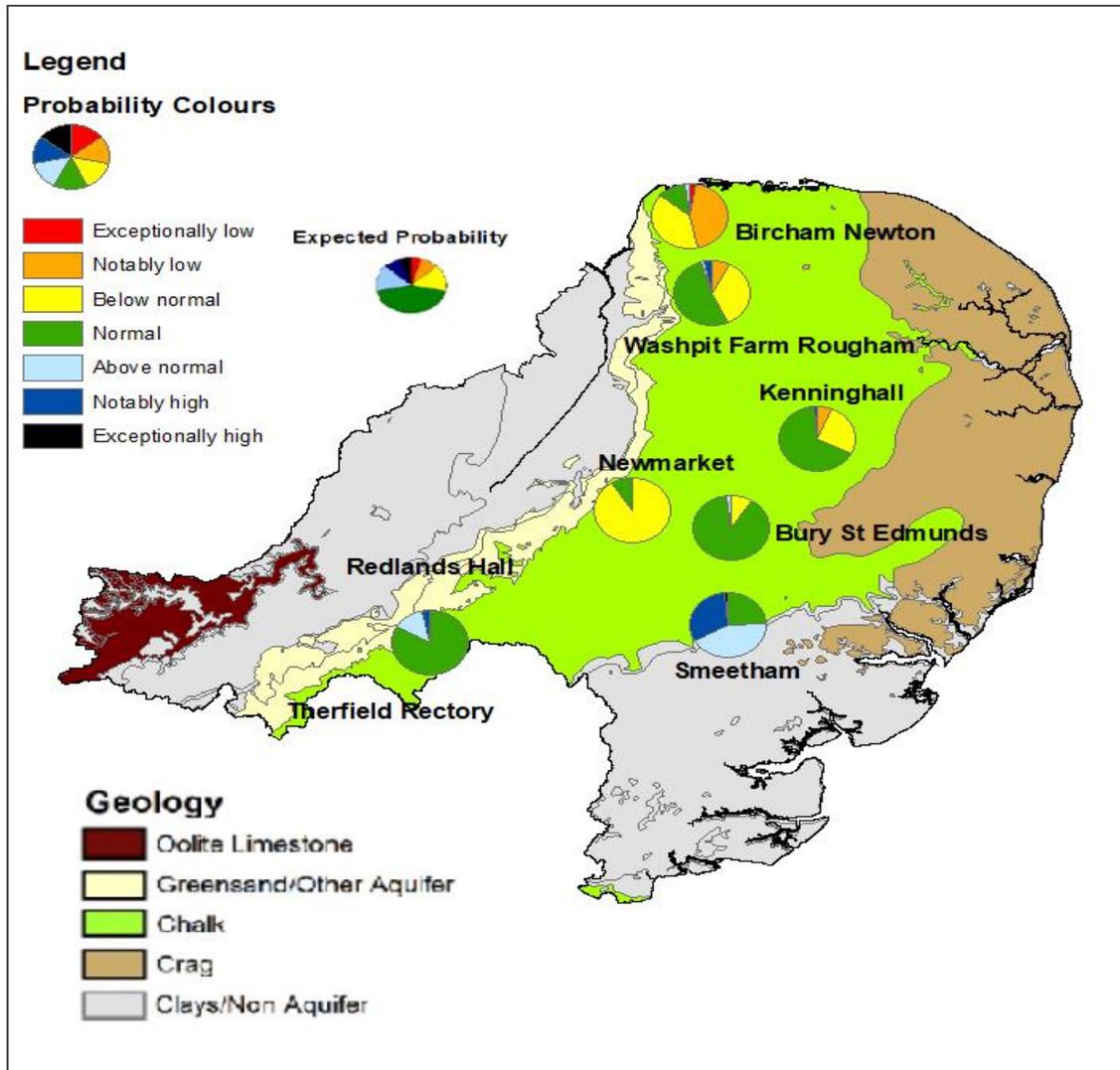
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2026

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, 2026

8 Glossary

8.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

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

Artesian

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

Artesian borehole

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

Cumecs

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

Effective rainfall

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

Flood alert and flood warning

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

Groundwater

The water found in an aquifer.

Long term average (LTA)

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

mAOD

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

MORECS

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

Naturalised flow

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

NCIC

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

Recharge

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

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

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

Soil moisture deficit (SMD)

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

8.2 Categories

Exceptionally high

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

Notably high

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

Above normal

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

Normal

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

Below normal

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

Notably low

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

Exceptionally low

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

9 Appendices

9.1 Rainfall table

Hydrological area	Jan 2026 rainfall % of long term average 1991 to 2020	Jan 2026 band	Nov 2025 to January cumulative band	Aug 2025 to January cumulative band	Feb 2025 to January cumulative band
Broadland Rivers	141	Above Normal	Above normal	Normal	Below normal
Cam	139	Notably High	Notably high	Normal	Below normal
Central Area Fenland	148	Notably High	Exceptionally high	Normal	Below normal
East Suffolk	189	Exceptionally High	Notably high	Above normal	Normal
Little Ouse And Lark	150	Notably High	Notably high	Normal	Below normal
Lower Bedford Ouse	144	Above Normal	Exceptionally high	Normal	Below normal
North Essex	198	Exceptionally High	Notably high	Normal	Below normal
North Norfolk	129	Above Normal	Above normal	Normal	Notably low
Nw Norfolk And Wissey	142	Notably High	Notably high	Normal	Below normal
South Essex	178	Notably High	Normal	Normal	Notably low

Upper Bedford Ouse	162	Notably High	Exceptionally high	Above normal	Normal
--------------------------	-----	--------------	-----------------------	--------------	--------

9.2 River flows table

Site name	River	Catchment	Jan 2026 band	Dec 2025 band
Abbey Heath	Little Ouse	Little Ouse	Normal	Below normal
Blunham	Ivel	Ivel	Normal	Normal
Bramford	Gipping	Gipping	Exceptionally low	Below normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Normal	Normal
Cappenham	Tove	Tove	Above normal	Above normal
Colney	Yare	Yare	Normal	Normal
Denver	Ely Ouse	Cutoff and Renew Channel	Normal	Below normal
Dernford	Cam	Cam	Normal	Below normal
Heacham	Heacham	Heacham	Below normal	Notably low
Ingworth	Bure	Bure	Normal	Below normal
Lexden	Colne	Colne Essex	Notably high	Normal
Marham	Nar	Nar	Below normal	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Normal	Normal

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

9.3 Groundwater table

Site name	Aquifer	End of Jan 2026 band	End of Dec 2025 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Notably low	Notably low
Breckland	Wissey Chalk	Notably low	Notably low
Bury St Edmunds	Upper Lark Chalk	Above normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Below normal	Below normal
Gog Magog, Stapleford	Cam Chalk	Below normal	Below normal
Hazlewood Common	East Suffolk Crag		
Hindolveston	Norfolk Chalk	Below normal	Notably low
Kenninghall	Little Ouse Chalk	Normal	Normal
Linton	Cam Chalk	Normal	Normal
Newmarket	Snail Chalk	Below normal	Normal
Old Primary School, South Creake	North Norfolk Chalk		Notably low

Redlands Hall, Ickleton	Cam Chalk	Below Normal	Normal
Rook Hall, Braiseworth	East Suffolk Chalk	Normal	Normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Above normal	Normal
The Spinney, Costessey	Wensum Chalk	Below normal	Below normal
Washpit Farm, Rougham	North West Norfolk Chalk	Below normal	Below normal
Therfield Rectory	Upper Lee Chalk	Normal	Above normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Notably high	Above 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 Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	3	0	0	0	11
Notably low	16	21	2	19	6
Below normal	24	8	24	24	19
Normal	40	39	52	37	50
Above normal	6	19	19	6	4
Notably high	10	13	0	13	6
Exceptionally high	0	0	3	0	6

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
Exceptionally low	3	0	0	0	6
Notably low	19	2	2	3	22
Below normal	10	6	10	10	28
Normal	52	85	58	68	39
Above normal	15	6	26	18	6
Notably high	0	0	3	0	0
Exceptionally high	2	0	2	2	0

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	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Notably low	0.0	4.6	0.0	75.4	0.0	0.0	0.0
Below normal	0.0	93.8	9.2	24.6	96.9	0.0	0.0
Normal	91.8	1.5	89.2	0.0	3.1	23.1	58.5
Above normal	8.2	0.0	1.5	0.0	0.0	69.2	27.7
Notably high	0.0	0.0	0.0	0.0	0.0	4.6	10.8
Exceptionally high	0.0	0.0	0.0	0.0	0.0	3.1	3.1

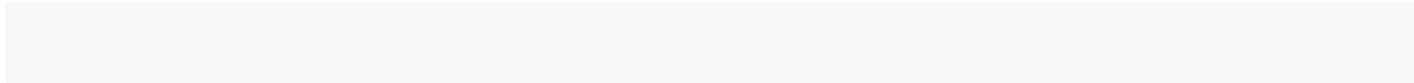
Abi Williams

From: CG Trees & Landscaping <quickbooks@notification.intuit.com>
Sent: 09 February 2026 21:57
To: Abi Williams
Subject: Estimate 1062 from CG Tree Services

Dear Abi Williams,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
CG Tree Services



----- Estimate -----



Estimate No.: 1062
Date: 09/02/2026
Exp. Date: £4,644.00

Address:

Abi Williams
Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Date	Activity	Description	VAT	Qty	Rate	Amount
09/02/2026	Services	Fell x1 Silver Birch at the Moor Play Area (Tree 12) all waste is to be removed from site and the relevant signs and tape displayed on site.	20.0% S	1	60.00	60.00
09/02/2026	Services	Fell x1 Poplar tree on	20.0% S	1	60.00	60.00

	Royston Road (Tree 68) all waste is to be removed from site and the relevant signs and tape displayed on site.			
09/02/2026 Services	Reduce the crown of x1 Ash tree on Orchard Road by 5m (Tree 61) all waste is to be removed from site and the relevant signs and tape displayed on site.	20.0% S	1	900.00 900.00

This price
is without
the need
for
traffic
lights and
a member of
our team
will use a
stop/go
sign to
control
traffic.

	Reduce the crown of x1 Ash tree on Orchard Road by 5m (Tree 61) all waste is to be removed from site and the relevant signs and tape displayed on site.			
09/02/2026 Services	Reduce the crown of x1 Ash tree on Orchard Road by 5m (Tree 61) all waste is to be removed from site and the relevant signs and tape displayed on site.	20.0% S	1	1,320.00 1,320.00

This price
is with
traffic
lights to

	ensure the safety of the team whilst working on the roadside.				
09/02/2026 Services	Reduce the crown of x1 Crack Willow on Jubilee wood & Copse by 5m (Tree 140) all waste is to be removed from site and the relevant signs and tape displayed on site.	20.0% S	1	890.00	890.00
09/02/2026 Services	Remove all deadwood from x1 Ash tree at All Saints Churchyard (Tree 54) all waste is to be removed from site and the relevant signs and tape displayed on site. Our ground team will be in control of traffic and pedestrians	20.0% S	1	580.00	580.00
09/02/2026 Services	. Remove x1 snapped limb on Cypress tree in Orchard Road Cemetery (Tree 12.2) all waste is to be removed from site and the	20.0% S	1	60.00	60.00

relevant
signs and
tape
displayed
on site.

SubTotal:	3,870.00
VAT Total	774.00

Total:	£4,644.00

Our team is fully qualified and insured for £10m public liability and all works are to be completed to British standard BS3998:2010.

Please see our testimonials here of why you should choose us.

CG Trees & Landscaping LTD
<https://www.cgtreeservice.co.uk>

Kind Regards
Calum
CG Trees & Landscaping LTD
0800 0541160

***** VAT Summary *****

Rate	VAT	Net
VAT @ 20%	774.00	3,870.00



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

Date Sent: 30/01/2026

Quote Information

Client Ref: 143
Quote No: 7962
Surveyor: James Cantle
Site Ref: All Saints
Order No:

Quote

Site Address 30 High Street, High Street, Melbourn, Royston, Cambridgeshire, SG8 6DZ

Item No	Item	Description Of Work	Value
12	Silver birch	Fell to ground level and remove all arisings. Branches, logs and green waste to be chipped and disposed at our recycling yard.	£70.00
140	Crack Willow	Crown Reduction - Reducing the height and spread of the tree by up to 5 metres. severe crown reduction cutting into larger wood and leaving less twig growth.	£995.00
68	Lombardy poplar	Fell to ground level and remove all arisings. Branches, logs and green waste to be chipped and disposed at our recycling yard.	£50.00
61	Ash	confirmation of ownership required... Crown Reduction - Reducing the height and spread of the tree by up to 5 metres. severe crown reduction cutting into larger wood and leaving less twig growth.	£1,250.00
12.2	Cypress	Remove subsiding branch over path)	£90.00
54	Ash	Remove major deadwood roadside only (Deadwood > 25mm in diameter)	£300.00
			Total Value: £2,755.00
			VAT (20%): £551.00
			Total Inc VAT: £3,306.00

Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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



Unit 3, Chestnut Court, Willow Road, The Lakes Business Park, Fenstanton, PE28 9ET
Registered Office Address: Church Farm Cottage, Low Road, North Tuddenham, NR20 3DQ

Telephone: 01954 203836
Email: hello@richardsontreesurgery.co.uk
www.richardsontreesurgery.co.uk

QUOTATION

No. 10185

11.2.26

Abi Williams
Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

Melbourn Community Orchard – initial work:

- Reduce and thin the Greengage, Plum, Pear and Apples trees in the orchard as necessary
- Re-stake a small Pear tree
- Carry out remedial pruning to the damaged Greengage trees near the entrance
- Removal all arisings, leaving the site clean and tidy

Sub-total: £2,900

VAT @ 20%: £580

Total: £3,480

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

Date Sent: 17/02/2026
Quote information
Account No: 143
Quote No: 8013
Surveyor: James Cantle
Site Ref No: 201
Order No:

Quotation

Site Address pavilion , The Moor, Melbourn, Royston, SG8

Item No	Item	Work Description	Value
G.1	Fruit trees	<p>Carefully prune various fruit trees.</p> <p>Each tree to be crown reduced by up to approximately 2–3 metres, as appropriate to the individual specimen.</p> <p>Reductions will be carried out whilst retaining a balanced and natural form, maintaining the overall health and structure of each tree.</p> <p>Removal of any dead, diseased, damaged, or crossing branches where identified during works.</p> <p>All arisings to be removed from site and disposed of responsibly.</p> <p>Work area to be left clean and tidy upon completion.</p>	£1,950.00

Total Value: £1,950.00
Vat(20%): £390.00
Total Inc Vat: £2,340.00

Shire Trees Limited

Company Registration: 10546603
Vat Number: 259613774
Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX



Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

538343

245601

Description

St George's Allotment Site
The Moor
Melbourn
Cambridgeshire

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Applicant Contact Details

Planning Portal Reference:

Primary number

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

The St George's allotment site at The Moor, Melbourn, is owned and operated by Melbourn Parish Council. The St George's Allotment Association represents the tenants and assists the council through joint inspections to identify maintenance issues, fund raising, etc. The Allotment Association has been awarded grants from South Cambridgeshire District Council and the National Lottery to install a toilet facility and improve site security.

For the toilet facility we propose to install a Kazuba KL2 fully accessible waterless toilet, consisting of a polyethylene toilet bowl inside a cabin with an attached drying chimney. The KL2 cabin has approximately 5 square meters of floor area and is fully accessible to wheelchair users and people with reduced mobility. The cabin comes with grab rails to ensure ease of use. The Kazuba evaporation/drying mechanism and toilet works with no need for water, electricity or chemicals. This, coupled with low maintenance and high capacity, makes Kazuba an eco-friendly alternative to a normal "flushing" toilet, especially for off the grid applications such as allotments.

To improve site security it is proposed to install new fencing and replace the current pedestrian and vehicle entrance gates with more secure ones. The fencing will consist of approximately 155 meters of 1.5m high pointed-top Chestnut pail fencing along the western and northern perimeters. The fence will be secured to top and bottom straining wires attached to red wood pointed stakes 100mm x 2.1m punched 0.6m into the ground.

Three 1.22m wide (maximum height 2.5m) fully meshed lockable pedestrian gates will be installed to replace existing pedestrian gates. One pair of fully meshed lockable vehicle gates at max. 2.5m high x 2.4m wide (total opening width 4.8m) will replace the existing main vehicle access gate from The Moor. One fully meshed lockable vehicle gate at max. 2.5m high x 3.66m wide will replace the current vehicle gate on the northern perimeter.

Has the work or change of use already started?

- Yes
 No

Existing Use

Please describe the current use of the site

St George's Allotments site is in active use as an allotment, with 98 individual garden plots looked after by a community of over 70 registered plot holders, plus their families.
There are no permanent buildings on the site at present.

Is the site currently vacant?

- Yes
 No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- Yes
 No

Land where contamination is suspected for all or part of the site

- Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes
 No

Materials

Does the proposed development require any materials to be used externally?

Yes

No

DRAFT
APPLICATION -
Not valid for
Submission

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Roof

Existing materials and finishes:

Not Applicable

Proposed materials and finishes:

Toilet Cabin (Kazuba KL2) Roof Material: WBP PEFC Finnish Birch Ply. High density, north European birch plywood with a phenol external surface. This construction offers excellent stability and high UV resistance in external usage. Cut edges are treated with acrylic to prevent humidity ingress. WBP - Weather and Boil Proof. PEFC - Programme for the Endorsement of Forest Certification. Design Life: 15 yrs min.

Type:

Walls

Existing materials and finishes:

Not Applicable

Proposed materials and finishes:

Toilet Cabin, (Kazuba KL2) Cladding Material: ThermoWood® cladding is produced by heat treating Finnish grown pine to temperatures in excess of 200 degrees Centigrade. During heat treatment, chemical and structural changes occur within the timber which alter and improve some of its basic characteristics. The resulting product is an altogether more durable and stable timber, an ideal material for use in exposed areas such as external wall claddings. Design Life: The heat treatment process enables the use of Scandinavian Redwood in areas requiring a service life of up to 30 years without the need for a chemical preservative. This is twice as long as the Class 3 treated Pine that is typically used for cladding - generally guaranteed for only 15 years against rot. Finish: The exterior finish of the ThermoWood will change over time unless varnishes or stains are applied. Stains require lower frequency treatments - a vertical surface such as this would need re-staining every 3-5 years. Our cabin walls are supplied unstained. Environment: ThermoWood is PEFC-certified which ensures the raw material is sourced from sustainable managed forests. Emissions: TVOC (Total Volatile Organic Compounds) values are significantly lower than those for untreated softwoods due to the evaporation of most of the terpenes during heat treatment process.

Type:

Other

Other (please specify):

Toilet Cabin Frame

Existing materials and finishes:

Not Applicable

Proposed materials and finishes:

Toilet Cabin, (Kazuba KL2) Frame Material: Galvanised Steel - 50-75 years Anti Corrosion Treatment. Design Life: 25 Years.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Vehicle Entrance Gate 1: Existing wooden framed farm-style double gate, weathered finish, see attached photo. Vehicle Entrance Gate 2: Existing galvanised steel framed farm style single gate, unpainted, see attached photo.

Proposed materials and finishes:

New Vehicle Entrance Gates 1 and 2: Galvanised steel mesh with steel or concrete posts. Colour either unfinished or green.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Current fences inside western and northern boundary hedges are made from chicken wire attached to wooden posts.

Proposed materials and finishes:

Proposed new fencing on western and northern boundaries constructed using chestnut pails secured together with steel wire and attached to red-wood stakes with top and bottom steel straining wire.

Type:

Other

Other (please specify):

Pedestrian Gates

Existing materials and finishes:

Three existing pedestrian gates on western and northern boundary are constructed from wood with natural weathered finish, see attached photos.

Proposed materials and finishes:

Three proposed new gates constructed using galvanised steel mesh with steel frames, and either steel or concrete posts. Colour either natural unfinished or green.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

Photo of proposed toilet cabin, Kazuba KL2, Ref:

Photo of current vehicle entrance gates 1 and 2, Ref:

Photo of current pedestrian gates 1, 2, and 3, Ref:

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

Yes

No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes

No

Are there any new public roads to be provided within the site?

Yes

No

Are there any new public rights of way to be provided within or adjacent to the site?

Yes

No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

Yes

No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes

No

Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
 No

You may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application.

The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
 No

Will the proposal increase the flood risk elsewhere?

- Yes
 No

How will surface water be disposed of?

- Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- Yes
 No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

The proposed development does not impact any priority habitat and the area of non-priority on-site habitat impacted is extremely small. The toilet building will impact an area of less than 6 square meters of non-priority scrub habitat. This is less than 0.06% of the total site area. The new gates will be installed in the same position as the existing gates, therefore minimally impacting these non-priority habitats. In addition, the main vehicle gates are over an area of hardcore. Although the proposed Chestnut pail fencing parallels the existing hedges the posts will be outside the hedge boundary, minimally impacting the hedges.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Septic tank
- Package treatment plant
- Cess pit
- Other
- Unknown

Other

No foul sewage will be generated as toilet is waterless system.

Are you proposing to connect to the existing drainage system?

- Yes
- No
- Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
- No

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
- No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes
- No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- Yes
- No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes
- No

Please add details of the Use Classes and floorspace.

Use Class:

Other (Please specify)

Other (Please specify):

Sui Generis, toilet floor space

Existing gross internal floorspace (square metres) (a):

0

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

6

Net additional gross internal floorspace following development (square metres) (d = c - a):

6

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	0	0	6	6

Tradable floor area

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

- Yes
- No

Loss or gain of rooms

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

- Yes
- No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes
- No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
- No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes
 No

Is the proposal for a waste management development?

- Yes
 No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes
 No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
 No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

Mr

First Name

Michael

Surname

Hammond

Reference

Booking reference is DGQSCKHZSBA

Date (must be pre-application submission)

21/01/2026

1. Advised that new gates higher than current ones and adjacent to highway would most likely require planning permission.
2. Advised that new fencing adjacent to highway and 1.5m high would most likely require planning permission.
3. Advised that the proposed toilet facility permanently fixed to a concrete base would most likely require planning permission.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
- The Agent

Title

First Name

Surname

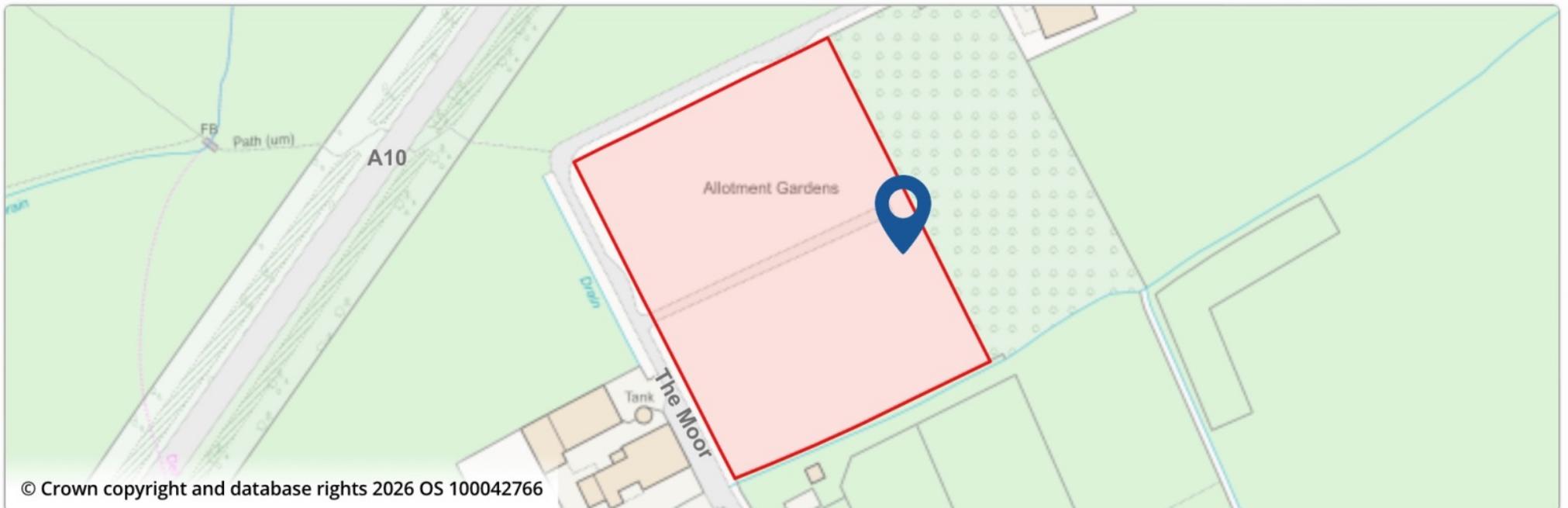
Declaration Date

Declaration made

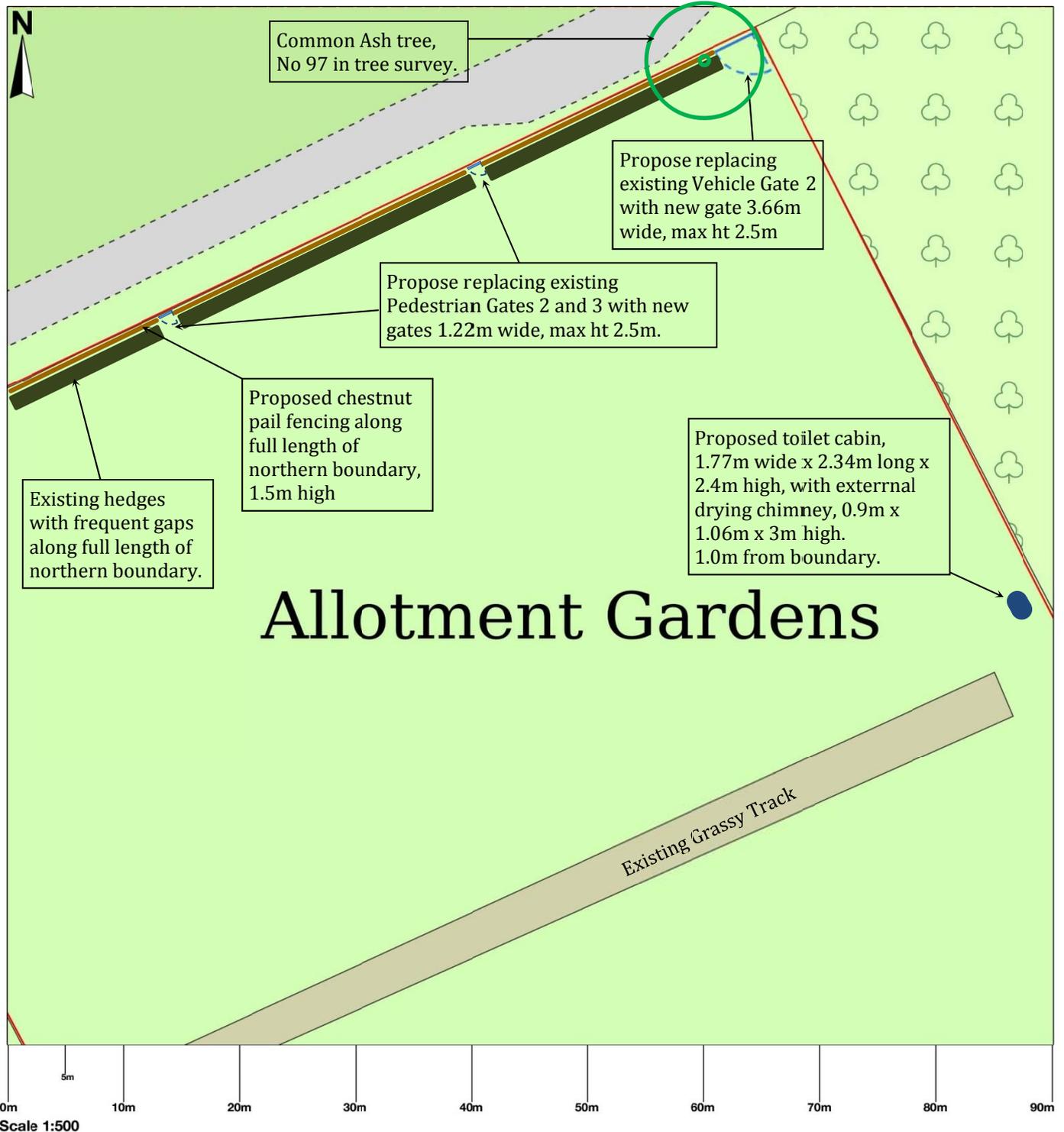
DRAFT
APPLICATION
Not valid for
submission

[← Back to application overview](#)

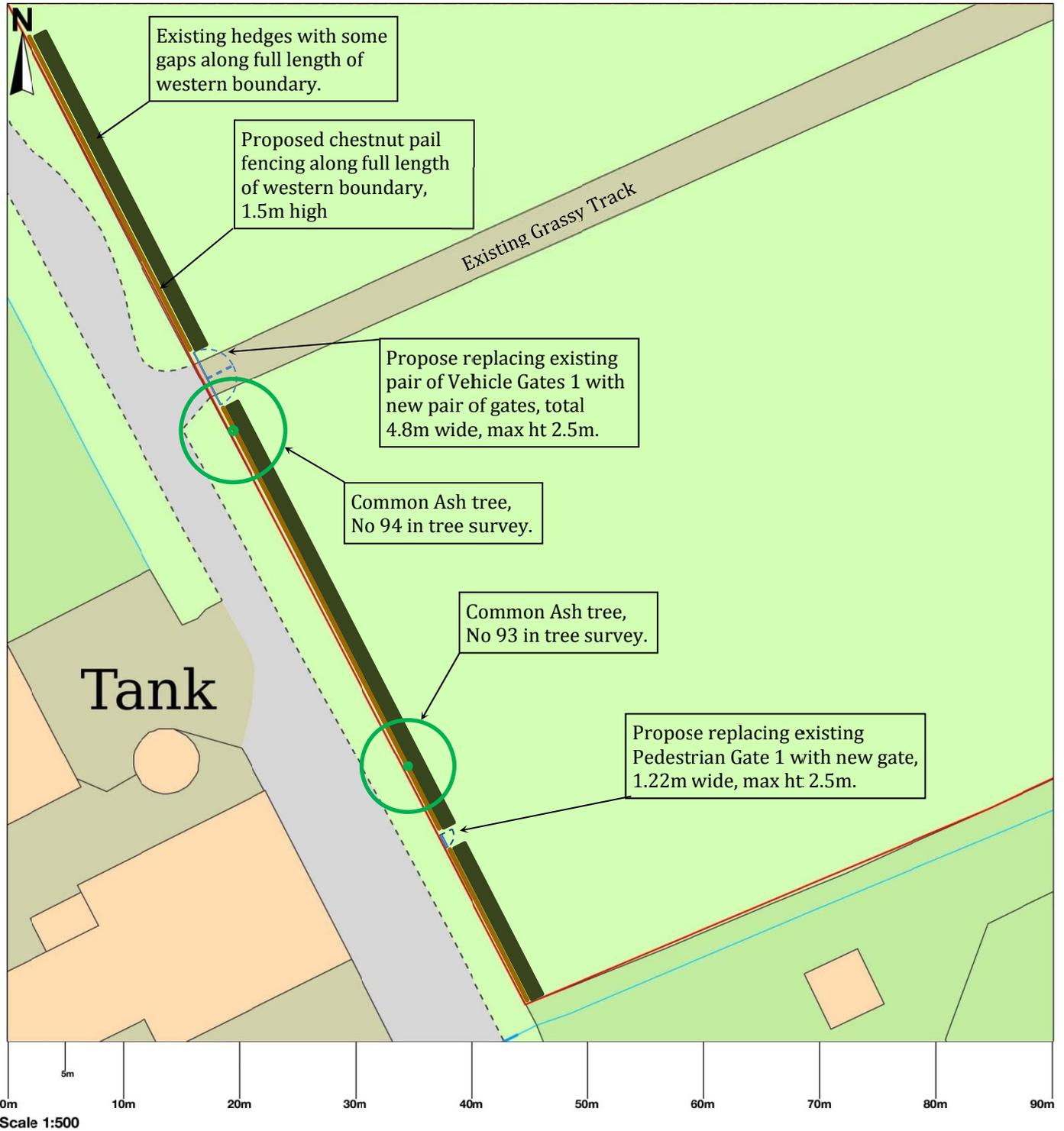
Create site boundary and location plan

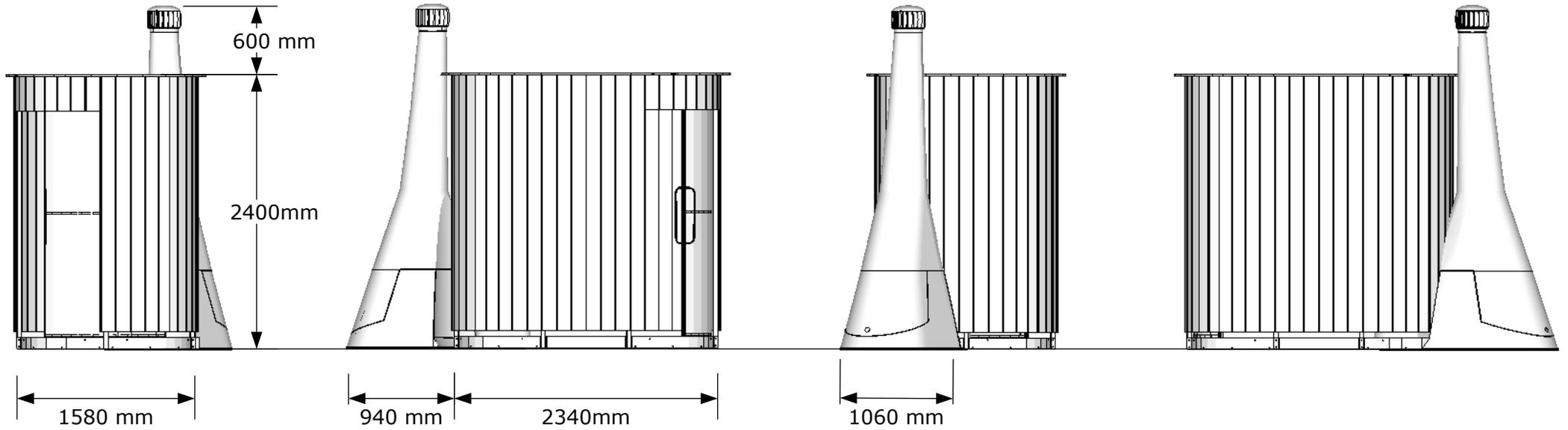


Allotment Site Plan 1



Allotment Site Plan 2



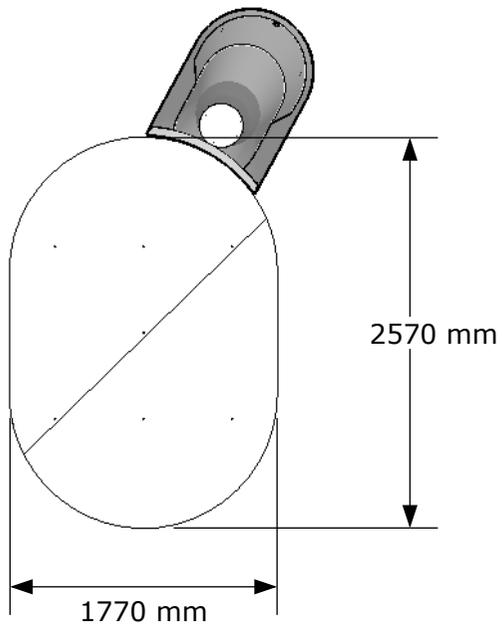


Front Elevation

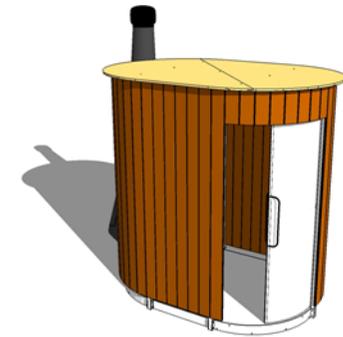
Side Elevation 01

Rear Elevation

Side Elevation 02



Plan

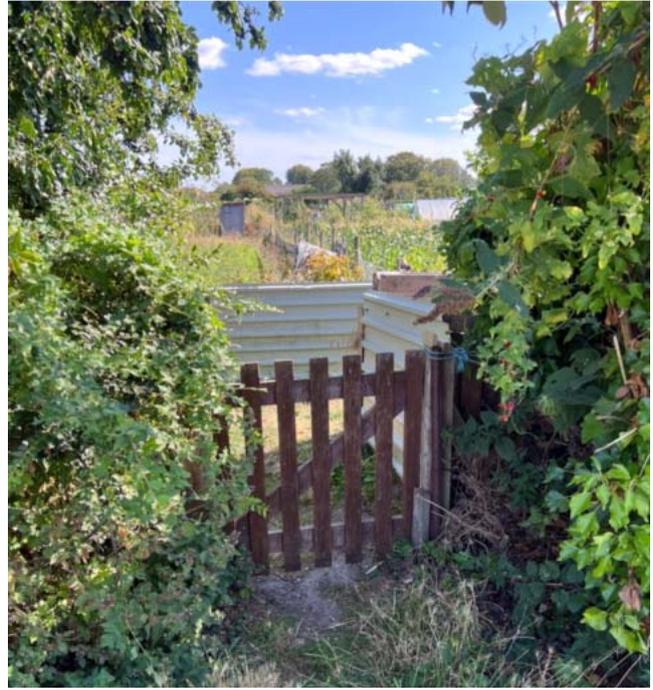


Woo Woo	Kazubaloo 2 prm	
	Date 17.08.2012	1:50
Woo Woo 020 3051 0738 www.waterlesstoilets.co.uk	Drg.no.KL2prm	
	Dm.J.Young	

St Georges Allotment Site Existing and Example Photographs



Existing Pedestrian Gate 1



Existing Pedestrian Gate 2



Existing Pedestrian Gate 3



Proposed site for Toilet Cabin



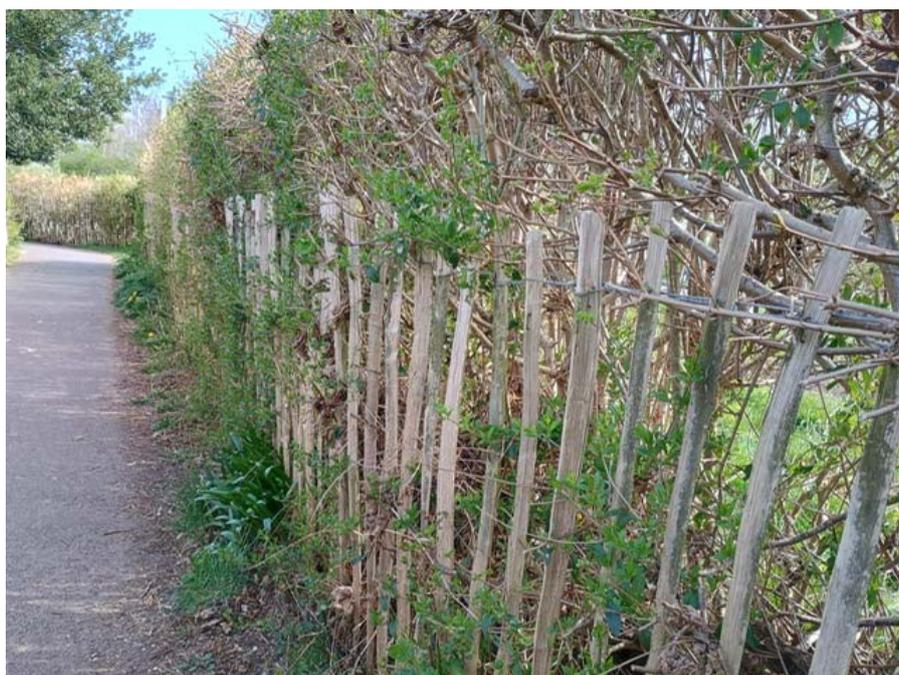
Existing Vehicle Gate 1, entrance from The Moor



Existing Vehicle Gate 2



Example of Kazuba Toilet at RSPB Fowlmere



Example of Chestnut Pail Fencing at a Cambridge Allotment



Asbestos Survey Report 02/11/2022
Management Survey
Management Survey - Report Reference - MS28357

NS18204
Specified areas of St George's allotments
St George's allotments, The Moor, Cambridgeshire

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Survey Details

Property Information

Property Name - Property Reference Number:

PL24574 - Specified areas of St George's allotments

Address & Postcode:

St George's allotments, The Moor, Cambridgeshire, SG8 6ED

Property Coordinator:

Telephone / Mobile:

Email:

Client Information

Client Name - Client Reference Number:

Assistant Clerk - CO20385

Address & Postcode:

Telephone / Mobile:

Email:

Contractor Information

Contractor Name - Contractor Reference Number:

NSUK Group LTD - CO1

Address & Postcode:

Hampstead House, 176 Finchley Road, Hampstead, London, NW3 6BT

Telephone / Mobile:

020 3318 1965

Email:

info@nsuk.org.uk

Management Survey Information

Survey Reference:

MS28357

Start Date:

02/11/2022

Completion Date:

02/11/2022

Publish Date:

04/11/2022

Document Authorisation

No
Image
Available

Lloyd Reeves
Lead Surveyor

Executive Summary

A Management Survey was carried out at Specified areas of St George's allotments on the 02/11/2022 - 02/11/2022

The purpose of the survey was to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) in the areas inspected and assess their condition.

Management survey information was requested for this building. This type of survey is designed to be used for assessing risks during normal work activities and simple or routine maintenance tasks.

It is not designed to be used by those carrying out major refurbishments or for work involving alterations to the fabric of the building.

If any refurbishment or demolition works are to be undertaken, A Refurbishment or Demolition survey will be required prior to the start of any work. This is a fully intrusive survey intended to find any hidden ACMs contained within the main structure of the building.

This report was published on 04/11/2022. Updated information may be present on the asbestos management system which should be checked on a regular basis

During this Survey 2 sample(s) were taken for analysis. There were 14 asbestos items identified or presumed to contain asbestos within the property.

Room/locations containing High Risk Material

Of the areas inspected, there were no locations identified (or presumed) to contain High Risk ACMs.

Inaccessible Room/locations

All areas were accessed as agreed at the pre-survey stage.

Inaccessible Items

All items were accessed during the survey.

Property Details

Property Construction Details

Primary Use:	Commercial
Secondary Use:	Allotments
Date of Construction:	Unknown
Construction Type:	N/A
No. Floors:	1.0
No. Staircases:	0.0
No. Lifts:	0.0
Net Area per Floor:	400m2
Gross Area:	400m2
Comments:	Limited access within plots due to bark, overgrown vegetation and other materials covering ground.

Survey Information

Objective & Scope

NSUK GROUP LTD (NSUK) were requested and authorised by the client to undertake a Management Asbestos Survey.

The purpose of this survey was to identify and establish as far as reasonably practicable, the presence of ACMs, their nature, condition, extent and to provide the necessary guidance for the future maintenance of all asbestos materials identified in this report.

The survey has been undertaken with appropriate reference to Health and Safety Executive (HSE) publication HSG264 'Asbestos: The Survey Guide and is intended to underpin a strategy for compliance with the Control of Asbestos Regulations (CAR) 2012, and more specifically regulation 4 the duty to manage asbestos in non-domestic premises'.

This report was based upon a non-destructive inspection of an unfamiliar site unless otherwise stated. During the course of the survey, all reasonable efforts were made to identify the presence of ACMs within accessible areas of the building. Due to the non-destructive nature of Management Asbestos Surveys, the results cannot give assurance that all ACMs have been found. Inaccessible areas will be deemed to contain asbestos until proven otherwise.

until proven otherwise.

Asbestos materials are frequently found to be concealed within the fabric of buildings, or within sealed building voids, rendering it impossible to regard the findings of any survey as definitive. It must always remain a possibility that further ACMs may be found during refurbishment or demolition activities. We therefore would recommend that a Pre-demolition / Pre-refurbishment Asbestos Survey be carried out to these locations prior to such works.

prior to such works.

No ACMs have been disturbed or removed during the course of this survey. It is therefore a possibility that additional ACMs are present behind those identified, which may only be discovered during any subsequent asbestos removal work.

Survey Information

Limitations

Inaccessible Areas and Limitations

The client should refer to the NOVA standard terms and conditions of engagement attached with the works proposal. The HSE publications HSG264 and HSG227, stipulate guidance on the surveying, assessment and management of ACMs.

Management Asbestos Surveys

The investigation of the site has been carried out to provide sufficient information concerning the nature, extent and type of ACMs at the site to allow a reasonable risk assessment to be made. The objectives of the investigation have been limited to establishing the risks to human health associated with the presence of ACMs. The recommendations made within this report are based upon the management of ACMs and the primary recommendation would therefore be removal (if damaged) or encapsulation and labelling with regular inspections.

The amount of investigative work and testing undertaken may necessarily have been restricted by the short timescale available. During a Management Asbestos Survey, some representative sampling has been undertaken to confirm or refute the surveyor's opinions. The sampling locations have been restricted to accessible and representative areas within the agreed scope and can only provide a general indication of site conditions. However, it is more than likely that ACMs may remain unidentified in areas that would only be identifiable during further intrusive Pre-demolition / Pre-refurbishment Asbestos Survey investigations or during major demolition/refurbishment works. In addition, it has been common practice to substitute ACMs with asbestos free materials. Substitute materials are often employed to repair localised damaged asbestos products and in some circumstances may have a similar appearance to the asbestos products they have replaced, particularly following the application of a uniform surface finish such as paint, or plaster. It is therefore possible that outwardly uniform materials, suspected or identified during this survey not to contain asbestos, may contain asbestos in areas outside the immediate inspection/sampling location. All surveys are subject to intrinsic and site specific limitations and these have been detailed in the body of the report.

A more comprehensive and intrusive Pre-demolition / Pre-refurbishment Asbestos Survey investigation will be required if the site is to be redeveloped, refurbished or demolished, to facilitate adequate risk assessment and compliance with health and safety statute. The report and accompanying drawings should be consulted before any building or installation work is carried out in the building. All building users should be made aware of the contents of the report.

The risk assessment and opinions provided, inter alia, take in to consideration currently available guidance (HSG264, HSG227) relating to asbestos material assessment and priority assessment. The factors considered by NOVA in providing tentative priority assessment are based upon finite data and information available to the surveyor at the time of the survey. However, a detailed knowledge of relevant factors is required to complete a priority assessment and as such the client is required to review the information and satisfy itself that the assessment is accurate. No liability can be accepted for the effects of incorrect assumptions made by NOVA at the time of survey or for retrospective effects of any future changes or amendments to these values, or official guidance.

This report should not be used for the purposes of costing asbestos removal work. If indicative costs have been included in relation to asbestos abatement works these must be considered as tentative only and must, in any event, be confirmed by a qualified quantity surveyor or by tender with a licensed asbestos removal contractor. No responsibility will be accepted to any party whatsoever, should the information contained herein be used in this way. Any person(s) using the report in this way MUST satisfy themselves as to the extent of the asbestos within the designated areas and thereby ensure that their tender is sufficient in every respect to remove ALL the asbestos within these areas, including any that may be hidden behind known or presumed asbestos materials.

All known areas of the property were visually examined in accordance with the scope of work and the brief provided by the Client. The survey is fundamentally non-intrusive in nature and no attempt would be made to access areas where the removal of panels such as decorative cladding, or any unreasonable degree of dismantling of the building structure or fittings would be required. Typical exclusions from the survey where special arrangements would be required to facilitate access are documented below. It should be noted that the list is not exhaustive.

Areas of No	Comments
Live plant and electrical equipment	No inspections to enclosed or internal areas of any potentially live plant or equipment such as fuse boxes, storage heaters etc. These may contain braided asbestos insulation fuse guards or gasket material and therefore presumptions have been made. Portable plant or equipment will not be accessed.
Inspection at height	A 3 metre height restriction applies to Management Asbestos Surveys, unless a requirement for specialist access equipment has been requested by the Client and allowed for in the Scope of Works. Presumptive observations would be made where reasonably practicable, but all areas above 3 metres in height should be presumed to contain asbestos unless determined otherwise by physical inspection.
Restricted areas	<p>Any area or space which would require specialist access arrangement would not be accessed unless by prior agreement with the Client. Typical examples include:</p> <ul style="list-style-type: none"> • Lift equipment and Shafts • Areas designated as 'Confined Spaces' • Areas where asbestos is present and would need to be disturbed to facilitate an inspection.
Gaskets within pipe joints and plant equipment	Gaskets inserted in pipe joints etc. and bituminous materials such as damp proof membranes, under sink pads and roof felts or membranes may contain a trace content of asbestos. Under normal conditions these materials will not give rise to airborne fibre concentration due to the fibre being tightly bonded within a well bound matrix. However, the presence of asbestos in these materials should be presumed.
Multi-layer or composite structures	Limited representative inspections to multi-layer or composite structures such as floor slabs, roof structures, etc, will be made. Representative sampling of outer finishes such as floor screeds or other finishes e.g. renders, bituminous layers or felts would also be undertaken. However, core sampling or other techniques allowing for full depth sampling of such elements would not routinely be undertaken unless stated in the agreed scope of works. It would be reasonably practicable to allow for such extensive intrusive investigation in instances where information is made available to us, prior to the survey planning stage, indicating that such elements may contain asbestos fibre within its inner layers.
General obstructions	Any area or space which involved the moving of substantial items of furniture, equipment, goods or large quantities of documents or debris would not be accessed.
Fire doors	Fire doors may internally contain asbestos, access to which would require overtly destructive works.
Fixed ceilings	Limited inspections would be routinely made above suspended ceilings (height restrictions permitting). However, where fixed ceilings are encountered no attempt would be made to gain access, unless a limited visual inspection was made possible by the presence of a suitable and sufficient access hatch or similar.
Insulation to plant equipment and pipes	Whilst a representative inspection of insulation to plant equipment and pipe work would be made, the presence of asbestos debris from previous removal works may be obscured by an overlying non- asbestos insulation or metal cladding. In addition, the presence of asbestos insulation debris on pipes or equipment may be intermittent and therefore not readily identifiable during non-intrusive inspection works.
Ventilation ducts	No access would be made within ventilation ducting. There is a possibility that asbestos gasket material or an asbestos lining may be present.
Ducts and risers	Where accessible by inspection panel, representative inspections of ducts and risers would be made. It is possible that ducts/risers may be concealed, or would require overtly destructive works to facilitate access. In these circumstances no attempt would be made to inspect these areas.
Any area, room or space occupied at the time of the survey	Sampling should not be undertaken in normally occupied areas. Where areas are in constant use, if not already stated in the scope of works, agreement should be sought with the client whether to undertake any required sampling during periods of minimal occupation; or otherwise access to such areas would be presumptive only. In the event that such areas are to be inspected at a later date (for sampling) unrestricted and safe access must be provided by the client. NOVA reserves the right to charge additional fees for any re-visits as required after consultation with the client.
Any area, room or space flooded at the time of the survey	No access would be made within any flooded areas e.g. basements, unless the client can ensure unrestricted and safe access. NOVA reserves the right to charge additional fees for any re-visits as required after consultation with the client.

Site Specific Access Restrictions

Where access by our surveying team to specific areas was either not possible, or limited at the time of the inspection.

Survey Information

Specific Exclusions

Where detailed, it was agreed at the pre-survey stage that the following room/locations would be excluded from the scope of Survey. The room/locations do not include more general exclusions (i.e. inaccessible room/locations/items) detailed elsewhere.

Area/floor	Room/location
No Room/locations Found.	

The survey was limited to those areas accessible at the time of the survey (and as agreed at the pre-survey stage). Flues, ducts, voids or any similarly enclosed areas, have not been inspected (unless an appropriate access hatch or inspection panel was present), as gaining such access would necessitate the use of specialist equipment/tools or require overly destructive work.

No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation (unless agreed at the pre-survey stage).

Areas requiring specialist access arrangements or equipment (other than stepladders) will not be assessed unless otherwise stated and agreed at the pre-survey stage. Fire doors were not inspected internally to ascertain if they are manufactured using ACMs as to do so would entail overly destructive testing procedures.

Whilst every effort will have been made to identify the true nature and extent of the asbestos material present in the building surveyed, no responsibility has been accepted for the presence of asbestos in materials other than those sampled at the requisite density. Inspection of pipe work has been restricted primarily to the insulation visible (sampled in accordance with HSG264 guidelines), therefore only a limited inspection has been carried out of pipework concealed by overlaying non-asbestos insulation.

Survey Results

Recommendations

Item	Sample	Product/debris Type	Area/floor	Room/location	Action/recommendations
001	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
002	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
003	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
004	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
005	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
006	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
007	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
008	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
009	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
010	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
011	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
012	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC
013	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC
014	NS18204-002	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	007	Remove Remove ACM (Bonded) under PCC by FLC

Sample Summary

Sample	Product/debris Type	Area/floor	Room/location	Asbestos Type
NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Identified Chrysotile
NS18204-002	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	007	Identified Crocidolite

Room/location Details including Construction Details



Room/location Details

Room/location Reference:	001
Room/location Description:	Plots 1-10
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	0
Total NoACMs:	0

Room/location Construction Details

- Ceiling:** N/A
- Walls:** Metal, Plastic, Timber
- Floor:** Earth
- Doors:** Metal, Timber
- Windows:** N/A
- Comments:**



Room/location Details

Room/location Reference:	002
Room/location Description:	Plots 11-20
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	2
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Metal, Plastic, Timber
Floor: Earth
Doors: Metal, Timber
Windows: N/A
Comments:



Item Detail

Item ID	001(OS)
Referenced to	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	002
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Identified Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 15

Actions/recommendations

Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC



Item Detail

Item ID	002(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	002
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 16

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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**Room/location Details**

Room/location Reference:	003
Room/location Description:	Plots 21-23
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	2
Total NoACMs:	0

Room/location Construction Details

Ceiling:	N/A
Walls:	Metal, Plastic, Timber
Floor:	Earth
Doors:	Metal, Timber
Windows:	N/A
Comments:	



Item Detail

Item ID	003(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	003
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 20

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	004(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	003
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 21

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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**Room/location Details**

Room/location Reference:	004
Room/location Description:	Plots 24-30
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	3
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Metal, Plastic, Timber
Floor: Earth
Doors: Metal, Timber
Windows: N/A
Comments:



Item Detail

Item ID	005(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	004
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 27

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	006(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	004
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 29

Actions/recommendations

Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC



Item Detail

Item ID	007(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	004
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 30

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Room/location Details

Room/location Reference:	005
Room/location Description:	Plots 31-40
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	4
Total NoACMs:	0

Room/location Construction Details

Ceiling:	N/A
Walls:	Metal, Plastic, Timber
Floor:	Earth
Doors:	Metal, Timber
Windows:	N/A
Comments:	



Item Detail

Item ID	008(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 31 & 32

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	009(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 33 & 34

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	010(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 35 & 26

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	011(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 39 & 40

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Room/location Details

Room/location Reference:	006
Room/location Description:	Plots 41-46
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	2
Total NoACMs:	0

Room/location Construction Details

Ceiling:	N/A
Walls:	Metal, Plastic, Timber
Floor:	Earth
Doors:	Metal, Timber
Windows:	N/A
Comments:	



Item Detail

Item ID	012(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	006
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 41 & 42

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	013(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	006
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 43 & 44

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Room/location Details

Room/location Reference:	007
Room/location Description:	Pathway Along Sde Bowls Club
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	1
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Earth, Metal, Timber
Floor: Earth
Doors: Metal
Windows: N/A
Comments:



Item Detail

Item ID	014(OS)
Referenced to	NS18204-002
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	007
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Identified Crocidolite
Extent	<3 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	3
Total (a+b+c+d)	07
Material Risk Assessment	 Medium

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	2
Maintenance Activity (h)	0
Total (e+f+g+h)	03
Priority Risk Assessment	 Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	10
Overall Risk Assessment	 Low

Comments

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Asbestos Register



Location
 Item ID 001(OS)
 Referenced to NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 002
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Identified Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 15



Location
 Item ID 002(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 002
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 16



Location
 Item ID 014(OS)
 Referenced to NS18204-002
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 007
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Identified Crocidolite
 Extent <3 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 3
 Total (a+b+c+d) 07
 Material Risk Assessment ■ Medium
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 2
 Maintenance Activity (h) 0
 Total (e+f+g+h) 03
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 10
 Overall Risk Assessment ■ Low
Comments



Location
 Item ID 003(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 003
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 20



Location
 Item ID 004(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 003
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 21



Location
 Item ID 005(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 004
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 27



Location
 Item ID 006(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 004
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plot 29



Location
 Item ID 007(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 004
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plot 30



Location
 Item ID 008(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plot 31 & 32



Location
 Item 009(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plots 33 & 34



Location
 Item 010(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plots 35 & 26



Location
 Item 011(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plots 39 & 40



Location	Item	Additional
Item ID	012(VRS)	
Sample Linked/ID	NS18204-001	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	006	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Strongly Presumed Chrysotile	
Extent	<1 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment	
Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05

Material Risk Assessment ■ Low

Priority Assessment	
Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02

Priority Risk Assessment ■ Very Low

Overall Assessment	
Total (a+b+c+d+e+f+g+h)	07

Overall Risk Assessment ■ Very Low

Comments
Within bedding area of Plots 41 & 42



Location	Item	Additional
Item ID	013(VRS)	
Sample Linked/ID	NS18204-001	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	006	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Strongly Presumed Chrysotile	
Extent	<1 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment	
Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05

Material Risk Assessment ■ Low

Priority Assessment	
Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02

Priority Risk Assessment ■ Very Low

Overall Assessment	
Total (a+b+c+d+e+f+g+h)	07

Overall Risk Assessment ■ Very Low

Comments
Within bedding area of Plots 43 & 44

Survey Results

Overall Risk Assessment Table

Item	Material Risk Assessment					Priority Risk Assessment					Overall Risk Assessment
	a	b	c	d	Total	e	f	g	h	Total	Total
001	1	2	1	1	05	0	1	1	0	02	07
002	1	2	1	1	05	0	1	1	0	02	07
014	1	2	1	3	07	0	1	2	0	03	10
003	1	2	1	1	05	0	1	1	0	02	07
004	1	2	1	1	05	0	1	1	0	02	07
005	1	2	1	1	05	0	1	1	0	02	07
006	1	2	1	1	05	0	1	1	0	02	07
007	1	2	1	1	05	0	1	1	0	02	07
008	1	2	1	1	05	0	1	1	0	02	07
009	1	2	1	1	05	0	1	1	0	02	07
010	1	2	1	1	05	0	1	1	0	02	07
011	1	2	1	1	05	0	1	1	0	02	07
012	1	2	1	1	05	0	1	1	0	02	07
013	1	2	1	1	05	0	1	1	0	02	07

■ (20 ≥) High

■ (14-19) Medium

■ (10-13) Low

■ (≤9) Very Low

■ (0) No Risk

Survey Results

Summary of Remedial or Removal Works

Item	Sample	Product/debris Type	Area/floor	Room/location	Action/recommendations
001	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
002	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
014	NS18204-002	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	007	Remove Remove ACM (Bonded) under PCC by FLC
003	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
004	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
005	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
006	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
007	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
008	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
009	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
010	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
011	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
012	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC
013	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC

Assessment Information

Material Risk Assessment Algorithm

Material assessments consider the type and condition of the ACM and the ease with which it will release fibres when subject to disturbance. The main parameters are:

- a. Product Type
- b. Extent of Damage & Deterioration
- c. Surface Treatments
- d. Asbestos Types

The material assessment will give a good initial guide to the priority for management as it will identify the materials which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score will be the priority for remedial action, such priorities must be determined by conducting and subsequently considering the results of a priority assessment.

To achieve some form of standardisation of the risk rating and action level, the assessment algorithm contained within HSG264 has been adopted, which is based upon a numerical rating given to each of the parameters considered above. The addition of each number results in a score that falls into one of four possible risk categories, which can assist the duty holder to prioritise the need for action as part of the plan for managing asbestos.

Assessment Factor	Score	Score Variables
Product Type (a)	1	Asbestos Reinforced Composites (Plastics, Resins, Mastics, Roofing Felts, Vinyl Floor Tiles, Semi-Rigid Paints, Decorative Finishes, Asbestos Cement)
	2	Asbestos Insulating Board (AIB), Millboards, Other Low-Density Insulation Boards, Asbestos Textiles, Gaskets, Ropes, Woven Textiles and Asbestos Paper or Felt
	3	Thermal Insulating (e.g. Pipe and Boiler Lagging) Sprayed Asbestos, Loose Asbestos, Asbestos Mattresses and Packing
Extent of Damage (b)	0	Good Condition: No Visible Damage
	1	Low Damage: A Few Scratches or Surface Marks, Broken Edges on Boards or Tiles
	2	Medium Damage: Significant Breakage of Material or Several Small Areas where Material has been Damaged Revealing Loose Asbestos Fibre
	3	High Damage: Delaminating of Materials, Sprays and Thermal Insulation, Visible Asbestos Debris
Surface Treatment (c)	0	Composite Materials Containing Asbestos: Reinforced Plastics, Resins, Vinyl Tiles
	1	Enclosed Sprays and lagging, AIB with Exposed Face Painted or Encapsulated, Asbestos Cement Sheets etc
	2	Unsealed AIB or Encapsulated Lagging and Sprays
	3	Unsealed Lagging and Sprays
Asbestos Type (d)	1	Chrysotile (White)
	2	Amphibole Asbestos, Amosite (Brown), Actinolite, Anthophyllite and Tremolite
	3	Crocidolite (Blue)

Assessment Information

Material Classifications

The following material assessment categories are used within this survey and indicate the level of hazard each material presents.

(10 \geq) High

ACMs in this category are regarded as having a significant potential to release fibres if disturbed. Such ACMs require urgent consideration to ensure people are not exposed to the hazard. In most circumstances plans for removal should be implemented and in the interim, the affected area should be sealed off.

(7-9) Medium

ACMs within this category do not always pose an imminent threat and the likelihood of fibre release is moderate under existing conditions. A decision regarding how these ACMs are to be managed should be made promptly and most likely as part of an overall management plan. Such situations should be regularly inspected to ascertain any change to circumstances unless serious damage is present or debris is visible, then this will require action which could involve removal or encapsulation.

(5-6) Low

ACMs within this category should be regarded as providing a low risk to people exposed to them but precautions should be followed and the situation should be monitored through regular re-inspections to ascertain any deterioration in condition which may occur with the passage of time. These ACMs generally have no or very little sign of historic damage.

(\leq 4) Very Low

ACMs within this category do not generally present a significant risk. They should be managed and only considered to be removed if the item falls within a refurbishment and demolition area and the works are likely to disturb the material.

(0) No Risk

No ACM present.

Assessment Information

Priority Classifications

Assessment Factor	Score	Score Variables
Normal Occupant Activity (e)		
Main Type of Activity in Area	0	Rare Disturbance Activity (e.g. Little used Store Room)
	1	Low Disturbance Activities (e.g. Office Type Activity)
	2	Periodic Disturbance (e.g. Industrial or Vehicular Activity which may contact ACMs)
	3	High Levels of Disturbance (e.g. Door with AIB Sheeting in Constant Use)
Secondary Activity in Area	As Above	As Above
Likelihood of Disturbance (f)		
Location	0	Outdoors
	1	Large Rooms or Well Ventilated Areas
	2	Rooms up to 100m ²
	3	Confined Spaces
Accessibility	0	Usually Inaccessible or Unlikely to be Disturbed
	1	Occasionally Likely to be Disturbed
	2	Easily Disturbed
	3	Routinely Disturbed
Extent / Amount	0	Small Amounts or Items (e.g. Gaskets or Strings)
	1	≤10m ² or ≤ 10m Pipe Run
	2	>10m ² to 50m ² or >10m to 50m Pipe Run
	3	>50m ² or >50m Pipe Run
Human Exposure Potential (g)		
Number of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of Use in Area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average Time Area is in Use	0	<1 Hour
	1	>1 to <3 Hours
	2	>3 to <6 Hours
	3	>6 Hours
Maintenance Activity (h)		
Type of Maintenance Activity	0	Minor Disturbance (e.g. Possibility of Contact when Gaining Access)
	1	Low Disturbance (e.g. Changing Light Bulbs in AIB Ceiling)
	2	Medium Disturbance (e.g. Lifting One or Two AIB Ceiling Tiles to access valves)
	3	High Level of Disturbance (e.g. Removing a Number of AIB Ceiling Tiles to Replace a Valve or Re-cabling Works)
Frequency of Maintenance Activity	0	ACM Unlikely to be Disturbed for Maintenance
	1	≤1 per Year
	2	>1 per Year
	3	>1 per Month

Assessment Information

Priority Risk Assessment Algorithm

Priority assessments consider the likelihood of someone disturbing the identified/presumed ACM during normal occupancy and should be considered alongside the material assessment to determine the priority for remedial action. The main assessment factors are:

- e. Maintenance Activity
- f. Occupant Activity
- g. Likelihood of Disturbance
- h. Human Exposure Potential

Similar to a material assessment, a material algorithm based upon a numerical rating given to each of the parameters considered above has been employed in line with HSG227. The number against each assessment factor is averaged and then totalled to give a score that falls into one of four possible risk categories, aimed at calculating the level of risk those in the vicinity of the ACM are exposed to.

■ (10 ≥) High

An ACM that due to its location presents an unacceptable risk to individuals.

■ (7-9) Medium

An ACM situated in a high use, readily accessible position which may also be in an area routinely accessed for maintenance.

■ (5-6) Low

An ACM that will rarely be disturbed through normal occupation or maintenance activities.

■ (≤4) Very Low

An ACM that is not readily accessible and unlikely to be disturbed.

■ (0) No Risk

No ACM present.

Disturbance Primary (e) Disturbance Secondary (e)	0 0] Average Score 0	
Location (f) Accessibility (f) Extent / Amount (f)	0 0 0] Average Score 0	
Number of Occupants (g) Frequency of Use (g) Average Time in Use (g)	0 0 0] Average Score 0	
Type of Maintenance (h) Frequency of Maintenance (h)	0 0] Average Score 0	
Total of Averages (e+f+g+h)	00	
Priority Risk Assessment	<input type="checkbox"/> Risk	

Assessment Information

Overall Risk Assessment Algorithm

The overall assessment is a combination of the material and priority assessment scores. It is this total score that may be used to establish the priority of those ACMs requiring remedial action and also, the type of action that will be taken. Where an ACM is detected, regardless of its risk categorisation, it is recommended that Approved Warning Labels are positioned to prevent accidental damage to the material.

Although actions and recommendations may vary according to the individual circumstances of an ACM, it is desirable to have some form of standardisation therefore the following categories are used within this survey to identify areas that require immediate attention and allow the duty holder to instigate planned preventative maintenance and management of the ACMs.

Item	Material Risk Assessment				Total	Priority Risk Assessment				Total	Overall Risk Assessment Total
	a	b	c	d		e	f	g	h		
I000	0	0	0	0	00	0	0	0	0	00	00

Overall Classifications

■ (20 ≥) High

The potential hazard arising from this category warrants urgent action to reduce the associated risk as disturbance of the materials is liable to expose personnel to elevated levels of airborne respirable asbestos fibres. ACMs in this category are usually not suited to any form of containment programme and therefore immediate plans should be made for removal or environmental cleaning. Where this is delayed, the ACM should be sealed/encapsulated and appropriately managed in accordance with the asbestos management policy, until such time that removal can be facilitated.

■ (14-19) Medium

This category indicates that deterioration in any of the contributory factors may result in fibre release and therefore all ACMs should be removed or other appropriate remedial action undertaken on a programmed basis within a specified time scale (usually 6-12 months). The condition of the ACMs should be regularly monitored and, where necessary sealed/encapsulated until removal takes place.

■ (10-13) Low

This category indicates the need for regular monitoring and inspection as whilst the current risk of fibre release may be low, such ACMs may suffer deterioration through age and/or accidental damage. It is recommended that ACMs in this category are visually inspected on a six month cycle (minimum) to ascertain any change in condition. Where such a change occurs, re-prioritisation may be necessary.

■ (≤9) Very Low

ACMs within this category are predominantly not readily accessible, unlikely to be disturbed and due to their nature, condition, location or extent, would lead to minimal fibre release if they were disturbed. Visual inspections should be made on an annual basis to ascertain any change in condition and where such a change occurs, should be appropriately assessed, scored and re-prioritised. Such ACMs should be suitably managed and considered for removal if they falls within a demolition or refurbishment area and works are likely to disturb the material.

■ (0) No Risk

No ACM present.

Survey Appendices

Remedial Options

There are a variety of remedial options available. In many cases the ACMs can be protected or enclosed, sealed or encapsulated, or repaired and these options should be considered first. Where such actions are not practical, ACMs should be removed. Recommended action in the Management Survey will normally involve one or more of the following:

Removal

ACMs vulnerable to damage should often be removed. Where they are in such poor condition, removal is often the only practical option. Removal is required where refurbishment or demolition works are planned that will impinge on the ACMs present.

Management

Management of the ACMs present (where these are not in poor condition or vulnerable to damage) is achieved by labelling, registering and monitoring as necessary. Such management should be undertaken in compliance with CAR 2012.

Monitor

Re-inspection of ACMs should be undertaken at regular intervals determined by the risk priority and by a trained, suitably experienced and competent person. This may be accompanied by air testing where relevant to determine whether any asbestos fibres are present.

Label

Where an ACM is detected, regardless of its risk categorisation, it is recommended that approved industry specific warning labels are positioned to prevent accidental damage to the material.

Protection/enclosure

Undertake enclosure where the ACM is in poor condition or vulnerable to damage. This involves protection by a physical barrier, such as a timber casing. The casing is sealed and as airtight as possible to prevent the migration of fibres.

Sealed/encapsulate

There are two methods of encapsulation: applying a durable layer adhered to the surface of the ACM, or applying a material that penetrates the ACM before hardening which locks the material together.

Repair

All repairs should be undertaken by a competent person with the relevant training and equipment. Repair should only be undertaken if the damage is slight. There are a number of methods including filling, wrapping and isolated encapsulation. All repairs will be carried out using non-asbestos containing materials and appropriate precautions undertaken to prevent the release of any asbestos fibres.

Remove

The HSE recommend against removal of asbestos if the removal is undertaken without due consideration of the potential to increase the risk of harm. ACMs should be removed where found to be in poor condition, if it is not possible to undertake maintenance works without disturbance, or refurbishment works are due to be undertaken. Only HSE licensed contractors may be appointed to deal with work that contains 'high risk' ACMs.

Periodic Air Test

Where there is a large amount of ACMs in a confined space with a history of unauthorised disturbance, periodic air tests may be undertaken to monitor asbestos fibre levels to confirm that it is safe to access the area.

Survey Appendices

Regulations and Guidance

Legislation

The Health & Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1999) collectively require employers to provide a safe workplace for all their employees and those affected by their activities.

Asbestos specifically and work with asbestos is covered by specialist regulations known as The Control of Asbestos Regulations 2012 (CAR 2012). The duty to manage requires those in control of the premises to:

1. Take reasonable steps to determine the location and condition of ACMs.
2. Presume materials contain asbestos unless there is strong evidence that they do not.
3. Set up and maintain a record of the location and condition of the ACMs or presumed ACMs in premises.
4. Assess the risk of the likelihood of anyone being exposed to fibres from these ACMs.
5. Prepare a plan setting out how the risks from the ACMs are to be managed.
6. Take the necessary steps to put the plan into action.
7. Review and monitor the plan periodically.
8. Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Approved Codes of Practice and Guidance Documents

There is a raft of publications that disseminate advice and information relating to asbestos which should be consulted by those who work with or have an obligation to manage ACMs (please note this list is not exhaustive).

1. L143 'Managing and Work with asbestos'
2. HSG210 'Asbestos essentials task manual'
3. HSG227 'A comprehensive guide to managing asbestos in premises'
4. HSG247 'Asbestos: The licensed contractors' guide'
5. HSG248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'
6. HSG264 'Asbestos: The survey guide'
7. INDG223 'Managing asbestos in building: A brief guide'

The HSE has also published 38 'Asbestos essentials task sheets' and 10 'Equipment and Method sheets' which can help ensure compliance with CAR 2012 and illustrate 'good practice'.



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	
PREMIUM	
EMERGENCY	

Client:	NSUK GROUP
Address:	HAMPSTEAD HOUSE 176 FINCHLEY ROAD LONDON, NW3 6BT
Attention:	TECHNICAL MANAGER ST GEORGE ALLOTMENTS
Site Address:	
Date sample taken:	UNKNOWN
Date sample received:	04/11/22
Date of Analysis:	04/11/22

Analysis Report No.	SCO/22/24966		
Report Date.	04/11/22		
Site Ref No.	NS18204		
Page No:	1	Of	1
No. of Samples:	2		
Obtained:	DELIVERED		

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	001	GROUND FLOOR – PLOTS 11-12 – FLOOR – CEMENT	CHRYBOTILE
2	002	GROUND FLOOR – PATHWAY – FLOOR – CEMENT	CHRYBOTILE/CROCIDLITE

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months. Reports & Records are retained for a minimum of 5 years.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	S GIDDINGS	Authorised signatory:	
		Print name:	S.BOLTON – Q.C.M

BULK 001-VER 8 14-JUN-22-QCM

MELBOURN PARISH COUNCIL

Asbestos Management Plan – St George’s and Gray’s Allotments

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

Section 1 – Overview:

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

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

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

Section 2 - Responsibility:

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

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

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

Name	Contact Details	Organisation
Sophie Marriage	assistantclerk@melbournpc.co.uk 01763 263303 (option 3)	Melbourn Parish Council
Graham Place (secretary) Chris Selway (chairman)	Gaplace10@gmail.com ; gardenrobot@AOL.com	Allotment Association

Section 3 - General safety advice:

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

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

An Asbestos Survey Report was carried out on 2nd November 2022 to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) and to assess the risks during activities on the site. The materials found at the allotments were deemed “low” risk and the overall risk for the site was categorized as “very low”.

MELBOURN PARISH COUNCIL

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

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

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

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

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



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



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



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



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

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

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



ARGENTA

T R E E S U R V E Y S

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.



**St George's & Grays Allotments
INSET 8**

SCALE :
1 : 700 @ A3

DATE :
19/01/2026

MAP FILENAME :



THIS DRAWING MUST BE READ IN COLOUR

THE MOOR

Allot Gdns

95

96

97

94

93

98

Site name: St George's & Grays Allotments Surveyor: Ian Lorman			Date of survey: October 2025 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
93	Common Ash	10	500	4	Mature	Crown - Fair, Stem - Good, Basal Area - Good No action Previously pollarded at 8 metres	0	1
94	Common Ash	10	600	4.5	Mature	Crown - Fair, Stem - Fair, Basal Area - Fair Sever ivy Previously pollarded at 8 metres. Dense ivy	3	2
95	Common Hawthorn	8	250	2	Mature	Crown - Poor, Stem - Fair, Basal Area - Fair No action Very low vigour. Dense ivy	0	2
96	Common Hawthorn	6	200	2	Mature	Crown - Fair, Stem - Fair, Basal Area - Fair No action Low vigour	0	2
97	Common Ash	12	800	5	Mature	Crown - Fair, Stem - Good, Basal Area - Good No action Bifurcated at ground level with very acute union. Previously reduced	0	2
98	Common Ash	10	600 600	5.5	Mature	Crown - Fair, Stem - Fair, Basal Area - Fair No action Bifurcated at ground level. Dense ivy. Previously reduced	0	2

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Review date: May 2025

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	13-1-26 ✓	19-1-26 ✓	25-1-26 ✓	2-2-26 ✓	
Village Car Park	13-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
War Memorial	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
Littlehands and Access Way	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
New Rec. Ground	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
Clear Cres.Play Park	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	3-2-26 ✓	
Orchard Road Cemetery	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	2-2-26 ✓	
New Road Cemetery	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	2-2-26 ✓	
Old Recreation Ground	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	3-2-26 ✓	
Pavilion	13-1-26 ✓	19-1-26 ✓	26-1-26 ✓	3-2-26 ✓	
All Saints' C'Yard	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
Jubilee Orchard	13-1-26 ✓	19-1-26 ✓	26-1-26 ✓	3-2-26 ✓	
Armingford Cres	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	3-2-26 ✓	

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	13-1-20 J 20-1-20 J 26-1-20 J	26-1-20 J		
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			26-1-20 J	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				3-2-20 J
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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Rosemary Place	12-1-26 \$	14-1-26 \$	25-1-26 \$	2-2-26 \$
Hopkins Homes - Strategic Green Belt Area	12-1-26 \$	/	25-1-26 \$	2-2-26 \$
Pavilion Defibrillator	19-1-26 \$	19-1-26 \$	26-1-26 \$	3-2-26 \$
Doctors Surgery Defibrillator	12-1-26 \$	19-1-26 \$	25-1-26 \$	2-2-26 \$
Beechwood Avenue	12-1-26 \$		25-1-26 \$	
Millennium Copse	12-1-26 \$		25-1-26 \$	
Worcester Way	12-1-26 \$	/	25-1-26 \$	3-2-26 \$
Allotments	13-1-26 \$			
Fire Engine Shed				3-2-26 \$
Chalkhill Barrow		/		
Elm Way		19-1-26 \$		
Stockbridge M.			RL	

Damage and vandalism notes

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair	completed	ongoing
01/01/2025	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.		
03/11/2025	Moor Play Park	Broken service gate	MOP			Removed by Warden. To be fixed.		
30/01/2026	Village car park	Car abandoned.	Police			Recoevered CCTV and sent to Cambs police as requested.		
05/02/2026	Royston Rd (woods)	Large number (32) number plates found.	Litter Picker	Yes	-	Collected and stored. Details reported. Awaiting feedback.		
08/02/2025	Village car park	Report of attempted damage / break in to workshop	MOP			No damage - viewed CCTV. No further action to be taken.		

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 February 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
Flytipping	Resident	Ashwell Street - visible from the train	Reported via SCDC - RVRGSTRT	SCDC
Flytipping	Resident	A10 layby - multiple items on banked verge beside layby	Reported via SCDC - TCTXHGNG	SCDC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 February 2026

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
Ivy - highlighted on tree inspection	Office	Plan for tacking ivy at the foot of numerous trees to be followed.	Work to be completed as and when appropriate. Within 6 months.	Wardens

Letters to residents about encroaching on pathway / roadway

	Number of letters	
High Street	1	
High Street	1	
Beechwood Ave	4	<i>Offered assistance, requested permission to carry out works, With Environment SCDC</i>
High Street	4	<i>Offered assistance - contacted ccc</i>
Norgetts Lane	1	
Norgetts Lane	1	
High Street	3	<i>Sent Feb 2026</i>
High Street	2	<i>Already actioned.</i>
Victoria Way	1	
High Street	1	
Water Lane	2	

Abi Williams

From: climateandenvironment <climateandenvironment@scambs.gov.uk>
Sent: 05 February 2026 16:30
Subject: Commemorative Tree Order

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Town and Parish Councils

Thank you for requesting a commemorative blossom tree and plaque to honour community volunteers and remember those affected by the COVID19 pandemic.

The tree and plaque will be delivered to the address you provided by our contractor, English Woodlands, during the weeks commencing 23 February and 2nd March 2026 to ensure it is with you well in advance of the National Day of Commemoration on Sunday 8 March 2026. This will allow time for planting shortly before, or on, the day itself. English Woodlands will contact you directly to arrange the details of the delivery.

Please ensure the location for the tree is appropriate for its purpose. Applicants have the flexibility in choosing a site, but it should be a sensible and accessible area that allows space for the tree to grow and for people to visit. Please avoid locations where underground utilities may be damaged. If weather conditions are dry following planting, we ask you to water the tree regularly to help it establish. The plaque provided with your tree simply pushes into the ground next to the tree and does not need any additional preparations or materials.

We hope that in some cases, the local community might be involved in the planting of the commemorative tree. If you hold an event, we encourage you to invite your local District Councillor to your planting event. No doubt you will have contact details for your Ward Councillors but they can also be found on our [website](#).

We would love for you to share with us any photos of short videos of the planting taking place. We will do our best to use material sent to us to highlight the project.

For us to be able to use photos or video submitted we must have explicit permission from all the people in the images and/or videos. If you are happy for the District Council to share your photographs as part of wider communications, please email them to Communications@scambs.gov.uk providing us details of which town/village the tree has been planted in and the names of everyone in the images. Everyone in the images (or a guardian for those under 18) must have completed our online [consent form](#) for us to use the images. We cannot make any exceptions so please check with everyone in images before including them in shots.

The Government has published further information on the [National Day of Commemoration](#), including suggestions for community activities which parishes may find helpful.

If you have any questions, please do not hesitate to contact me.

██████████

██████████ | Development Officer – Climate & Environment

Pronouns: She/her – please feel free to tell me your pronouns.

Memorial Garden proposal

Provides us with the opportunity to address a growing issue around burial space and a chance to future proof ourselves. Enables us to cater to the changing trends in burials and the fact that more people are choosing not to formally inter ashes. We will also be responding to requests that have been made by councillors and residents for such a facility.

In keeping with the ethos of New Road cemetery, we would be seeking to acknowledge the natural elements by keeping the wild meadow feel and not be adding formal bedding areas but favour a simple scattering method. Building on the favoured natural approach and to enhance the area we would propose to add wildflower sown sections. To further define the area as a memorial garden and to lend a contemplative feel we would propose to erect an arch entrance to the space.

Options for Arch

- Matthew Lane Sanderson, the original artist who created the gates.
[Stag Sphere / The Crowned Stag – Sanderson Sculpture](#)
- Steel Landscaping Co, offer more bespoke options in solid metal.
[Steel Garden Arches | Metal Arches | Steel Landscaping Co.](#)



- Harrod Horticultural, ready to order tubular steel options.
[Decorative Metal Garden Arches - Harrod Horticultural](#)



Melbourn

Author: L. Administrator

Date: 17/02/2026



PARISH
ONLINE



WORKSHOP SPECIFIC

Abi Williams
 Melbourn Parish Council
 Melbourn Community Hub
 30 High Street
 Melbourn
 Herts SG8 6DZ

QUOTE 31872
03 February 2026

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	[REDACTED]	400.00	20%	400.00
	[REDACTED]	85.00		102.00
	- Supply and install one replacement external light to the workshop £85.00			
	[REDACTED]			
			Net Total	400.00
			VAT	80.00
			GBP Total	£480.00

Other Information

Company Registration Number: 4944876

HUB SPECIFIC

Abi Williams
 Melbourn Parish Council
 Melbourn Community Hub
 30 High Street
 Melbourn
 Herts SG8 6DZ

QUOTE 31872
03 February 2026

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Restaurant Area Lighting	400.00	20%	400.00
	- Replace the tubes within two wall light light fitting £25.00	315.00		378.00
	- Replace the control gear within two wall light fittings £110.00			
	- Labour to carry out the above works £125.00			
	[REDACTED]			
	- Supply and install two LED tubes to the strip lights within the corridor £55.00			
			Net Total	400.00
			VAT	80.00
			GBP Total	£480.00

Other Information

Company Registration Number: 4944876

POLICY and PROCEDURE: APPOINTMENT and MANAGEMENT of CONTRACTORS

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

SCOPE: Contractors to Melbourn Parish Council

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

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

POLICY:

1. Principles

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

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

PROCEDURE:

2. STEPS TO BE TAKEN

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

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

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

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

Some other factors that should be considered: -

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

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

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

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

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

2.4 **Provide information, instruction and training** - The Council, contractor and subcontractors will provide their employees with information, instruction and training on matters that may affect their health and safety. The Clerk, contractors and subcontractors will agree what information will be passed between them and appropriate ways to communicate with each other throughout the process. The Clerk (on behalf of the Council) will make sure that contractors, subcontractors and their employees have information on:

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

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

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

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

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

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

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

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

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

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

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

MELBOURN PARISH COUNCIL

Doc. No.: 4.22

Version: 4

Date approved: ~~24 February 2025~~ 25 February 2026

Review date: February ~~2026~~ 2027

INVITATION TO QUOTE - COMPETENCY FORM (EXAMPLE)

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

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Review date: February ~~2026~~ 2027

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

- **How many operators will be used?**
- **How will the job be supervised?**
- **What equipment and vehicles will be used?**
- **Estimated time and person hours for job completion:**
- **Detailed description of the work process:**

- **For seasonal work, how is effort applied across the year:**
- **Special safety precautions/Working site safeguarding arrangements:**
- **Are PPE proposals in place and are there any COSHH requirements:**

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Contractor Manager Name Signature

Reviewed (Parish Clerk) Name Signature

APPENDIX A

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

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



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~24 February 2025~~

25 February 2026

Review Policy: Annually