



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

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 25 February 2026 at 7.30pm in the Austen Room Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Alexander, Campbell, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, Kyprianou, Redelinguys

Absent: Cllrs Kanagarathnam, Wilson

In attendance: Abi Williams (Clerk), County Cllr Bostanci

Meeting started 19:30

PC166/2526 To receive and approve apologies for absence

Apologies received from Cllrs Barnes, and District Cllr Hales all with acceptable reasons. It was RESOLVED to accept apologies of absence from Cllrs Barnes, and District Cllr Hales. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

Cllr Coulman joined the meeting 19:32

PC167/2526 To receive any Declarations of Interest and Dispensations

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

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

Cllr Kilmurray declared an interest in item PC171/2526e) and PC177/2526 a-d).

Cllr Kyprianou declared an interest in item PC180/2526b).

Dispensation was granted to remain for discussion but not vote.

PC168/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). If required, written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public present.

PC169/2526 To report back and approve the minutes of the Parish Council meeting held on 14 January 2026

It was RESOLVED to approve the minutes, with the additional note on budget and precept item wording, of the Parish Council meeting held on 14 January 2025 as an accurate record.

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

PC170/2526 To receive reports from the District and County Cllrs for Melbourn

A verbal report was received from County Cllr Bostanci and District Cllr Hart. It was noted that a bus users group meeting is being held on 5 March (details in report). The Greenways project report is due for publication soon. Cllr Bostanci offered a meeting to review a response to the Greater Cambridge Development Corporation consultation; residents are encouraged to respond via the details under PC176/2526a). It was noted that the South Cambridgeshire District Council increase in council tax has been agreed, this equates to an increase on band D properties of £5.24 a year. Cllr Cowley offered thanks for a neutral, balanced and non-politicised report. County and District Cllrs were asked about the increased funding for schools and the impact this could have locally. Cllr Bostanci confirmed he is due to meet with the Melbourn Primary Head to learn more about the

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

challenges the primary school is facing with numbers and funding. *A full copy of the report can be found in the supporting documents for this meeting.*

PC171/2526 Finance Matters

- a) To receive finance report covering January 2026.
A comparative financial report for January 2026 was received.
- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account of £20,000 made on 21 January 2026.
Transfer noted.
- c) To consider approving the retrospective approvals list for January ~~2025~~-2026 as paid.
It was RESOLVED to approve the retrospective approvals for January 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- d) To consider approving costs for Rialtas cemeteries training at £300+VAT.
It was RESOLVED to approve costs of £300+VAT for Rialtas cemeteries training.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To consider approving invoice for £177.60 from Harts Books to be taken from library s106.
It was RESOLVED to approve the payment of Harts Book invoice at a cost pf £177.60.
Proposed by Cllr Campbell, seconded by Cllr Kyprianou.
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Redelinghuys
Against:
Abstain: Cllr Kilmurray
- f) To receive notice of increase in commercial waste rates from Greater Cambridge Shared Waste Service. Increase to be confirmed in March 2026.
Notification received.
- g) To consider approval of Rialtas costs of £330+VAT to upload data for asset register.
It was RESOLVED to approve costs of £330+VAT to upload data to asset register on Rialtas.
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- h) To consider approving the approvals list for February 2026.
It was RESOLVED to approve the approvals list for February 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

PC172/2526 Bank Reconciliations

- a) To note bank reconciliation for January ~~2025~~ 2026.
It was duly noted that the bank reconciliation for January 2026 had been completed.

PC173/2526 Governance

- a) To note update to Section 137 limit for 2026/27 - The Department for Levelling Up, Housing and Communities confirmed that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2026/27 is £11.60 (up from £11.10 for 2025/26).
S137 limit duly noted.
- b) To confirm updates to current committee member list.
Current committee member list confirmed. ACTION: Office to publish up to date document.
- c) To note the updated meeting schedule for the remainder of 2025/2026.
Updated meeting schedule for 2025/26 noted.
- d) To consider approving agenda and proposed budget for Annual Parish Meeting to be held on 18 March 2026.
It was RESOLVED to approve £250 budget and suggested agenda for Annual Parish Meeting.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To receive updates and consider actions.
None received.

PC174/2526 Correspondence

- a) To receive correspondence and consider actions for resident request for a 'No Cold Calling Zone'.
Discussion around response by Clerk and possible actions. ACTION: Office to contact Trading Standards to provide 'no cold calling' front door stickers to library for distribution to residents.
- b) To receive correspondence and consider actions around lack of white lining around the village.

Discussion around delay in white lining in certain areas due to Greenways scheme. County Cllr Bostanci offered to support enquiries into reestablishing white lining. It was noted that policy is that minor road to minor road junctions will not be lined. It was agreed to pursue with enquiries for white lining high traffic areas such as the High Street crossroads. It was noted that lining around the Primary School was part of the LHI application that is currently in the planning stage. ACTION: Office to share concerns with County Cllr Bostanci.

- c) To receive correspondence of misuse of blue badge parking spaces in village car park and report on actions.

It was noted that parking enforcement had been contacted, as the car park does not have a TRO (Traffic Regulation Order) the blue badge space misuse was not enforceable. ACTION: Office to investigate implementing a TRO for car park.

- d) To receive updates and consider actions.

None received.

PC175/2526 Maintenance Matters

- a) To note acceptance of quotation to complete priority 2 works and maintenance of Jubilee Wood as highlighted in the biennial parish tree survey.

Acceptance of quotations noted. Works to commence as soon as possible.

- b) To note Allotment Association awarded £30,000 through grants for upgrading of fenceline and gates and installation of composting toilet. Parish Council to support planning application and draft agreement of ownership after works for consideration.

Congratulations passed for the hard work by the Allotment Association for securing the grants.

ACTION: Office to confirm best applicant and agent status for the planning application.

- c) To receive updates and consider actions.

None received.

PC176/2526 Planning Matters

- a) To consider responding to the Government consultation on a proposed Greater Cambridge Development Corporation. <https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge>

Concerns were raised over the impact of the proposed Greater Cambridge Development Corporation – it was agreed to build a response from Melbourn Parish Council to be considered at Planning Committee meeting on 11 March 2026. ACTION: Office to inform all Cllrs of questions and gather responses. Response to be communicated to public to encourage engagement in consultation.

- b) To consider responding to Greater Cambridge Planning public consultation on intention to submit a Community Infrastructure Levy (CIL) Draft Charging Schedule.

www.greatercambridgeplanning.org/cil

Discussion held over limited impact on funds available to Melbourn Parish Council, impact of Local Government Reorganisation and the benefit of proceeding with a Neighbourhood Plan. ACTION: Neighbourhood Plan progression to be added to future meeting agenda. ACTION: CIL consultation to be promoted via social media.

- c) To receive updates and consider actions.

None received.

PC177/2526 Community Hub

- a) To note approved spend on emergency lighting repairs totalling £315+VAT (MA139/2526a).

Spend on emergency lighting repairs totalling £315+VAT noted.

- b) To receive community hub lease review from HCR law and consider publishing overview fact sheet for reference.

Review and overview sheet received. Approved document will be used as reference for any actions going forward. ACTION: Definition of conduit to be added, correction to date of Law of Property Act 1925 (not 19265). ACTION: Request to add corrected overview sheet with link to be added to hub noticeboard.

- c) To note receipt of proforma order with Strictly Tables & Chairs at a cost of £6,174.60 for replacement chairs and tub seating as approved under PC156/2526a).

Proforma invoice received and processed for payment as per approvals PC171/2526h).

- d) To receive updates and consider actions.

None received.

PC178/2526 Health, Safety, Accessibility and Wellbeing

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

PC179/2526 Events to note

- a) Annual Parish Meeting, 18 March 2026 – noting the call for nominations for the Community Awards 2026.
Annual Parish Meeting date noted.
- b) Parish Council Elections, 7 May 2026 – noting nomination papers to be published around 30 March 2026.
Parish Council Elections noted.
- c) Annual Parish Council Meeting, 13 May 2026 – post-election meeting.
Annual Parish Council meeting date noted.
- d) To consider use of New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.
It was RESOLVED to approve use, subject to correct insurances being in place, of the New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.
Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

PC180/2526 Melbourn Timebank and Community Coordinator report

- a) To receive the Timebank monthly report for January.
Report received with thanks.
- b) To note any Timebanking expenses.
Expenses for the community allotment for £50.98 to be taken from Community Growing Grant award noted.
Expenses of £6.85 noted for the Timebank.
- c) To receive updates and consider actions.
None received.

PC181/2526 To receive an update from the MAYD Joint Committee

- a) To consider recommendation from MAYD Joint Committee (MAYD25/2526) to proceed with advertising for Community Coordinator (Youth) as described in the job specification.
It was RESOLVED to approve recommendation from MAYD Joint Committee (MAYD25/2526) to proceed with advertising for Community Coordinator (Youth) as described in the job specification.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To recruit new member to join MAYD Committee.
One Cllr confirming availability to join MAYD Committee.
- c) To receive update and consider actions.
None received.

PC182/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.
Cllr Clark confirmed Futures would be working on white lining project and working with MAYD in developing the youth provision. Cllr Clark and Kyprianou to attend current youth provisions to research what is being achieved elsewhere.

PC183/2526 HR Matters

- a) To receive updates and consider actions.
Council congratulated Clerk on passing CiLCA qualification. It was noted that the Deputy Clerk is working towards CiLCA qualification later in the year.

PC184/2526 Policies

- a) To consider recommendation from Maintenance Committee to accept update to Doc 4.22 Appointment of Contractors (date only).
It was RESOLVED to accept the date and grammatical updates to Doc 4.22 Appointment of Contractors policy.
Proposed by Cllr Davey, seconded by Cllr Coulman. All in favour.
- b) To consider adopting edited NALC model IT Policy – Doc 4.42 IT Policy.
It was RESOLVED to adopt Doc 4.42 It Policy.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

PC185/2526 Chairs Announcements

Nothing to add.

PC186/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 11 March 2026** at 7:30pm
The Planning Committee Meeting planned for Wednesday 11 March 2026 was noted.
- b) Annual Meeting of the Parish, **Wednesday 18 March 2026** at 7:30pm
The Annual Meeting of the Parish planned for Wednesday 18 March 2026 was noted.
- c) Full Parish Council Meeting, **Wednesday 25 March 2026** at 7:30pm
The Full Council Meeting for Wednesday 25 March 2026 was noted.

Cllr Davey and Full Council highlighted the great job done by the team behind the new Village Voice magazine and extended thanks to TTP for their continued support of the project.

Meeting closed 21:27



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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 14 January 2026 at 7.30pm in the Austen Room
Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

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

Absent: Cllrs Campbell, Kanagarathnam

In attendance: Abi Williams (Clerk), District Cllr Hales, Jeannie Seers (Melbourn Community Hub Management Group (MCHMG), one member of the public (MOP)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:32

PC142/2526 To receive and approve apologies for absence

Apologies received from Cllrs Redelinghuys, and County Cllr Bostanci all with acceptable reasons. It was RESOLVED to accept apologies of absence from Cllrs Redelinghuys, and County Cllr Bostanci.

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

PC143/2526 To receive any Declarations of Interest and Dispensations

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

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

Cllr Kilmurray declared an interest in item PC148 2526b & g) and items PC158 2526a-e).

Cllr Kyprianou declared an interest in item PC158 2526c).

Cllr Cowley declared an interest in items PC153 2526d & e) and PC155 2526a).

Dispensation was granted to remain for discussion but not vote.

PC144/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). If required, written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

One member of the public present.

PC145/2526 To report back and approve the minutes of the Parish Council meeting held on 26 November 2025

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26 November 2025 as an accurate record with nothing to report.

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

PC146/2526 To report back and approve the minutes of the Parish Council meeting (Community Benefit Grants) held on 3 December 2025

It was RESOLVED to approve the minutes of the Parish Council meeting held on 3 December 2025 as an accurate record with nothing to report.

Proposed by Cllr Hart, seconded by Cllr Alexander.

In favour: Alexander, Barnes, Clark, Coulman, Cowley, Hart, Kilmurray, Kyprianou, Wilson

Against:

Abstain: Cllr Davey.

PC147/2526 To receive reports from the District and County Cllrs for Melbourn

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A verbal report was received from District Cllr Hart. Highlight was made the importance of reporting highways issues on the reporting tool (<https://highwaysreporting.cambridgeshire.gov.uk/en-gb>) through Cambridgeshire County Council. It was confirmed that South Cambridgeshire District Council will not be requesting the postponement of elections due in May 2026. *A full copy of the report can be found in the supporting documents for this meeting.*

PC148/2526 Finance Matters

- a) To receive finance report covering November and December 2025.
Comparative financial reports for November and December 2025 received.
- b) To consider approving invoices relating to healthcare at the Hub.
It was RESOLVED to approve invoice 1779 at a cost of £140.00 from the remaining funds held.
Proposed by Cllr Davey, seconded by Cllr Alexander.
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Wilson
Against:
Abstain: Cllr Kilmurray.
- c) To note payment of invoice to Smith of Derby for £313.20 to service the All Saints Clock under the power Section 2 of the Parish Councils Act 1957, granting parish councils the authority to provide, maintain, and light public clocks within the parish.
Payment noted.
- d) To note direct debit payment of £345.00 for vehicle tax for parish van.
Payment noted.
- e) To note payment of invoice to Melbourn Garage for £464.59 to complete works to parish van as part of MOT.
Payment noted.
- f) To consider approving the retrospective approvals list for December 2025.
It was RESOLVED to approve the retrospective approvals for December 2025.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- g) To consider approving payment of annual licence fee to Melbourn Community Hub at a cost of £15,000.
It was RESOLVED to approve the payment of the annual licence fee of £15,000 to Melbourn Community Hub.
Proposed by Cllr Barnes, seconded by Cllr Cowley.
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Wilson
Against:
Abstain: Cllr Kilmurray.
- h) To note Community Benefit Grant monies for 2025/26 have been allocated and report sent to Melbourn Solar Limited (Quintas). Remaining £4,950.10 proposed to Melbourn Solar to be carried over to 2026/27 round.
Report noted. ACTION: Office to confirm with Melbourn Solar Limited the expectations of grant provision, reporting and appropriate use of monies.
- i) To note approvals for January will be retrospective due to early date of January meeting.
Noted.
- j) To consider recommendation by Finance & Good Governance to increase Little Hands rent to £28,107 for 2026/27 (2025/26 £27,000) and to review in 12 months (FG037 2526).
It was RESOLVED to approve the Finance & Good Governance recommendation to increase Little Hands rent to £28,107 for 2026/27. The office will advise Little Hands accordingly.
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.
- k) To consider recommendation by Finance & Good Governance to appoint CAPALC as internal auditor and to accept charges quoted. Final cost to be reported to council on completion.
It was RESOLVED to approve the Finance & Good Governance recommendation to appoint CAPALC as internal auditor and accept charges as quoted.
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.

PC149/2526) Bank Reconciliations

- a) To note bank reconciliation for December 2025.
It was duly noted that the bank reconciliation for November and December 2025 had been completed.

PC150/2526 2026/2027 Precept

- a) To receive summary of precepted items as reviewed and recommended by the Finance & Good Governance Committee (FG039/2526b).

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

The summary was presented by the RFO with explanation given around key points. Confirmation of the increase of tax base.¹ figures was provided as increase to 2257.8 (increase of 39.4 on 2025/26).

- b) To consider setting the precept for the financial year 2026/27 at £367,776 (2025/26 £350,217) as recommended by the Finance & Good Governance Committee (FG039/2526b).

It was RESOLVED to approve the precept for financial year 2026/27 based on the approved budget as discussed recommended by Finance & Good Governance Committee with an increase of 5.01% to £367,776 (estimated monthly increase of £0.50 per month per band D household, approx. 3.2% increase on previous year).

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

It is noted that going forward explicit approval of the budget AND the precept will be on the agenda and minuted separately – as the precept setting decision is based on approval of the budget this has previously been a combined item.

PC151/2526 Clerks Report

Report received. Highlighted the importance of reporting issues on highways reporting tool after meeting with Public Rights of Way Officer from Cambridgeshire County Council. Confirmed Local Highways Improvement Scheme Project Manager visited Orchard Road during busy school drop off and will be assigning a Designer to the project in early spring, public consultation to follow. A reminder that the Active Travel survey was now open for Fowlmere Rd / Mill Rd, details can be found on the website. *A full copy of the report can be found in the supporting documents for this meeting.*

PC152/2526 Governance

- a) To receive updates and consider actions.

None received.

PC153/2526 Correspondence

- a) To consider response to Ministry of Housing, Communities and Local Government re impact of postponing local elections on Parish Council elections to be held in May 2026.
Covered in the previous report from District Cllr Hart. No action required from Parish as District elections are likely to proceed.
- b) To receive and consider offer from South Cambridgeshire District Council for a free blossom tree to commemorate and honour those affected by the Covid-19 pandemic.
It was RESOLVED to accept the offer from South Cambridgeshire District Council for a free blossom tree to commemorate the Covid-19 pandemic. Location to be decided.
Proposed by Cllr Cowley, seconded Cllr Davey. All in favour.
- c) To consider request from Melbourn Village College to use the Pavilion as a designated hub for their evacuation planning as part of their Business Contingency Plan.
It was RESOLVED to approve the request from Melbourn Village College to use the Pavilion, free of charge, as a designated hub for their evacuation plans. ACTION: Office to draw up agreement of use for review and approval by Full Council.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- d) To consider request from 1st Orwell Scouts to use the Pavilion and The Moor recreation ground for an overnight sleep out in support of a homeless charity on Friday 20 March 2026.
It was RESOLVED to approve the request for 1st Orwell Scouts to use the Pavilion and The Moor recreation ground, free of charge, for an overnight sleep out as above.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, Kyprianou, Wilson
Against:
Abstain: Cllr Cowley.
- e) To consider action for request by 1st Orwell Scouts to use the Pavilion on 11 March and 15 April between 19:00 – 21:00 for training of young leaders.
It was RESOLVED to approve the request for 1st Orwell Scouts to use the Pavilion, free of charge, for training of young leaders as above.
Proposed by Cllr Hart, seconded by Cllr Davey.
In favour: Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, Kyprianou, Wilson
Against:
Abstain: Cllr Cowley.
- f) To receive updates and consider actions.
None received.

¹ Tax base is the average number of band D equivalent properties within your Town/Parish.

PC154/2526 Maintenance Matters

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

PC155/2526 Planning Matters

- a) To consider draft agreement with 1st Orwell Scouts for written permission to build on / use land at Old Rec.
Agreement in principle agreed. ACTION: Agreement to be drafted and approved legally and then shared for resolution with Full Council. ACTION: Office to confirm Diocese involvement with land and confirm any covenants.
- b) To note TTRO 26-10243 for road closure of High Street (proposed works to be carried out between 09:30 and 15:30 16 February 2026).
TTRO noted.
- c) To receive updates and consider actions.
None received.

PC156/2526 Community Hub

The Chair altered the order of the agenda.

- d) To receive update from Management Group and consider actions.
Jeannie Seer and Jose Hales of the MCHMG presented a report and took questions from Cllrs. *A full copy of the report can be found in the supporting documents for this meeting.*
Highlight was made of the importance of the Healthcare at the Hub (HAH) initiatives and the positive impact this has on the community and the healthcare providers. Cllr Davey suggested confirmation from Melbourn Solar Limited as to whether HAH could be funded through Community Benefit Grants if needed. ACTION: Office to clarify. MCHMG invited Cllrs to join them at the next, and any future, management meetings.
- a) To consider replacement of chairs for café.
Three relevant quotes were reviewed and questions addressed.
It was RESOLVED to purchase suitable replacement chairs for use in the community café from Strictly Tables & Chairs at a cost of £6,174.60 under the condition that the supplier provide confirmation of the warranty and replacement procedure as advised in their terms and conditions and that the MCHMG confirm the procedure and suitable recording of the chair checking process. Funds to be taken from the Community Hub unplanned maintenance budget.
Proposed by Cllr Davey, seconded by Cllr Coulman.
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Wilson
Against:
Abstain: Cllr Kilmurray.
- b) To report email vote and costs associated with fix to stairlift (Processed under Financial Regulations 5.15).
Report noted as spend to Stannah to complete supply and install of part for stairlift at a cost of £1,202.80+VAT.
- c) To receive report on request to move office space within the Community Hub.
Report received.
- d) To receive update from Management Group and consider actions.
Agenda item moved, see above.
- e) To receive updates and consider actions.
None received.

MCHMG representatives left the meeting 20:49

PC157/2526 Health, Safety, Accessibility and Wellbeing

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

PC158/2526 Melbourn Timebank and Community Coordinator report

- a) To receive the Timebank monthly report for December.
Report received with thanks.
- b) To note any Timebanking expenses.

None received.

- c) To reconsider purchase of suitable phone for Timebank and Community Coordinator.

It was RESOLVED to purchase a suitable phone for use by the Timebank and Community Coordinator up to the value of £300.

Proposed by Cllr Davey, seconded by Cllr Coulman.

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

Against:

Abstain: Cllr Kyprianou.

- d) To receive updates and consider actions.

None received.

PC159/2526 To consider a motion to support our commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people through MAYD or another relevant committee.

It was RESOLVED to support our commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people through MAYD or another relevant committee. ACTION: Initial project scope to be investigated by MAYD committee and Full Council.

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

PC160/2526 To receive an update from the MAYD Joint Committee

- a) To consider approval of changes to MAYD Terms of Reference to reflect up to date practices and increase Councillor numbers on committee as approved and recommended by MAYD Joint Committee (MAYD10/2526).

It was RESOLVED to approve the changes to MAYD Terms of Reference as above including the correction to section 14 of appendix 2, *DBS not DPS*.

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

- b) To confirm date for next committee meeting.

Confirmation will be sent out – expected to be Thursday 5 February 2026, 7.30pm.

- c) To receive the Connections Bus termly report.

Report received.

- d) To consider agreement to pay increase costs of 5% for Connections Bus as recommended by MAYD Committee. (MAYD08/2526b). Increasing from 2025/26 £348 to 2026/27 £366 per session. It was RESOLVED to approve the increase of 5% for Connections Bus as stated above.

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

PC161/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.

Progress with Local Highways Improvement scheme noted.

PC162/2526 HR Matters

- a) To receive updates and consider actions.

HR panel noted support of Parish Office in ensuring suitable office space.

PC163/2526 Policies

- a) To consider accepting updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) as recommended by Finance & Good Governance (FG040/2526a).

It was RESOLVED to accept the updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06).

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

- b) To consider accepting update to the Risk Management Policy (Document 4.19) as recommended by Finance & Good Governance (FG040/2526b).

It was RESOLVED to accept the update to the Risk Management Policy (Document 4.19).

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

PC164/2526 Chairs Announcements

None received.

PC165/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 21 January 2026** and **Wednesday 11 February 2026** at 7.30pm

The dates of the next Planning Committee meetings were noted as 21 January and 11 February 2026.

- b) Maintenance Committee Meeting, **Wednesday 28 January 2026** and **Wednesday 18 February 2026** at 7.30pm
The dates of the next Maintenance Committee meetings were noted as 28 January and 18 February 2026.
- c) Full Parish Council Meeting, **Wednesday 25 February 2026** at 7.30pm
The date of the next Full Parish Council meeting was noted as 25 February 2026.

Meeting closed: 21:14

Joint Cambs County Council (CCC) & South Cambs District Council (SCDC) Report

February 2026

County Council Budget

The nearly £1.3 billion Business and Budget Plan approved earlier this month included the following headline figures:

- £20m for highway maintenance, on top of Government funding, for a total of £73m to be invested directly by county into managing and maintaining our highways.
- £14.7m to support older people, adults with disabilities and families, who rely on care every day, the council is allocating £14.7m of additional funding for adult social care providers.
- This will help them to manage rising costs and ensure care workers are paid the Real Living Wage, improving stability and quality for those who depend on care workers for their support.
- £1m to continue holiday meal vouchers for the children most in need, through to the end of summer 2026. Government is withdrawing over £2m for this scheme and significantly extending the eligibility without providing clarity about the finances.
- The Household Support Fund, will be replaced by its new £5m Crisis and Resilience Fund to provide a wider range of anti-poverty measures, offering practical support to households facing financial challenges.
- 3,500 new primary school places and £72 million over five years to increase secondary school places, including at Alconbury Weald and North-West Cambridge.
- £780,000 a year to run a children's residential home in South Cambridgeshire, as well as continued funding for the Families First programme, an early-intervention project that helps keep more families together and is supported by the £6.7 million Children's, Families and Youth Grant.
- More than £1.2 million invested in libraries and archives over the next two years.
- Last year the council fined utility companies and developers £480,000 for over-running and non-compliant roadworks and will be extending this approach next financial year.

Rising pressures especially in children's and adults' care meant it was a budget process of finding savings after savings. Growth in the economy is sorely needed for public services to improve. We approved a council tax rise of 4.99 percent. Several press releases on committee decisions to feed into the budget process are available on the council website.

Update on highway condition and potholes

In the last three years, the County Council has more than doubled the annual amount spent on highway maintenance to £73 million. This is in the context of very tight local authority budgets and other statutory funding obligations such as social care. And yet, we are still working through the consequences of decades of underinvestment, which has left us with incredibly poor road surfaces with an estimated £800m repair bill across the county. We need significant long-term funding from government to deal with road maintenance.

Right now, as the wet and cold are taking their toll, the council is significantly increasing resource to help tackle the repairs needed. Normally there are eight crews and two dragon patchers available across the county, now there are 32 crews and three dragon patchers working to repair potholes. Currently, around 1500 potholes are being repaired each week. Our Highways Maintenance Officer has spent significant time in Melbourn and Meldreth in January and ordered extensive repairs. When I am (made) aware, I am also reporting particularly bad potholes for urgent repair.

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

In addition, work is under way to strengthen maintenance contracts and the internal processes to respond to the most urgent defects reported by residents. We will report any decisions made at the Highways and Transport Committee.

It should be said that the long-term picture is improving. Last summer, after the introduction of a new asset management system, significant areas of deterioration were tackled with large patches, and I hope we will see more of this when spring arrives.

Cam Vale Bus User Group

We have had another meeting with the responsible director for public transport services at the Mayoral Combined Authority to provide feedback and discuss the performance of the local 17 and 26 bus services. These bus services are a lifeline for many in the community. A Bus User Group meeting will be held on 5 March 12-1 at Bassingbourn Old School Community Centre in order to share some updates, in particular about an upcoming consultation about the future shape of services in our area. Please let us know if you want to be added to the email list.

Melbourn Greenway

Last year, several Traffic Regulation Orders (nos. 1106, 1107, 1111) were advertised for public consultation for improvements and traffic calming measures in Melbourn and Meldreth as part of the Melbourn Greenway. The TROs have now made their way through the pipeline to approval, and the approval report will be published shortly. Construction is expected early next year.

Keep an eye on Facebook for updates, and residents near the works will be alerted with fliers.

Signal box visit

Adam joined the Community Rail Partnership's visit to Foxton and Cambridge signal boxes in early February, to better understand new level crossing management in our area since the full barriers were introduced at Meldreth Road crossing.

Local Government Reorganisation

The government has now launched its own consultation to seek views on the options for local government reorganisation developed by local councils.

In our area, two main options are in play for a future unitary authority. Very likely, South Cambridgeshire District will either merge with Cambridge City Council to form a "Greater Cambridge" unitary authority (known as Option B put forward by South Cambs and City), or merge with Cambridge City and East Cambridgeshire to form a "South-East Cambridgeshire" unitary authority (known as Option A put forward by the County Council). While most other parts of Cambridgeshire would prefer to merge with the City of Cambridge, our area will very likely do so whatever happens.

Some arguments in favour of Option A:

- The size of the two future authorities will more balanced meaning more balanced votes at the Combined Authority, the strategic authority which makes significant funding decisions for the entire area. Expect the City plus South Cambs area favoured by Option B to lose out if it is half the size of its northern counterpart.
- Compared to Option B this would spread out some of the growth pressure our area is under (see item below).

The consultation, with the opportunity to comment on all the options – A, B, C, D and E – for Local Government Reorganisation, closes 26 March 2026.

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-cambridgeshire-and-peterborough/proposals-for-local-government-reorganisation-in-cambridgeshire-and-peterborough>

Greater Cambridge Development Corporation

Wishing to build on Cambridge's success, the government is proposing to create a centrally led Greater Cambridge Development Corporation. If established, this would extend the remit of the existing Cambridge Growth Company. Initially, the DevCo would focus on delivery of the housing development identified in the emerging Greater Cambridge Local Plan, with planning powers to determine large developments. The ambition is that development would be infrastructure-led, and the DevCo would have the ear of government in addressing challenges relating to transport and water. With economic growth, it may also be possible to address wider transport challenges in our area.

At a recent information event, representatives from parish and town council stressed the need to adopt a strategic and long-term approach to development and be mindful of the needs of younger people and of business, including in villages. Transport challenges were mentioned several times.

The consultation questions are surprisingly short, closing on 1 April 2026.

<https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge/establishing-a-development-corporation-in-greater-cambridge>.

Greater Cambridge Local Plan

As Vice Chair of the Environment and Green Investment Committee, Adam has given feedback on the Greater Cambridge Plan, out for consultation by South Cambs and City. While the Plan often talks about "growth" in our area, it is really a plan for the scale and distribution of future "(housing) development", which is an important part of generating growth in the economy. The "development hierarchy" and the resulting concentration of new housing development in Cambridge, in towns with good transport links such as Cambourn, and at other large developments near employment clusters makes sense from a (environmental) sustainability perspective. But at the same time the hierarchy raises questions about the future development of smaller villages. Similarly, in terms of planning terminology Melbourn is described as a "rural" centre, which poorly reflects its economy. It is hard to see how better transport and other services can be realised without some development, without broader economic growth, and without fair sharing of the benefits these bring. The Plan also mentioned the importance of Royston as a local centre, which together with Melbourn provides significant employment, not least in science and technology, but no details were given.

Battery Disposal

The Cambridgeshire and Peterborough Waste Partnership (RECAP) is urging residents to safely recycle batteries and battery-powered electricals, following an increase in fires caused by incorrectly disposed lithium-ion batteries. Recent incidents include a fire at Thalia's Alconbury waste transfer station at New Year, as well as 13 bin lorry fires across Cambridgeshire in the last 12 months.

All types of batteries can be recycled free of charge at Household Recycling Centres, supermarkets and DIY stores. This includes loose household batteries, lithium-ion and rechargeable batteries, and batteries found inside small electrical items.

To help prevent fires, residents are urged **never** to place batteries in the household rubbish bin, but to use designated recycling points and tape over damaged terminals and check for local collection schemes.

South Cambridgeshire District Council accepts batteries if put in clear plastic bags on top of bin lids (more information about this on their website).

Over 1.1 billion lithium-ion batteries are thrown away each year hidden inside everyday household items such as phones, tablets, e-cigarettes, toothbrushes and power tools. When these items end up in general waste or mixed recycling, batteries can ignite or explode during collection, transport or sorting.

Cambridge Biomedical Campus

After over five hours of democratic scrutiny, the Assets & Procurement Committee on which Adam sits approved the following deal, opening the door to up to £3 billion of investment in Cambridgeshire through the expansion of the Biomedical Campus. The deal includes upfront delivery of the Southern Access Road and other transport infrastructure.

<https://www.cambridgeshire.gov.uk/news/3-billion-investment-to-support-future-expansion-of-cambridge-biomedical-campus>

South Cambs District Council

There's quite a bit to report this month from SCDC in terms of planning and economic development in the Greater Cambridge area and all that goes with it. It is clear that the government is determined to press ahead with an agenda for significant growth and to tackle, head-on, the obstacles to it such as water shortages and transportation issues. They have set up the Cambridge Growth Company (CGC) and possibly a "DevCo" to facilitate the growth agenda and we have commented below on a meeting held by SCDC's Scrutiny Committee with the senior staff of CGC. Parish Councils had the opportunity to speak with the CGC's boss, Peter Freeman on 4th February.

SCDC breaks record for new Council houses

SCDC has just confirmed that the council has completed 113 new Council homes since 1 April 2025 - the highest annual number achieved surpassing the previous year's record of 91 homes and with over two months of the financial year still to go. Many of these new homes feature renewable energy systems and electric vehicle (EV) charging points.

Low Income Dashboard

SCDC has released a new dashboard which will give a better understanding of the demographics of low-income households in South Cambridgeshire. The dashboard has been built by SCDC officers using *anonymised* data from the Low-Income Family Tracker (LIFT) software platform which uses benefits data held by the Council. The main aim of the LIFT software is to identify low-income households and to encourage them to claim benefits to which they are entitled, something it has been doing very successfully for some months. It is hoped that the information contained within this new publicly available dashboard will provide insights and support decision-making across the district. You are invited to try the system and it can be found here: [Low-Income Family Tracker \(LIFT\) Data Dashboard - South Cambs District Council](#). You will see that you can select data by district or by specific wards. If you have questions or comments, please contact data@scambs.gov.uk

Local Government Reorganisation (LGR) Cambridgeshire & Peterborough Consultation

The government continues to press ahead with its policy of abolishing county and district councils and combining their functions within larger unitary authorities. A seven week public consultation has been promised for February (though no details yet) and in advance of that, South Cambs District, Cambridge City and East Cambridgeshire District councils have published a video and a news release which set out the position of the three councils, which is to support option B, i.e. two unitary councils, one for North and East Cambs/Peterborough and another for Cambridge City/South Cambridgeshire. The intention of this content is to engage local people with information about why the three councils believe this is the best option for the area but the public and stakeholders will be reminded that there are other options on the table.

You can watch the video [here](#) and read the news release [here](#). SCDC's [website section on LGR](#) will be updated when we receive new information from Government.

Cambridge Growth Company (CGC)

SCDC's Scrutiny and Overview Committee recently had a (very long) meeting with Peter Freeman and the staff of the Cambridge Growth Company. It is clear that there are very big plans for our area and we came away unclear as to how the various bodies (CPCA, GCP, councils and planners) will get with the CGC. We note that parish councils are soon to have a similar meeting and sent out a reminder via Parish Clerks in the hope our ward is represented.

Local Plan update - Growth in South Cambs

The councils' annual look at how well its 2018 Local Plans are being delivered – through an Authority Monitoring Report for Greater Cambridge Shared Planning - confirms that despite challenges around water and other infrastructure, in the period from April 2024 to March 2025, permission for over 10,000 new homes was granted. 2,265 new homes - of which 700 were affordable homes - and over 60,000 square metres of new employment space - were constructed across Greater Cambridge. We feel sure that Mr Freeman will read this with interest.

Community Infrastructure Levy Plans

SCDC and Cambridge City Councils are currently considering proposals for the introduction of a Community Infrastructure Levy (CIL) strategy for securing contributions from developers for improvements to transport and other infrastructure to accommodate growth. A CIL would also see a proportion of the funds collected - up to 25% where a Neighbourhood Plan is in place - being made available to local communities. Alongside these the councils are also considering the adoption of updated guidance on Section 106 Planning Obligations that accompany major planning application decisions.

Local Authority Elections May 2026

Following no request to postpone elections by SCDC we can now confirm elections for SCDC seats will be going ahead as normal on 7th May 2026. Both Sally Ann & Jose will be seeking re-election for our ward.

Feedback on SCDC services

A reminder that SCDC has a new mechanism designed to enable general feedback on its services from residents, businesses, Parish Councils and any other clients.

Please use this link: <https://www.scambs.gov.uk/feedback-and-complaints>

Zoom cuppa

We hold regular "Zoom cuppa" sessions. Please drop us a line if you have any questions or concerns.

Adam, Jose & Sally Ann

Melbourn Parish Council
Responsible Financial Officer's Report – January 2026

Prepared by: Shelley Coulman, RFO

Date: January 2026

1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of January 2026, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to the 31st January 2026 and includes any future commitments recorded in February. These have been produced using the council finance system.

2. Income Overview

- **Total income to date:** £402,980

Income	£461,350
<u>Deferred Income</u>	<u>(£58,370)</u>
Total Income	£402,980
- **Key income item:** The primary source of income remains the precept payment received in April to January. The amount reflects 10 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £58,370 has been deferred to be released over the month in which the income relates.
- Interest continued to perform well however the bank of England have reduced the base rate and is predicted to reduce further in February. The budget did not create any additional concerns for this financial year. The reorganisation of local government does pose a significant risk on the parish's financials. We have invested more funds into the CCLA and are set to receive a better return on the investment.
- Burial fees have exceeded budget for 2025/26.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed.
- £57,563 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £376,173

Expenditure	£350,006
Accruals	£1,667
<u>Prepayments</u>	<u>(£14,751)</u>
Total Income	£389,257

- This represents approximately 97.5% of the annual budgeted expenditure, indicating that spending is currently higher than expected but does not include the effect of transfers to and from reserves, indicating that expenditure is less than budgeted, this will become clearer as we move closer to monthly budgeting and considering annual variations. Interest on loans and refuse collection has not been prepaid therefore frontloading the budget. This is within a reasonable range for this point in the financial year.

Key expenditure areas include:

- **Salaries and staff-related costs** – on track with the budget no overspend anticipated.
- **Audit Fees** – Audit Fees look overspent, this is due to accruing the audit fees for 2025/26. This is not cash expenditure
- **Legal Fees** – Overspend may be able to offset against parish planning which is underspent.
- **Grounds maintenance** – seasonal activities are reflected in spend levels. – Some areas moved to Village maintenance contract.
- **Software licenses** – Cost to add a new user and retain Edge during transition to Rialtas.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £53,070 has been taken from the earmarked reserve.
- **Maintenance & Repairs unplanned.** Little hands Oil boiler and Doors, these have been taken from the appropriate reserves.
- **Street Lighting** – This has occurred based on an issue with regards to moving over the street lighting account.
- **Van cost** – Van repair has meant overspend from budget; however wardens' equipment has been underspent and looks likely to remain.
- **Mayd** – Current overspends however this has been moved to the reserves.
- **Tree and Hedge Work planned** – This has been underspent as we are awaiting the outcome of the tree survey, however tree and hedge work unplanned is overspent and will be offset against the planned work.

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

4. Bank and Reserves Position

- **Bank balance as of 31st January 2026:** £704,720 of which £450,374 relates to immediately available cash and £254,380 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.

- The general reserve of £213,813 remains healthy and covers 6.6 months of operating expenditure.

6. Summary and Recommendations

The Council's financial position as of the end of January 2026 remains strong. Spending is higher than the annual budget but movements on reserves indicate an overall underspend. Interest and capital spend on the loans not being apportioned appropriately through the year and some expenses are being correctly accrued since the move to the new finance system. The Council maintains sufficient reserves to meet foreseeable commitments. Councillors should look at the assets and consider the income or the measurable benefit to the community versus the cost of the asset to the community.

Income & Expenditure by Budget 03/02/2026

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	7,597	6,000	(1,597)			126.6%
1076 Precept	291,847	350,217	58,370			83.3%
1200 Allotment Rent received	3,231	3,154	(77)			102.5%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	5,805	2,000	(3,805)			290.2%
1305 Memorials Fees	2,062	525	(1,537)			392.7%
1310 Internment Fees	2,040	1,500	(540)			136.0%
1400 Match Fees	2,290	3,350	1,060			68.4%
1500 Hire of Recreation Grounds	765	840	75			91.1%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	22,500	27,000	4,500			83.3%
1610 Misc Income	60,873	0	(60,873)			0.0%
Total Income	402,980	398,536	(4,444)			101.1%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	111,051	135,348	24,297		24,297	82.0%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	360	591	231		231	60.9%
4060 Staff & Councillor Expenses	167	0	(167)		(167)	0.0%
4065 Training	3,196	2,500	(696)		(696)	127.8%
4070 Timebank Expenses	1,371	587	(784)		(784)	233.6%
4100 Audit Fees	4,172	2,000	(2,172)		(2,172)	208.6%
4105 Legal & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
4110 Insurance	8,748	13,948	5,200		5,200	62.7%
4115 Memberships & Subscription	1,985	1,706	(279)		(279)	116.4%
4120 Parish Clock	261	447	186		186	58.4%
4125 Broadband & Telephone	160	177	18		18	90.1%
4130 Computer & IT	905	2,802	1,897		1,897	32.3%
4140 Software Licences	6,747	4,012	(2,735)		(2,735)	168.2%
4150 Printing Postage & Stationery	1,060	1,370	310		310	77.4%
4155 Office Costs	77	0	(77)		(77)	0.0%
4170 Office Rent	12,500	15,000	2,500		2,500	83.3%
4175 Subcontractors	5,157	9,846	4,689		4,689	52.4%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	1,384	758	(626)		(626)	182.6%
4200 Bank Charges	330	226	(104)		(104)	146.1%
4205 Grants	56,256	8,550	(47,706)		(47,706)	658.0%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	7,123	6,500	(623)		(623)	109.6%
4208 S106 Expenditure	8,272	0	(8,272)		(8,272)	0.0%

Income & Expenditure by Budget 03/02/2026

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	144	2,677	2,533		2,533	5.4%
4230 Van - Tax, MOT, Fuel, Repairs	1,556	647	(909)		(909)	240.4%
4235 Wardens Materials	434	0	(434)		(434)	0.0%
4240 Wardens Equipment	289	1,539	1,250		1,250	18.8%
4315 Maintenance & Reps - Planned	7,472	10,061	2,589		2,589	74.3%
4320 Maintenance & Reps- Unplanned	17,919	18,100	181		181	99.0%
4350 Christmas Tree/Plants	644	1,430	786		786	45.0%
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%
4410 Nature Reserve management plan	449	513	64		64	87.5%
4420 Grounds Maintenance - Unplanned	1,440	3,058	1,618		1,618	47.1%
4430 Grounds Maintenance - Planned	2,340	8,091	5,751		5,751	28.9%
4500 Rates	13,961	17,616	3,655		3,655	79.3%
4505 Electricity	3,286	6,227	2,941		2,941	52.8%
4510 Water	1,593	1,145	(448)		(448)	139.1%
4605 Refuse & Dog Bin Collection	5,167	6,442	1,275		1,275	80.2%
4635 Village Maintenance Contract	30,736	34,177	3,441		3,441	89.9%
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	29,771	32,326	2,555		2,555	92.1%
4705 PWLB Capital	13,428	17,457	4,029		4,029	76.9%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	1,631	1,026	(605)		(605)	158.9%
Total Overhead	376,173	385,660	9,487	0	9,487	97.5%
Total Income	402,980	398,536	(4,444)			101.1%
Total Expenditure	376,173	385,660	9,487	0	9,487	97.5%
Net Income over Expenditure	26,807	12,876	(13,931)			
plus Transfer from EMR	84,595	0	(84,595)			
less Transfer to EMR	58,064	0	(58,064)			
Movement to/(from) Gen Reserve	53,338	12,876	(40,462)			

Approvals January 2026

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	
22/01/2026		ADO01	Adobe	16.64	3.33	19.97	Lloyds
				16.64	3.33	19.97	
06/01/2026	GB674G6TAEUD	AMA001	Amazon- stationary	22.20	4.45	26.65	Lloyds
06/01/2026	GB6003A2POEFHI	AMA001	Amazon- stationary	6.34	1.27	7.61	Lloyds
06/01/2026	GB6003IN2UCDLI	AMA001	Amazon- stationary	6.38	1.28	7.66	Lloyds
				34.92	7.00	41.92	
20/01/2026	INV-1181	ARG001	Argenta Tree Surveys	1,487.49	297.50	1,784.99	
				1,487.49	297.50	1,784.99	
24/12/2025	13390745	BRI001	British Gas	27.45	1.37	28.82	DD
24/12/2025	13392039	BRI001	British Gas	27.47	1.37	28.84	DD
24/12/2025	15809828	BRI001	British Gas	- 27.34	- 1.37	28.71	DD
24/12/2025	15811667	BRI001	British Gas	- 15.97	- 0.80	16.77	DD
06/01/2026	13514888	BRI001	British Gas	316.76	63.35	380.11	DD
06/01/2026	13619438	BRI001	British Gas	148.70	7.44	156.14	DD
26/01/2026	13707240	BRI001	British Gas	23.76	1.19	24.95	DD
26/01/2026	13707184	BRI001	British Gas	15.91	0.80	16.71	
				516.74	73.35	590.09	
08/01/2026	10126	DAV001	David William Pettifer - Litterpicker	61.05	-	61.05	
				61.05	-	61.05	
27/11/2026	7910412	ESP006	Espo	37.95	7.59	45.54	
				37.95	7.59	45.54	
22/01/2025	INV-18189	EAS001	Expert Access Solutions - Hub door fix	1,455.79	291.16	1,746.95	
				1,455.79	291.16	1,746.95	
13/01/2026	299720	LL FLI001	Flint Cross Service Station - Van diesel	33.34	6.67	40.01	Lloyds
				33.34	6.67	40.01	
12/01/2026	100009068457	GOV001	gov Land Registry - title deeds register	7.00	-	7.00	Lloyds
				7.00	-	7.00	
28/11/2025	SI 4157	HAC007	Herts and Cambs - Grounds Maintenance	2,864.66	572.93	3,437.59	
				2,864.66	572.93	3,437.59	
12/01/2026	290220	HCR001	HCR Legal LLP - Community Hub lease review and report	750.00	150.00	900.00	
				750.00	150.00	900.00	
25/01/2026	455	JTL009	Jason Trueman - Pavilion cleaning	105.00	-	105.00	
				105.00	-	105.00	
01/01/2026	38832	LUC001	Lucid Systems Ltd - IT Support	160.50	32.10	192.60	
				160.50	32.10	192.60	
13/01/2026	110126	MAT001	Matt De Oliveira - Moor Car Park gate	140.00	-	140.00	
				140.00	-	140.00	
17/12/2025	1779	MCH004	Melbourn Community Hub Group - Healthcare	116.67	23.33	140.00	
07/01/2026	1780	MCH004	Melbourn Community Hub Group - Licence Fee	15,000.00	-	15,000.00	
				15,116.67	23.33	15,140.00	
16/01/2026	10126	MEL003	Melbourn Stores- postage	4.79	0.96	5.75	Lloyds
				4.79	0.96	5.75	
12/01/2026	35306	MIN001	Minuteman press - MACS branded polos - to be refunded	259.00	51.80	310.80	
				259.00	51.80	310.80	
07/12/2025	317	MWY011	Mark Wyer - Litterpicker	170.94	-	170.94	
				170.94	-	170.94	
20/01/2026	318389	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	- 48.40	- 9.68	58.08	
12/01/2026	3181051	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	4.36	0.87	5.23	
14/01/2026	3181175	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	8.68	1.74	10.42	
20/01/2026	3181874	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	119.12	23.82	142.94	
20/01/2026	3181390	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	12.12	2.42	14.54	
				95.88	19.17	115.05	
02/01/2026	BANCS660110780	NOW003	Now Pensions	36.00	7.20	43.20	DD
				36.00	7.20	43.20	
19/01/2026	10126	PWL001	Public Works Loan- Carpark	1,800.94	-	1,800.94	DD

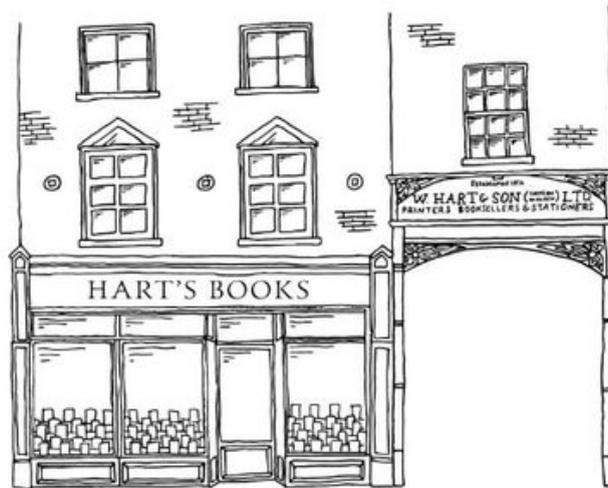
			1,800.94	-	1,800.94	
19/12/2025	GB01425606 SAG001	Sage Global Services Ltd - Payroll Software	17.00	3.40	20.40	Lloyds
20/01/2026	GB01539203 SAG001	Sage Global Services Ltd - Payroll Software	17.00	3.40	20.40	Lloyds
			34.00	6.80	40.80	
05/11/2025	ORD510227 1 SLC001	SLCC- event fee	28.90	5.78	34.68	
			28.90	5.78	34.68	
17/12/2025	4370 SHI001	Shire trees Limited	1,900.00	380.00	2,280.00	
			1,900.00	380.00	2,280.00	
01/12/2025	6092246748 SOU002	Source for business - Water - Carpark	50.50		73.40	DD
09/12/2025	6092420042 SOU002	Source for business- Water- Greys	73.40	-	73.40	DD
09/12/2025	6092420051 SOU002	Source for business -Water - St Georges	243.30	-	243.30	DD
09/12/2025	6092420060 SOU002	Source for business -Water	254.47	-	254.47	DD
			621.67	-	644.57	
13/01/2026	16393 STE001	Stereoplast Healthcare- Defib pad replacements	64.95	12.99	77.94	Lloyds
			64.95	12.99	77.94	
06/01/2026	250067 TCB005	The Connections BusProject	2,436.00	-	2,436.00	
			2,436.00	-	2,436.00	
18/01/2026	985894629052 THR001	Three Business Services - timebank phone and pavilion wifi	21.82	4.36	26.18	DD
			21.82	4.36	26.18	
19/01/2026	YWW287778038 TOO001	toolstation - trousers and pruning saw	126.63	25.33	151.96	Lloyds
			126.63	25.33	151.96	
19/01/2026	610038 URB001	Urban Plastics - washers	3.66	0.73	4.39	Lloyds
			3.66	0.73	4.39	
23/12/2025	1642636 VAL001	Valda Energy- Streetlights	5.01	0.25	5.26	DD
23/12/2025	1642637 VAL001	Valda Energy- Streetlights	82.11	4.11	86.22	
23/01/2026	1690027 VAL001	Valda Energy- Streetlights	4.44	0.22	4.66	
23/01/2026	1690028 VAL001	Valda Energy- Streetlights	89.62	4.48	94.10	
			181.18	9.06	190.24	
		Confidential items	11,292.14		11,292.14	
			40,305.46	1,697.98	42,026.34	

Terms and Conditions

Please read the terms and conditions carefully. This forms the contract between the customer and our company and in the event of a conflict, these terms and conditions shall prevail.

Software Purchase Terms and Conditions

- 1 Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months' notice.
 - 2 Support and Maintenance Fees are reviewed annually and will change over the contract term; these will be charged in advance for period to 31st March annually. The initial period commences upon the installation and setup.
 - 3 Fees shall be applicable and charged from the initial scheduled go-live date, irrespective of any subsequent modifications.
 - 4 If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
 - 5 A cancellation fee of £100 is applicable upon cessation for read only access.
 - 6 Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
 - 7 Support and Maintenance services are provided subject to the Terms and Conditions of the Support and Maintenance Agreement available in the Customer Support Portal or available upon request.
 - 8 We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
 - 9 We do not offer our software without a support and maintenance contract. If this is ceased and a client then wishes to re-instate they may either pay the equivalent of the missing years support or purchase the software again whichever is most cost effective.
 - 10 It is the responsibility of the Customer to ensure that all necessary equipment, documentation, and other resources required for the delivery of the agreed Software /and/or Professional services are provided within 5 business days from initial request.
 - 11 It is the responsibility of the Council to back up the software and email the back up on a monthly basis where the data bank service is activated. No reminders are issued.
 - Points 12:13:14:15 apply to only those customers who have taken the Allotment Inspections Feature:
 - 12 Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at info@bbits.co.uk.
 - 13 Rialtas are providing the following aspects of the Allotments solution:
 - a. Ability to import the Mobile Inspections App data.
 - b. Ability to view the photographs captured by the Mobile App.
 - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
 - 14 BBits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
 - a. Ability to import the Mobile Inspections App data.
 - b. Ability to view the photographs captured by the Mobile App.
 - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
 - d. Mobile Inspections App User Support
 - 15 Rialtas and BBits are each responsible for their respective aspects of the solution. The customer understands and will contact the relevant company related to the functionality.
- Tick if you do not consent to receiving marketing emails from Rialtas including promotions, updates about our products and services, and for the council to be included in our social media, marketing, and literature.



HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

enquiries@hartsbooks.co.uk

tel: 01799 524552

28th January 2026

Melbourn Parish Council

30 High St, Melbourn, Royston SG8 6DZ

INVOICE: MPC280126HB

'Homemade God' x1 @ £9.99

'Hawk is Dead' x1 @ £22.00

'Circle of Days' x1 @ £25.00

'Secret of Secrets' x1 @ £25.00

'Winnie-the-Pooh' x1 £20.00

'When We Were Very Young' x1 @ £20.00

'Now We Are Six' x1 @ £20.00

'The House at Pooh Corner' x1 @ £20.00

'Once There Was a Bear' x1 @ £20.00
'Tales from the Forest' x1 @ £20.00
'The Best Bear in All the World' x1 @ £20.00

Total: £221.99

20% Discount: £44.39

Discounted total to pay: £177.60

Account name: Travel Buff LTD T/A Hart's Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25

Abi Williams

From: Trade Waste <Trade@scams.gov.uk>
Sent: 13 February 2026 10:50
To: Fiona Proude
Subject: Commercial Waste - Price Update Effective 1 April 2026

Dear Customer,

Thank you for choosing our Commercial Waste Service. Our commitment remains, as always, to providing you with the highest quality of service and being transparent in how we do business. As a public authority, we have a duty to recover the costs of providing this service in support of local businesses.

Over the past twelve months, we have incurred additional costs in waste disposal and have also invested in improvements driven by customer feedback. This includes a new customer service system with an online portal, as well as continued investment in our environmentally friendly fleet of vehicles.

While no service provider wishes to revise its prices, this adjustment is essential for us to continue delivering the high-quality service you expect. From **1 April 2026**, your fully inclusive service cost will change. Your new invoice for the coming year will be sent to you by post or email from **14 March 2026**.

We genuinely appreciate your understanding and want to assure you that we have made every effort to limit increases where possible. These changes ensure we can continue providing a reliable, high-quality, and environmentally responsible service.

Super Simple Pricing

We believe in keeping things straightforward—no hidden fees and no surprises.

- Set rates for commercial waste collections
- No VAT
- No container rental fees
- No delivery charges
- No annual fees for Controlled Waste Transfer Notes
- Low recycling prices to encourage greener choices

Key benefits we provide

- Local expertise, with operations based at our Waterbeach depot and staff who know your area.
- Investment in frontline services, including modern vehicles, new equipment, and ongoing staff training.
- Free audits, talks, and business support to help you reduce waste and improve recycling.
- Sustainable solutions, including recycling options and weighing for transparency.
- Reliable, stress-free collections, backed by strong customer support.
- Competitive pricing within the current market.

What happens next

New pricing will appear on invoices from 1 April 2026. If you'd like to review your services, arrange a free audit, or explore recycling opportunities, our team is here to help.

Thank you for your understanding and continued support. If you have any questions, please contact us at trade@scambs.gov.uk

Kind regards



Jon Hall

Commercial Waste Business Manager

Shared Waste and Environment



Greater Cambridge Shared Waste Service, Dickerson Industrial Estate, Ely Road, Waterbeach, CB25 9PG

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Terms and Conditions

Please read the terms and conditions carefully. This forms the contract between the customer and our company and in the event of a conflict, these terms and contacts shall prevail.

Professional Services Terms and Conditions

1. We do not offer our professional services without a support and maintenance contract. If this is ceased and a client then wishes to re-instate they may either pay the equivalent of the missing years support or purchase the software again whichever is most cost effective.
 2. Fees shall be applicable and charged from the initial scheduled date, irrespective of any subsequent changes.
 3. Cancellations require a minimum of 10 business days' notice, thereafter the charge will be incurred unless the Service can be re-scheduled within the same month.
 4. Training will be held online using Microsoft teams, unless alternatives agreed in advance.
 5. It is the responsibility of the Council to ensure that all necessary equipment, documentation, and other resources required for the delivery of the agreed professional services are provided within 5 business days from initial request.
 6. Delays in the provision of such resources may result in adjustments to the timeline and/or additional costs.
 7. Additional services not specified in the original agreement must be agreed upon, which may result in additional fees and timelines.
 8. Confidentially regarding all sensitive and proprietary information exchanged during the service delivery shall be maintained by both parties.
- Tick if you do not consent to receiving marketing emails from Rialtas including promotions, updates about our products and services, and for the council to be included in our social media, marketing, and literature.

February Approvals 2026

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	
04/02/2026	10226	ALD001	Aldi Stores- Screws	6.65	1.33	7.98	Lloyds
				6.65	1.33	7.98	
06/02/2026	GB61CGIFXAEUD	AMA001	Amazon- Workwear	87.06	17.42	104.48	Lloyds
05/02/2026	GB601RGA299JFI	AMA001	Amazon- office supplies	6.66	1.33	7.99	Lloyds
05/02/2026	GB61BAFH8AEUD	AMA001	Amazon- tree collars	17.74	3.55	21.29	Lloyds
04/02/2026	GB619LVLMAEUD	AMA001	Amazon- office supplies	26.23	5.25	31.48	Lloyds
07/02/2026	GiX4dQAMHvFwsSkQbGHA	AMA001	Amazon- office supplies	4.78	0.96	5.74	Lloyds
				142.47	28.51	170.98	
18/02/2026	AUB15691	AUB01	Aubergine-Website	899.00	179.80	1,078.80	
				899.00	179.80	1,078.80	
07/02/2026	13837963	BRI001	British Gas	234.93	11.75	246.68	DD
17/02/2026	13938238	BRI001	British Gas	174.08	8.70	182.78	DD
23/02/2026	13997743	BRI001	British Gas	28.93	1.45	30.38	DD
23/02/2026	16553235	BRI001	British Gas	- 15.91 -	0.80 -	16.71	DD
23/02/2026	14000057	BRI001	British Gas	36.07	1.80	37.87	DD
23/02/2026	16556478	BRI001	British Gas	- 23.76 -	1.19 -	24.95	DD
				434.34	21.71	456.05	
30/01/2026	20126	DAV001	David William Pettifer- Litterpicker	85.47	-	85.47	
				85.47	-	85.47	
29/01/2026	W12850	DOX001	Dobond- shredding	35.00	7.00	42.00	
				35.00	7.00	42.00	
03/02/2026	251416703931	EBAY	Ebay- tree collars	46.95	-	46.95	
				46.95	-	46.95	Lloyds
11/02/2026	1000009277976	GOV001	gov Land Registry	7.00	-	7.00	Lloyds
				7.00	-	7.00	
21/01/2026	7397	H20001	H2O Gas and Plumbing- Hub tap	146.00	29.20	175.20	
21/01/2026	7399	H20002	H2O Gas and Plumbing- Hub tap	100.00	20.00	120.00	
				246.00	49.20	295.20	
30/01/2026	SI4220	HAC007	Herts and Cambs- grounds maintenance	2,864.66	572.93	3,437.59	
11/02/2026	SI4237	HAC007	Herts and Cambs- hedge orchard rd cem	2,900.00	580.00	3,480.00	
11/02/2026	SI4239	HAC007	Herts and Cambs- hedge chalk hill barrow	280.00	56.00	336.00	
				6,044.66	1,208.93	7,253.59	
28/01/2026	MPC280126HB	HAR01	Hart's books- library books	177.60	-	177.60	
				177.60	-	177.60	
12/01/2026	203052798796	ION001	Ionos-web hosting	94.47	18.89	113.36	Lloyds
12/02/2026	203053408094	ION001	Ionos-web hosting	29.47	5.89	35.36	Lloyds
				123.94	24.78	148.72	
24/02/2026			Jenny Thame allotment grant	48.48	2.50	50.98	
				48.48	2.50	50.98	
01/02/2026	39152	LUC001	Lucid Systems ltd- IT support	160.50	32.10	192.60	
				160.50	32.10	192.60	
13/02/2026	10226	MAT001	Matt de Oliveira- moor car park gate	137.00	-	137.00	
				137.00	-	137.00	
29/01/2026	20126	MEL003	Melbourn Stores- postage	3.60	-		Lloyds
17/02/2026	2529093001	MEL003	Melbourn Stores- Office supplies	3.32	0.66	3.98	Lloyds
				6.92	0.66	3.98	
05/12/2025	10126	MCH004	Melbourn Community Hub- good energy	937.15	-	937.15	
				937.15	-	937.15	
04/02/2026	321	MWY011	Mark Wyer- litterpicker	146.52	-	146.52	
				146.52	-	146.52	
21/01/2026	3181440	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	22.97	4.60	27.57	
26/01/2026	3181622	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	10.00	2.00	12.00	
09/02/2026	3182156	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	47.60	9.52	57.12	

				80.57	16.12	96.69		
02/02/2026	660123128	NOW003	Now Pensions	36.00	7.20	43.20	DD	
				36.00	7.20	43.20		
19/02/2026	1653026	SAG001	Sage	17.00	3.40	20.40		
				17.00	3.40	20.40	Lloyds	
02/02/2026	A24691419805	SCR01	Screwfix- Wardens materials	91.66	18.33	109.99	Lloyds	
				91.66	18.33	109.99		
17/02/2026	6092420042	SOU002	Source for business- water	75.42	-	75.42	DD	
				75.42	-	75.42		
23/02/2026	205943	MCH004	S Trayhurn- timebank expenses	5.71	1.14	6.85		
				5.71	1.14	6.85		
17/02/2026	SQ00001089	STR001	Strictly Tables & Chairs- hub chairs	5,145.50	1,029.10	6,174.60		
				5,145.50	1,029.10	6,174.60		
17/02/2026	250090	TCB005	The Connections Bus-youth work	1,392.00	-	1,392.00		
				1,392.00	-	1,392.00		
17/02/2026	985894629053	THR001	Three- pavillion wifi timebank phone	21.82	4.36	26.18	DD	
				21.82	4.36	26.18		
16/02/2026	2226	URB001	Urban Plastics- wardens materials	8.03	1.61	9.64	Lloyds	
16/02/2026	3226	URB001	Urban Plastics- wardens materials	3.00	0.60	3.60	Lloyds	
18/02/2026	611089	URB001	Urban Plastics- wardens materials	21.48	4.30	25.78	Lloyds	
				32.51	6.51	39.02		
23/02/2026	10226	PWL001	Public Works Loan- Hub	6,642.79	-	6,642.79	DD	
				6,642.79	-	6,642.79		
23/02/2026	1737845	VAL001	Valda Energy- Streetlights	72.20	3.61	78.81	DD	
23/02/2026	1737844	VAL001	Valda Energy- Streetlights	-	8.54	-	8.97	DD
				63.66	3.18	69.84		
			Confidential items	11,292.14	-	11,292.14		
				34,582.43	2,645.86	37,227.69		



Ministry of Housing,
Communities &
Local Government

**Ministry of Housing,
Communities &
Local Government**
4th Floor, Fry Building
2 Marsham Street
London SW1P 4DF

www.gov.uk/mhclg

Jonathan Owen
Chief Executive
National Association of Local Councils
109 Great Russell Street
LONDON
WC1B 3LD

Dear Mr Owen,

SECTION 137 EXPENDITURE: LIMIT FOR 2026-2027

This is to notify you that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2026-27 is £11.60.

This is the amount as a result from increasing the amount of £11.10 for 2025-2026 by the percentage increase in the retail price index between September 2024 and September 2025, in accordance with Schedule 12B to the 1972 Act.

I am copying this letter to Rob Smith, Chief Executive of the Society of Local Council Clerks, Tony Crawley, Chief Officer of Public Sector Audit Appointments Limited and Annie Child, General Manager at Smaller Authorities Audit Appointments Limited.

Yours sincerely,

Lizzy Hawkins
Deputy Director, Communities Governance and Institutions
Ministry of Housing, Communities & Local Government

MELBOURN PARISH COUNCIL
COMMITTEES & WORKING PARTIES MEMBERSHIP (February 2026)

Full Council and Committees
<p>Full Council (13 members) (max 15) Cllr Gloria Alexander Cllr Bec Barnes Cllr Audrey Campbell Cllr Graham Clark (Chair) Cllr Jason Coulman Cllr Ian Cowley (Vice Chair) Cllr Tina Davey Cllr Sally Ann Hart Cllr Muhilan Kanagarathnam Cllr Steve Kilmurray Cllr Andrew Kyprianou Cllr Pierre Redelinghuys Cllr Richard Wilson Vacancies x 2</p>
<p>Finance and Good Governance (max 7) Cllr Alexander Cllr Campbell Cllr Clark Cllr Hart Cllr Kanagarathnam (Chair) Cllr Pierre Redelinghuys (Vice Chair) Vacancies x 1</p>
<p>Maintenance Committee (max 6) Cllr Alexander Cllr Barnes (Vice Chair) Cllr Clark Cllr Davey Cllr Kilmurray Cllr Kyprianou (Chair) Maureen and Les Brierley Christopher Selway Keith Rudge Steve Pitman Vacancies x 0</p>
<p>Planning Committee (max 8) Cllr Alexander Cllr Barnes Cllr Clark Cllr Hart Cllr Kilmurray (Chair) Cllr Pierre Redelinghuys Cllr Wilson (Vice Chair) Vacancies x 1</p>
<p>MAYD Joint Committee (max 5) Cllr Barnes Cllr Clark Cllr Davey Cllr Kyprianou (Chair) District Cllr Hart Plus representatives from: - Meldreth Cllr Garner (Vice Chair) - Shepreth Cllr Pankhurst MPC vacancies x 1</p>

Working Party / Panels
<p>HR Panel (max 5) Cllr Alexander (Vice Chair) Cllr Barnes Cllr Clark Cllr Davey Cllr Hart (Chair) Vacancies x 0</p>
<p>Melbourn Futures Working Party (min 3) Cllr Barnes Cllr Campbell Cllr Clark (Chair) Cllr Davey District Cllr Hart District Cllr Hales MPC vacancies x 0 <i>Members of the public on a project by project basis</i></p>



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

👤 Abi Williams, Clerk
 👤 Alex Coxall, Deputy Clerk
 ✉️ parishclerk@melbournparishcouncil.gov.uk
 📞 01763 263303, ext 3
 🌐 melbournparishcouncil.gov.uk

Melbourn Parish Council Meeting Schedule 2025-2026

Day	Date	Start time	Meeting	Notes
JUNE				
Monday	02 June 2025	19:30	Community Benefit Grants	
Monday	09 June 2025	20:00	Planning	
Thursday	19 June 2025	09:30	Maintenance	
Wednesday	25 June 2025	19:30	Full Council	
JULY				
Wednesday	09 July 2025	19:30	Planning	
Thursday	17 July 2025 24 July 2025	09:30	Maintenance	
Tuesday	22 July 2025	19:30	Finance & Good Governance	
Wednesday	30 July 2025	19:30	Full Council	
AUGUST <i>Note change of schedule for Maintenance Committee</i>				No Full Council
Wednesday	13 August 2025	19:30	Planning	
Wednesday	27 August 2025	19:30	Maintenance	
SEPTEMBER <i>Note change to Full Council</i>				
Wednesday	10 September 2025	19:30	Planning	
Wednesday	17 September 2025	19:30	Maintenance CANCELLED	
Monday	29 September 2025	19:30	Full Council	Rescheduled
OCTOBER				
Wednesday	08 October 2025	19:30	Planning	
Wednesday	15 October 2025	19:30	Maintenance	
Wednesday	22 October 2025	19:30	Full Council	
NOVEMBER				
Tuesday	04 November 2025	19:30	Finance & Good Governance	
Wednesday	12 November 2025	19:30	Planning	
Wednesday	19 November 2025	19:30	Maintenance	
Wednesday	26 November 2025	19:30	Full Council	
DECEMBER				No Full Council, No Maintenance
Wednesday	03 December 2025	19:30	Community Benefit Grants	
Wednesday	10 December 2025	19:30	Planning	
Tuesday	16 December 2025	19:30	Finance & Good Governance	
JANUARY				
Wednesday	14 January 2026	19:30	Full Council	Precept setting
Wednesday	21 January 2026	19:30	Planning	Not 2 nd Wednesday
Wednesday	28 January 2026	19:30	Maintenance	Not 3 rd Wednesday
FEBRUARY				
Wednesday	11 February 2026	19:30	Planning	
Wednesday	18 February 2026	19:30	Maintenance	
Wednesday	25 February 2026	19:30	Full Council	
MARCH				No Maintenance
Wednesday	11 March 2026	19:30	Planning	
Wednesday	18 March 2026	19:30	Annual Meeting of the Parish	Parish Meeting
Wednesday	25 March 2026	19:30	Full Council	
APRIL (Nomination papers)				
Wednesday	8 April 2026	19:30	Planning	
Wednesday	15 April 2026	19:30	Maintenance	
Tuesday	21 April 2026	19:30	Finance & Good Governance	
Wednesday	22 April 2026	19:30	Full Council	
MAY (Parish Council Elections to take place 7 May 2026)				
Wednesday	06 May 2026	19:30	Planning	Not 2 nd Wednesday
Wednesday	13 May 2026	19:30	Annual Parish Council Meeting	Annual Meeting
Wednesday	20 May 2026	19:30	Maintenance	

Meeting dates and times may be subject to review – please check the noticeboard and website for the most up to date details.

PC173 2526d) Annual Parish Meeting Proposal

Purpose: The primary purpose of the **Annual Parish Meeting (APM)** is to provide a platform for residents to engage with their local council and other community groups, to be informed about their activities, and to have a say in matters affecting the parish. The annual parish meeting is a legacy from the Middle Ages, when all local decision-making was carried out by meetings of the whole community. This is not a decision-making body.

Who attends: The meeting is open to all registered electors of the parish.

Date: The APM must be held between March 1st and June 1st.
Melbourn Annual Parish Meeting is to be held on **Wednesday 18 March 2026**.

Proposed agenda:

- The Parish Council introduces Cllrs present and reports on its activities over the past year.
- Annual report is received encompassing Parish Council committees and local organisations, such as community groups / charities and community grant awardees.
- Reports received from District and County Cllrs.
- Open forum.
- Short presentation / video celebrating the work of the many volunteers that make our community projects possible.
- Presentation of Melbourn Parish Council Community Awards.
- Followed by informal networking with refreshments.

Suggestions for 2026

- All Community Grant Awardees will be invited to attend to promote their group / organisation to any attendees during the informal networking.
- Parish Council to produce posters – to be dotted around the room as topics of discussion that could include:
 - How and Why become a Councillor
 - What the Parish Council do...
 - Report it – where to report what and how!
 - How to volunteer.
- It is proposed that refreshments (to include wine, soft drinks and cake) are made available during the informal networking. These will be provided by The Hub.
- Surplus would be returned where appropriate or donated to the Food Bank.

A budget of up to **£250+VAT** is requested to spend on refreshments and materials – this would be taken from the agreed precepted funds for community events (costs from 2025 totalled £132).

Approx costs:

Product	Amount	Unit cost	Total	Sale or return
White Wine (single serve)	20	£3.60	£72.00	Yes
Red Wine (single serve)	20	£3.60	£72.00	Yes
Orange juice jug	2	£2.20	£4.40	No
Cans	40	£0.85	£34.00	Yes
Brownie tray	1 (serves 24)	£26.40	£26.40	No
Lemon drizzle tray	1 (serves 24)	£26.40	£26.40	No
Napkins	1 pack	£2.40	£2.40	No

approx total **£237.60+VAT**



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
☎ 01763 263303, ext 3
🌐 melbournparishcouncil.gov.uk

27 February 2026

**Melbourn Residents are invited to gather at the
ANNUAL PARISH MEETING**

**On Wednesday 18 March 2026 at 7.30pm, The Melbourn Community Hub,
30 High Street, Melbourn, SG8 6DZ**

AGENDA

1. Parish Council welcome to Melbourn Residents – introducing attending Councillors.
2. To receive apologies for absence.
3. To receive and approve the Minutes of the Annual Parish Meeting held on 12 May 2025.
4. To receive the Annual Report
To include reports from Committees and Working Parties of the Parish Council along with reports from Parish Council representatives from Village Charities and other organisations as well as reports from Community Grant awardees.
5. To receive reports from District Councillors Hart and Hales and Cambridgeshire County Councillor Bostanci.
6. Open forum – ask questions on matters that affect you and your local community.
7. Melbourn Parish Council Community Awards 2026.
8. Celebration of Volunteers.
9. Close formal meeting – refreshments and informal networking.

Graham Clark
Chair, Melbourn Parish Council

Come and meet your local Parish Councillors, find out about how you can join the Council and celebrate your community.

Abi Williams

From: [REDACTED]
Sent: 11 February 2026 20:10
To: Abi Williams; Assistant Clerk
Subject: Website contact: No Cold Calling Zone

From: [REDACTED]
Subject: No Cold Calling Zone

Message Body:

Hi,
How do we stop unsolicited door knockers, especially after 8pm as has just happened, I moved from Buntingford [REDACTED] years ago which was a no cold calling zone which worked quite effectively.
How do we instigate this in the village?

--

This e-mail was sent from a contact form on Melbourn Parish Council (<http://melbournparishcouncil.gov.uk>)

Abi Williams

From: [REDACTED]
Sent: 26 January 2026 14:15
To: Abi Williams; Assistant Clerk
Subject: Website contact: White lining

Follow Up Flag: Follow up
Flag Status: Flagged

From: [REDACTED]
Subject: White lining

Message Body:

Hi. Can someone make the white lining a priority in the village please. Greenbanks, Chalkhill barrow, Water Lane, and the Crossroads by butcher's. So needs to be done ASAP. It's quite dangerous cars pulling out in front of you and not stopping at an imaginary line. Thank you .

--

This e-mail was sent from a contact form on Melbourn Parish Council (<http://melbournparishcouncil.gov.uk>)

Abi Williams

From: [REDACTED]
Sent: 06 February 2026 15:38
To: Abi Williams
Subject: Misuse of disabled parking

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sir/Madam,

I am writing to formally report the repeated misuse of a disabled parking bay at Melbourn Car Park. There are only three parking spaces available at this location, including designated disabled bays. On a regular basis, a particular vehicle is parked in one of the disabled bays twice daily during school run times. On each occasion observed, the vehicle does not display a Blue Badge.

I am myself a Blue Badge holder, and on several occasions I, along with other elderly and disabled individuals, have been unable to park due to this bay being occupied by this vehicle. This has caused significant inconvenience and distress, particularly given the limited number of spaces available.

I have attempted to report this issue online; however, the reporting system appears to only allow complaints relating to double or single yellow lines, and not the misuse of disabled parking bays without a Blue Badge. This is wholly unacceptable and shows a clear disregard for disabled parking regulations and for those who genuinely rely on these facilities.

I respectfully request that this matter be investigated and appropriate enforcement action taken to prevent further misuse of the disabled parking bays at this location.

Kind regards

[REDACTED]

[REDACTED]

Abi Williams

From: [REDACTED]
Sent: 06 February 2026 16:29
To: Abi Williams
Subject: Complaint

Follow Up Flag: Follow up
Flag Status: Flagged

To whom it may concern,

I regularly attend the Melbourne hub with my autistic child who has a blue badge due to become disregulated when there is no spaces and will lash out and self harm. Every single time I attend there is always a [REDACTED] parked in the disable spaces without ever displaying a blue badge. This is very upsetting to me and my child when there is no where to park and someone is using the space without any consideration for anyone else. Is there anyone to patrols the carpark and checks if it is being used appropriately as this is such a regular thing I don't see it ever stopping them.

Thank you
[REDACTED]



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

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	Carefully prune various fruit trees. Each tree to be crown reduced by up to approximately 2–3 metres, as appropriate to the individual specimen. Reductions will be carried out whilst retaining a balanced and natural form, maintaining the overall health and structure of each tree. Removal of any dead, diseased, damaged, or crossing branches where identified during works. All arisings to be removed from site and disposed of responsibly. Work area to be left clean and tidy upon completion.	£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

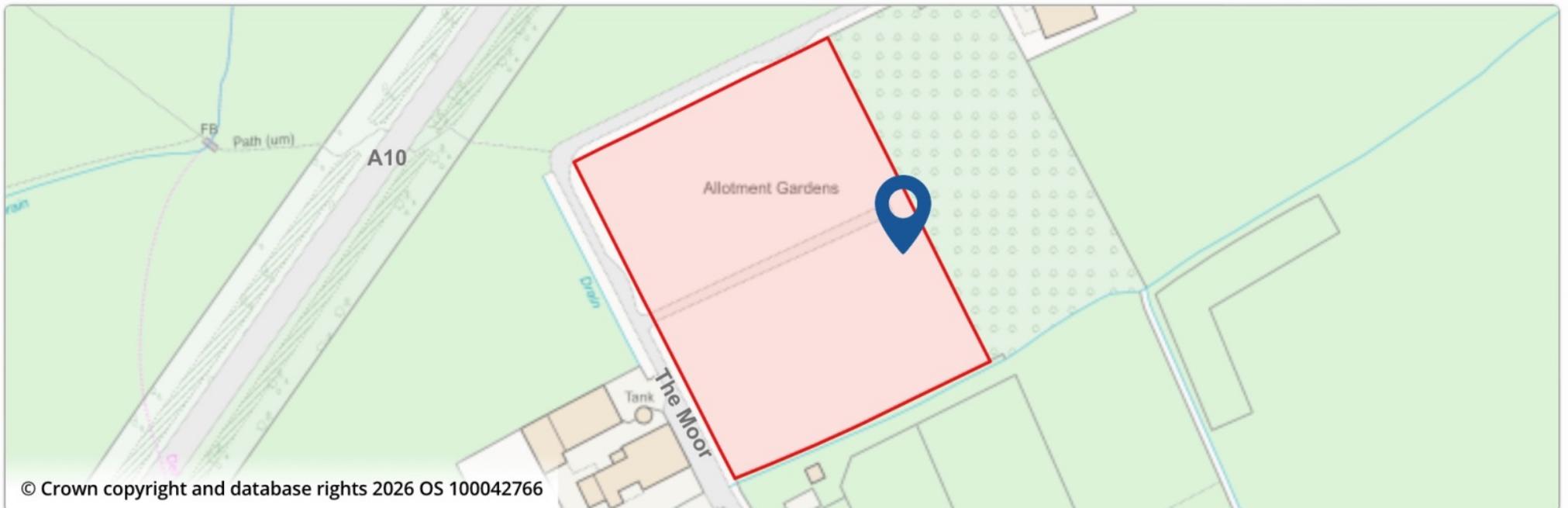
Declaration Date

Declaration made

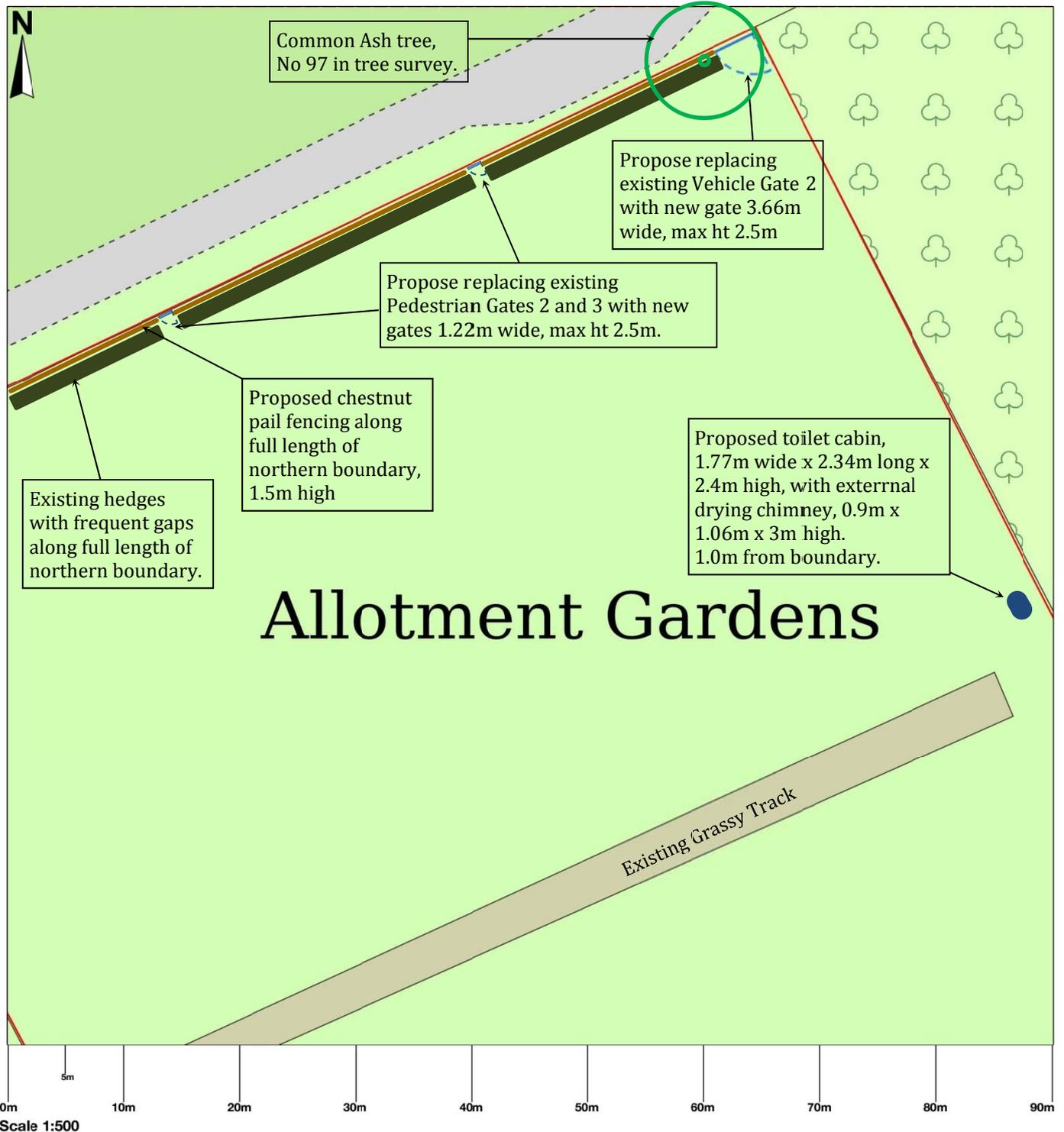
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APPLICATION
Not valid for
submission

[← Back to application overview](#)

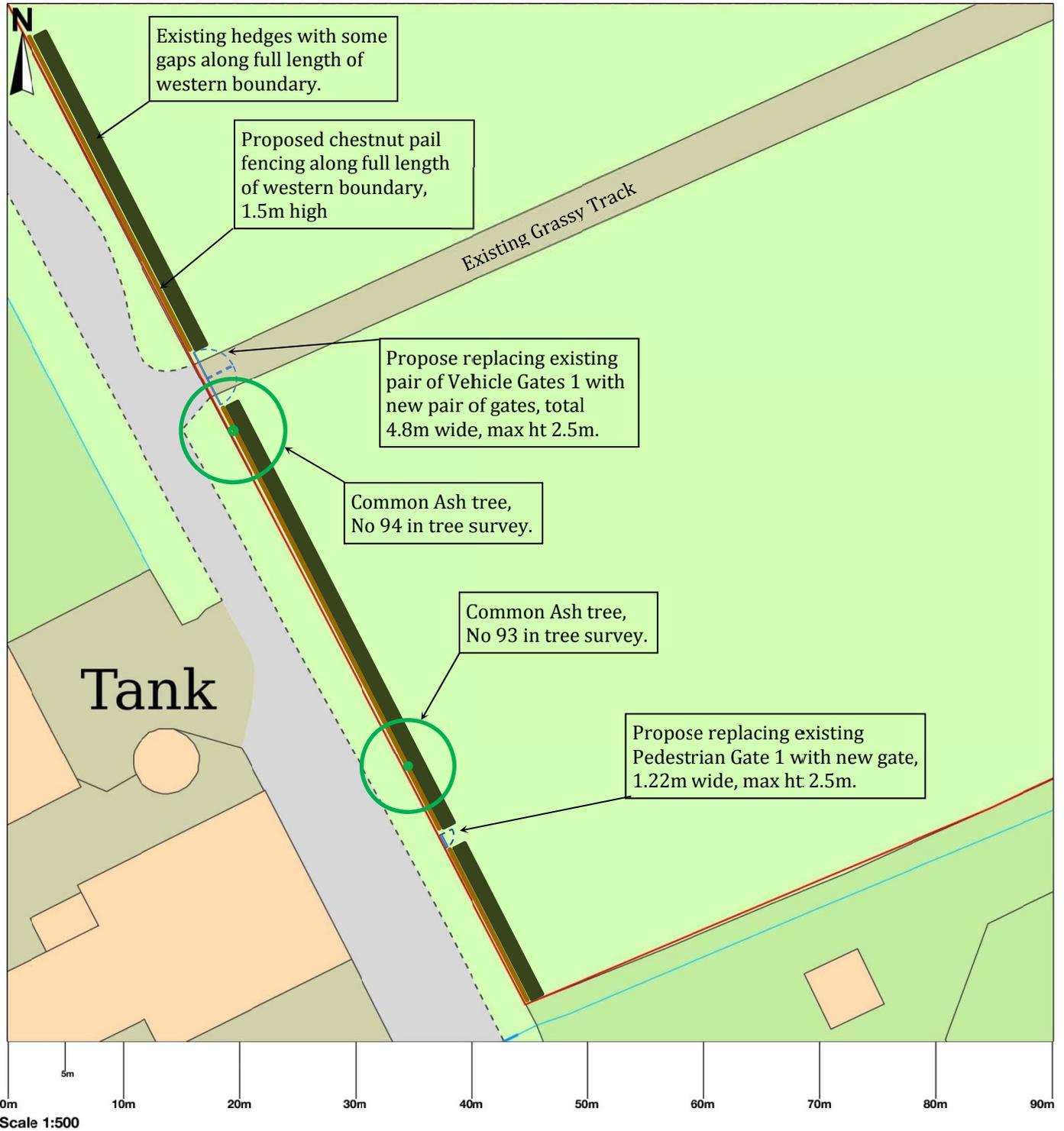
Create site boundary and location plan

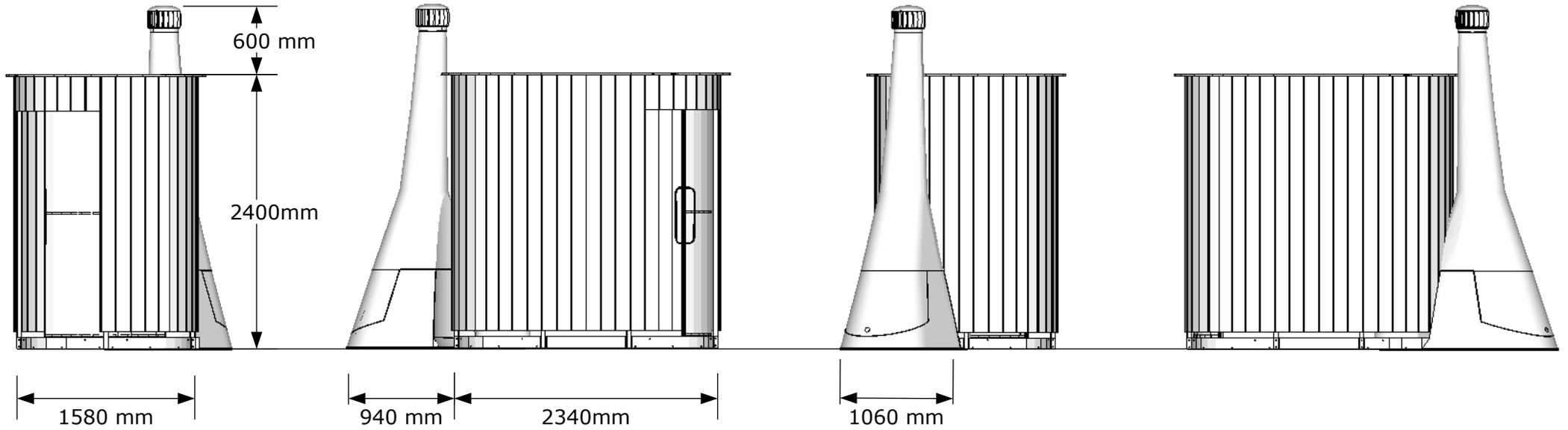


Allotment Site Plan 1



Allotment Site Plan 2



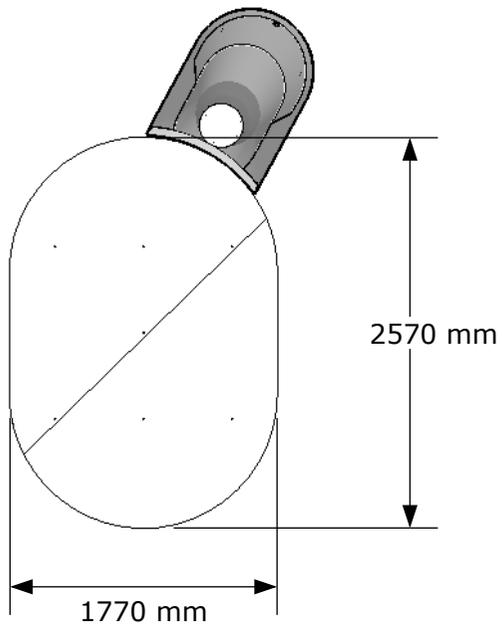


Front Elevation

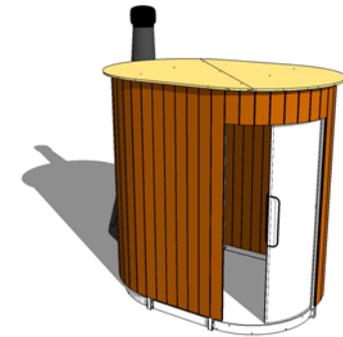
Side Elevation 01

Rear Elevation

Side Elevation 02



Plan

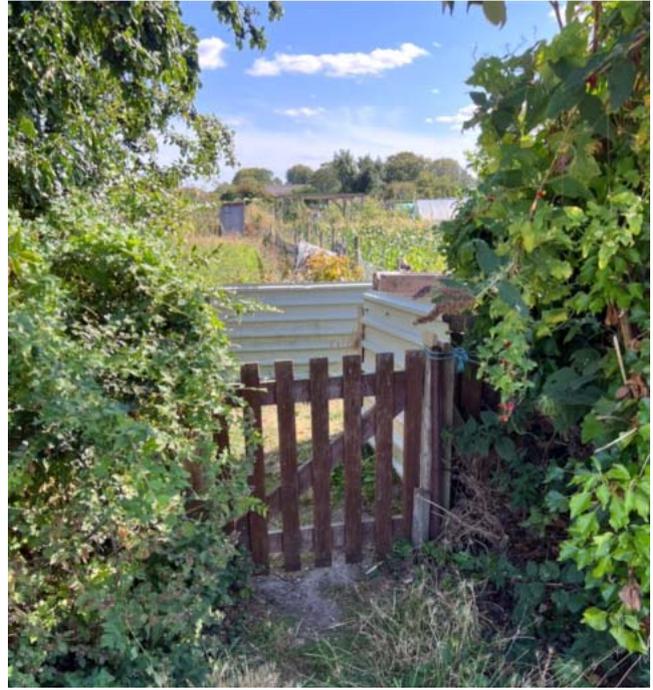


Woo Woo	Kazubaloo 2 prm	
	Date 17.08.2012	1:50
Woo Woo 020 3051 0738 www.waterlesstoilets.co.uk	Drg.no.KL2prm	
	Dm.J.Young	

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



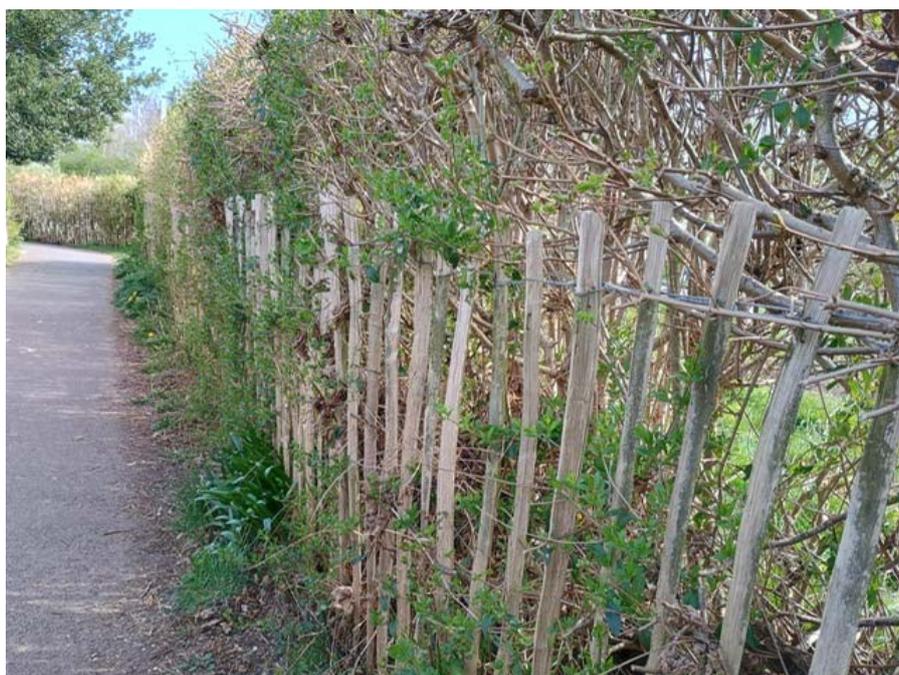
Existing Vehicle Gate 1, entrance from The Moor



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
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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

**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

**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
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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



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	Additional
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		
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	
Comments	Within bedding area of Plot 15



Location	Item	Additional
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		
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	
Comments	Within bedding area of Plot 16



Location	Item	Additional
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		
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'S SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	001	GROUND FLOOR – PLOTS 11-12 – FLOOR – CEMENT	CHRYSOTILE
2	002	GROUND FLOOR – PATHWAY – FLOOR – CEMENT	CHRYSOTILE/CROCIDOLITE

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

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

Melbourn Community Hub – *for the community, by the community*

Born out of a community need for a gathering place and home for the local library in 2013 the Melbourn Community Hub serves the community with a café, meeting place, parish office, meeting rooms as well as supporting initiatives such as Health at the Hub, lunch clubs and community wide events. Melbourn Parish Council owns the building which is leased to the Melbourn Community Hub Management Group to run on their behalf by delivering the services the community needs.

The Lease

- 35 year term, ending in 2048, with an option to extend another 35 years.
- The building **MUST** be used as a community hub.
- The Community Hub operates under a long-term, low-rent lease.

The lease secures the future of the building being used to serve the community.

What this looks like may change over time, being shaped by the community, but the focus of activities and provision of the building will always be for the wider benefit of the community.

Melbourn Community Hub

- Responsible for interior repairs, maintenance, decoration and cleanliness.
- Must manage the building for use as a Community Hub.
- Responsible for all the day to day running costs.



Melbourn Parish Council

- As landlord they are responsible for the exterior, structure (including fixtures and fitting to operate as a community hub) and service conduits.
- Dedicated to supporting Melbourn Community Hub in delivering the services needed in the community.
- Holds a paid licence to occupy an office and make use of the meeting rooms.



Lease Report for Melbourn Parish Council

Re: Melbourn Community Hub, 30 High Street, Melbourn

Overview

- The lease is for a term of 35 years, from and including, 20 December 2013, with a Tenant-only rolling break on three months' written notice.
- Rent is a peppercorn (if demanded), with the Tenant responsible for all outgoings.
- Repairing obligations are split between the parties. The Tenant is responsible for the interior and the Landlord is responsible for the exterior, structure and conduits.
- The Landlord retains a licence to occupy the parish office and meeting room for a fixed annual licence fee.
- There is an option for the Tenant to take a further 35-year "New Lease" if exercised within the first 34 years.
- Disposals are restricted, but the Tenant may grant short "Hub Licences" without consent and share with group companies on notice.
- The Lease was granted within the Landlord & Tenant Act 1954. This means the Tenant has security of tenure and is entitled to a new lease, on similar terms, at the end of the lease term. The Landlord can only refuse a new lease on specific limited grounds such as the Landlord wishing to redevelop the Premises or occupy the Premises itself.

Parties, property and term

- Landlord: Melbourn Parish Council.
- Tenant: Melbourn Community Hub Management Group (company number 08320569)
- Premises: Melbourn Community Hub, 30 High Street, Melbourn as edged red on lease plan. Unfortunately, the copy lease you have provided does not include a plan.
- Term: 35 years from and including 20 December 2013 to 19 December 2048.

Rent and outgoings

- Basic rent: a peppercorn (if demanded).
- Other sums: any other amounts due under the lease are payable on demand.
- Outgoings (as defined at clause 1.1 of the Lease): Tenant pays all rates, utilities and other outgoings. If the Premises is not separately assessed for any Outgoings, a fair proportion is payable to the Landlord within 14 days of demand.

Permitted use and management

- Permitted use: as a community hub in accordance with the Position Paper annexed to the lease.
- Tenant must manage the Premises in line with the Position Paper's objectives.
- Prohibitions on use: no illegal, immoral, noisy, noxious, dangerous or offensive uses, not to reside or sleep at the Premises nor use for auctions or as a betting office and no use that jeopardises the Landlord's option to tax.
- Not to use any Conduits or plant at the Premises for any purpose other than for which they are designed and not to exceed the capacity for which they are designed.
- Not to overload any part of the Premises.

Repairs and condition

- The Tenant is to keep the Interior (as defined at clause 1.1 of the Lease) in good repair and decorative order and in a clean and tidy condition.

- The Tenant is to keep any machinery installed by it in the Premises in good condition.
- The Tenant is required to redecorate the Interior as often as reasonably necessary, including in the last three months of the term (unless redecoration has taken place in the preceding twelve months).
- The Tenant is required to clean the windows, internally and externally, as often as reasonably necessary.
- The Landlord is to keep the Exterior (as defined at clause 1.1 of the Lease) in good repair and decorative order.
- The Landlord is required to redecorate the Exterior as often as reasonably necessary and keep the Conduits in good repair and working order and keep any unbuilt parts properly surfaced and in good repair or where applicable, properly cultivated and maintained.
- If the Tenant is in breach of its repairing obligations, the Landlord can serve notice requiring remedy and step in at the Tenant's cost if the Tenant fails to comply with the Landlord's notice.
- At the end of the term the Tenant must hand back the Property with vacant possession, in the condition required by the Lease, reinstate alterations where required by the Landlord (making good any damage caused but such reinstatement) and deliver all keys, operating manuals and health and safety files for the Premises to the Landlord.

Alterations, signs and hazardous materials

- Structural alterations, additions or improvements to the Premises are not permitted without Landlord's consent (not to be unreasonably withheld or delayed). The Tenant is required to provide detailed plans and specifications of any proposed works.
- Internal non-structural alterations, additions or improvements to the Premises are permitted without Landlord's consent.
- The Tenant is not permitted to fix or display any permanent signage at the Premises without the Landlord's consent (not to be unreasonably withheld or delayed).
- Hazardous materials (as defined at clause 1.1 of the Lease) are prohibited without Landlord's consent (not to be unreasonably withheld or delayed). Tenant is to provide detailed compliance information and indemnifies the Landlord for any breach of Environmental Law (as defined at clause 1.1 of the Lease).

Dealings, occupation and rights

- The Tenant is not permitted to assign, underlet, charge or part with or share possession of the Premises except as expressly permitted below.
- The Tenant may share occupation with a Group Company subject to: giving prior written notice to the Landlord, the sharing arrangement not creating a relationship of landlord and tenant; and the sharing arrangement not affecting the Landlord's VAT option to tax.
- The Tenant may grant Hub Licences (as defined at clause 1.1 of the Lease) without Landlord's consent.
- Within 28 days of any permitted dealing, the Tenant must notify the Landlord of that dealing and provide copies of the relevant documentation (eg licence).
- The Tenant must observe any covenants affecting the title to the Premises and preserve any existing easements (e.g., not obstruct windows).
- The Landlord has reserved rights of entry onto the Premises for the purposes of, inspection, carrying out works, complying with its obligations under the Lease and to erect marketing boards.

Insurance and damage

- The Landlord's insurance obligations are set out in full at Schedule 2 of the Lease.

- The Landlord is required to insure the Premises and all fixtures, fittings and contents (whether belonging to either party) against damage by the Insured Risks (as defined at clause 1.1 of the Lease) at full reinstatement cost.
- The Landlord is also required to insure against third-party and public liability and liability under the Defective Premises Act.
- If the Premises are damaged or destroyed by any of the Insured Risks (as defined at clause 1.1 of the Lease) the Landlord must use reasonable endeavours to reinstate the Premises and apply any insurance monies received in reinstating the Premises. The Premises do not need to be reinstated to the same state, appearance and layout but must be of substantially the same nature, quality and net internal area.
- If any insurance monies are irrecoverable due to an act of the Tenant, the Tenant is required to pay the Landlord the irrecoverable amount.
- Either party may end the lease if the whole or substantially the whole of the Premises is not fit for occupation within three years of the date of the damage or destruction.

Landlord's licence to occupy (Parish Office and Meeting Room)

- The Landlord has a contractual licence to occupy the Parish Office and Meeting Room for normal and reasonable purposes relating to its function as Parish Council.
- A licence fee of £9,580 per year (or such other amount as agreed between the parties) is payable in advance on 1 January.
- The Landlord must keep the Parish Office and Meeting Room clean, tidy and clear of rubbish.
- The Landlord is granted rights of access over such parts of the Premises as reasonably required to access those rooms.
- The licence ends with the lease or earlier by agreement.

Break, forfeiture and renewal

- The Tenant can terminate the Lease at any time throughout the lease term subject to providing the Landlord with at least three months' prior written notice.
- For the break notice to be effective, the Tenant must give vacant possession and pay all properly demanded sums up to the Break Date. The Landlord may, in its absolute discretion, waive these conditions.
- Subject to the Landlord giving not less than three months' written notice of its intention to forfeit the Lease, the Landlord may re-enter the Premises if any money payable by the Tenant remains unpaid for more than fourteen days after the due date, if the Tenant breaches any of its obligations within the Lease, on insolvency of the Tenant or if the Lease is disclaimed.
- The Lease incorporates an Option to Renew. During the first 34 years of the lease term, the Tenant may exercise an option for a New Lease by serving written notice on the Landlord. The New Lease will be granted for a term of 35 years on substantially the same terms as the current lease (but with no further option to renew). The Tenant is required to pay the Landlord's reasonable legal costs in connection with the grant of the New Lease.

Statutory and compliance matters

- The Tenant must not surrender or vary the Premises Licence without Landlord's consent. The Premises Licence is not defined but relates to licensable activities under the Licensing Act 2003.
- The Tenant must provide the Landlord with copies of any EPC it obtains for the Premises.
- The Tenant must maintain adequate fire protection apparatus at the Premises to the reasonable satisfaction of the Landlord and its insurers.
- The Tenant shall take reasonable steps to prevent Waste (as defined at clause 1.1 of the Lease) from escaping from the Premises and to ensure it is kept in suitable containers and removed regularly.

- The Tenant is to secure the Premises when not in use.
- The Tenant indemnifies the Landlord against any losses, claims or demands in respect of any breach of Environmental Law (as defined at clause 1.1 of the Lease).

Landlord and Tenant obligations

Landlord obligations

- To observe and perform the covenants in Schedule 4 and Schedule 2.
- To permit the Tenant quiet enjoyment (subject to Tenant's compliance with its own lease obligations).
- To repair and decorate the Exterior, keep conduits in good repair and maintain unbuilt areas.
- To insure the Premises in accordance with Schedule 2.
- To use reasonable endeavours to reinstate if the Premises are destroyed or damaged by an Insured Risk.
- Not to dispose of the freehold without first consulting with the Tenant.

Tenant obligations

- The Tenant is required to comply with the obligations set out at Schedule 3 of the Lease.
- To pay a peppercorn rent (if demanded), all Outgoings, any input VAT and to indemnify the Landlord against VAT consequences.
- To keep the Interior in good repair, condition and decorative order.
- On termination of the Lease to yield up the Premises in accordance with the terms of the Lease.
- To use the Premises only for the Permitted Use and to manage the Premises in accordance with the Position Paper.
- To obtain Landlord's consent for structural or external alterations and permanent external signs.
- To notify the Landlord of any shared occupation with a Group Company or the granting of a Hub Licence within 28 days and provide copies of the relevant documents.
- To comply with all legal obligations relating to the Premises.
- To comply with the requirements of the Landlord's insurers.
- Not to do anything to vitiate the insurance of the Premises.
- To pay any increased insurance premium arising from the Tenant's actions.
- To Permit the Landlord entry on reasonable notice for the purposes specified in the lease.
- To pay the Landlord's proper costs incurred in connection with any Tenant breach of the lease terms, any application for consent required under the lease, the preparation and service of any notice under section 146 or 147 of the Law of Property Act 19265, the preparation and service of any schedule of dilapidations.

Melbourn Hub Furniture
Inspection & replacement process

Subject: Melbourn Hub café chair stock

Purchase date __/__/__

Stock levels at point of purchase:

- Strata Polypropylene chairs.
 - Black - __ purchase price @ £57.95 ea
 - Grey - __ purchase price @ £57.95 ea
 - Red - __ purchase price @ £57.95 ea
- Tub chairs.
 - Black – 4 @ £170.00 ea
 - Red – 2 @ £170.00 ea

- Total purchase price £

Aim

The purpose of this document is to register the entry into the Hub stock asset record, the above listed furniture, and detail the process how all new seating stock will be inspected and recorded.

It is the responsibility of both the MCHMG and Melbourn Parish Council to ensure that all users of Melbourn Hub, do so without risk of a faulty chair causing them harm.

This process follows on from the previous inspection process undertaken by the MCHMG.

Process – seating.

All seating stock will be visually inspected for damage, general wear & tear, structural damage.

For all café chairs (Strata) should a chair be identified as structurally defective, the landlord (Melbourn Parish Council) will be informed in writing, and the chair will be removed from service.

A report will be sent to the Vendor (in this case Strictly Tables and Chairs) asking that under the 5-year warranty, the chair be replaced (colour matched).

Process - Café tables internal and external stock

In addition, all café table stock will be inspected (quarterly) and if found to be defective or coming to the end of life through wear & tear or damage, the same process of reporting will be applied.

The tables differ in so much as they are much older than any chair stock but are reasonably robust. However, the leg balancing system can wear and cause tables to be unstable.

The outside table and chair stock differs in so much as the seating is aluminium frames and wooden slatted chairs, and the tabletops are metal. The table legs are the same design as internal table legs.

Generally, the outside furniture is used to the greater extent between April and September. Outside of these dates, only a limited use is made.

Conclusions and results

Melbourn Parish Council will be made aware of inspections quarterly in the MCHMG quarterly report.

It is well documented that in hospitality operations, seating generally has a life of approximately 18 months, it is considered that the existing outside seating has likely a slightly longer life.

The MCHMG quarterly reports will detail replacement these failures and demonstrate the requirement for replacement.

Warranty details

The above listed chairs come with warranties and are listed below.

- Strata Polypropylene chairs.
 - Black - 5yr structural warranty with Strata
 - Grey - 5yr structural warranty with Strata
 - Red - 5yr structural warranty with Strata
- Tub chairs.
 - Black – 1yr warranty held with Vendor
 - Red - 1yr warranty held with Vendor

Contact details of vendor.

Supplier :-

Strictly Tables and Chairs

Sandy Lane, Chicksands, Shefford, Bedfordshire, SG17 5QB

T: 01462 455 938

M: 07384 463 207 (WhatsApp)

E: tony@stac.co.uk

W: www.strictlytablesandchairs.co.uk

Warranty information from vendor.

The following is cut and pasted from emails exchanged regarding questions on warranties.

- *I've just rang and spoken to the manufacturer and they've said they don't offer any documents.*

They just offer a 5 year warranty on all their products.

It's the same scenario with us really. We've never been asked for this before.

With regards to customer service, it's the most important thing to us. You can tell by our 400 reviews on google that are all 5 star.

We don't disappear when there is a problem – and we are only up the road from you if ever you have any issues.

- *The normal process would be to send over a detailed image of the product, then would forward to the manufacturer.*

They would then assess and advise the next steps.

The following reporting Template will be sufficient when included with pictures to demonstrate inspection and defects. This should be sent to the vendor for action.

Reporting template for damaged seating

Date of report __/__/__

Description of chair damage

(please insert number of defective chairs and tick appropriate box).

Name of person reporting.....

Number of chairs damaged Strata Black

Number of chairs damaged Strata Grey

Number of chairs damaged Strata Red

Number of internal tables tops damaged Square – Table No.....

Number of internal tables tops damaged Round – Table No.....

Number of internal tables legs damaged Square – Table No.....

Number of internal tables legs damaged Round – Table No.....

Number of Tub Chairs damaged Black

Number of Tub Chairs damaged Red

Outside furniture

Number of outside metal chairs (arms) damaged Slates Frame

Number of outside metal chairs (no arms) damaged Slates Frame

Number of outside tables tops damaged Round – Table No.....

Once the report is complete, please scan & save a copy to ‘general seating online folder’ and email a copy to the parish Clerk. parishclerk@melbournparishcouncil.gov.uk

This is not a VAT Invoice

Call us on 01462 455 938

Email us at sales@stac.co.uk

www.strictlytablesandchairs.co.uk

Invoice To:

Melbourn Hub
Melbourn Parish Clerk
Melbourn Hub
Royston
Herts
SG8 6DZ

Deliver To:

Melbourn Parish Council
Melbourn Parish Clerk
Melbourn Hub
Royston
Herts
SG8 6DZ

Qte No: SQ-00001089 **Date:** 18/11/2025 **PO No:** **Acc Ref:** MELBOURN

Code	Description	Unit Price	QTY	NET Amt
STRATA	Strata Polypropylene Chair	57.95	70	4,056.50
Anthracite: 40 Light Grey: 20 Red: 10				
TUB-RE	Tub Chair - Faux Leather Red	170.00	6	1,020.00

- Goods remain the property of Strictly Tables and Chairs Ltd until payment is received in full.
- Risk in the goods pass to buyer at the time of delivery.
- Delivery is based on presenting goods only.
- Delivery will be a kerb-side, palletised delivery.
- Please ensure adequate labour is available to off load goods.
- Claims for damage cannot be accepted unless signed for on the delivery note.
- Manufactured or upholstered to order goods can only be returned if they are faulty.

Total Net	£	5,076.50
Carriage Net	£	69.00
Total VAT	£	1,029.10
Order Total	£	6,174.60

BACS: Santander UK PLC, Business Banking Centre, 301 St Vincent Street, Glasgow, G2 5NT: Account 43259474: Sort Code 09-06-66

Card: To process contact accounts department on 01462 455938. All credit card charges are passed on at 2%, no charge for debit card.

Cheque: Payable to Strictly Tables and Chairs Ltd and posted to office address quoting the invoice number on the back of cheque.

FOR OUR TERMS AND CONDITIONS PLEASE VISIT OUR WEBSITE www.strictlytablesandchairs.co.uk

Melbourn Parish Council proudly present

Community Awards 2026

The future is bright!

Nominate anyone under 18 years of age who has supported the community, worked towards a personal goal or has demonstrable plans for the future of the village.

Community Superstars

This could be an individual, group or organisation that has improved the environment, community or social wellbeing within the village.

All-round good egg!

Celebrating that villager who stands out from the crowd for being a true asset to the village and those around them. The neighbour that you couldn't live without, the resident that looks after the street.

Anyone you think deserves to be noticed.



Send your nomination to the Parish Office including; the category, the name of the person or group and a few words about why you feel they deserve to be recognised by

Wednesday 11 March 2026

Share your nominations with Melbourn Parish Council at The Hub
parishclerk@melbournparishcouncil.gov.uk / 01763 263303 (option 3)

Abi Williams

From: [REDACTED]
Sent: 04 February 2026 21:48
To: Abi Williams
Subject: Melbourn Primary School Fun Run

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Abigail,

I hope that you don't mind me getting in touch and wonder if you might be able to help me?

I have recently joined the PTFA at Melbourn Primary School and have been tasked with the organisation of this years' Fun Run. I had a catch up with [REDACTED] this evening who very kindly shared how they planned everything last year and they suggested my first point of call would be to get in touch with you. We would love to be able to run the Fun Run again this year, following the same format as we did last, and wondered if you might be able to advise if the Moor/Pavillion is available on Sunday 10th May? Would you be able to help me with how I would go about making a request?

Any help would be much appreciated! 😊

Best wishes,
[REDACTED]

Warm Welcome week
Coffee morning



Volunteers
sporting MACS Polo Shirts



Warm Welcome
Lunch at Vicarage Close



Melbourn Community & Timebank Report: January '26

January activities

2	Chair based sessions Yoga at Coffee morning on 8 th & 22 nd
1	Snacks & Breakfast foods delivered to MPS 15th
1	Warm Welcome Week at Cozy Corner and Coffee morning with an age range of 1-91 ☺
1	Dementia Workshop
1	Games Night 9 attendees - 19th -
1	Social Prescriber visit to Cozy Corner, 15 th
2	Acre Village Agent visits to Cozy Corner
4	🧘 Yoga sessions at Elin Way
7/8	MACS Cozy Corner/Food Bank sessions
1	Meeting with Ryde PC re Food Bank 21st
1	Meeting with Meridian PCN Care network re CS4D
1	Digital Champion meeting

Weekly activities

Mondays	Food Bank 9.30-11.30 at The Pavilion & Lunch at 12.00 and Cozy Corner 12-3 with Craft group at Vicarage Close
Wednesdays	Wellbeing Walk 10.30 🚶 Yoga at 17.00 🧘
Thursdays	Coffee Morning 10-12 at Vicarage Close and Food Bank 9.30-11.30 at the Pavilion and then Cozy Corner 12-3 at Vicarage Close

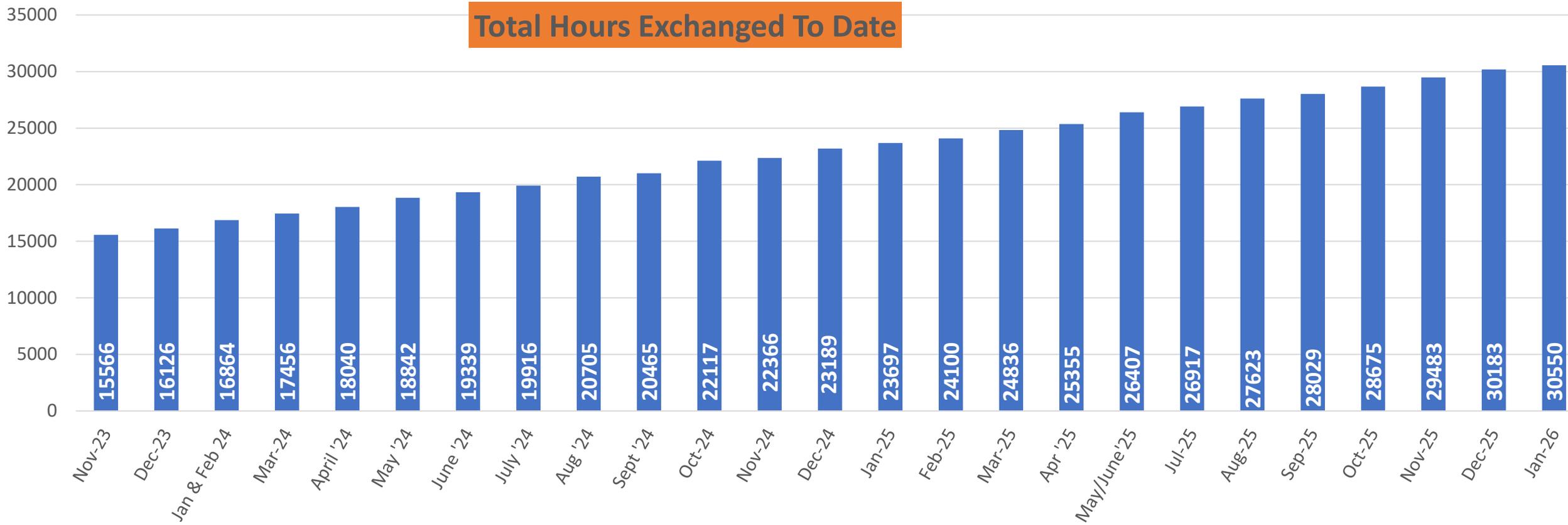
Membership growth data: to 29 /01 /26

	December	January	Conversion	Pipeline
Individual Members	174	175	1	2
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1700	545	9828

Total Hours Exchanged To Date



AOB/Forthcoming events

Dementia Awareness Open Day by Community Support for Dementia - Saturday 7th March



Cambridgeshire Community Hubs Network

Activity reporting form for January 2026

Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	Monday 2 nd February '26

About your Hub's activities

What activities have you (or other individuals/organisations) provided at your Hub?
Lunch, Craft group, Games, Kurling, Table Tennis Hosting Wake for Volunteer family member Warm Welcome Week Social Prescriber visits Digital Champion available to help visitors

Please confirm the number of volunteers who are available to help at your Hub (including yourself).
10

Your Hub's operating dates and times during January 2026

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Monday 5th	12.00	3.00	4	5
Thursday 8th	12.00	3.00	13	6
Monday 12 th Lunch 13	12.00	3.00	13	7
Thursday 15th	12.00	3.00	15	5
Monday 19 th Lunch 16	12.00	3.00	16	5



Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thursday 22 nd	HEARING HELP			
Monday 26 th (Wake 32)	11.00	2.30	25	7
Thursday	12.00	3.00	14	7

Submitting your form

Please email your completed form to Alison Brown, Head of Business Services via alison.brown@camsacre.org.uk.

Timebank

THE MELBOURN HUB
COMMUNITY CENTRE
30 HIGH STREET, MELBOURN
CAMBS, 01763 263303

DELLA REG Terminal-01
MONDAY 23 FEBRUARY 2026 10:20 205943

=====

ORDER NO: 15
TABLE NO: 11
COVERS 2

=====

3 OPEN TABLE NO: 11
HOT DRINKS £6.85

3 No
TOTAL £6.85
CREDIT CARD £6.85

RATE NET TAX
T1 VAT @ 20% £5.71 £1.14

VAT No 276 1365 90

Thank you for visiting us
Please come again

Discussion document for Community Coordinator job spec – youth focus

Job Role:	Community Coordinator (Youth)
Hours:	Between 10 and 25 (Initial three-year fixed contract with option to make permanent if initiative is successful)
Responsible to:	Clerk / MAYD Joint Committee
Job Purpose:	<p>To be responsible for the development, funding, delivery and review of activities and projects aimed at young people in Melbourn.</p> <p>To build positive and supportive relationships with young people and help them fulfil their potential.</p> <p>Developing and implementing strategies to secure funding to allow Council to deliver projects and services, reducing the burden on local taxpayers.</p>
Salary:	SCP 14 - 19 (£15.31 - £16.52) depending on experience

Key Activities:

- Research the needs and gaps for youth provision in the area – build a plan and work with Council to develop strategy for delivery.
- Researching and applying for grants and funding.
- Recruiting, training, and supporting volunteers and service providers.
- Developing marketing materials and raising awareness of council initiatives.
- Maintaining accurate records providing timely reports to committee and full council.
- To lead the development of specific programmes of youth work aimed at promoting and ensuring the personal and social educational needs of young people are identified and met.
- Manage, co-ordinate and support sessional youth work staff and volunteers.
- Work with Community Coordinator to develop and deliver community wide activities and projects that have the potential to benefit all.
- Support other community initiatives and identify ways in which these could benefit young people in the area.
- Provide support to other team members as needed.

Discussion document for Community Coordinator job spec – youth focus

Personal specification

You are an ambitious individual that is looking to make change for good – investigating and experimenting with activities to better the opportunities for young people in the area. You are not

fazed by **BIG** projects and can promote the end goal to bring stakeholders on the journey with you. You work well in a team and will collaborate to ensure the best result across the community. Your strengths will include:

- A strong desire to improve the opportunities of young people in our community.
- Demonstrable experience in managing successful fundraising projects and meeting targets in a not-for-profit organisation.
- Experience or knowledge of grant applications.
- Creating and delivering successful campaigns.
- Budget management.
- Delivery of a building project would be preferred but not essential.
- Strong organisational and time-management abilities.
- Ability to work independently, be self-motivated, and manage a varied workload.
- A passion for the local community.
- Creativity and entrepreneurial approach to finding new funding opportunities.
- Empathetic and professional approach to engaging with diverse stakeholders across the community.
- Adaptability and resilience to work under pressure.
- A flexible approach to working hours, including occasional evenings and weekends for events.
- A successful Disclosure and Barring Service (DBS) check will be required.
- Experience of practical youth work – delivering successful activities – desired but not essential.
- Knowledge of safeguarding and child protection procedures (full training will be given as required).
- Willingness to undertake relevant personal development.

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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Review date: February ~~2026~~ 2027

- 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~~s~~, depending on the nature and complexity of the work. The Clerk should carry out an outline risk~~s~~ 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 to 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 risks 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 risks 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 risks 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 Risks 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~~s~~ 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 s 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.

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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		

MELBOURN PARISH COUNCIL

Doc. No.: 4.22

Version: 4

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

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:

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 risks 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

INFORMATION TECHNOLOGY POLICY

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1 Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

2 Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address.

3 Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

The council is a public authority and must manage information in accordance with statutory transparency and accountability duties.

All digital records created, received, or stored using council systems are council records and may be subject to:

- Freedom of Information Act requests
- Environmental Information Regulations requests
- Subject Access Requests
- Public audit and inspection
- Legal disclosure requirements

Users must not delete, conceal, or store council business in personal accounts or devices in a way that prevents lawful access.

4 Computer use

Hardware

- 4.1** Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the [Celerk](#)). Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict

any personal use to official breaks or before or after working hours.

- 4.2** Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.
- 4.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.
- 4.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 4.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 4.6** Equipment should not be dismantled or reassembled without seeking advice.
- 4.7** Councillors, staff, and other authorised users are not to purchase any computer or mobile equipment (including software). Unless previously authorised.
- 4.8** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Clerk.
- 4.9** Any faults or necessary repairs must be reported to the Clerk or our current IT provider.

Portable equipment

- 4.10** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.
- 4.11** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.
- 4.12** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles.
- 4.13** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Any security set on these devices must not be disabled or removed.
- 4.14** If an item of portable equipment is lost or damaged this should be reported to the Clerk immediately. If the loss or damage is due to an act of negligence, the individual

responsible may be liable to meet the cost of the loss/damage.

- 4.15** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 4.16** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk.

Use of own devices

- 4.17** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's Microsoft 365 account or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.
- 4.18** However, the same security precautions apply to personal devices as to the council's desktop equipment. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.
- 4.19** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
- 4.20** In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.
- 4.21** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

4.22 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or fingerprint (preferably the latter)" to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after 10 of failed login attempts;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

4.23 Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

4.24 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the current IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

4.25 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

5 Health & Safety

5.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

5.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

5.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.

If any hazards are detected at a workstation, including 'noises' from IT equipment, this should be reported immediately to the Clerk.

6 Password and Authentication Policy

6.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

6.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.

6.3 Password Storage and Management

- Passwords must not be stored ~~in~~ plain text or written down in insecure locations.

6.4 Password Change Requirements

- Immediately change password if compromise is suspected.

6.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.

- Attempts to access unauthorised passwords will be treated as a security incident.

6.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

7 Monitoring

Monitoring of ~~fe~~ systems is carried out for the purposes of security, legal compliance, safeguarding public resources, and ensuring proper conduct of council business.

Monitoring is based on:

- Statutory functions of the council
- legitimate organisational interests
- legal obligations relating to public authority accountability

Monitoring will be:

- proportionate
- targeted where possible
- subject to access controls
- retained only for defined periods

7.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

7.2 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

7.3 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

7.4 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

7.5 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

- 7.6** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.
- 7.7** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 7.8** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.
- 7.9** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.
- 7.10** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Cyber security incident and data breach response

- 7.10** All suspected cyber incidents or data breaches must be reported immediately to the [Clerk](#). Examples include:

lost or stolen devices containing council data;
phishing or compromised accounts;
unauthorised access to systems;
ransomware or malware infection;
accidental disclosure of personal data.

The Clerk will assess whether the incident constitutes a personal data breach and whether notification to the Information Commissioner's Office is required within 72 hours. The council will maintain an incident log and follow documented response procedures including containment, investigation, recovery, and communication where required.

8 Remote working

- 8.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different venue), as follows:
- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not

be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;

- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;

9 Email

9.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

9.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

9.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the IT provider rather than assuming they know the right answer.

9.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

9.5 Email messages sent on the council's account are for council use only.

10 Use of the internet

- 10.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.
- 10.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.
- 10.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).
- 10.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.
- 10.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the clerk for further investigation if unsure about anything.

Trademarks, links and data protection

- 10.6** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the [Clerk](#).
- 10.7** Special rules apply to the processing of personal and sensitive personal data.

11 Use of social media

- 11.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.
- 11.2** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to

use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if any remarks could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs or posts, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

11.3 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of Melbourn Parish Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, must inform the clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, contractors and other authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission

- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, contractors or authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This

includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

11.4 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

11.5 Councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including contact details from any personal device/equipment.

12 Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 25 February 2026

Review Policy: Every 24 months