



🏠 **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

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 24 June 2024 at 7.30pm at the Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

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

**Absent:** Cllr Alexander, Coulman, Kanagarathnam

**In attendance:** Abi Williams (Clerk), Shelley Coulman (RFO), Lucy Capper (Assistant), Tom Allington & Victoria Cutmore (Sworders), County Cllr Bostanci, two members of the public

*Meeting started 19:32*

### **PC032/2627 To receive and approve apologies for absence**

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

### **PC033/2627 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

Declarations of interest were received from Cllr Kilmurray for items PC046/2627a-b) and PC040/2627g). Dispensation was granted to remain for discussion but not to vote.

**PC034/2627 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. Two members of the public in attendance.

### **PC035/2627 To report back and approve the minutes of the Parish Council meeting (Community Benefit Grants) held on 3 June 2026**

It was RESOLVED to approve the minutes of the Community Benefit Grants meeting held on 3 June 2026 as an accurate record.

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

### **PC036/2627 To receive a presentation from SWORDERS, developers of land off The Moor.**

*Presentation to be 5-10 mins with opportunity for questions.*

Presentation received. Members of public and Cllrs asked questions about the proposals. Sworders were informed that public consultation letters had not been received by all residents off The Moor.

*Residents are reminded that this presentation was for information only, hosting the presentation does not indicate support or objection to the proposals. Any planning application will be considered by the Planning Committee under normal procedures.*

- To receive written objection to development as outline above.

Objection noted.

*Tom Allington and Victoria Cutmore left the meeting 20:11*

*Shelley Coulman RFO entered the meeting 20:13*

### **PC037/2627 To receive reports from the District and County Cllrs for Melbourn**

A verbal and written report was received. Highlight was made of developments on the Melbourn Greenway, the local bus consultation (as listed under PC043/2627c)), response to

the Development Corporation plans and grants available through South Cambridgeshire District Council.

*A full copy of the report can be found in the supporting documents for this meeting.*

**PC038/2627 Annual Accounting Statements and AGAR (2025/26)**

- a) To consider approving the Annual Governance Statements 1-10 in turn (Section 1).

Governance statements were considered one by one with the following conclusion:

<b>Consideration to agree statement</b>	<b>Proposed by</b>	<b>Seconded by</b>	<b>Vote</b>
Annual Governance Statement 1	Cllr Kilmurray	Cllr Davey	All in favour
Annual Governance Statement 2	Cllr Hart	Cllr Barnes	All in favour
Annual Governance Statement 3	Cllr Barnes	Cllr Kilmurray	All in favour
Annual Governance Statement 4	Cllr Davey	Cllr Barnes	All in favour
Annual Governance Statement 5	Cllr Kilmurray	Cllr Hart	All in favour
Annual Governance Statement 6	Cllr Davey	Cllr Barnes	All in favour
Annual Governance Statement 7	Cllr Hart	Cllr Barnes	All in favour
Annual Governance Statement 8	Cllr Barnes	Cllr Kilmurray	All in favour
Annual Governance Statement 9	<i>Not applicable to Melbourn Parish Council</i>		
Annual Governance Statement 10	Cllr Hart	Cllr Barnes	All in favour

It was RESOLVED to agree all annual governance statements as laid out above.

- b) To consider approving the Accounting Statements 2025/26 (Section 2).

It was RESOLVED to sign the Accounting Statements 2025/26.

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

- c) To authorise that the Chair and Clerk sign AGAR as required.

It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2025/26 by the Chair and Parish Clerk.

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

- d) To consider approving the dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

It was RESOLVED to approve dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

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

**PC039/2627 Email Decisions**

- a) To note email decision to approve response from S106 office to Hopkins Homes.

Email decision noted.

**PC040/2627 Finance Matters**

- a) To receive and consider the finance reports for May 2026.

It was RESOLVED to receive the finance report for May 2026.

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

- b) To consider retrospective approval of invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400 as precepted.

It was RESOLVED to approve invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400.

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

- c) To note transfer of funds of £150,000 from current account to savings account at Unity Trust Bank.

Transfer of funds from current account to savings account noted.

*One member of public left the meeting 20:35*

- d) To consider movement of funds from Unity Trust Bank savings account (interest rate 1.95%) to CCLA Public Sector Deposit Fund (interest rate 3.727-3.827%) calculated to leave up to £120,000 in the Unity Trust Bank savings account.

It was RESOLVED to approve the movement of funds from Unity Trust Bank savings account to CCLA Public Sector Deposit Fund as laid out above.

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

- e) To consider retrospective approval of approvals list for May 2026 as paid.

It was RESOLVED To approve the retrospective approvals for May 2025.

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

- f) To note payments have been made to all Community Benefit Grants applicants. Value of fund for December consideration stands at £23,612.36.

Payment of funds totalling £41,245.88 to Community Benefit Grant awardees noted. It was noted that £2,000 was held from the possible £8,055 Melbourn Dynamos award whilst consideration is made under the South Cambridgeshire District Council Community Chest Grant for the shortfall.

- g) To consider approval of invoice for £81.21 from Harts Books to be taken from library s106.

It was RESOLVED to approve the payment of invoice for £81.21 from Harts Books.

Proposed by Cllr Campbell, seconded by Cllr Davey.

In favour: Cllrs Barnes, Campbell, Clark, Davey, Hart, Kyprianou

Against:

Abstain: Cllr Kilmurray

- h) To consider approval of invoice from Melbourn Mobile Warden Scheme for 2026/27 contribution of £7,500 as precepted.

It was RESOLVED to approve invoice from Melbourn Mobile Warden Scheme for 2026/26 contribution of £7,500.

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

- i) To consider approval of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.

It was RESOLVED to approve the payment of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.

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

- j) To note renewal of ACRE membership for 2026 at a cost of £89.40 (2025 - £86.40).

Renewal of ACRE membership noted.

- k) To consider approval of Clerks expenses of £73.76.

It was RESOLVED to approve Clerks expenses of £73.76.

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

- l) To consider approving approvals list for June 2026.

It was RESOLVED to approve the approvals list for June 2026.

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

- m) To discuss criteria for Community Benefit Grants – Cllr Kyprianou.

Item deferred to July Full Council meeting. Considered at F&GG meeting prior to Full Council.

- n) To receive any updates and consider actions.

None received.

#### **PC041/2627 Bank reconciliations**

- a) To note bank reconciliation for May 2026.

It was noted that the bank reconciliation had been completed.

#### **PC042/2627 Antisocial Behaviour in the Village**

- a) To receive latest report and note attendance at Practical Solutions Group meeting.

Damage, vandalism and antisocial behaviour report noted.

Representation at the Practical Solutions Group meetings noted. Many agencies working with Melbourn Parish Council to present solutions.

- b) To receive report of suggestions raised at Melbourn Fete.

A report was received. Actions noted for consideration by MAYD Committee.

- c) To consider communication to promote reporting any incidents through the correct channels.

It was RESOLVED to approve a series of communications to promote reporting any incidents through the correct channels.

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

**PC043/2627 Correspondence**

- a) To receive correspondence and consider actions about misuse of blue badge spaces in village car park.

Discussion over appropriate action. It was RESOLVED, after further clarification from Cambridgeshire County Council and Parking Enforcement, to spend up to £1,000 in applying for a TRO (Traffic Regulation Order) to cover the blue badge spaces in the car park. ACTION: Office to update Council on appropriate next steps.

- b) To receive correspondence and consider actions about hemlock in public areas.

Maintenance Committee commented that hemlock is a wild plant and should be left. Confirmation from other sources to leave alone as it provides vital habitats for pollinators etc.

- c) To note public engagement for Cambridge & Peterborough Combined Authority on proposed changes to local bus services. <https://cpca-yourvoice.co.uk/bus-network-review-engagement/> Consultation noted. ACTION: Office to promote via social media.

- d) To receive any updates and consider actions.

None received.

**PC044/2627 Governance**

- a) To note updated committee membership 2026/27.

Updated committee membership noted. ACTION: County Cllr Bostanci would like to be included in MAYD Committee.

- b) To consider approval of 2026 JW Harris Fun Fair booking for the Old Rec.

It was RESOLVED to approve the 2026 JW Harris Fun Fair booking for the Old Rec. Proposed by Cllr Kilmurray, seconded by Cllr Campbell. All in favour.

- c) To receive any updates and consider actions.

None received.

**PC045/2627 Planning Matters**

- a) To note the elected Chair of the Planning Committee for 2026/27 as Cllr Kilmurray and the elected Vice Chair for 2026/27 as Cllr Wilson.

It was noted.

- b) To consider approval of progression of the document as drafted for lease of land at The Old Recreation Ground to 1<sup>st</sup> Orwell Scouts in relation to the installation of storage facility.

It was RESOLVED to approve the progression of the document as drafted for lease of land at The Old Recreation Ground to 1<sup>st</sup> Orwell Scouts in relation to the installation of storage facility. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- c) To receive updates and consider actions.

None received.

**PC046/2627 Community Hub**

- a) To consider approval and adoption of Deed of Variation to Melbourn Community Hub Management Group lease to cover changes to licensed space available to Melbourn Parish Council.

It was RESOLVED to approve and adopt the Deed of Variation to Melbourn Community Hub Management Group lease to cover changes to licensed space available to Melbourn Parish Council.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Barnes, Campbell, Clark, Davey, Hart, Kyprianou

Against:

Abstain: Cllr Kilmurray

- b) To receive updates and consider actions.

Written report from Hub Management Group was received. AGM was noted as 21 July 2026. Cllrs encouraged to attend.

**PC047/2627 Health, Safety, accessibility, and Wellbeing**

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

**PC048/2627 Melbourn Timebank & Community Coordinator Reports**

- a) To note any Timebank expenses.  
Timebank expenses noted.
- b) To receive reports covering May and June.  
Reports received with thanks. Videos covering the Wellbeing Walks were shared with Cllrs.
- c) To receive any updates and consider actions.  
None received.

**PC049/2627 To receive an update from the Maintenance Committee**

- a) To note the elected Chair of the Maintenance Committee for 2026/27 as Cllr Kyprianou and the elected Vice Chair for 2026/27 as Cllr Barnes.  
It was noted.
- b) To consider approval of proposed agreement of Emergency Evacuation Agreement to be provided to Melbourn Village College (for use of Pavilion in an emergency) as recommended by the Maintenance Committee.  
It was RESOLVED to approve that the Emergency Evacuation Agreement to be provided to Melbourn Village College (for use of Pavilion in an emergency).  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- c) To consider approving Method of Works Agreement for grant funded allotment improvements as recommended by Maintenance Committee.  
It was RESOLVED to approve the Method of Works Agreement for grant funded allotment improvements.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To consider approving Council response to Cambridge Water draft Drought Plan 2027 as recommended by Maintenance Committee.  
It was RESOLVED to allow the office to respond to the Cambridge Water draft Drought Plan 2027 highlighting the issues as stated in the report on behalf of Melbourn Parish Council.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- e) To receive any updates and consider actions.  
None received.

**PC050/2627 To receive an update from the MAYD Joint Committee**

- a) To note report of antisocial behaviour in relation to the Connections Bus.  
Report was noted. Request permission to continue to park at MVC for the rest of school year and review arrangements via MAYD Committee. ACTION: Office to liaise with MVC and Connections Bus.
- b) To receive any updates and consider actions.  
None received.

**PC051/2627 To receive an update from the Futures Working Party**

Enhancement to green area at Beechwood Avenue with multigoal equipment will be investigated.

**PC052/2627 To receive an update from the HR Panel**

- a) To note the elected Chair of the HR Panel for 2026/27 as Cllr Hart and the elected Vice Chair for 2026/27 as Cllr Alexander.  
It was noted.
- b) To consider approval of recommendation from Maintenance Committee for memorials safety training for three members of staff to be completed at a cost of £555+VAT.

It was RESOLVED to approve memorials safety training for three members of staff to be completed at a cost of £555+VAT.

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

- c) To receive a report on coaching sessions received by the Clerk.

Report received.

- d) To receive any updates and consider actions.

None received.

**PC053/2627 Policies**

- a) To consider approving and adopting Doc 4.43 Metal Detecting Policy as recommended by Maintenance Committee.

It was RESOLVED to approve and adopt Doc 4.43 Metal Detecting Policy.

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

- b) To receive any updates and consider actions.

None received.

**PC054/2627 Chair's Announcements**

Thanks were passed for persevering with a long agenda in a very hot room!

**PC055/2627 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 8 July 2026** at 7.30pm.
- b) Maintenance Committee Meeting, **Wednesday 15 July 2026** at 7.30pm.
- c) Finance & Good Governance Committee Meeting **Tuesday 21 July 2026** at 7.30pm.
- d) Full Council Meeting, **Wednesday 29 July 2026** at 7.30pm.

Dates of the upcoming meetings were noted as above.

*Meeting closed 21:32*



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
✉️ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎️ **01763 263303, ext 3**  
🌐 [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 3 June 2026 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Alexander, Barnes, Campbell, Clark, Davey, Hart, Kilmurray, Laight

**Absent:** Cllrs Coulman & Kanagarathnam

**In attendance:** Abi Williams (Clerk), Lucy Capper (Assistant) & 16 members of the public (grant applicants)

### PARISH COUNCIL MEETING – Community Benefit Grants: MINUTES

*Meeting started 19:32*

**PC032/2627 To receive and approve apologies for absence**

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

**PC033/2627 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

Declaration of interest were made by Cllr Kilmurray for items PC037/2627h, i & j). Cllr Kilmurray declared a pecuniary interest in items PC037/2627b & d) - Dispensation was granted to remain for discussion of the item but not to vote for the pecuniary interest items.

**PC034/2627 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. 15 members of the public were in attendance as representatives for the grant funding applications. ACTION: MOP requested copy of the grants policy.

**PC035/2627 To report back and approve the minutes of the Annual Parish Council meeting held on 13 May 2026**

It was RESOLVED to approve the minutes of Annual Parish Council meeting held on 13 May 2026 as an accurate record.

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

**PC036/2627 To note report on previous Community Benefit Grants from 2025**

The report was noted.

District Cllr Hart drew attention to the South Cambridgeshire District Council (SCDC) Community Chest Grants ([www.scams.gov.uk/grants-and-funding/community-chest-grants-open](http://www.scams.gov.uk/grants-and-funding/community-chest-grants-open)).

**PC037/2627 To consider applications for Community Benefit Grant funding:**

- a) **Melbourn Bowls Club** **Awarded £200.00** (Requested £ 200.00)

A representative was in attendance.

Applicant encouraged to apply for Community Chest Grant through SCDC.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£200.00** to Melbourn Bowls Club.

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

- b) **Melbourn Library** **Awarded £325.00** (Requested £ 325.00)

Two representatives were in attendance and answered questions on the project.

Applicant encouraged to apply for Community Chest Grant through SCDC.

Signature..... Date.....



**PC038/2627 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, Wednesday 10 June 2026 at 7.30pm
- b) Maintenance Committee Meeting, Wednesday 17 June 2026 at 7.30pm
- c) Full Parish Council Meeting, Wednesday 24 June 2026 at 7.30pm

The dates of the upcoming meetings were noted as above.

*Meeting closed 20:19*

[REDACTED]  
Melbourn

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
27<sup>th</sup> May 2026

Your ref. ELB2216 219082, Proposed Residential Development at The Moor, Melbourn

Thank you for your letter dated 19<sup>th</sup> May, concerning the proposed development at The Moor, Melbourn. Having considered your letter, may I make the following comments.

My comments fall under two broad headings:-

- a) Sewage
- b) Infrastructure

The sewage issues are well known in the area and fall under two headings:-

1. Storm overflows
2. Foul water back-ups

The storm overflows occur during period of heavy rain or groundwater inundation, resulting in the local network becoming overwhelmed. This triggers storm overflows that discharge raw and partially treated sewage into the River Mel.

The residential foul water back-ups issue is also well documented. Some localised areas of the village suffer from foul water blockages and back-ups. The concern is that with ongoing and future developments, the village has raised strong objections that adding more homes to the current system will worsen both street level flooding and river pollution.

While the impact of the proposed development to the storm overflow issue may be negligible, the foul water back-ups issue is one that is likely to be negatively impacted by the proposal.

Moving to the infrastructure issue, we note that The Moor has been struggling with increased vehicular access over a number of years as the numbers of houses has increased. Thatcher Stanfords Close was developed in the 1980's and 1990's and since then, developments have been added with Dickasons/Moat Lane, the residential properties adjacent to Moorlands, Piggots close and Cooks Garden. There have been other developments along The Moor itself. Each of these has been adding to the vehicular traffic that uses The Moor, whether residents themselves, or other traffic that serves the properties, such as delivery vans. In addition, the businesses at the far end of the Moor, have been growing resulting in yet more cars and vans using The Moor and needing car parking space at the bottom end of The Moor. A further issue is the amount of cars parking on The Moor near Vehicle technical Solutions and Lordship Drive that results in a single lane being available for vehicles most of the time. This particularly

impacts the cars vans and buses serving the school at start and end of the school day and makes access especially difficult for residents at those times.

There is also a considerable amount of traffic that uses The Moor other than for the residents. The Village College. Little Hands Nursery, the Playground users and the sports activities using the playing fields behind the village college and opposite the village college all result in significant numbers of cars using The Moor. The demand for parking cars is such that when a football competition is held, car parking extends as far as into Thatcher Stanfords Close, making access to and exit from the Close difficult.

The increasing traffic also presents risks to the users, and with the Village College, nursery and the sheltered accommodation for the elderly, there are vulnerable groups who are at risk from the traffic movements.

With the level of development that has taken place, The Moor has reached a point where residents feel that it is time to say that enough is enough and that we need to stand against proposed further developments. There are things that could be done to improve the infrastructure, particularly with improving the flow of traffic down The Moor.

My wife and I believe that we speak for many of the residents when we say that we cannot support the current proposal.

Best regards



Cc Melbourn Parish Counsel

## **County and District Councillor Report: Melbourn Parish Council - June 2026**

### **Melbourn Greenway**

The business case for the Melbourn Greenway was recommended for agreement by the Greater Cambridge Partnership Executive Board at the meeting of the GCP Assembly on 18 June. The business case was very favourable for the long-awaited active travel bridge over A505 to complete the route between Cambridge and Royston. A contractor has been appointed to deliver the bridge, with the caveat that the contract is in three phases 1) confirm fit and feasibility of delivering a bridge under the high voltage power cables running along the A505, 2) design, and 3) construction. Completion of the Melbourn Greenway with an active travel route all the way through the village of Melbourn and through to Royston along the eastern side of the A505 will improve the travel options for residents in Melbourn, Meldreth, Whaddon and along the A10 corridor.

In connection with the Greenway, councillors may remember that three TROs were out for consultation last year, detailing works through Melbourn and along Station Road to Meldreth. When it came to approving these TROs earlier this year, a question was raised about some elements of the proposed vertical traffic calming measures. The technical work has shown that these are justified in terms of creating a safe and comfortable environment for active travellers of all abilities, in line with national design guides and policy ambitions such as LTN 1/20 and as set out in recent government announcements.

<https://www.gov.uk/government/news/cycling-and-walking-boom-with-45-billion-for-thousands-of-new-routes-and-safer-crossings>

<https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120>

Unrelated but opportune, Cambridgeshire County Council is pleased to be working with Cambridgeshire & Peterborough Combined Authority and Peterborough City Council to deliver high quality cycle training for all ages.

<https://grafhamwater.cinolla.com/grafham-water/category/funded-cycle-training>

### **Practical Solutions Group**

The practical solutions group met at Melbourn Village College to discuss updates relating to youth and the two schools. The recent uptick in non-emergency criminal behaviour was discussed, and the Community Safety Partnership and PCSO were in attendance. The school is in the process of appointing more prefects.

### **Non-emergency criminal behaviour**

Related to the previous item, we have included the following message in our Joint Report in Meldreth Matters:

Following some recent incidents, a reminder about reporting:

If you see any non-emergency criminal activity in our area, please do report it to the Police – see <https://www.cambs.police.uk/ro/report/> for details on how to report, including via the online forms.

If the activity involves the railway, you may also report it to the British Transport Police, for example by text message to 61016.

In cases of anti-social behaviour, fly tipping or licensing, please also consider notifying South Cambridgeshire District Council online at:

<https://forms.scambs.gov.uk/REPORTANENVIRONMENTALISSUE/launch>.

Reporting issues in our community is crucial so that the relevant services are aware, can act on any incidents and patterns of incidents, and involve local services including those run by your councils.

### **Local Buses**

Cambridgeshire & Peterborough Combined Authority (CPCA) has launched a Bus Network Engagement. They are asking residents to share their views on proposed changes to bus services, including significant changes in Bassingbourn, Kneesworth, Litlington and Whaddon. It is important to respond in order to inform future decisions.

<https://cpca-yourvoice.co.uk/bus-network-review-engagement/>

The engagement closes at 5:00pm on 28th July 2026.

In connection with this, we will be holding another Bus User Group meeting in Bassingbourn, on 2 July, 12.00 noon at the Old School Community Centre. CPCA are keen to attend, and A2B have agreed to a meeting with local councillors. Please contact me for further details, or if you would like to attend the meeting with A2B.

### **Local Government Reorganisation: Where Are We Now?**

The process of Local Government Reorganisation (LGR) for Cambridgeshire and Peterborough is moving forward. A decision announcement from the Government is expected in July 2026. If confirmed, a Structural Changes Order would follow in late 2026, with the legislation needing to pass through Parliament. This will formally establish the new unitary authority, setting out names, boundaries, electoral arrangements, and the vesting day for new councils as well as the abolition date for existing ones, which would cut current councillors' terms short by two years. Elections to a “shadow” authority are anticipated for 6 May 2027, with the shadow authority meeting and appointing its executive and interim statutory officers by 20 May 2027. The expected vesting day, when the new authority becomes fully operational and South Cambridgeshire District and Cambridgeshire County councils are wound up, is 1 April 2028.

## **Improved road maintenance contract extension agreed with M Group**

The council has agreed an extension of its road maintenance contract with M Group, which will provide improved value for taxpayers and stability during local government reorganisation (LGR).

This follows ongoing collaborative work with M Group over a number of years to address serious and systemic challenges on our highways (long term government under investment, climate change impacts and our soil affected roads) and deliver a revitalised highways service that's equipped to ensure safe and well-connected travel across our county.

The council's contract with M Group, which was due to end in June 2027, will be extended until June 2030. As part of the extension a number of enhancements to the contract have been jointly agreed between the council and M Group, prioritising improved value for money and quality control.

The new contract extension will come into effect in July this year, with agreed improvements in the delivery of road maintenance services to be rolled out over the course of the summer.

In July 2025, the Government advised that authorities going through LGR should ensure that their decisions do not negatively impact the sustainability of successor authorities or limit the ability of those future councils to deliver on their priorities, within their budgets.

Securing a prudent extension and enhancement of the council's road maintenance contract with M Group was agreed by the Highways and Transport Committee, in January 2026, to be the best way to ensure a safe and legal LGR transition process, whilst representing good stewardship by the county council.

This short-term extension will enable the future councils to procure their own road maintenance contract, rather than tying them into a long-term contract.

The collaboratively agreed enhancements secure an improved deal for Cambridgeshire's taxpayers a year ahead of when the current contract was due to expire, and include:

Fixed costs – introduction of fixed costs for regular maintenance activities to secure better value for money and improved accuracy for budgeting

Quality control – a revised quality control regime that incentivises delivery of work on time and meeting standards

Financial penalties – direct penalties for failure to deliver to the required quality and time standards (in addition to remediation of work)

Maintenance vehicle tracking – All road maintenance vehicles will be tracked to enable monitoring of their whereabouts and outputs to ensure we are getting an efficient service

## **Highway maintenance**

Please continue to report any highway issues via the Highway Faults website.

<https://highwaysreporting.cambridgeshire.gov.uk/en-gb>

## **Quality of Life survey to gather resident views across Cambridgeshire**

Cambridgeshire County Council's annual Quality of Life survey is an online and telephone survey that will capture the views of around 5,500 residents. The 20-minute telephone survey is being carried out by independent market research company Thinks Insight, which aims to speak to a representative sample of approximately 1,100 residents aged 18 and over in each of Cambridgeshire's five districts, ensuring a broad and balanced range of perspectives. Alongside the random sample, all residents are encouraged to take part in an online survey via the council's website.

Residents will be asked about a range of topics to inform the priorities of the council, including life and community, transport, health and wellbeing, children and young people, and perceptions of the council and its services. The survey closes on 5 August 2026 and is available at:

[www.cambridgeshire.gov.uk/quality-of-life-survey](http://www.cambridgeshire.gov.uk/quality-of-life-survey)

## **Summer Holiday Activities and Food Programme**

Children eligible for benefits-related free school meals can access 64 funded hours at a HAF holiday scheme where a daily meal, physical exercise and enriching experiences are offered. Families experiencing financial hardship also qualify.

The scheme operates 21 July to 28 August, and further details are available at:

<https://www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living/holiday-activities-and-food-programme>

## **South Cambridgeshire District Council**

### **Feedback from Bridget Smith, Leader SCDC, regarding DevCo announcement**

Parish Councils are probably aware that the last government and this government have both had designs on increasing the growth of housing and jobs in Greater Cambridge far beyond what we have identified through our local plan process: 150,000 by 2050 "theirs" compared with 77,000 by 2045 "ours".

This aspiration has now taken a leap forward with the Labour Government formally announcing its intention to create a government led Development Corporation covering the whole South Cambs and Cambridge City area. This is vastly larger in geography and population than has ever been seen before anywhere in the UK.

There is no doubt that this will result in loss of greenbelt land though where that might be, we cannot yet say. The emerging Greater Cambridge Local Plan gives a very high level of protection

to all our villages and the greenbelt but it would be naïve to say that the ‘Devco’ would respect this.

Currently, anyone wanting to build anything at all in Greater Cambridge has to submit a planning application to the Greater Cambridge Planning Service and the decisions are taken either by our expert planning officers or by the planning committee which is made up of elected members from both political parties that hold seat in South Cambs.

It would be a travesty if these plans damaged the Greater Cambridge Planning Service which has recently been awarded the title of Best Planning Authority in England.

If the government does not amend its plans, as they currently stand, all planning applications above 250 units will be submitted to the Devco and decided by its own planning committee which will only have 4 elected members with the majority being ‘experts. This represents a huge democratic deficit, with a Westminster minister having ultimate say.

We are talking to government to see if we can move this situation into something acceptable to our council and communities based upon the large amount of consultation we have conducted and the responses we have seen to their consultation, most of which align with our strongly held views.

As a minimum, that would mean increasing the thresholds for housing by a significant amount and getting assurance that the Devco will concentrate its resources on sorting out the infrastructure gap that is actually slowing growth of our area. This includes the shortage of water, electricity, health, education and transport links.

### **Zero Carbon Communities Grant**

As mentioned previously, a reminder that South Cambridgeshire District Council’s Zero Carbon Communities Grant is open, with Parish Councils or local community groups invited to apply. Feel free to contact us with questions or visit.

<https://www.scambs.gov.uk/climate-and-environment/zero-carbon-communities/zero-carbon-communities-grant>

The deadline for applications is 5pm on Friday 24 July 2025.

### **Community groups invited to apply for new Community Pantry Grant**

South Cambridgeshire groups can now apply for funding to set up community pantries, thanks to a new grant launched by the District Council.

The Community Pantry Grant offers up to £400 to buy equipment and materials to get a community pantry up and running. The new grant is part of a [£449,000 package of support](#) to tackle cost-of-living challenges over a 2-year period until March 2028, which was agreed by South Cambridgeshire District Council’s Cabinet at the end of 2025.

Pantries of this type are simple, community-run spaces that provide residents with free access to food and everyday essentials, helping to tackle food insecurity while also reducing food waste. They are generally accessible, do not usually require staffing, and are maintained by the community.

The grant can be used for items such as shelving, indoor or outdoor storage, small venue adaptations, fridges or freezers, advertising, or other essential costs needed to start a pantry or expand an existing food hub to include one.

Eligible applicants include:

- Parish and Town Councils
- Constituted community groups with a bank account
- Informal groups with written support from their Parish or Town Council or District Councillor.

£5,000 has been allocated this year up to 31 March 2027, or until all funds are allocated. Applications will be assessed by Council officers. A further £5,000 will be available next year, depending on demand for the scheme.

Visit [www.scambs.gov.uk/community-pantry-grant](http://www.scambs.gov.uk/community-pantry-grant) to apply.

### **Local Validation Checklist consultation**

Greater Cambridge Shared Planning has prepared a new Local Validation Checklist, providing a single checklist for both Cambridge City and South Cambridgeshire District Councils Council areas. It provides guidance on what supporting documents must be submitted with a planning application; some are always required, others will depend on the type of application and development proposed. We are running a 6-week consultation seeking views on the content of the new Local Validation Checklist. [Have your say by 28 July 2026.](#)

### **Unauthorised encampment sites**

We are aware of concerns relating to potential unauthorised encampment sites in recent weeks. South Cambridgeshire District Council has been granted a High Court injunction under Section 187B of the Town and Country Planning Act 1990 against persons unknown in relation to land west of Moor Drove, Histon/Cottenham. The illegal activity took place over the late May Bank Holiday weekend and was noticed by observant residents who then reported to local councillors.

Sally Ann, Jose & Adam

# Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**

- The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
- **Sections 1 and 2** must be completed and approved by the authority.
- **Section 3** is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:

- the Annual Governance and Accountability Return Sections 1 and 2, together with
- a bank reconciliation as at 31 March 2026
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

EM Melbourn Parish Council

<https://melbournparishcouncil.gov.uk> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/02/2026 27/04/2026 DD/MM/YYYY

ROSIE M HUGHES AUDITOR

Signature of person who carried out the internal audit

*R Hughes* SIGNATURE REQUIRED

Date

27/04/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Melbourn Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2026 DD/MM/YYYY

and recorded as minute reference:

PC038/2627a) JTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://melbournparishcouncil.gov.uk> ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

# MELBOURN PARISH COUNCIL - Annual Governance & Accountability Return 2025/26

Meeting: 24 June 2026

Agenda Item: PC038/2627a)

The following table sets out the annual governance statements and criteria for ticking yes for Cllrs to consider when deliberating

Governance Statement	Ticking 'Yes' Means this authority:	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	<ul style="list-style-type: none"> <li>☑ Budget prepared and approved before setting the precept (<i>PC150/2526a &amp;b</i>)</li> <li>☑ Budget monitored during the year with actions taken (<i>monthly comparative reports</i>)</li> <li>☑ RFO formally appointed</li> <li>☑ Accounting records up-to-date with supporting documents</li> <li>☑ Regular bank reconciliations completed and reviewed</li> <li>☑ Investments managed appropriately (<i>Doc 4.32 – Nov 25 &amp; Apr 26</i>)</li> <li>☑ Statement of accounts prepared accurately and on time</li> <li>☑ Reserves reviewed and General Reserve Policy in place (<i>Doc 4.14 Apr 26</i>)</li> </ul>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	<ul style="list-style-type: none"> <li>☑ Standing Orders &amp; Financial Regulations in place and reviewed (<i>Doc 2.0 May 25, Doc4.17 Jul 25</i>)</li> <li>☑ Proper controls over payments, income, and banking</li> <li>☑ Bank mandates approved and up to date</li> <li>☑ Credit card controls in place (<i>Doc 4.35 Apr 25</i>)</li> <li>☑ Employment arrangements compliant</li> <li>☑ VAT treatment correct and reclaims timely</li> <li>☑ Asset register updated</li> <li>☑ Annual review of internal control completed (<i>PC132 2526b</i>)</li> </ul>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	<ul style="list-style-type: none"> <li>☑ All decisions made within legal powers</li> <li>☑ GPC eligibility confirmed &amp; minuted (<i>PC016/22 May 22</i>)</li> <li>☑ Compliance with Accounts &amp; Audit Regulations reviewed</li> <li>☑ No unlawful decisions or payments made</li> <li>☑ Proper practices applied throughout the year</li> </ul>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	<ul style="list-style-type: none"> <li>☑ Public rights notice published with required documents (<i>27 Jun 25</i>)</li> <li>☑ Inspection period lasted 30 working days (<i>30 Jun – 8 Aug 25</i>)</li> <li>☑ Inspection period included first 10 working days of July</li> <li>☑ Notice of conclusion of audit published (<i>24 Sep 25</i>)</li> </ul>

## MELBOURN PARISH COUNCIL - Annual Governance & Accountability Return 2025/26

<p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>Considered and documented the financial and other risks it faces and dealt with them properly.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annual risk assessment completed and reviewed (<i>PC239/25n</i>)</li> <li><input checked="" type="checkbox"/> Risks recorded with mitigation measures (<i>Doc 8.15</i>)</li> <li><input checked="" type="checkbox"/> Adequate insurance in place</li> <li><input checked="" type="checkbox"/> Operational facility checks completed</li> </ul>
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems..</p>	<p>Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Independent internal auditor appointed (<i>PC148/2526k</i>)</li> <li><input checked="" type="checkbox"/> Auditor given full access to documents</li> <li><input checked="" type="checkbox"/> Internal audit report received and considered (<i>PC194/256d &amp; PC014/2627a</i>)</li> <li><input checked="" type="checkbox"/> Actions from reports implemented</li> </ul>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>Responded to matters brought to its attention by internal and external audit.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Internal audit findings considered</li> <li><input checked="" type="checkbox"/> External audit findings considered (<i>General Risk reg reviewed within financial year</i>)</li> <li><input checked="" type="checkbox"/> Corrective actions completed</li> </ul>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p>	<p>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Council considered financial impact of events</li> <li><input checked="" type="checkbox"/> Adjustments made where required</li> <li><input checked="" type="checkbox"/> Evidence recorded in minutes</li> </ul>
<p>9. Trust Funds - Not applicable to Melbourn Parish Council</p>		
<p>10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.</p>	<p>Has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Council-owned email domain used</li> <li><span style="color: orange;">? Website meets accessibility regulations (WCAG 2.2 AA) (Accessibility statement addresses shortfall of regulations and new website production underway)</span></li> <li><input checked="" type="checkbox"/> Required FOI/Transparency documents published (<a href="https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/">https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/</a>)</li> <li><input checked="" type="checkbox"/> GDPR compliance in place (policies, training, audits)</li> <li><input checked="" type="checkbox"/> IT policy in place covering device and data security (<i>Doc 4.42 PC184/2526b</i>)</li> </ul>

---

## Melbourn Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 March 2026

---

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2026	Current Account	44,599.50
31/03/2026	Unity Deposit A/c	78,385.52
31/03/2026	Charity Bank Ethical 1 Year	33,290.16
31/03/2026	Nationwide 45 Day	127,952.43
31/03/2026	Public Sector Deposit fund	270,547.24
31/03/2026	Prepaid Debit Card	280.59
31/03/2026	Cambs & County 1 Year Fixed	100,000.00

**655,055.44**

##### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**655,055.44**

##### All Cash & Bank Accounts

1	Current Bank A/c	44,599.50
2	Unity Deposit A/c	78,385.52
3	Charity Bank Ethical 1 year	33,290.16
4	HTB	0.00
5	Nationwide 45 Day	127,952.43
6	Public Sector Deposit Fund	270,547.24
7	Prepaid Debit Card	280.59
8	Cambs & County 1 year fixed	100,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>655,055.44</b>

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Melbourn Parish Council

County area (local councils and parish meetings only):

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>663,510.00</b>
Deduct: Debtors (enter these as negative numbers)		
Trade Debtors	(3,834.00)	
VAT	(5,824.00)	
3	(9,658.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(34,511.00)	
2	(34,511.00)	
<b>Total deductions</b>		(44,169.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Trade Creditors	34,300.00	
Accruals	1,415.00	
	35,715.00	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
<b>Total additions</b>		35,715.00
<b>Box 8: Total cash and short term investments</b>		<b>655,056.00</b>

1.00 Rounding

---

Melbourn Parish Council Current Year

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return

---

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>630,316.20</u>	<u>663,510.12</u>
100	Debtors	662.75	3,764.00
103	Cemetery Debtors	0.00	75.00
105	VAT Control A/c	6,140.47	5,824.31
110	Prepayments	74.18	34,511.34
526	HMRC Liability	0.00	0.48
	Less Total Debtors	<u>6,877.40</u>	<u>44,175.13</u>
101	Allotment Debtors	0.00	5.00
500	Creditors	6,355.83	34,299.78
510	Accruals	0.00	1,415.19
527	Pension Liability	624.90	0.48
	Plus Total Creditors	<u>6,980.73</u>	<u>35,720.45</u>
	Equals Total Cash and Bank Accounts	<u>630,419.53</u>	<u>655,055.44</u>
200	Current Bank A/c	140,723.47	44,599.50
201	Unity Deposit A/c	184,468.23	78,385.52
202	Charity Bank Ethical 1 year	32,291.41	33,290.16
204	Nationwide 45 Day	124,520.27	127,952.43
205	Public Sector Deposit Fund	85,000.00	270,547.24
210	Prepaid Debit Card	280.59	280.59
215	Cambs & County 1 year fixed	63,056.56	100,000.00
250	Petty Cash	79.00	0.00
	Total Cash and Bank Accounts	<u>630,419.53</u>	<u>655,055.44</u>

## Explanation of variances

Name of smaller authority: **Melbourn Parish Council**

County area (local councils and parish meetings only):

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	566,123	630,316				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	329,524	350,217	20,693	6.28%	NO		
3 Total Other Receipts	182,498	130,296	-52,202	28.60%	YES		P/year we received funds for maintenance of land these were moved to EMR's
4 Staff Costs	109,985	133,635	23,650	21.50%	YES		End of 2025 we employed a finance admin 2026 includes a full years wages
5 Loan Interest/Capital Repayment	49,842	66,319	16,477	33.06%	YES		Due to a new finance system with greater visibility we have recognised the loan interest charged in March 2026 in the correct financial year this has resulted in a variance.
6 All Other Payments	288,003	247,365	-40,638	14.11%	NO		
7 Balances Carried Forward	630,315	663,510				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	630,420	655,055				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,537,905	2,543,379	5,474	0.22%	NO		
10 Total Borrowings	757,391	738,997	-18,394	2.43%	NO		

## Section 2 – Accounting Statements 2025/26 for

EM Melbourn Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	566,123	630,316	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	329,524	350,217	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	182,498	130,296	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	109,985	133,635	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	49,842	66,319	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	288,003	247,365	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	630,316	663,510	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	630,420	655,055	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	2,537,905	2,543,379	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	757,391	738,997	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>For Local Councils Only</b>	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2026

DD/MM/YYYY

as recorded in minute reference:

PC038/2627b)

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Melbourn Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



## Abi Williams

---

**From:** Abi Williams  
**Sent:** 26 May 2026 13:55  
**To:** 'Cllr Alexander'; 'Cllr Barnes '; 'Cllr Campbell'; 'Cllr Clark '; 'Cllr Coulman'; 'Cllr Cowley'; 'Cllr Davey'; 'Cllr Hart'; 'Cllr Kanagarathnam'; 'Cllr Kilmurray'; 'Cllr Kyprianou'; 'Cllr Laight'; 'Cllr Wilson'  
**Cc:** RFO; Assistant Clerk  
**Subject:** RE: URGENT ACTION REQUIRED: New Road, Melbourn - S106 Obligation Adoption of LEAP, LAP and Incidental Open Space

Dear Councillors,

Thank you to those who responded to the email, please note the resolution below:

It was RESOLVED to proceed with the suggested response from s106 Officer to Hopkins Homes, as below.

**In favour:** Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Laight, Wilson

Many thanks for your attention.

Abi

---

**From:** Abi Williams  
**Sent:** 22 May 2026 11:05  
**To:** 'Cllr Alexander' <cllr.alexander@cllr.melbournparishcouncil.gov.uk>; 'Cllr Barnes ' <cllr.barnes@cllr.melbournparishcouncil.gov.uk>; 'Cllr Campbell' <cllr.campbell@cllr.melbournparishcouncil.gov.uk>; 'Cllr Clark ' <cllr.clark@cllr.melbournparishcouncil.gov.uk>; 'Cllr Coulman' <cllr.coulman@cllr.melbournparishcouncil.gov.uk>; 'Cllr Cowley' <cllr.cowley@cllr.melbournparishcouncil.gov.uk>; 'Cllr Davey' <cllr.davey@cllr.melbournparishcouncil.gov.uk>; 'Cllr Hart' <cllr.hart@cllr.melbournparishcouncil.gov.uk>; 'Cllr Kanagarathnam' <cllr.kanagarathnam@cllr.melbournparishcouncil.gov.uk>; 'Cllr Kilmurray' <cllr.kilmurray@cllr.melbournparishcouncil.gov.uk>; 'Cllr Kyprianou' <cllr.kyprianou@cllr.melbournparishcouncil.gov.uk>; 'Cllr Laight' <cllr.laight@cllr.melbournparishcouncil.gov.uk>; 'Cllr Wilson' <cllr.wilson@cllr.melbournparishcouncil.gov.uk>  
**Cc:** RFO <RFO@melbournparishcouncil.gov.uk>; Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>  
**Subject:** URGENT ACTION REQUIRED: New Road, Melbourn - S106 Obligation Adoption of LEAP, LAP and Incidental Open Space  
**Importance:** High

**CONFIDENTIAL**

**RESPONSE REQUIRED BY MONDAY 25 MAY 2026**

Dear Councillors,

Please could I ask for your urgent consideration regarding a proposed response from the S106 Officer at Greater Cambridge Planning in relation to the adoption of the LAP (Local Area for Play), LEAP (Local Equipped Area for Play), and incidental open space at the Hopkins Homes development on New Road.

**Melbourn Parish Council**  
**Responsible Financial Officer's Report – May 2026**

**Prepared by:** Shelley Coulman, RFO

**Date:** May 2026

---

## 1. Introduction

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

## 2. Income Overview

• <b>Total income to date:</b>	£133,997
Income	£256,589
<u>Deferred Income</u>	<u>(£122,592)</u>
Total Income	£133,997

- Key income item: The primary source of income remains the precept payment received in April. The amount of £153,240 is for 6 months and this has been deferred and will be released in the months in which the income relates. The amount of £61,296 relates to 2 month of income.
- The proposed reorganisation of local government and ever-changing political landscape poses a potential longer-term risk to the Parish's financial position. At this stage there remains uncertainty regarding how responsibilities, funding arrangements and service delivery may change, and this will need to be monitored closely.
- The investments held are expected to generate an improved return on the Council's reserves while maintaining an appropriate level of security and liquidity in line with the parish plans.
- Burial, memorial and internment fees have already produced income which should support the project developing New Road Cemetery to include a permanent memorial for scattering of ashes.
- The increase in rental for Little Hands has been reflected in the accounts.
- £59,908.14 figure has been provided for the community benefit fund.
- We have received higher than budgeted contribution to the grass cutting.

### 3. Expenditure Overview

• <b>Total expenditure to date:</b>	£85,699
Expenditure	£119,424
Accruals	£2,150
<u>Prepayments</u>	<u>(£35,875)</u>
Total Income	£85,699

Expenditure currently represents approximately 20.3% of the annual budget, however this figure is stated before movements to and from reserves are taken into account. Once reserve transfers are considered, the Council remains within its overall planned financial position.

#### Key expenditure areas include:

- **Salaries and staff-related costs** – Expenditure remains in line with the approved budget, the youth community co-ordinator role has been budgeted for and as yet remains as a vacancy.
- **Legal Fees** – There is currently a refund of £390.00 this relates to a correction for Savills.
- **Grants and donations** – Included in Grants is the Melbourn Mobile Warden Scheme for 2025/2026 this was underspent and should be considered as taken from the reserves.
- **ROSPA reports** – The reports have been received into the office, a review of any possible additional spend will be shared at the maintenance committee meeting.

### 4. Bank and Reserves Position

- **Bank Balance** (May 2026): The Council's total funds stood at £831,096. Of this, £70,640 is held in the current bank account for day-to-day operations we have moved the excess into the savings account. The remaining balance held across a range of short-term deposits and investment accounts, including Unity Deposit, Nationwide, Public Sector Deposit Fund and other fixed-term savings accounts.
- **Investment Position:** A significant proportion of Council funds are held within investment and deposit accounts to maximise interest returns whilst maintaining appropriate liquidity for operational requirements. It should be considered whether to move more funds into the CCLA funds as this remains instant access but provides better returns.
- **Earmarked reserves:** Funds continue to be appropriately allocated across a number of earmarked reserves to support planned projects, future asset maintenance, community initiatives and other committed expenditure.
- **General Reserve** stands at £195,398 providing a healthy level of financial resilience and ensuring the Council is able to meet unexpected expenditure or financial pressures should they arise, this is slightly below the 6 months stated in

the reserves policy coming in at 5.8months.

## **5. Treasury and Investments**

- The Council continues to actively manage its cash balances to maximise returns while maintaining appropriate liquidity and security. A significant proportion of funds are held in a range of short-term deposit and investment accounts, including the CCLA Public Sector Deposit Fund, Unity Trust Bank deposits and other fixed-term savings accounts.
- Additional funds have been allocated to the Public Sector Deposit Fund during the year, which has contributed to strong interest income performance, whilst still allowing access to funds when required for operational expenditure or projects.
- This diversified approach ensures that the Council's reserves continue to generate income while remaining readily available to support Council activities and commitments.

## **6. Summary and Recommendations**

The Council's financial position as of 31st May 2026 remains strong and stable.

The Council continues to maintain healthy reserve levels, providing sufficient resources to meet planned commitments, manage unforeseen expenditure and support future projects and service delivery.

Overall, the Council remains in a strong financial position with adequate reserves, stable income and investment returns supporting the delivery of planned services and projects.

## Income &amp; Expenditure by Budget 12/06/2026

Month No: 2

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>						
1000 Interest Received	1,696	11,000	9,304			15.4%
1076 Precept	61,296	367,776	306,480			16.7%
1200 Allotment Rent received	10	3,500	3,490			0.3%
1210 Grass Cutting Contribution	4,032	3,939	(93)			102.4%
1300 Burial Fees	1,200	3,500	2,300			34.3%
1305 Memorials Fees	300	1,000	700			30.0%
1310 Internment Fees	870	1,000	130			87.0%
1400 Match Fees	0	3,350	3,350			0.0%
1500 Hire of Recreation Grounds	0	750	750			0.0%
1550 Hire of Pavilion	0	100	100			0.0%
1600 Property Rental Income	4,685	28,107	23,423			16.7%
1610 Misc Income	59,908	0	(59,908)			0.0%
<b>Total Income</b>	<b>133,997</b>	<b>424,022</b>	<b>290,025</b>			<b>31.6%</b>
<b><u>Overhead Expenditure</u></b>						
4000 Salaries & Pensions	23,039	155,479	132,440		132,440	14.8%
4010 Other Staff Costs	0	250	250		250	0.0%
4055 Pension Scheme Costs	72	550	478		478	13.1%
4060 Staff & Councillor Expenses	0	800	800		800	0.0%
4065 Training	58	2,500	2,442		2,442	2.3%
4070 Timebank Expenses	97	696	599		599	14.0%
4100 Audit Fees	605	2,350	1,745		1,745	25.8%
4105 Legal & Professional Fees	(390)	1,000	1,390		1,390	(39.0%)
4110 Insurance	2,330	14,520	12,190		12,190	16.0%
4115 Memberships & Subscription	293	1,922	1,629		1,629	15.2%
4120 Parish Clock	0	500	500		500	0.0%
4125 Broadband & Telephone	32	184	152		152	17.1%
4130 Computer & IT	97	3,042	2,945		2,945	3.2%
4140 Software Licences	1,051	4,833	3,783		3,783	21.7%
4150 Printing Postage & Stationery	143	1,295	1,152		1,152	11.0%
4155 Office Costs	11	459	448		448	2.4%
4170 Office Rent	2,500	15,615	13,115		13,115	16.0%
4175 Subcontractors	856	10,127	9,271		9,271	8.4%
4190 Office Furniture & Equipment	0	1,000	1,000		1,000	0.0%
4195 Sundry Expenses	13	550	537		537	2.3%
4200 Bank Charges	42	300	258		258	13.9%
4205 Grants	5,400	9,450	4,050		4,050	57.1%
4207 Youth Expenditure (Mayd)	6,500	6,500	0		0	100.0%
4208 S106 Expenditure	5,296	0	(5,296)		(5,296)	0.0%
4220 Election Costs	0	1,560	1,560		1,560	0.0%

## Income &amp; Expenditure by Budget 12/06/2026

Month No: 2

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	0	2,786	2,786		2,786	0.0%
4230 Van - Tax, MOT, Fuel, Repairs	25	1,000	975		975	2.5%
4235 Wardens Materials	289	1,050	761		761	27.5%
4240 Wardens Equipment	136	2,000	1,864		1,864	6.8%
4315 Maintenance & Reps - Planned	1,834	10,320	8,486		8,486	17.8%
4320 Maintenance & Reps- Unplanned	0	17,500	17,500		17,500	0.0%
4350 Christmas Tree/Plants	0	750	750		750	0.0%
4360 Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%
4370 Project work	1,000	2,000	1,000	474	526	73.7%
4410 Nature Reserve management plan	0	500	500		500	0.0%
4420 Grounds Maintenance - Unplanned	2,580	3,000	420		420	86.0%
4430 Grounds Maintenance - Planned	0	2,457	2,457		2,457	0.0%
4500 Rates	2,556	17,439	14,883		14,883	14.7%
4505 Electricity	1,896	6,000	4,104		4,104	31.6%
4510 Water	335	2,075	1,740		1,740	16.1%
4605 Refuse & Dog Bin Collection	797	5,458	4,661		4,661	14.6%
4635 Village Maintenance Contract	5,729	35,785	30,056		30,056	16.0%
4640 Melbourn Dynamo's Power Pitch	1,920	1,970	50		50	97.5%
4700 PWLB Interest	0	30,577	30,577		30,577	0.0%
4705 PWLB Capital	0	15,663	15,663		15,663	0.0%
4750 Service Charge-Hundred Houses	0	960	960		960	0.0%
4850 Parish Planning	3,500	6,500	3,000		3,000	53.8%
4900 Highways & Footpaths	12,500	12,500	0		0	100.0%
4920 Street Lighting	104	1,250	1,146		1,146	8.3%
<b>Total Overhead</b>	<b>85,699</b>	<b>424,022</b>	<b>338,323</b>	<b>474</b>	<b>337,849</b>	<b>20.3%</b>
<b>Total Income</b>	<b>133,997</b>	<b>424,022</b>	<b>290,025</b>			<b>31.6%</b>
<b>Total Expenditure</b>	<b>85,699</b>	<b>424,022</b>	<b>338,323</b>	<b>474</b>	<b>337,849</b>	<b>20.3%</b>
<b>Net Income over Expenditure</b>	<b>48,298</b>	<b>0</b>	<b>(48,298)</b>			
plus Transfer from EMR	6,296	0	(6,296)			
less Transfer to EMR	59,908	0	(59,908)			
<b>Movement to/(from) Gen Reserve</b>	<b>(5,314)</b>	<b>0</b>	<b>5,314</b>			

# Melbourn Mobile Warden Scheme



Tel: [REDACTED] E-mail: [REDACTED]

---

INVOICE  
23<sup>rd</sup> April 2026

To:-

Abi Williams | Parish Clerk  
parishclerk@melbournparishcouncil.gov.uk

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

Invoice for services of Melbourn Mobile Warden Scheme (MMWS) to Melbourn village residents for the balance of 2025/26

Scheme members from Melbourn (28)  
Membership has ranged from 26 to 30, with an average of 28 over the year.

Annual agreed grant contribution per participating resident: £300  
Total charge: £8,400  
Less fees paid: £3,000

Outstanding balance: £5,400

Payment method preferred by BACS details below

Barclays Sort Code – 20-73-26 – Account 60529052

MMWS is a registered Charity No. 1059815  
MMWS registered address/scheme secretary

[REDACTED]

Tel: [REDACTED]  
E-mail: secretary@mmws.org.uk

May 2026 Approvals

Invoice Date	A/C code	Invoice No	A/C Name	Net Value	VAT	Balance	
22/04/2026	ADO01	20260231004400 LL	Adobe Systems Incorporated- software	16.64	3.33	19.97	LL
				16.64	3.33	19.97	LL
23/04/2026	BRI001	14622266	British Gas-Old Rec	13.95	0.70	14.65	DD
23/04/2026	BRI001	14623683	British Gas-Orchard rd cemetery	13.95	0.70	14.65	DD
05/05/2026	BRI001	14763896	British Gas-Workshop	150.95	7.55	158.50	DD
15/05/2026	BRI001	14876963	British Gas- The Pavilion	192.64	9.63	202.27	DD
				371.49	18.58	390.07	DD
06/05/2026	CAP001	6060	CAPALC- Internal Audit	205.42	0.00	205.42	
				205.42	0.00	205.42	
19/05/2026	CAM001	4815	Cambs Lock & Safe- Wardens materials	122.50	24.50	147.00	
				122.50	24.50	147.00	
01/05/2026	DAV001	10526	David William Pettifer- litterpicker	63.55	0.00	63.55	
				63.55	0.00	63.55	
13/04/2026	EBAY	21450898585	Ebay- refund of rabbitmans coat	-85.45	0.00	-85.45	LL
08/05/2026	EBAY	11462056884	Ebay-wardens materials	33.04	0.00	33.04	LL
08/05/2026	EBAY	271457997609	Ebay-pest net	196.00	0.00	196.00	LL
				143.59	0.00	143.59	LL
06/05/2026	ESP006	8039251	ESPO- Stationery	38.65	7.73	46.38	
08/05/2026	ESP006	8041928	ESPO- Stationery refund	-38.65	-7.73	-46.38	
08/05/2026	ESP006	8042122	ESPO- Stationery	38.65	7.73	46.38	
				38.65	7.73	46.38	
06/05/2026	FLI001	384353 LL	Flint Cross Service Station- van fuel	25.03	5.01	30.04	LL
				25.03	5.01	30.04	LL
22/04/2026	GALL01	555419251	Gallagher- Van insurance	657.92	0.00	657.92	
				657.92	0.00	657.92	
30/04/2026	HAC007	SI4334	Herts and Cambs-village contract	2,864.66	572.93	3,437.59	
				2,864.66	572.93	3,437.59	
13/04/2026	HAR01	MPC130426HB 1	Hart's Books- Library books	202.27	0.00	202.27	
12/05/2026	HAR01	HB120526MPC	Hart's Books- Library books	93.50	0.00	93.50	
				295.77	0.00	295.77	
12/05/2026	ION001	203055281880LL	IONOS Cloud Ltd-web hosting	39.94	7.99	47.93	LL
				39.94	7.99	47.93	LL
25/04/2026	JTL009	487	Jason Trueman- Pavilion clean	122.50	0.00	122.50	
				122.50	0.00	122.50	
01/05/2026	LUC001	40142	Lucid Systems Ltd- IT support	160.50	32.10	192.60	
				160.50	32.10	192.60	
27/04/2026	MAJ001	MGS20083	Majestic Garden Services-wildflower topping	1,000.00	200.00	1,200.00	
				1,000.00	200.00	1,200.00	
14/05/2026	MAT001	526001	Matt D'Oliveira- locking moor carpark gate	143.00	0.00	143.00	
				143.00	0.00	143.00	
29/09/2025	MCH004	MCH0912	Melbourn Community Hub- catering	12.75	2.55	15.30	
27/04/2026	MCH004	MCH1073	Melbourn Community Hub-catering	10.83	2.17	13.00	
				23.58	4.72	28.30	
23/04/2026	MDW001	10426	Melbourn & District Warden Scheme	5,400.00	0.00	5,400.00	
				5,400.00	0.00	5,400.00	
07/05/2026	MIL001	2783079	Military 1st- pest control coat	114.46	0.00	114.46	LL
				114.46	0.00	114.46	LL
06/05/2026	MWY011	328	Mark Wyer- litterpicker	152.52	0.00	152.52	
				152.52	0.00	152.52	
28/04/2026	NOW003	660165053	Now Pensions- pension service	36.00	7.20	43.20	DD
27/03/2026	NOW003	660151507	Now Pensions- pension service	36.00	7.20	43.20	DD
				72.00	14.40	86.40	DD
08/05/2026	ROS001	97246	ROSPA Play Safety Limited	262.00	52.40	314.40	
				262.00	52.40	314.40	
19/04/2026	SAG001	GB 01892706 LL	Sage Global Services Ltd- payroll	17.00	3.40	20.40	LL
19/05/2026	SAG001	GB02014756 LL	Sage Global Services Ltd- payroll	17.00	3.40	20.40	LL
				34.00	6.80	40.80	LL
29/04/2026	SHE001	SH67886	Shelford Heating- Pavilion annual service	475.00	95.00	570.00	
				475.00	95.00	570.00	
02/05/2026	SHI001	4645	Shire Trees Limited- tree maintenance	1,205.00	241.00	1,446.00	
				1,205.00	241.00	1,446.00	
23/04/2026	SLC001	BK2259221	SLCC- training	57.75	11.55	69.30	
24/04/2026	SLC001	MEM2589031	SLCC-Membership fee, clerk	379.00	0.00	379.00	

Payment has already been made

Unsent invoice

replacement for refunded coat

MA129/2526 b & MA108/2526 c

27/04/2026	SLC001	MEM2589041	SLCC-Membership fee, deputy clerk	200.00	0.00	200.00
				636.75	11.55	648.30
20/04/2026	SOU001	80102669	South Cambs District Council- bins & dog foul bins	4,784.00	956.80	5,740.80
				4,784.00	956.80	5,740.80
01/04/2026	STA001	1085883066	Stannah-contract	268.43	53.69	322.12
				268.43	53.69	322.12
24/04/2026	STE002	30426	Stephanie Trayhurn Expenses	30.24	0.00	30.24
28/04/2026	STE002	40426	Stephanie Trayhurn Expenses	11.25	0.00	11.25
05/05/2026	MCH004	212926	Stephanie Trayhurn Expenses-Melbourn Hub	8.62	1.73	10.35
18/05/2026	COO001	1682	Stephanie Trayhurn Expenses	12.50		10.35
18/05/2026	MEL003	2783079	Stephanie Trayhurn Expenses	7.71	1.17	10.35
				70.32	2.90	72.54
17/04/2026	THR001	985894629055	Three Wifi and timebank phone	24.17	4.83	29.00 DD
18/05/2026	THR001	985894629056	Three Wifi and timebank phone	24.17	4.83	29.00 DD
				48.34	9.66	58.00 DD
20/04/2026	URB001	613096	Urban Plastics-wardens materials	4.70	0.94	5.64 LL
				4.70	0.94	5.64 LL
23/04/2026	VAL001	01836237 1	Valda Energy-Streetlights	-4.99	-0.25	-5.24 DD
23/04/2026	VAL001	1836248	Valda Energy- Streetlights	61.40	3.07	64.47 DD
				56.41	2.82	59.23 DD
15/05/2026	WMC001	134201	Wrights Mower Centre- wardens materials	19.17	3.83	23.00
				19.17	3.83	23.00
			Confidential Items	11,399.12	-	11,399.12
				31,296.96	2,328.68	33,624.96
			Transfer from current to savings	150,000.00		150,000.00

## Melbourn Parish Council Community Grant Funding Reserve 2026/27

01/01/2026 Balance brought forward £ 4,950.10

Awarded for distribution 2026/27 £ 59,908.14

Available for distribution 2026/27 **£ 64,858.24**

### June Community Benefit Grants applications for awarded on 3 June 2026

	<i>Requested</i>	<i>Awarded</i>
Melbourn Bowls Club	£ 200.00	£ 200.00
Melbourn Library	£ 325.00	£ 325.00
Dynamos	£ 8,055.00	£ 6,055.00
Meridian 1 (radio)	£ 5,500.00	£ 5,500.00
Melbourn Action Community Support (MACS)	£ 9,000.00	£ 9,000.00
Melbourn Primary School PTFA	£ 5,329.00	£ 5,329.00
St Georges Allotment Association	£ 1,320.00	£ 816.00
Village Voice	£ 5,000.00	£ 5,000.00
1st Orwell Scouts	£ 5,020.88	£ 5,020.88
Melbourn Fete Committee	£ 4,000.00	£ 4,000.00

*Total awarded for June 2026* **£ 41,245.88**

---

Available for distribution December 2026: **£ 23,612.36**



# HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

[enquiries@hartsbooks.co.uk](mailto:enquiries@hartsbooks.co.uk)

tel: 01799 524552

*11th June 2026*

Melbourn Parish Council

30 High St, Melbourn, Royston SG8 6DZ

Invoice Reference: HB110626MPC

- > 1. Lilliana the Strong by Quentin Blake £12.99
- >
- > 2. Creepy Araminta by Anne Fine £7.99
- >
- > 3. Lucky Dog by Michael Morpurgo £7.99
- >
- > 4. The Seaside Sleepover by Jacqueline Wilson £8.99
- >
- > 5. Totally Silly Bedtime Stories by Michael Rosen £7.99
- >
- > 6. Once Upon A Time in the Woods by Anthony Browne £12.99
- >
- > 7. Gozzle by Julia Donaldson £7.99

- >
- > 8. Betsey's Birthday Surprise by Malorie Blackman £7.99
  - >
  - > 9. A Mermaid Rescue by Chris Riddell £12.99
    - >
    - > 10. Clarice Bean Smile by Lauren Child £7.99
      - >
      - > 11. How to be a Viking by Cressida Cowell £7.99
        - >
        - > 12. Luna Loves Sport by Joseph Coelho £12.99
          - >
          - > 13. Runaway Robot by Frank Cottrell-Boyce. £7.99

Total: £101.51

20% Discount: £20.30

**Total to pay: £81.21**

Account name: Travel Buff LTD T/A Daunt Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25

# Melbourn Mobile Warden Scheme



Tel: [REDACTED] E-mail: [REDACTED]

---

## INVOICE 10<sup>th</sup> June 2026

To:-

Abi Williams | Parish Clerk  
parishclerk@melbournparishcouncil.gov.uk

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

Invoice for services of Melbourn Mobile Warden Scheme (MMWS) to Melbourn village residents for the period April 1<sup>st</sup> 2026 – 31<sup>st</sup> March 2027

Scheme members from Melbourn (25)

Quarterly grant: £75 per person

Total due: £7,500

Payment method preferred by BACS details below

Barclays Sort Code – 20-73-26 – Account 60529052

MMWS is a registered Charity No. 1059815  
MMWS registered address/scheme secretary

[REDACTED]

Tel: [REDACTED]  
E-mail: secretary@mmws.org.uk

# INVOICE

**RICOH**  
imagine. change.

Account Number [REDACTED]	Invoice Number 102878456
VAT ID	

Invoice / Tax Date 04-JUN-2026
-----------------------------------

Inv. Page: 1 / 2

Ricoh UK Ltd  
Cashiers  
900 Pavilion Drive  
Northampton  
NN4 7RG

Melbourn Parish Council  
The Melbourn Community Hub  
MELBOURN  
SG8 6DZ

Contract Number [REDACTED]	Contract Type 07	Credit Control Contact [REDACTED]
-------------------------------	---------------------	--------------------------------------

Description / Serial / Model	Quantity	Rate / Price	Nett Value
Model IM C3010 Serial Number 9153R821858 Melbourn Parish Council The Melbourn Community Hub MELBOURN SG8 6DZ Room: Parish Office			
B/W click charge For period: 01-MAR-2026 To 31-MAY-2026 Start End Usage 10842 12623 1781 1 9999999999	1781	0.0021	3.74
Colour click charge For period: 01-MAR-2026 To 31-MAY-2026 Start End Usage 24241 28305 4064 1 9999999999	4064	0.0214	86.97
Rent For period: 01-JUN-2026 To 31-AUG-2026			136.81



**Cambridgeshire ACRE**  
e-space North, 181 Wisbech Road  
Littleport, Ely  
Cambridgeshire  
CB6 1RA  
VAT Registration No.: 838503517  
Company Registration No. 3690881



**INVOICE TO**  
Alex Coxall  
Melbourn Parish Council  
Melbourn Hub, 30 High  
Street  
Melbourn  
Royston  
SG8 6DZ

VAT Invoice 9249

DATE 12/06/2026 TERMS Net 30

DUE DATE 12/07/2026

DESCRIPTION	VAT	QTY	RATE	AMOUNT
Membership fee to Cambridgeshire ACRE for 12 months from 1-Jun-2026	S	1	74.50	74.50
SUBTOTAL				74.50
VAT TOTAL				14.90
TOTAL				89.40
<b>TOTAL DUE</b>				<b>£89.40</b>

**TAX SUMMARY**

RATE	TAX	NET
VAT @ 20%	14.90	74.50

Payments to: Account Name Cambridgeshire ACRE ~ Account number 20406448 ~ Sort Code 60-83-01  
If limited to a set number of characters for account name, shorten from the right e.g. "Cambridgeshire ACR"  
We prefer to receive payments by BACS. Please use the invoice number as the payment reference.  
Invoice Queries Contact ~ Linda Watson ~linda.watson@camsacre.org.uk ~ 01353 865026

## Expenses Claim Form

Page \_\_\_\_\_ of \_\_\_\_\_

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

Name: Abi Williams .....

Address: .....

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

Date	To	From	Purpose of Visit	Total Miles
18/06/26	Ely	Melbourn	Archives	29
18/06/26	Melbourn	Ely	Archives	29
05/06/26	Cambourne	Melbourn	SLCC Branch meet	13
05/06/26	Melbourn	Cambourne	SLCC Branch meet	13
Total Miles				84
Rate per Mile £				.55p
TOTAL of MILEAGE claimed on this sheet £				46.20

**Other Expenses**

Date	Description	Amount (£)
06/06/26	Supplies for the fete	27.56
TOTAL of OTHER EXPENSES claimed on this sheet £		27.56

**TOTAL EXPENSES CLAIMED ON THIS SHEET £ 73.76**

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

Signature of Claimant: Abi Williams ..... Date: 18.6.26 .....

Authorised by: ..... Date: .....

**NOTE: Continue on a second numbered sheet if necessary**

June 2026 Approvals

Invoice Date	A/C code	Invoice No	A/c Name	Net Value	VAT	Balance	
05/06/2026	ABI001	10626	Abi Williams Expenses- mileage Cambourne	14.30	0.00	14.30	
18/06/2026	ABI001	20626	Abi Williams Expenses- mileage Ely	31.90	0.00	31.90	
06/06/2026	COS001	1062026	Abi Williams Expenses- Costco fete supplies	22.97	4.59	27.56	
				69.17	4.59	73.76	
22/05/2026	ADO01	IEN2026029345766	Adobe Systems- software	16.64	3.33	19.97	LL
				16.64	3.33	19.97	
23/05/2026	BRI001	14951544	British Gas-Old Rec	13.05	0.65	13.70	DD
23/05/2026	BRI001	14953029	British Gas-Orchard Road	13.05	0.65	13.70	DD
05/06/2026	BRI001	15103433	British Gas- Workshop	107.81	5.39	113.20	DD
15/06/2026	BRI001	15216265	British Gas- Pavilion	155.30	7.76	163.06	DD
				289.21	14.45	303.66	
12/06/2026	CAM01	9249	Cambridgeshire Acre- membership	74.50	14.90	89.40	
				74.50	14.90	89.40	
02/06/2026	DAV001	10626	David William Pettifer-litterpicker	63.55	0.00	63.55	
				63.55	0.00	63.55	
29/05/2026	FAR001	7705897 LL	Premier Farnell UK Ltd- MVAS battery	126.38	25.28	151.66	LL
17/06/2026	FAR001	3042489	Premier Farnell UK Ltd-Refund	-126.38	-25.28	-151.66	LL
				0.00	0.00	0.00	
03/06/2026	FLI001	404990 LL	Flint Cross Service Station-van fuel	25.01	5.00	30.01	LL
				25.01	5.00	30.01	
08/06/2026	GLA001	2666	Glassblade Ltd- website	37.00	7.40	44.40	
				37.00	7.40	44.40	
31/03/2026	HAC007	SI4329	Herts and Cambs- Aprils village contract	2,864.66	572.93	3,437.59	
29/05/2026	HAC007	SI4385	Herts and Cambs-Junes village contract	2,864.66	572.93	3,437.59	
				5,729.32	1,145.86	6,875.18	
19/06/2026	HAM001	10626	Fence -reimbursement MA028/2627e	100.00	0.00	100.00	
				100.00	0.00	100.00	
11/06/2026	HAR01	HB110626MPC	Hart's Books- Library books	81.21	0.00	81.21	
				81.21	0.00	81.21	
12/06/2026	ION001	2.03E+11	IONOS Cloud- web hosting	39.94	7.99	47.93	LL
				39.94	7.99	47.93	
02/06/2026	JHE001	33044	JHE Electrical- Little Hands lights	220.00	44.00	264.00	
				220.00	44.00	264.00	
25/05/2026	JTL009	497	Jason Trueman- Pavilion clean	87.50	0.00	87.50	
				87.50	0.00	87.50	
01/06/2026	LUC001	40473	Lucid Systems- IT	160.50	32.10	192.60	
				160.50	32.10	192.60	
10/06/2026	MAT001	10626	Matt De Oliveira- locking moor car park gate	140.00	0.00	140.00	
				140.00	0.00	140.00	
18/05/2026	MCH004	10526	Melbourn Community Hub- Good Energy	1.77	0.00	1.77	Solar payment
22/05/2026	MCH004	20526	Melbourn Community Hub- Good Energy	147.40	0.00	147.40	Solar payment
				149.17	0.00	149.17	
26/05/2026	MDY001	26SP/2601	Melbourn Dynamos - Power Pitch Grant	3,840.00	0.00	3,840.00	
				3,840.00	0.00	3,840.00	
11/06/2026	MEL003	2571622001	Melbourn Stores- Fete supplies	3.40	0.68	4.08	LL
				3.40	0.68	4.08	
			Melbourn Scientific Ltd - deposit return	50.00		50.00	
				50.00	0.00	50.00	
10/06/2026	MWY011	331	Mark Wyer- Litterpicker	203.36	0.00	203.36	
				203.36	0.00	203.36	
02/06/2026	MMW001	100626	Melbourn Mobile Warden Scheme (26/27)	7,500.00	0.00	7,500.00	
				7,500.00	0.00	7,500.00	
17/06/2026	NOR001	3189368	Norbury's- Wardens materials	16.50	3.30	19.80	
				16.50	3.30	19.80	
31/05/2026	PHS001	72216518	PHS Group-sanitary disposal	473.84	94.77	568.61	
				473.84	94.77	568.61	
03/06/2026	POR001	14676624 LL	PortalPlanQuest Ltd-planning fee for allotment	230.33	15.17	245.50	LL
				230.33	15.17	245.50	

04/06/2026	RIC001	102878456	Ricoh- photocopier	<u>227.52</u>	<u>45.50</u>	<u>273.02</u>	
				227.52	45.50	273.02	
19/06/2026	RIC004	10626	Pest Control MA040/2627c	<u>200.00</u>	<u>0.00</u>	<u>200.00</u>	
				200.00	0.00	200.00	
08/06/2026	ROY001	416702069 LL	Royal Mail- Stamps	90.00	0.00	90.00	
11/06/2026	ROY001	BT10501985880 LL	Royal Mail- postage	<u>4.38</u>	<u>0.87</u>	<u>5.25</u>	
				94.38	0.87	95.25	
19/06/2026	SAG001	GB 02136408	Sage - payroll	<u>17.00</u>	<u>3.40</u>	<u>20.40</u>	
				17.00	3.40	20.40	
16/06/2026	SCR01	160626AW LL	SCREWFIX- Wardens materials	<u>19.14</u>	<u>3.84</u>	<u>22.98</u>	LL
				19.14	3.84	22.98	
28/05/2026	SHI001	4681	Shire Trees- Orchard rd Ash	<u>1,250.00</u>	<u>250.00</u>	<u>1,500.00</u>	
				1,250.00	250.00	1,500.00	
29/05/2026	SOU002	7094330989	Source- water	57.75	0.00	57.75	DD
29/05/2026	SOU002	7094334882	Source- water	274.29	0.00	274.29	DD
10/06/2026	SOU002	7094504487	Source- water	66.08	0.00	66.08	DD
10/06/2026	SOU002	7094504496	Source- water	<u>250.93</u>	<u>0.00</u>	<u>250.93</u>	DD
				649.05	0.00	649.05	
15/06/2026	STA001	1085904872	Stannah- repair hub stairlift	<u>233.10</u>	<u>46.62</u>	<u>279.72</u>	
				233.10	46.62	279.72	
03/06/2026	MCH004	215659	Stephanie Trayhurn- timebank expenses	20.25	0.00	20.25	
			Correction from last months underpayment	<u>0.68</u>	<u>0.00</u>	<u>0.68</u>	
				20.93	0.00	20.93	
09/06/2026	TCB005	260008	The Connections Bus Project- Youth work	<u>2,196.00</u>	<u>0.00</u>	<u>2,196.00</u>	
				2,196.00	0.00	2,196.00	
02/06/2026	TDP001	123549	TDP Limited- Wardens supplies	<u>83.22</u>	<u>16.64</u>	<u>99.86</u>	LL
				83.22	16.64	99.86	
18/06/2026	THR001	985894629057	Three- pavilion wifi & timebank phone	<u>24.17</u>	<u>4.83</u>	<u>29.00</u>	DD
				24.17	4.83	29.00	
26/05/2026	VAL001	1886928 1	Valda Energy- Street lighting	-4.88	-0.24	-5.12	DD
26/05/2026	VAL001	1886930	Valda Energy- Street lighting	<u>52.30</u>	<u>2.87</u>	<u>55.17</u>	DD
				47.42	2.63	50.05	
			Confidential items	<u>11,399.12</u>	<u>-</u>	<u>11,399.12</u>	
				32,221.20	1,767.87	37,829.07	
			Transfer from savings to current	<u>50,000.00</u>	<u>50,000.00</u>		

## MELBOURN PARISH COUNCIL Melbourn Parish Council Community Grant Policy

### Where does the money come from?

Money for community grants (the Community Grant Fund) comes from payments made to the Parish Council which have to be used for Community benefit.

### When can applications be made?

Applications for grants will be considered by Full Council in June and December each year and the call for applications will be published in April and October each year.

### Who can apply for a grant?

Any organisation, charity or group within Melbourn, or which delivers benefits specifically for Melbourn, is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be a definite benefit within a reasonable time frame<sup>1</sup>.

The following **are not** eligible for a community grant:

- Businesses

IndividualsThe Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements. Failure to provide this information will likely result in the application being rejected.

### How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

---

<sup>1</sup> The time frame will be limited to 12 months. In addition the potential to benefit if a certain set of circumstances come into play is not sufficient justification.

## How much can be applied for?

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

## How will awards be decided?

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant within 12 months of receipt; and
- provide a report on how the grant was spent.

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Council's aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Proven evidence of benefit to the community (% numbers of beneficiaries from the Parish may be required).
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are not in employment, education or training (NEET).
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- .
- Evidence of deliverability.
- Whether the costs are appropriate and realistic - value for money.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source - evidence that the grant is 'funding of last resort'

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a realistic demand in Melbourn for what is being proposed.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

## What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

## How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

## What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council). Any publicity must acknowledge the grant provider. At the end of the project an evaluation report must be presented to Full Council. This should be a brief written

report. **Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 30 July 2025**

*Review Policy:*

*Every 2 years or after grant application round if amendments identified*

## MELBOURN PARISH COUNCIL

### Application for Grant

**Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.**

Name of Organisation	
Name, Address, and Status of Contact	
Telephone Number of Contact	
Email contact	
Is the organisation a Registered Charity?	Yes / No
Amount of grant requested	£
For what purpose of project is the grant requested.	
What will be the total cost of the above project?	£
If the total cost of the project is more than the grant, how will the residue be financed?	
Have you applied for grant for the same project to another organisation?	

# MELBOURN PARISH COUNCIL

Doc. No.: 4.03  
 Version: 7  
 Date approved: 30 July 2025  
 Review date: July 2027

If so, which organisation and how much?	
Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	
Who will benefit from the project?	
Approximately how many of those who will benefit are parishioners? Please provide % numbers for beneficiaries within the Parish if known.	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes / No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

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

### 3<sup>rd</sup> parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

## Damage, vandalism and ASB

Date	Location	Details	Reported by	Category	Reported to Police	Incident No	Action taken and cost of repair
01/05/2026	The Moor car park	3 x smashed lights	Cllr	Vandalism	Yes	35/33412/26	No response as yet - gathering quotes for replacement.
02/05/2026	The Moor	Report of hoax call claiming someone has been shot - sent our air ambulance etc	PCSO	ASB			Hoax call.
03/05/2026	The Moor	Another hoax call made claiming someone had been stabbed.	PCSO	ASB			Hoax call.
04/05/2026	The Moor	Tree / wood set on fire	Cllr	Fire damage			Fire service attended. Wardens to clear debris.
04/05/2026	Station Road	Break in at 7-9 Station Road. People gained entry and smashed windows.	PCSO	Property damage			Wardens cleared glass. Scene of crime investigations.
04/05/2026	The Moor	Allotments - trespassing by youths looking for another route through. Suspicious behaviour around neighbouring property.	MOP	Other			No action at this time.
07/05/2026	The Moor	Evidence of deodorant cans being set in fire.	MOP	Fire damage			Cleared in bin.
08/05/2026	The Moor	ASB from 4pm onwards - screaming and swearing.	MOP	ASB			Reported as repeated behaviour. MOP should report to school.
09/05/2026	Station	ASB - kids jumping on tracks at railway station.	MOP	ASB			No action at this time.
10/05/2026	The Moor	Two bikes in the river mel and memorial bench moved.	MOP	ASB			Bench to be put back and chase owners about ground anchors - MPC to provide?
13/05/2026	The Moor	Burnt out transit van dumped to rear of allotments. TTP Security called fire service around 01.30am.	MOP x 5	Fire damage			Reported to Cambridgeshire Police. Awaiting action.
25/05/2026	The Moor / High Street	Bin top removed	Cllr	Property damage			Wardens looking for bin. Warden located bin and replaced.
27/05/2026	The Moor	Fire in bin	SCDC	Fire damage			SCDC waste can not empty bin - Wardens cleared. SCDC request action.
29/05/2026	London Way	Flytipping of fridge freezer / fridge and microwave	Litter Picker	Fly tipping			Reported to SCDC MLLWNLZD
30/05/2026	The Moor (45)	Fire on property - hedge demolished. Fire Engine unable to access due to parked cars.	Warden	Fire damage			Need further details before action. Contact Fire Service for follow up re parking.
10/06/2026	Worcester Way	Den building materials dumped in woods - collected by Wardens and reported to SCDC.	Warden	Fly tipping			Reported to SCDC GVRRRPGC
12/06/2026	John Impey Way	Garden waste dumped	Litter Picker	Fly tipping			Reported to SCDC GPVZTXHZ
15/06/2026	The Moor	Youth setting fire to things, abusive when approached	Cllr	ASB			Cllr reported to 101.
19/06/2026	The Moor	Damaged bin on New Rec	MOP	Property damage			Bin to be replaced - previously used for fires - look at fire proof bin.



At the recent Melbourn Fete the Parish Council stand posed two questions to the young people that stopped by (the offer of a lucky dip sweet helped!!). The youth in our community shared some great ideas.



The questions have been shared on social media and we will continue to collect responses – this information will be shared with the Communities Team at Cambridgeshire County Council who are helping us look at how we can make our community more welcoming to young people and offer them services and activities that will engage and inspire them.

---

*On the day I was so impressed with the thoughtful responses given by our young people – often thinking of the wider community before their direct needs!*

---



### What do like about living in Melbourn?

Youngsters struggled with this one – they knew what they wanted but most were not so sure about what makes Melbourn great.

#### Responses (votes)

- The Park / Clear Crescent Park (10)
- The River Mel (4)
- The Community / friendly people / the people (4)
- The Moor (3)
- The space (2)
- The Co-op (2)
- The Premier shop (2)
- Football pitch (2)
- Village Fete
- School
- Stockbridge Meadows
- The Hub
- The village



### What would you like to have in the village?

Some brilliant ideas – some easier to deliver than others but a great starting point for the Council to work out how to support our young people.

#### Responses (votes)

- A café for kids / bakers / ice cream shop (11)
- A splash park / water squirters (6)
- Youth club / space to go / a safe space (6)
- Pump track (5)
- Skate park (5)
- Traffic warden (4)
- More parks / Multi sports area / football pitches (4)
- Boxing Club (2)
- Sensory garden (2)
- No pot holes (2)
- Police station / person (2)
- Wider pavements (2)
- Stadium
- A gymnastics club
- A lollypop person
- More bike racks
- DJ booth
- Tesco's
- Public toilets
- History club
- Scavenger hunts around the village
- Sainsburys
- More buses
- Tree house
- Gym
- Cat show
- Community litter pick days
- More gathering of the community

## Background

During a recent meeting with Cambridgeshire County Council Communities Team and Cambridgeshire Constabulary, they reiterated the importance of residents reporting crimes directly, rather than relying solely on posts on social media.

Reporting incidents through official channels ensures they are properly logged, enabling agencies to map trends, identify hotspots, and allocate resources and support where they are most needed.

While posting on Facebook can be useful locally, by raising awareness and alerting others, it does not contribute to the data relied upon by these organisations. As a result, when concerns are raised with the Communities Team, issues may not be recognised as “nothing has been reported”.

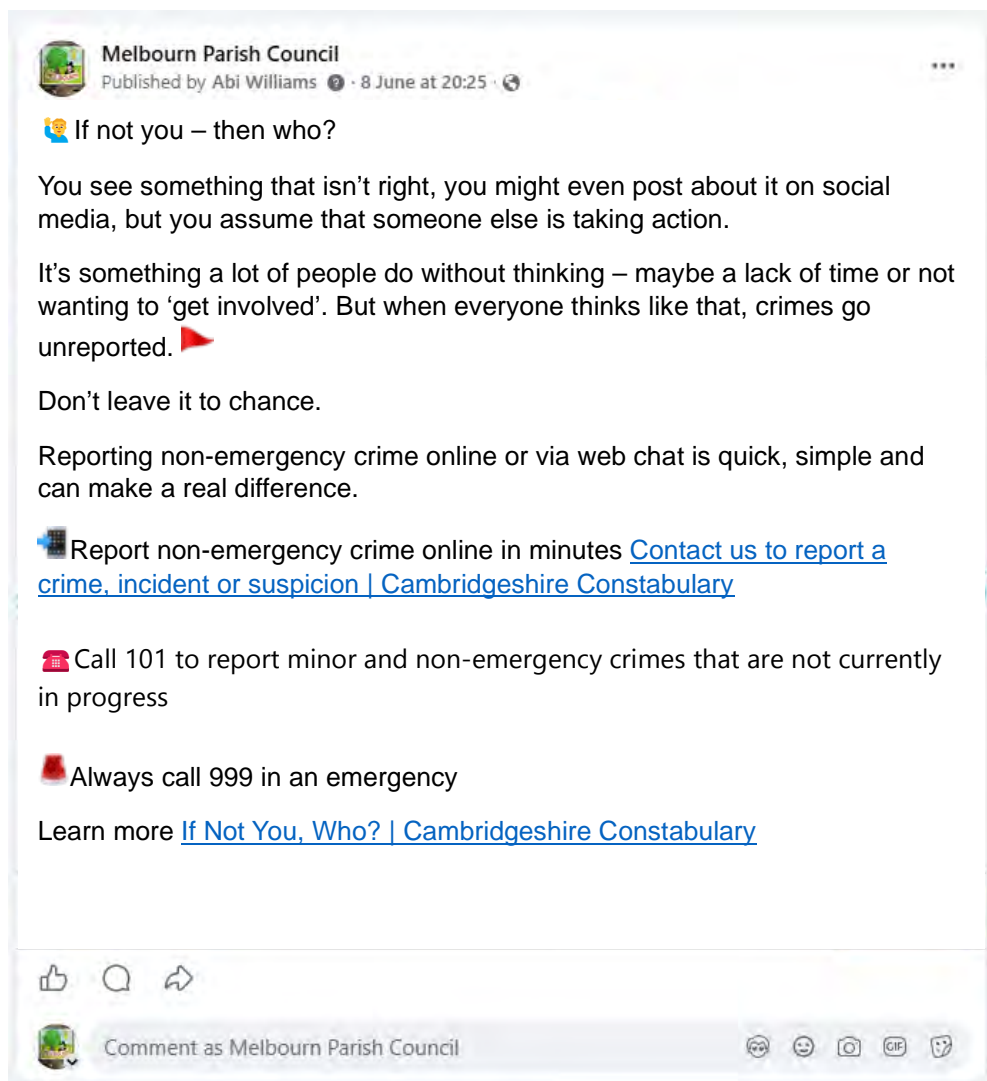
## Proposal

Melbourn Parish Council to:

- Create a series of social media posts
- Produce a poster for parish noticeboards
- Promote awareness of how and why to report crime through the appropriate channels

Subject to agreement, there may also be an opportunity to access funding through Cambridgeshire County Council to produce supporting materials (e.g. fridge magnets) as a practical reminder for residents.

## Posts could include:



## PC042 2627c) Report it!

**Melbourn Parish Council**  
Published by **Abi Williams** · 8 June at 20:25 · 🌐

**Report it!**

If you are having any issues using the online tools or phone line to report the result of crime please contact the Parish Council for assistance.

- Call on 01763 263303 ext 3
- Email [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)
- Pop in and see us in the office


Please remember:

- 📞 Call 101 to report minor and non-emergency crimes that are not currently in progress
- 📱 Report non-emergency crime online in minutes
- 🚒 Always call 999 in an emergency

👍 🗨️ ➦

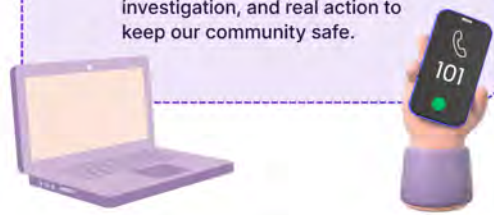
Comment as Melbourn Parish Council

**Melbourn Parish Council**  
Published by **Abi Williams** · 8 June at 20:25 · 🌐

 **Help keep our community safe!**

**Q :** Should I post about crimes I see on Facebook?

**A :** Please report crimes directly to official authorities. Call the police or use Report it! or call 101 - this ensures faster response, proper investigation, and real action to keep our community safe.



👍 🗨️ ➦

Comment as Melbourn Parish Council

## Abi Williams

---

**From:** [REDACTED]  
**Sent:** 16 June 2026 17:53  
**To:** Abi Williams  
**Subject:** Ongoing Misuse of Disabled Parking Bays in the Village Car Park

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

Dear Melbourn Parish Council,

I am writing to raise, once again, the ongoing issue of misuse of the disabled parking bays in the village car park.

Earlier this year I reported concerns about people routinely parking in these bays without displaying a Blue Badge. Unfortunately, the situation appears to have improved very little. In the last month alone I have encountered multiple occasions where drivers attending the school have simply parked in the disabled bays because no other spaces were available.

As I understand it, "I couldn't find another space" is not one of the eligibility criteria for disabled parking.

I have [REDACTED] and rely on these bays for the additional space they provide. The wider access is not a luxury; it is often the difference between being able to get out of my vehicle safely and independently, or struggling to do so. The purpose of these bays is to enable access for people who genuinely need them, not to provide convenient parking for those who happen to be in a hurry.

This morning was another example of the problem. A [REDACTED] was parked in a disabled bay without displaying a Blue Badge. Whether the driver felt they had a valid reason is beside the point. The regulations are quite clear: if a Blue Badge is required, then a Blue Badge should be displayed.

The same vehicle remained in the disabled bays when I returned later to collect my son, along with another car without displaying a badge. This was therefore not a momentary oversight or a quick drop-off, but a deliberate decision to occupy a disabled parking space without displaying a Blue Badge for an extended period.

It is particularly frustrating because there are only three disabled parking bays in the village car park. On many days there are events taking place at the Village Hub, increasing demand for parking. Those three bays are therefore even more important to people who genuinely need them. Instead, they are often occupied by people who either feel entitled to use them, want to protect their vehicle from damage, or simply cannot be bothered to park elsewhere.

Following my previous complaint, a parking enforcement officer attended the village. However, they were not seen in the village car park where the designated disabled bays are located, despite me providing photographs and the specific location that was the subject of concern.

This leaves disabled residents in a rather odd position. The bays exist. The signage exists. The legal requirements exist. Yet drivers continue to ignore the restrictions because there appears to be little prospect of any consequence for doing so.

It should not be left to disabled residents to confront motorists who choose to ignore the restrictions. Approaching drivers who have chosen to disregard the restrictions can be intimidating and has the potential to create unnecessary conflict. The purpose of parking regulations is that they are enforced by the relevant authority, rather than by members of the public.

There is little point in providing designated disabled parking bays if the rules governing their use are not enforced. The current situation effectively penalises those who rely on the bays while rewarding those who choose to ignore the restrictions.

I would therefore ask the Parish Council to take meaningful action to address this issue and ensure that the disabled bays in the village car park are available for the people they were intended to serve.

I look forward to seeing what steps will be taken to resolve this ongoing problem.

Yours faithfully,

[Redacted signature]

[Redacted address]

## Abi Williams

---

**From:** Policy and Regulation <Policy.andRegulation@cambridgeshire.gov.uk>  
**Sent:** 17 June 2026 13:58  
**To:** Abi Williams  
**Cc:** Parking Control  
**Subject:** RE: Melbourn - village car park

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

Hi Abi

Thank you for your enquiry.

A community can independently take the initiative to fund the formal establishment of disabled parking bays. Implementing parking restrictions requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a 21-day notice period. Should any objections be received then a report would go before Members for decision.

As your project requires a Traffic Regulation Order (TRO) you will need to complete the Third Party Funded TRO Application Form which can be found via the following link:

[Privately Funding Highway Improvements - Cambridgeshire County Council](#)

A £250 non-refundable application fee be taken during the application. On completion, additional charges will be levied for all necessary advertising costs. Generally, a maximum of £1,000, however, the actual cost re-charged is dependent on the publication, the size of the press advert and the number of notices required (maximum 2).

It is difficult to provide an accurate timescale for the making of a TRO because each Order will be different, and the timescales are inevitably connected to the number and nature of objections received to each proposed TRO. The ability to progress a TRO application swiftly will also be governed by current workloads.

In general terms, and where a TRO is relatively simple and attracts few (if any) objections, the process should normally take approximately 6 -9 months.

If the proposals are more complicated, and particularly where the proposed TRO attracts significant objections, the process may take significantly longer and will also be governed by the decision-making timescales in operation at the time.

Parking enforcement does not fall within the remit of the Policy and Regulation Team. I have therefore passed your request for advice to our parking control colleagues, who will respond to you directly.

Kind regards



## Abi Williams

---

**From:** Abi Williams  
**Sent:** 02 June 2026 11:03  
**To:** [REDACTED]  
**Subject:** RE: Website contact: Enquiry regarding a landowner

Good morning [REDACTED]

I am afraid we do not have the details of the owner of the piece of land you are referring to.

I have spoken to TTP today and they should be able to provide you with the details or follow up with your concern.

Please contact enquiries@ttp.com and mark your email for the attention of [REDACTED] and the Facilities Team.

I hope you are able to find some resolution to your concern.

Kind regards

Abi Williams

-----Original Message-----

**From:** [REDACTED]  
**Sent:** 29 May 2026 08:33  
**To:** Abi Williams <parishclerk@melbournparishcouncil.gov.uk>; Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>  
**Subject:** Website contact: Enquiry regarding a landowner

**From:** [REDACTED]  
**Subject:** Enquiry regarding a landowner

Message Body:

Dear whomever it may concern,

I have been signposted here by environmental health in south Cambridgeshire council.

We live at [REDACTED], and our garden backs onto a field which separates us from the TTP campus of the Melbourn science park.

There is poison hemlock growing in huge quantities in the field and within the TTP campus, and I'm now starting to see it pop up in my garden too. I have a young baby, cats and a dog, so this is very worrying for me.

Are you able to provide the name and contact details of the person who owns the parcel of land behind our house so that I'm able to contact them directly regarding this matter? I have already written my concerns in an email to TTP.

Kind regards,  
[REDACTED]

--

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

## Abi Williams

---

**From:** [REDACTED]  
**Sent:** 17 June 2026 11:38  
**To:** Abi Williams  
**Subject:** Hemlock, Conium maculatum

This morning I encountered what I think is Hemlock growing in the field where the football pavilion is located, across from the nursery at the rear of the play area just off the Moor in Melbourn. It is at the point where the footpath narrows to follow the river Mel downstream. As Hemlock is a potentially very dangerous species and the particular area is traversed by many people, including children going to and from the village college, then I thought it as well to let you know.

Regards,

[REDACTED]

[REDACTED]

**MELBOURN PARISH COUNCIL  
COMMITTEES & WORKING PARTIES MEMBERSHIP (June 2026)**

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

<b>Working Party / Panels</b>
<p><b>HR Panel (max 5)</b>            Cllr Gloria Alexander            Cllr Bec Barnes            Cllr Graham Clark            Cllr Tina Davey            Cllr Sally Ann Hart  <b>Vacancies x 0</b></p>
<p><b>Melbourn Futures Working Party (min 3)</b>            Cllr Bec Barnes            Cllr Audrey Campbell            Cllr Graham Clark            Cllr Tina Davey            District Cllr Sally Ann Hart            District Cllr Jose Hales  <b>MPC vacancies x 0</b>  <i>Members of the public on a project by project basis</i></p>

# Melbourn Parish Council

## Funfair Booking Agreement

THIS FUNFAIR AGREEMENT (“the Agreement”) IS MADE ON THE 24th DAY OF JUNE 2026, BETWEEN **MELBOURN PARISH COUNCIL** (“We” or “the Council”) and **J W HARRIS & SONS FUN FAIR** (“You”). WHEREAS We own the Old Recreation Ground on The Moor, Melbourn (“the Site”) and wish to have a funfair (“the Event”) provided at the Site from Monday 13<sup>th</sup> July 2026 (“Start Date”) to Monday 20<sup>th</sup> July 2026 (“End Date”) and You have agreed to provide a funfair at the Site in accordance with the following Terms and Conditions. The period between the Start Date and End Date is the ‘Term’. The terms ‘we’, ‘our’ and ‘us’ will refer to the Council, and will be construed accordingly.

### Data Protection & Customer Consent

By signing this form, I, the data subject, understand and agree that the information submitted may be shared across all relevant emergency Services.

### Section 1 – Contact Details

Name of business: J W HARRIS & SONS FUN FAIR

Business Owner: James Harris

Event organiser (if different from above).....

Contact address: [REDACTED]

Postcode: [REDACTED]

Tel No: [REDACTED]

Mobile No: [REDACTED]

E-mail address: [REDACTED]

### Section 2 - Event Details

**Proposed Date & time of land use:** MONDAY, 13<sup>th</sup> JULY 2026 TO MONDAY, 20<sup>th</sup> JULY 2026

**Proposed Date & time of event:** THURSDAY, 16<sup>th</sup> JULY 2026 TO SUNDAY, 19<sup>th</sup> JULY 2026

**Venue** (name of park or open space where you would like to hold your event):

**OLD REC, THE MOOR, MELBOURN CAMBRIDGESHIRE**

Estimated Attendance: *[please complete]*.....

**Public Liability Insurance**

Each Funfair operator must have £10 million Public Liability Insurance. Copies of these must be submitted with your booking application.

Organisers are to be responsible for ensuring that any individual participant in the event has an adequate up to date Public Liability Insurance Policy.

Do you have Public Liability Insurance?

Yes  No  Please state value: £.....

Company / Insurer.....

**Vehicle Movement**

Please outline your procedures for vehicle movement restrictions and how this will be enforced.

.....  
.....

**Waste Management**

Please state how you will manage all waste during and after your event, include details of bins, skips, recycling and litter picking.

.....  
.....

**Fire Fighting Equipment**

Please outline what fire fighting equipment will be at your event and who will be responsible for that equipment.

.....  
.....

I have enclosed, where necessary, the following:

<b>Documentation</b>	<b>Yes</b>	<b>No</b>
Insurance for Event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment*	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:

.....  
.....  
.....  
.....

**Declaration**

I certify that, to the best of my knowledge, the above particulars are correct. I have read the terms and conditions of use, and agree to abide by them at all times.

I also hereby indemnify Melbourn Parish Council against claims, costs, losses, damages, liabilities and expenses (including personal injury and claims of Third Parties) arising from or through or in any way connected with the occupancy of the property.

**Signed** (must be the event organiser).....

**Print Name**.....

**Date**.....

**Please return your application form and supporting documents to:**

Melbourn Parish Council, Melbourn Community Hub, 30 High St, Melbourn, SG8 6DZ

All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant permission for the holding of the event.

<b>Official use only</b>		
Cost:....£600.....		
Current Public Liability Insurance	Yes	No
Risk Assessment	Yes	No
Site plan received	Yes	No
<b>Event Approved:</b>	<b>Yes</b>	<b>No</b>

1. The fee for the event will be £100.00 per day or part day thereof (£50 per day or part day thereof charged for non-event days), payable to Melbourn Parish Council prior to the event.
2. Prior to the event we may need to carry out a ground inspection to assess suitability of the ground and the current ground conditions.
3. For funfair bookings, the person making the application must be the provider of the devices. The sub-letting of devices will not be permitted.
4. Melbourn Parish Council is not obliged to enforce Showmans Guild rules.
5. A site layout plan of where you intend to position funfair devices within the park/space must be provided if requested. For larger events/activities where your own vehicles will require parking, you must include this as part of the layout.
6. You must NOT open the park gates to allow general vehicular admission to the site.
7. You may connect to amenities whilst in the venue. This includes, water and electrical connections. Meter readings will be taken pre and post event, and an invoice raised to you accordingly.
8. You will be allowed to promote your event/activity within the Parish and through our own websites and social media outlets. Please ensure you send all necessary promotional information to; [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)
9. You will be responsible for your own litter collection and removal whilst on site. Should litter be left on the site unattended, and the health and safety of site patrons is compromised, then the Council will clear the site and issue you with an invoice to cover the costs.
10. You will also be responsible for the ground you occupy on site. It is in your own interest to ensure the venue is treated with respect and that ground is not damaged unduly. Again, should this occur, the Council will issue you with an invoice to cover any ground reinstatement fees.
11. You must send copies of Risk Assessments and Insurance for each individual attraction to the Council on request.
12. Your activities must not cause any nuisance or annoyance to residents or the Council.
13. You are responsible for all aspects of the event including: crowd control, animal control, site set up, health and safety etc.
14. Applicants are required to abide by the Council's established event planning procedures where necessary.
15. The use of loud speakers and amplification equipment may only be used with the written permission of the Council.
16. The use of generators is permitted, although they must be located away from any source of ignition. All generators must be fenced to stop unauthorised access. Generators must be diesel, ultra-silent with a noise level of less than 50dBa.
17. The Council reserves the right to refuse any application or to cancel or withdraw any consent at any time, including the day of the event.
18. The Council will not be held responsible for any loss, damage, injury or third party claim arising from or through or in any way connected with the occupation of the property.

DATED

2026

**LEASE**

relating to

**Land at The Old Recreation Ground, Melbourn, Royston**

between

**MELBOURN PARISH COUNCIL**

and

**1<sup>ST</sup> ORWELL SCOUTS**

## **LR1. Date of lease**

## **LR2. Title number(s)**

### **LR2.1 Landlord's title number(s)**

CB358895

### **LR2.2 Other title numbers**

None

## **LR3. Parties to this lease**

### **Landlord**

Melbourn Parish Council of 30 High Street, Melbourn, South Cambs, SG8 6DZ

### **Tenant**

1st Orwell Scouts, Royston, Hertfordshire of [ ]

### **Other parties**

None

## **LR4. Property**

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

The Leased Area, being the land hatched blue on the plan annexed at Schedule 1.

## **LR5. Prescribed statements etc.**

**LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.**

None.

**LR5.2 This lease is made under, or by reference to, provisions of:**

None.

## **LR6. Term for which the Property is leased**

The term specified in the definition of "Term" in **Error! Bookmark not defined.**2 of this lease.

## **LR7. Premium**

None.

## **LR8. Prohibitions or restrictions on disposing of this lease**

This lease contains a provision that prohibits or restricts dispositions.

## **LR9. Rights of acquisition etc.**

**LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land**

None.

**LR9.2 Tenant's covenant to (or offer to) surrender this lease**

None.

**LR9.3 Landlord's contractual rights to acquire this lease**

None.

## **LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property**

None.

**LR11. Easements**

**LR11.1 Easements granted by this lease for the benefit of the Property**

The rights granted to the Tenant by clauses 12.2 and 12.3 of this lease.

**LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property**

The rights reserved to the Landlord by clause 12.1 of this lease.

**LR12. Estate rentcharge burdening the Property**

None.

**LR13. Application for standard form of restriction**

None.

**LR14. Declaration of trust where there is more than one person comprising the Tenant**

DRAFT

**BETWEEN:**

1. **Melbourn Parish Council**, of 30 High Street, Melbourn, South Cambs, SG8 6DZ ("the Landlord"); and
2. **1st Orwell Scouts, Royston, Hertfordshire of [ ]** ("the Tenant").

**1. BACKGROUND**

- 1.1 The Landlord is the freehold owner of the Land shown edged red on the Plan.
- 1.2 The Tenant wishes to erect the Unit on the Leased Area and use it for scouting purposes.
- 1.3 The Landlord has agreed to grant a lease of the Leased Area and consents to the erection of the Unit on the Leased Area upon the terms of this Agreement.

**2. Interpretation**

The following definitions and rules of interpretation apply in this lease.

**Definitions**

"Insolvency Event" means any one or more of the following:

- (a) any voluntary arrangement or any other compromise or arrangement for the benefit of any creditors of the Tenant;
- (b) the making of an administration order in relation to the Tenant;
- (c) the appointment of an administrator in relation to the Tenant;
- (d) the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Tenant;
- (e) the commencement of a voluntary winding-up in respect of the Tenant, except a winding-up for the purpose of amalgamation or reconstruction of a solvent company in respect of which a statutory declaration of solvency has been filed with the Registrar of Companies;
- (f) a winding-up order in respect of the Tenant;
- (g) the striking-off of the Tenant from the Register of Companies or the making of an application for the Tenant to be struck-off;
- (h) the making of an application for a bankruptcy order, the presentation of a petition for a bankruptcy order or the making of a bankruptcy order against the Tenant .

"Land" means the Old Recreation Ground registered at HM Land Registry under title number CB358895

"Leased Area" means the area hatched blue on the Plan.

"LTA 1954" means the Landlord and Tenant Act 1954.

"Plan" means the plan annexed at Schedule 1 to this lease

“Rent” means a peppercorn (if demanded)

“Term” means a term of 50 years from and including the date of this lease.

“Unit” means the block and steel clad storage unit to be constructed on the Leased Area by the Tenant in accordance with any planning permission and statutory consents required for its construction and use.

### **3. GRANT OF LEASE**

- 3.1 The Landlord hereby leases to the Tenant the Leased Area together with the right to erect and maintain the Unit for the Term at the Rent.
- 3.2 The Tenant may terminate this lease at any time by giving not less than three months written notice to the Landlord.
- 3.3 The Landlord may terminate this lease at any time by giving not less than twelve months written notice to the Tenant.

### **4. TERM**

- 4.1 The lease shall continue for the Term unless terminated in accordance with this agreement.
- 4.2 At the end of the Term, any request by the Tenant to extend the lease shall be considered by the Landlord entirely at the Landlord’s discretion and on such terms as the Landlord may agree with the Tenant at the time. Nothing in this clause shall oblige the Landlord to grant any extension or renewal of this lease.
- 4.3 If the lease is terminated or expires, the Landlord shall assume ownership of the Unit in accordance with clause 12.3.

### **5. RENT**

- 5.1 The Tenant shall pay to the Landlord the Rent on demand.

### **6. PERMITTED USE**

- 6.1 The Unit shall be used solely for Scouting purposes operated by or on behalf of the Tenant, including but not limited to:
  - Meeting point for Squirrels, Beavers, Cub Scouts, Scouts, Explorer Scouts, and adult volunteers;
  - storage of scouting equipment and materials;
  - training, educational, recreational, and community activities consistent with the values and policies of The Scout Association.
- 6.2 The Unit shall not be used:
  - for residential purposes;

- for commercial activities or private events unrelated to Scouting;
- for any activity causing nuisance, danger, or unreasonable disturbance to adjoining land or residents;
- for any unlawful purpose.

## **7. CONSTRUCTION OF THE UNIT**

7.1.1 The Tenant may erect a single Unit on the Leased Area subject to:

- (a) a maximum size of 15.6m x 6.6m, eaves at 3.5m and ridge at 4.4m;
- (b) the design, materials, colour, and siting being approved by the relevant Planning Authority prior to construction;
- (c) compliance with all planning permissions, building regulations, and statutory requirements.

7.2 The Tenant shall be responsible for all costs associated with the construction of the Unit.

7.3 The Unit shall remain the property of the Tenant during the lease, unless otherwise agreed in writing or at such time as the lease is terminated.

## **8. MAINTENANCE AND REPAIR**

8.1 The Tenant shall:

- (a) keep the Unit in good and safe condition;
- (b) keep the Leased Area clean and tidy;
- (c) promptly repair any damage caused to the Land.

8.2 The Landlord shall have no responsibility for repair or maintenance of the Unit.

## **9. INSURANCE AND LIABILITY**

9.1.1 The Tenant shall maintain throughout the Term:

- (a) public liability insurance with an acceptable minimum cover (currently £10 million per claim); and
- (b) any other insurance required or recommended by The Scout Association.

9.2 Evidence of insurance shall be provided to the Landlord on request.

9.3 The Tenant uses the Leased Area and the Unit entirely at its own risk.

9.4 If the Unit is damaged or destroyed beyond economical repair, the Tenant shall, at its own cost, remove the Unit from the Leased Area, reinstate the Leased Area to the concrete base and ensure that all services and utilities serving the Unit are safely capped off, disconnected or otherwise made secure to the Landlord's reasonable satisfaction.

9.5 The Tenant shall indemnify and keep indemnified the Landlord against all costs, claims, losses or liabilities and professional fees arising from the use of the Land or Unit by the Tenant, its members, leaders, or visitors. This indemnity shall continue to

apply after the end of this lease in respect of any matter arising before the end of this lease.

## **10. ALTERATIONS**

- 10.1 The Tenant may make non-structural internal alterations to the Unit which do not require planning permission. The Tenant shall not make any structural alterations to the Unit without the Landlord's prior written consent and all necessary statutory consents.

## **11. ASSIGNMENT AND SHARING**

- 11.1 This lease is personal to the Tenant and may not be assigned, underlet or transferred without the Landlord's written consent.
- 11.2 The Tenant may permit use of the Unit by other Scout groups or sections within the local scouting district or county, provided such use is consistent with Clause 6 and remains under the Tenant's control.

## **12. ACCESS**

- 12.1 The Landlord reserves the right to access the Leased Area on reasonable notice for inspection or maintenance of the Land.
- 12.2 The Tenant is afforded a right to access the adjoining land shown bordered in red on the plan at Schedule 1 for access to the Unit.
- 12.3 With the Landlord's prior consultation and agreement, the Tenant may install, maintain, repair, renew and use services for the supply of electricity, water, drainage and other utilities to the Unit, subject to obtaining all necessary statutory consents and complying with any statutory constraints. The Tenant shall carry out all such work at its own cost and shall make good any damage caused to the Land or the Leased Area and reinstate the affected land following the installation, maintenance, repair, renewal or removal of those services.

## **13. TERMINATION**

- 13.1 The Tenant may terminate this lease at any time pursuant to its Tenant break right by giving written notice to the Landlord in accordance with clause 3.2.
- 13.2 Without prejudice to the Landlord's right to terminate this lease under clause 3.3 or to re-enter under clause 13.2, the Landlord may terminate the lease in the event of a material breach or misuse by the Tenant after giving the Tenant not less than three months written notice requiring the Tenant to remedy the breach or misuse, where such breach or misuse is capable of remedy.
- 13.3 The Landlord may re-enter the Leased Land (or any part of the Leased Area in the name of the whole) at any time after any of the following events:

- (a) an Insolvency Event occurs in relation to the Tenant;
- (b) the Tenant ceased to be affiliated with the Scouts Association;
- (c) The Tenant commits a material breach of this lease which is not remedied within three months after written notice from the Landlord requiring it to be remedied, where the breach is capable of remedy; or
- (d) The Tenant commits a material breach of this lease which is incapable of remedy.

13.4 If the Landlord re-enters the Leased Area (or any part of the Leased Area in the name of the whole) pursuant to this clause, this lease shall immediately end but without prejudice to any right or remedy of the Landlord in respect of any breach of covenant by the Tenant.

13.5 On termination or expiry of this Lease, the Tenant shall remove all all chattels, equipment, goods and personal property from the Unit and shall leave the Unit clean, safe and in a condition fit for its purpose. If the Unit is not in a condition fit for its purpose, or if the Landlord reasonably requires, the Tenant shall, at its own cost, remove the Unit from the Leased Area, reinstate the Leased Area to the concrete base and ensure that all services and utilities serving the Unit are safely capped off, disconnected or otherwise made secure to the Landlord's reasonable satisfaction. If the Landlord does not require removal of the Unit, ownership of the Unit shall transfer to the Landlord on termination or expiry without payment

**14. 1954 ACT**

14.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, before this lease was entered into;
- (b) ..... who was duly authorised by the Tenant to do so made a statutory declaration dated ..... in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and
- (c) there is no agreement for lease to which this lease gives effect.

14.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

**15. LAND REGISTRY**

15.1 The Tenant must:

- (a) apply to register this lease at HM Land Registry promptly and in any event within one month following the grant of this lease;
- (b) ensure that any requisitions raised by HM Land Registry in connection with its application to register this lease at HM Land Registry are responded to promptly and properly; and
- (c) send the Landlord official copies of its title within one month of completion of the registration.

15.2 The Tenant must make an application to HM Land Registry to close the registered title to this lease and remove from the Landlord's title any entries relating to this lease and any easements granted by this lease promptly (and in any event within one month following the end of the Term).

15.3 The Tenant must:

- (a) ensure that any requisitions raised by HM Land Registry in connection with its application to HM Land Registry pursuant to this clause are responded to promptly and properly; and
- (b) keep the Landlord informed of the progress and completion of that application.

## **16. CONTRACTS RIGHT OF THIRD PARTIES ACT 1999**

This lease does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

## **17. NOTICES**

Any notice given under this lease shall be in writing and shall be delivered by hand, sent by pre-paid first-class post or other next working day delivery service to the relevant party's address stated in this lease, or such other address as that party may notify in writing to the other party. A notice delivered by hand shall be deemed received when delivered. A notice sent by pre-paid first-class post or other next working day delivery service shall be deemed received on the second working day after posting. This clause does not apply to the service of any proceedings or other documents in any legal action.

## **18. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the law of England and Wales.

**19. EXECUTION**

**EXECUTED** as a **DEED** by **MELBOURN  
PARISH COUNCIL** acting by

Councillor [ ] and  
Councillor [ ] as

two authorised signatories on behalf  
of Melbourn Parish Council in the presence  
of the Clerk

.....  
Councillor

.....  
Councillor

Clerk .....

Signed for and on behalf of the Tenant:

Signature:

Name:

Position:

Date:

DRAFT

\_\_\_\_\_

\_\_\_\_\_

# SCHEDULE 1

## Lease Plan



## DEED OF VARIATION

*(Licence to Occupy – Schedule 5)*

**THIS DEED OF VARIATION** is made on **[date]**

### **BETWEEN**

1. **Melbourn Parish Council of 30 High Street, Melbourn, SG8 6DZ**  
*(the Licensee); and*
2. **Melbourn Community Hub Management Group of 30 High Street, Melbourn, SG8 6DZ**  
*(the Licensor).*

### **BACKGROUND**

By a lease dated **20 December 2013** and made between Melbourn Parish Council and Melbourn Community Hub Management Group (“the Lease”), the Licensor granted the Licensee a licence to occupy certain space within Melbourn Community Hub as set out at **Schedule 5 (Licence to Occupy)**.

The parties have agreed to vary the extent of the space licensed under Schedule 5 and to record certain additional agreed matters, with effect from **1 August 2026**.

This Deed records that variation.

---

### **OPERATIVE PROVISIONS**

#### **1. Variation of Schedule 5 – Licensed Space**

With effect from **1 August 2026**, Schedule 5 of the Lease is varied so that the space licensed to the Licensee is defined as follows:

- (a) the room known as the “Parish Office”; and
- (b) the room currently referred to as the “meeting room” in Schedule 5, being the room known as the “Dickens Room”.

The Dickens Room is licensed for use by the Licensee in addition to the Parish Office and solely for purposes relating to the Licensee’s function as the Parish Council.

The Licensee may, subject to availability and upon request to and the prior written agreement of the Licensor, use the Austen meeting room or Atrium for scheduled evening Parish Council meetings where public attendance is invited. Such agreement shall not be unreasonably withheld where the relevant space is available and no prior booking or overriding operational requirement applies.

#### **2. Licence Fee**

The parties confirm that they have agreed in writing the amount payable for the licence to occupy the Parish Office and the Dickens Room in accordance with paragraph 2.1.1 of Schedule 5 of the Lease.

From 1 August 2026 this fee stands at £24,375 (pro rata for partial years). Any review of the fee shall be in accordance with the provisions of paragraph 2.1.1 of Schedule 5.

## DEED OF VARIATION

### 3. Confirmation of Existing Terms

Except as expressly varied by this Deed:

- all terms, obligations and rights contained in Schedule 5 of the Lease; and
- all other provisions of the Lease

shall continue in full force and effect.

### 4. Governing Law

This Deed and the Lease (as varied) are governed by and construed in accordance with the law of England and Wales.

---

### EXECUTION

Executed as a deed by the parties on the date first written above.

#### EXECUTED by

**Melbourn Parish Council**

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Melbourn Community Hub Management Group**

Signature:

-----

Name:

-----

Date:

-----

**In the presence of:**

Witness signature:

\_\_\_\_\_

Name of witness:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----

**In the presence of:**

Witness signature:

-----

Name of witness:

-----

Address:

-----

-----

-----

-----

DATED

20 DECEMBER

2013

MELBOURN PARISH COUNCIL

(1)

MELBOURN COMMUNITY HUB  
MANAGEMENT GROUP

(2)

Term: 35 YEARS  
Commencement Date:

Lease of Melbourn Community Hub, 30 High Street,  
Melbourn

**Birketts**

Birketts LLP  
Thirty Station Road  
Cambridge  
CB1 2RE

T: +44 (0)1223 326600  
F: +44 (0)1223 326629  
DX: 131969 Cambridge 6  
Email@birketts.co.uk

www.birketts.co.uk

WE CERTIFY THIS TO  
BE A TRUE COPY OF  
THE ORIGINAL  
Birketts LLP  
BIRKETTS LLP  
22 STATION ROAD  
CAMBRIDGE CB1 2JD

04.04.2016

Offices also in: Chelmsford, Ipswich and Norwich

Birketts LLP is registered in England under no. OC317543 and authorised and regulated by the Solicitors Regulation Authority.  
Registered office at: 24-26 Museum Street, Ipswich, Suffolk, IP1 1HZ.  
A list of members may be inspected at any of our offices. The term 'Partner' is used to refer to a Member of Birketts LLP.

**Lexcel**  
Practice Management Standard  
Law Society Accredited

## TABLE OF CONTENTS

1.	DEFINITIONS AND INTERPRETATION .....	4
2.	DEMISE AND RENT.....	9
3.	TENANT'S COVENANTS.....	9
4.	LANDLORD'S COVENANTS .....	9
5.	FORFEITURE.....	9
6.	MISCELLANEOUS.....	10
7.	ENFORCEMENT AND JURISDICTION.....	11
8.	BREAK CLAUSE .....	11
9.	LICENCE.....	12
10.	OPTION TO RENEW.....	12
	SCHEDULE 1.....	14
	PART 1 - EXCEPTIONS AND RESERVATIONS .....	14
	PART 2 - TITLE MATTERS .....	14
	SCHEDULE 2 INSURANCE .....	16
	SCHEDULE 3 TENANT'S COVENANTS.....	19
	SCHEDULE 4 LANDLORD'S COVENANTS.....	29
	SCHEDULE 5 LICENCE TO OCCUPY.....	30

<b>LR1. Date of lease</b>	
<b>LR2. Title number(s)</b>	<p><b>LR2.1 Landlord's title number(s)</b></p> <p><b>LR2.2 Other title numbers</b> Existing title number(s) against which entries of matters referred to in LR9, LR10, LR11 and LR13 are to be made.</p>
<b>LR3. Parties to this lease</b>	<p><b>Landlord</b> MELBOURN PARISH COUNCIL</p> <p><b>Tenant</b> MELBOURN COMMUNITY HUB MANAGEMENT GROUP Co. reg. no. 8320569</p> <p><b>Other parties</b></p>
<b>LR4. Property</b>	<p><i>In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.</i></p> <p>See clause 1 definition of "Premises"</p>
<b>LR5. Prescribed statements etc.</b>	<p><b>LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.</b> The Property will as a result of this lease be held by Melbourn Community Hub Management Group (a registered charity) and the charity is not an exempt charity and the restrictions on disposition imposed by sections 117-121 of the Charities Act 2011 will apply to the Property subject to section 117(3)</p> <p><b>LR5.2 This lease is made under, or by reference to, provisions of:</b></p>
<b>LR6. Term for which the Property is leased</b>	<p>Thirty five years from and including 20 DECEMBER 2013</p> <p>To and including 19 DECEMBER 2048</p>
<b>LR7. Premium</b>	None

<b>LR8. Prohibitions or restrictions on disposing of this lease</b>	<i>This lease contains a provision that prohibits or restricts dispositions.</i>
<b>LR9. Rights of acquisition etc.</b>	<p><b>LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land</b></p> <p>See clause 11</p> <p><b>LR9.2 Tenant's covenant to (or offer to) surrender this lease</b></p> <p>None</p> <p><b>LR9.3 Landlord's contractual rights to acquire this lease</b></p> <p>None</p>
<b>LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property</b>	
<b>LR11. Easements</b>	<p><b>LR11.1 Easements granted by this lease for the benefit of the Property</b></p> <p>None</p> <p><b>LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property</b></p> <p>See Part 1 of Schedule 1</p>
<b>LR12. Estate rentcharge burdening the Property</b>	None
<b>LR13. Application for standard form of restriction</b>	No disposition by the proprietor of the registered estate to which sections 117 or 124 of the Charities Act 2011 applies is to be registered unless the instrument contains a certificate complying with section 122(3) or section 125(2) of that Act as appropriate
<b>LR14. Declaration of trust where there is more than one person comprising the Tenant</b>	

THIS LEASE is made on 20 DECEMBER 2013.

**BETWEEN**

- (1) **MELBOURN PARISH COUNCIL** of the Parish Office, Melbourn Village College, The Moor, Melbourn, Cambridgeshire, SG8 6EF (the Landlord)
- (2) **MELBOURN COMMUNITY HUB MANAGEMENT GROUP** (registered number 08320569) whose registered office is at The Parish Office, Melbourn Village College, The Moor, Melbourn, Cambridgeshire, SG8 6EF (the Tenant)

**OPERATIVE PROVISIONS**

**1. DEFINITIONS AND INTERPRETATION**

1.1 In this Lease, the following words and expressions have the following meanings:

<b>Basic Rent</b>	a peppercorn (if demanded);
<b>Break Date</b>	a date which is at least three months after service of the Break Notice;
<b>Break Notice</b>	written notice to terminate this Lease specifying the Break Date;
<b>Completion Date</b>	The date determined in accordance with clause 11.8;
<b>Conduits</b>	sewers, drains, pipes, wires, cables, ducts, gutters, fibres and any other medium for the passage or transmission of soil, water, gas, electricity, air, smoke, light, information or other services to or from the Premises and includes the heating plumbing and electrical systems and (where relevant) any ancillary equipment and structures;
<b>Environmental Law</b>	all statutes, regulations and subordinate legislation, European laws, treaties and common law which at any time relate to the pollution or protection of the environment or harm to or the protection of human health and safety or the health of animals and plants;
<b>EPB Regulations</b>	the Energy Performance of Buildings (Certificates and Inspections) (England and Wales)

	Regulations 2007;
<b>EPC</b>	an Energy Performance Certificate and Recommendation Report (as defined in the EPB Regulations);
<b>Exterior</b>	all parts of the Premises other than the Interior;
<b>Group Company</b>	includes any company of which the Tenant is a subsidiary or which has the same holding company as the Tenant where "subsidiary" and "holding company" have the meanings given to them by section 1159 Companies Act 2006;
<b>Hazardous Material</b>	any substance, whether in solid, liquid or gaseous form, which is capable of causing harm to human health or to the environment whether on its own or in combination with any other substance;
<b>Hub Licences</b>	the licence of part of the Premises that <ul style="list-style-type: none"> <li>(a) provides that the duration of the licence does not exceed the Term;</li> <li>(b) contains the same restrictions as to use of the Premises and the covenants on the part of the Tenant herein contained so far as they are applicable to the part in question; and</li> <li>(c) does not create a tenancy;</li> </ul>
<b>Insured Damage</b>	damage to or destruction of the whole or any part of the Premises by any of the Insured Risks in respect of which the Landlord is entitled to receive payment under the insurance policy or policies maintained under <b>Schedule 2</b> or would be so entitled but for any default by the Landlord under this Lease;
<b>Insured Risks</b>	fire, lightning, explosion, earthquake, landslip, subsidence, riot, civil commotion, aircraft, aerial devices, storm, flood, water, theft, impact by vehicles, malicious damage and any other risks

### Interest Rate

reasonably required by the Landlord;

the base lending rate from time to time of Bank of Scotland PLC or such other clearing bank nominated by the Landlord at any time or, if the clearing banks cease at any time to publish a base lending rate, such comparable rate of interest as the Landlord may reasonably determine;

### Interior

means the internal parts of the Premises including:

1. the inner surface of and the paint and other decorative finishes applied to the interior of the external walls and any internal load-bearing walls of the Premises and the stanchions but not any other part of such walls
2. the floor finishes including such finishes but does not extend to anything below them
3. the paint and other decorative finishes applied to the underside of the portal frame or roof of the Premises but no other part of the roof of the Premises and no air space above the Premises
4. the inside faces of the windows and the window frames and of external doors and doorframes, the whole of internal doors and doorframes, all glass
5. the interior of all additions and improvements to the Premises;

### Landlord's Conveyancer

Birketts LLP of Thirty Station Road, Cambridge, CB1 2RE (Ref: JAG/NEJB/168588.3) or any other conveyancer whose details may be notified in writing from time to time by the Landlord to the Tenant;

<b>New Lease</b>	The lease of the Premises (the terms of which are set out in <b>clause 11</b> ) to be granted upon the exercise of the Option;
<b>Option</b>	the option granted by the Landlord to the Tenant by <b>clause 10</b> ;
<b>Option Notice</b>	written notice exercising the Option in accordance with the terms of this clause;
<b>Option Period</b>	the first 34 years of the Term;
<b>Outgoings</b>	all rates, taxes, charges, duties, assessments, impositions and outgoings of any nature which are at any time during the Term payable either by the owner or occupier of the Premises, and includes charges for electricity, gas, water, sewerage, telecommunications and other services rendered to, or consumed by its relevant property, but excludes tax payable by the Landlord on the receipt of the Basic Rent, or on any dealings with its reversion to this Lease;
<b>Permitted Use</b>	the use of the Premises as a community hub pursuant to the Position Paper;
<b>Position Paper</b>	the paper attached at <b>Annexure 1</b> ;
<b>Premises</b>	the property known as Melbourn Community Hub, 30 High Street, Melbourn being the whole of the property shown edged red on the plan annexed hereto;
<b>Rent Payment Dates</b>	on demand;
<b>Tenant's Conveyancer</b>	Birketts LLP of 20-24 Museum Street, Ipswich, Suffolk, IP1 1HZ (ref: JSH) or any other conveyancer whose details may be notified in writing from time to time by the Tenant to the Landlord;
<b>Term</b>	the term granted by this Lease as stated in LR6 and any continuation of it;

<b>Title Matters</b>	the matters set out in Part 2 of Schedule 1;
<b>VAT</b>	value added tax chargeable under the Value Added Tax Act 1994 or any similar replacement or additional tax;
<b>Waste</b>	any discarded, unwanted or surplus substance irrespective of whether it is capable of being recycled or recovered or has any value;

1.2 In this Lease:

- 1.2.1 unless otherwise indicated, references to clauses and Schedules are to clauses of and Schedules to this Lease;
- 1.2.2 references to any statute or other legislation include references to any subsequent statute or legislation directly or indirectly amending, consolidating, extending, replacing or re-enacting that statute or legislation and to all orders, by-laws, directions and notices made or served under them;
- 1.2.3 references to the Landlord and the Tenant include their respective successors in title and, in the case of individuals, include their personal representatives;
- 1.2.4 references to the Premises include any part of them unless specific reference is made to the whole of them;
- 1.2.5 references to the Tenant include, and the Tenant's covenants bind, any undertenant or other person in occupation of the Premises or deriving title under the Landlord, their successors in title, and any other person under the Tenant's or their control including employees, agents, workmen and invitees;
- 1.2.6 references to the consent or approval of the Landlord mean consent or approval in writing under the terms of this Lease and include references to the consent or approval of any mortgagee or superior landlord of the landlord but without implying any obligation on their part that they will not unreasonably withhold their consent or approval;
- 1.2.7 any covenant by the Tenant not to do any act or thing includes a covenant not willingly to permit or allow the doing of that act or thing;

1.2.8 where two or more people form a party to this Lease, the obligations they undertake may be enforced against them all jointly or against each of them individually; and

1.2.9 if any provision is held to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remainder of this Lease is to be unaffected.

## 2. DEMISE AND RENT

2.1 The Landlord lets the Premises to the Tenant, except and reserving to the Landlord the rights set in **Schedule 1 Part 2**, and subject to the Title Matters to hold them to the Tenant for the Term paying by way of Rents:

2.1.1 the Basic Rent if demanded

2.1.2 any other sums which may become due from the Tenant to the Landlord under the provisions of this Lease.

## 3. TENANT'S COVENANTS

The Tenant covenants with the Landlord to observe and perform the covenants set out in **Schedule 3** and those on its part contained in **Schedule 2**.

## 4. LANDLORD'S COVENANTS

The Landlord covenants with the Tenant (but not so as to be liable after the Landlord has disposed of its reversionary interest in the Premises) to observe and perform the covenants set out in **Schedule 4** and those on its part contained in **Schedule 2**.

## 5. FORFEITURE

The Landlord may subject to it having given the Tenant not less than three months' written notice of its intention to do so enter onto the whole or any part of the Premises and by so doing end this Lease if:

5.1 Any money due under this Lease remain unpaid more than fourteen days after the due date for payment, whether or not formally demanded;

5.2 The Tenant breaches any of its obligations in this Lease;

5.3 The Tenant is unable to pay its debts within the meaning of the Insolvency Act 1986, goes into liquidation or bankruptcy, has an administrator, receiver or administrative receiver appointed over the whole or any part of its assets, enters into any scheme of arrangement with its creditors in satisfaction or composition of its debt due under

the Insolvency Act 1986 or a winding-up order is made under Part IV of the Insolvency Act 1986, unless for the purpose of a solvent amalgamation or reconstruction of the company; or

5.4 This Lease is disclaimed by the Crown or by a liquidator or trustee in bankruptcy of the Tenant.

## 6. MISCELLANEOUS

6.1 Subject to the provisions of any legislation which prevents or restricts such an agreement, the Tenant is not entitled to any compensation under statute or otherwise at the end of the Term.

6.2 Except to the extent that the Landlord may be liable under its covenants in **Schedules 2 or 4** or by law, notwithstanding any agreement to the contrary, the Landlord shall not be liable in any way to the Tenant or any undertenant, servant, agent, licensee or invitee of the Tenant or any undertenant by reason of:-

6.2.1 any act, neglect, default or omission of any of the tenants, owners or occupiers of any adjoining or neighbouring property, or of any representative or employee of the Landlord (unless acting within the scope of the express authority of the Landlord);

6.2.2 the defective working, stoppage, breakage of or leakage or overflow from any Conduit or any of the plant at the Premises; or

6.2.3 the obstruction by others of the areas over which rights are granted by this Lease.

6.3 Nothing in this Lease shall imply or warrant that the Premises may lawfully be used for the Permitted Use, and the Tenant acknowledges and admits that no such representation or warranty has been made by, or on behalf of, the Landlord.

6.4 The Landlord shall not incur any liability to the Tenant or any undertenant or any predecessor in title of either of them by reason of any approval given to or inspection made of any drawings, plans, specifications or works prepared or carried out by or on behalf of any such party, nor shall any such approval or inspection in any way relieve the Tenant from its obligations under this Lease.

6.5 The Tenant shall not be or become entitled to any easement, right, quasi easement or quasi right save as expressly set out (if at all) in this Lease.

6.6 This Lease does not pass to the Tenant the benefit of or the right to enforce any covenants which now benefit or which may in the future benefit the reversion to this

Lease, and the Landlord shall be entitled, in its sole discretion, to waive, vary or release any such covenants.

6.7 Any notice, communication, demand or consent required or authorised to be given by this Lease shall be in writing and:-

6.7.1 any notice to be served on, or communication to be sent to, any party to this Lease shall be deemed to be properly served if sent by first class post, or delivered by hand during usual business hours to the registered office, or principal place of business of the relevant party or (in the case of a notice served on the Tenant) to the Premises, addressed to the secretary or chairman; or

6.7.2 any such notice or communication to be sent to any party to this Lease shall be deemed to have been received when delivered, if delivered by hand, or two working days after posting if sent by first class post.

6.8 This Lease is a new tenancy for the purposes of the Landlord and Tenant (Covenants) Act 1995.

6.9 For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Lease is only enforceable by the parties to it and (if applicable) their respective successors in title.

6.10 Each of the provisions of this Lease is severable from the others. If at any time one or more of such provisions becomes illegal, invalid or unenforceable then the validity and enforceability of the remaining provisions of this Lease shall not be affected.

## 7. ENFORCEMENT AND JURISDICTION

7.1 This Lease is to be governed by and interpreted in accordance with English law.

7.2 The courts of England are to have jurisdiction in relation to any disputes between the parties arising out of or related to this Lease. Notwithstanding this clause the Landlord retains the right to sue the Tenant and any Guarantor and enforce any judgment against the Tenant or any Guarantor in the courts of any competent jurisdiction.

## 8. BREAK CLAUSE

8.1 The Tenant may end this Lease at any time by serving a Break Notice on the Landlord.

8.2 If the Tenant serves a Break Notice then this Lease shall determine on the Break Date subject to the Tenant:

- 8.2.1 giving vacant possession of the Premises to the Landlord and delivering to the Landlord all keys to the Premises; and
- 8.2.2 the Tenant paying all sums which have fallen due under this Lease and been properly demanded by the Landlord up to and including the Break Date.
- 8.3 The Landlord may in its absolute discretion waive compliance with all or any of the conditions or obligations set out in **clauses 8.1 and 8.2** but unless otherwise expressly agreed in writing such waiver shall not relieve the Tenant from liability to comply with the relevant condition or obligation.
- 8.4 If the provisions of this **clause 8** are complied with then, following service of a Break Notice, this Lease shall end on the Break Date but without prejudice to any right of action of either party in respect of any previous breach by the other of this Lease and without prejudice also to the continuing operation of this **clause 8**.
- 8.5 If the Tenant has paid any Rents which are attributable to any period after the Break Date (annual sums being apportioned for this purpose on a daily basis over a 365 day year) then on or as soon as practicable after termination the Landlord shall refund the appropriate sum to the Tenant.

## 9. LICENCE

The Tenant permits the Landlord to occupy the parish office ("Parish Office") and the large meeting room ("Meeting Room") for purposes relating to its functions as a parish council and on the terms detailed in **Schedule 5**

## 10. OPTION TO RENEW

- 10.1 The Landlord grants the Tenant, during the Option Period, an option to take the New Lease.
- 10.2 The Tenant may exercise the Option at any time during the Option Period by serving an Option Notice on the Landlord. The Option Notice must:
- 10.2.1 be given in accordance with **clause 6.7** of this lease;
- 10.2.2 exercise the Option in respect of the whole of the Premises and not in respect of part only.
- 10.3 If the Option is exercised in accordance with the terms of this clause, the Landlord will grant to the Tenant and the Tenant will accept from the Landlord the New Lease, provided that:

- 10.3.1 the Tenant cannot require the Landlord to grant the New Lease to any person other than the Tenant; and
- 10.3.2 no premium is payable for the grant of the New Lease.
- 10.4 The New Lease shall:
  - 10.4.1 include all of the terms, requirements, covenants and conditions contained in this lease except to the extent that they are inconsistent with the terms of this clause;
  - 10.4.2 be for a term of 35 years beginning on and including the contractual end date of this lease;
  - 10.4.3 not include an option to renew the New Lease.
- 10.5 The Landlord will grant the New Lease with full title guarantee.
- 10.6 If the Option is exercised, the Tenant will pay the Landlord's reasonable and proper legal costs and disbursements incurred in connection with the grant of the New Lease on the Completion Date.
- 10.7 Completion of the New Lease will take place on the date thirty working days after the date of service of the Option Notice.
- 10.8 If the Option is not exercised in accordance with the terms of this clause then, immediately after the expiry of the Option Period, the Tenant will remove all entries relating to the Option registered against the Landlord's title to the Premises.

Executed as a deed and delivered on the date set out above.

## SCHEDULE 1

### PART 1 - EXCEPTIONS AND RESERVATIONS

The right for the Landlord and all others from time to time authorised by the Landlord or otherwise entitled, and without any liability to pay compensation to enter and remain on the Premises upon reasonable prior written notice to the Tenant (except in emergency when no notice need be given) with or without tools, appliances, scaffolding and materials for the purposes of :

1. installing, inspecting, repairing, renewing, reinstalling, cleaning, maintaining or removing any Conduits; or
2. carrying out works under paragraph 3.7 of Schedule 3;
3. inspecting the state and condition of the Premises;
4. for any purposes to comply with its obligations in Schedule 4
5. for any purpose mentioned in or connected with:
  - 5.1 this Lease
  - 5.2 complying with any of its covenants contained in this lease

the person entering causing as little damage and inconvenience as reasonably possible and making good at its expense any damage caused to the Premises by such entry; and provided that before exercising any of such rights reasonable prior notice (save in emergency) shall be given to the Tenant

### PART 2 - TITLE MATTERS

The easements rights covenants and other matters contained or referred to in the Property and Charges Registers of the title to the Premises

All easements rights covenants and other matters affecting the Premises including any unregistered interests which fall within section 11(4)(c) or Schedule 3 or 12 of the Land Registration Act 2002.

Any registered interests which fall within any of the paragraphs of Schedule 1 or 3 of the Land Registration Act 2002 and any interests which fall within section 11(4)(c) of the Land Registration Act 2002.

Such registered interests as may affect the Premises to the extent and for so long as they are preserved by the transitional provisions of Schedule 12 of the Land Registration Act 2002.

**SCHEDULE 2**  
**INSURANCE**

**1. Landlord's Insurance Obligations**

1.1 The Landlord shall effect and maintain the following insurances in respect of the Premises and all fixtures, fittings and contents whether belonging to either party:

1.1.1 Insurance against damage or destruction by the Insured Risks in a sum equal to the full reinstatement cost from time to time including:

1.1.1.1 the cost of demolition, shoring up and site clearance; and

1.1.1.2 all architects' surveyors' and other professional fees and incidental expenses in connection with reinstatement; and

1.1.1.3 VAT on those amounts to the extent applicable and to the extent that the Landlord may not be able to recover that VAT from HM Revenue & Customs; and

1.1.2 third party and public liability insurance; and

1.1.3 insurance against liability under the Defective Premises Act 1972 (and any other statutory provision in respect of which the Landlord requires insurance).

1.2 The Landlord shall not be obliged to insure under **paragraph 1.1** if and to the extent that:

1.2.1 any normal excess exclusion, condition or limitation imposed by the Landlord's insurers applies; or

1.2.2 the Landlord's insurances have become void or voidable by reason of any act, neglect or default of the Tenant or any undertenant or any predecessor in title of either of them, or any employee, servant, agent, licensee or invitee of any of them; or

1.2.3 the Tenant or any undertenant or other occupier of the Premises has carried out alterations or additions to the Premises unless and until ten working days after the Landlord has expressly agreed to insure them and the Landlord has received written notice of their reinstatement value from the Tenant

and to the extent that any risk which would otherwise be an Insured Risk is not actually insured against as a result of any of the above matters, it shall not be treated as an Insured Risk.

- 1.3 The Landlord will, upon request, from time to time produce to the Tenant a copy or full details of the Landlord's insurances and evidence that they are in force.
- 1.4 The Landlord will notify the Tenant in writing of any change in the insurance policies from time to time which is material to the Tenant.
- 1.5 If the Landlord receives any commissions or other benefits for effecting or maintaining insurance under this Lease, it shall not be obliged to pass the benefit of them on to the Tenant.

## 2. Reinstatement

- 2.1 If the Premises are destroyed or damaged by any of the Insured Risks, the Landlord will use all reasonable endeavours to obtain all necessary consents to reinstate the Premises and if these are obtained, the Landlord will apply the insurance monies received under the insurance policy maintained under **paragraph 1.1**, and all monies received from the Tenant under **paragraph 4.1** and any other contributors, in reinstating the Premises with all reasonable speed making good any deficiency in the insurance monies received out of its own funds.
- 2.2 The Premises need not be reinstated under **paragraph 2.1** to the same state, appearance or layout as before, but, following any reinstatement, the Premises shall be of substantially the same nature, quality and net internal area as before, and the Premises shall enjoy substantially the same rights and amenities as before.

## 3. Tenant's Insurance Obligations

The Tenant shall:

- 3.1 not do, or fail to do anything which shall or may cause any of the Landlord's insurance policies to be void or voidable or increase the premiums payable under them;
- 3.2 not insure or maintain insurance of the Premises against any of the Insured Risks (save to the extent that the Landlord has failed to do so);
- 3.3 notify the Landlord of the incidence of any Insured Risk or any other matter which ought reasonably to be notified to the Insurers;
- 3.4 pay within fourteen days of written demand the whole of any increase in any premium arising from a breach of **paragraph 3.1**;
- 3.5 comply with all the conditions of the Landlord's insurance policy and all requirements of the Landlord's insurers; and

3.6 notify the Landlord in writing of the value of any alterations, additions or improvements which the Tenant or any undertenant proposes to make before those works are commenced.

#### 4. Vitiating of Insurance

4.1 If the insurance money under any of the Landlord's policies is wholly or partly irrecoverable or by reason of any act neglect or default of the Tenant or any undertenant or any predecessor in title of either of them, or any employee, servant, agent, licensee or invitee of any of them or where the sum insured is inadequate as a result of a breach by the Tenant of paragraph 3.6, then the Tenant will pay to the Landlord the irrecoverable amount or the amount of such shortfall as the case may be.

4.2 Subject to paragraph 4.4, payment under paragraph 4.1 shall be made on the later of the date of demand by the Landlord, and the date on which such insurance money (or the relevant part of it) would have been claimable under the Landlord's insurance policies had they not been wholly or partly vitiated.

4.3 In addition to any sum payable under paragraph 4.1, the Tenant shall pay interest at 4% above Interest Rate on the relevant sum from the date on which that sum is due to the date of payment.

4.4 The Tenant will, if required by the Landlord in writing either make the payment due under paragraph 4.1 or provide security for that payment (in an amount and a form agreed with the Landlord, who shall act reasonably in this respect) before the Landlord becomes obliged under paragraph 2.1 to endeavour to obtain all necessary consents for reinstatement or to begin reinstatement.

#### 5. Termination - damage by an Insured Risk

If, following damage or destruction of the Premises by an Insured Risk the whole, or substantially the whole, of the Premises are unfit for occupation and use or are inaccessible, either the Landlord or the Tenant may end this Lease by serving written notice on the other if they have not been made fit for occupation within three years of the date of the damage or destruction but without prejudice to the rights and remedies of the parties in respect of any prior breach of this Lease.

**SCHEDULE 3  
TENANT'S COVENANTS**

**1. To pay Basic Rent**

To pay the Basic Rent annually when and if demanded.

**2. To pay Outgoings**

2.1 To pay and discharge all Outgoings relating to the Premises at the times when they become due other than those payable by the Landlord as a result of requirements in the development, and construction and acquisition agreements and in any planning obligations at the date hereof for the building on the Premises.

2.2 If at any time the Premises is not separately assessed for any Outgoings, the Tenant shall pay to the Landlord within fourteen days of written demand a fair proportion of any assessment which includes the Premises.

2.3 Not without consent (which shall not be unreasonably withheld or delayed) to agree with the relevant authority any rating or other assessment in respect of the Premises, and to consult with (and have due regard to the representations of) the Landlord in the negotiations for any such assessment or any appeal against any such assessment.

**3. Repair and Decoration**

3.1 To keep the Interior in good repair, condition and decorative order

3.2 To redecorate the Interior as often as shall be reasonably necessary and also in the three months preceding termination of the Term (howsoever arising) unless such decoration has been carried out within twelve months immediately preceding such termination.

3.3 Before starting the last redecoration before termination, the Tenant shall obtain the Landlord's consent (which shall not be unreasonably withheld) to the colour scheme and the type of decoration.

3.4 Paragraphs 3.1 and 3.2 shall not apply to the extent that any lack of repair or decoration is caused by damage by an Insured Risk (unless paragraph 5 of Schedule 3 applies).

3.5 To keep the Premises in a clean and tidy condition.

3.6 To clean the glass of all windows in the Premises both inside and out as often as shall be reasonably necessary.

3.7 If the Tenant is in breach of this paragraph 3, then in addition to any other rights which the Landlord may have:

3.7.1 the Landlord may serve on the Tenant written notice specifying the breach in question; and

3.7.2 the Tenant shall as soon as practicable after receipt of that notice, and in any event within two months (or sooner in emergency) commence and proceed with all due speed to remedy the breach; and

3.7.3 if the Tenant fails to comply with paragraph 3.7.2, the Landlord may enter the Premises and carry out the relevant work and all costs incurred by the Landlord in so doing shall be a debt from the Tenant to the Landlord, which the Tenant shall pay on demand with interest on them at 4% above the Interest Rate from the date of demand to the date of payment.

3.8 The Tenant shall give written notice to the Landlord as soon as practicable after becoming aware of:

3.8.1 any damage to or destruction of the Premises; or

3.8.2 any defect or want of repair in the Premises (including without limitation any relevant defect within the meaning of section 4 Defective Premises Act 1972) which the Landlord is liable to repair under this Lease, or which the Landlord is nor may be liable to repair under common law or by virtue of any statutory or other provision.

#### 4. Yielding up on termination

4.1 On termination (howsoever arising), the Tenant shall yield up the Premises to the Landlord with vacant possession in a state of repair, condition and decoration which is consistent with the proper performance of the Tenant's covenants in this Lease and to provide to the Landlord the original health and safety file relating to the Premises together with all keys, alarm codes and operating manuals relating to plant, machinery and equipment at the Premises.

4.2 If, on termination, the Tenant leaves any fixtures, fittings or other items in the Premises the Landlord may treat them as having been abandoned and may remove, destroy or dispose of them as the Landlord wishes, and the Tenant shall pay to the Landlord on demand the cost of this with interest at 4% above the Interest Rate from the date of demand to the date of payment and indemnify the Landlord against any and all resulting liability.

4.3 Immediately before termination, unless advised by the Landlord no later than three months prior to termination that reinstatement is not required, the Tenant shall

reinstate all alterations, additions or improvements made to the Premises at any time during the Term (or pursuant to any agreement for lease made before the start of the Term) that were either carried out without the Landlord's consent (where required) or where the terms of such consent specifically stated that reinstatement would be required. Where this involves the disconnection of plant or Conduits, the Tenant shall ensure that the disconnection is carried out properly and safely, and that the plant and Conduits are suitably sealed off or capped and left in a safe condition so as not to interfere with the continued functioning of the plant or use of the Conduits elsewhere on adjoining property of the Landlord.

- 4.4 The Tenant shall make good any damage caused in complying with paragraph 4.3 and shall carry out all relevant works (including the making good of damage) to the reasonable satisfaction of the Landlord.
- 4.5 On termination, whether by effluxion of time or otherwise, the Tenant shall, if the Landlord requires:
- 4.5.1 co-operate with the Landlord in applying to the Land Registry for any registered title to this Lease to be closed and merged in the immediate reversion to it;
  - 4.5.2 deliver to the Landlord a discharge in appropriate form of all charges registered or noted on any such registered title;
  - 4.5.3 enter into any documents reasonably required by the Landlord to effect that closure; and
  - 4.5.4 pay the costs of the above, unless this Lease has determined by effluxion of time.
- 4.6 If the Tenant fails to comply with its obligations in paragraph 4.5 then the Tenant grants the Landlord an irrevocable power of attorney to take such steps and execute such documents on the Tenant's behalf to effect closure of the Tenant's registered title to this Lease.

## 5. Use and Management

- 5.1 The Tenant shall not use the Premises for any purpose except the Permitted Use.
- 5.2 The Tenant shall not use the Premises for any purpose or activity which is illegal, immoral, noisy, noxious, dangerous or offensive or which may be, or become, a nuisance to or cause damage or annoyance to the Landlord or any other person, or which might be harmful to the Premises or which will result in the disapplication of the Landlord's election to waive exemption in respect of the Premises under paragraph 2(1) of Schedule 10 to the Value Added Tax Act 1994.

- 5.3 The Tenant shall not use the Premises for the purpose of residing or sleeping nor for any sale by auction, nor as a betting office.
- 5.4 The Tenant shall not enter into any covenant in favour of any person (other than the Landlord) nor require a covenant from any person the effect of which is to restrict the use of the Premises further than it is already restricted by this Lease.
- 5.5 The Tenant shall manage the Premises in accordance with the objectives in the Position Paper.

**6. Alterations**

- 6.1 The Tenant shall not demolish the Premises or construct new buildings or make any structural alteration, addition or improvement to the Premises, nor install any mast, aerial or other equipment to the exterior of the Premises unless and until:
  - 6.1.1 the Tenant has submitted to the Landlord detailed plans and specifications showing the works; and
  - 6.1.2 the Tenant has given to the Landlord such covenants relating to the carrying out of the works and the reinstatement of the Premises as the Landlord may reasonably require; and
  - 6.1.3 the Tenant has if reasonably so required by the Landlord, provided the Landlord with suitable security which will allow the Landlord to carry out and complete the works if the Tenant fails to do so; and
  - 6.1.4 the Tenant has obtained the Landlord's consent to the works (which shall not be unreasonably withheld or delayed).
- 6.2 The Tenant may carry out internal, non-structural alterations, additions or improvements to the Premises without requiring the Landlord's consent.

**7. Signs**

- 7.1 The Tenant shall not fix or display in or on the Premises any permanent sign which can be seen from outside the Premises, without first obtaining the Landlord's consent (not to be unreasonably withheld or delayed).

**8. Dealings with the Premises**

- 8.1 Unless expressly permitted under paragraphs 8.2 or 8.3 or 8.4, the Tenant shall not assign, underlet, charge, part with or share possession or occupation of all or any part of the Premises, nor hold the Premises on trust for any other person.

8.2 The Tenant may (after giving written notice to the Landlord containing all relevant information) share occupation of the Premises with any Group Company, on condition that the sharing shall not create any relationship of landlord and tenant, and that on any occupier ceasing to be a Group Company the occupation shall immediately cease to be otherwise documented in accordance with this paragraph 8 and on the further condition that the sharing and the use to which the relevant Group Company intends to put the Premises will not result in the disapplication of the Landlord's election to waive exemption in respect of the Premises under paragraph 2(1) of Schedule 10 to the Value Added Tax Act 1994.

8.3 The Tenant may enter into Hub Licences without the Landlord's consent.

8.5 Within twenty eight days after any dealing with or transmission or devolution of the Premises or any interest in it (whether or not specifically referred to in this paragraph 8) the Tenant shall give to the Landlord at that time notice in duplicate specifying the basic particulars of the matter in question, and at the same time supply a certified copy of any instrument making or evidencing it, and (if applicable) a certified copy of the relevant notice and declaration under section 38A of the Landlord and Tenant Act 1954.

8.6 From time to time, on demand, during the Term the Tenant shall provide the Landlord with particulars of all derivative interests of or in the Premises including particulars of rents, rent reviews, service and maintenance charges payable in respect of them and copies of any relevant documents, and the identity of the occupiers of the Premises.

## **9. Legal obligations and necessary consents**

9.1 The Tenant shall comply with all legal obligations relating to the Premises.

9.2 Where the Tenant receives from an authority any formal notice relating to the Premises (whether or not the notice is of a legal obligation) it shall immediately send a copy to the Landlord and, if requested by the Landlord, make or join in making such objections, representations or appeals in respect of it as the Landlord may reasonably require (except those which are to the detriment of the business of the Tenant or any permitted occupier of the Premises).

9.3 Where any legal obligation requires the carrying out of works to the Interior, the Tenant shall (if and to the extent required by this Lease) apply for consent, and any necessary consents to carry out the works and after obtaining them the Tenant shall carry out the works and after obtaining them the Tenant shall carry out the works to the reasonable satisfaction of the Landlord.

9.4 Before doing anything at the Premises which requires any necessary consents (and whether or not the Landlord shall have issued its consent to that thing under the other provisions of this Lease) the Tenant shall:

9.4.1 obtain all necessary consents for the purpose; and

9.4.2 produce copies of all necessary consents to the Landlord; and

9.4.3 obtain the approval of the Landlord (which shall not be unreasonably withheld) to the necessary consents and the implementation of them; and

9.4.4 indemnify the Landlord against all liability to make any payments required as a condition of the grant or implementation of such necessary consents

provided that the Tenant shall not without the Landlord's consent (not to be unreasonably withheld or delayed) make or alter any application for any necessary consent.

9.5 Where any necessary consent implemented by the Tenant or any undertenant or permitted occupier of the Premises requires works to be carried out by a date subsequent to the end of the Term, the Tenant shall ensure that those works are completed before the end of the Term.

9.6 If the Tenant receives, or is entitled to receive any statutory compensation in relation to this Lease (other than from the Landlord) and if determination occurs otherwise than by effluxion of time, the Tenant shall, upon determination pay to the Landlord a fair proportion of that compensation.

9.7 If and when called upon to do so, the Tenant shall produce to the Landlord all plans, documents and other evidence which the Landlord may reasonably require in order to satisfy itself that this paragraph 9 has been complied with.

## 10. Conduits and Plant

The Tenant shall not use the Conduits or any plant at the Premises:

10.1 for any purpose other than that for which they are designed; or

10.2 so as to exceed the capacity for which they are designed.

## 11. Overloading and Damage

11.1 The Tenant shall not overload any part of the Premises.

11.2 The Tenant shall keep any machinery installed by it in the Premises in good condition.

- 11.3 The Tenant shall maintain, to the reasonable satisfaction of the Landlord and to the satisfaction of the Landlord's insurers, adequate fire prevention apparatus upon the Premises and shall, from time to time, remove from the Premises all waste and inflammable material as quickly as possible.
- 11.4 The Tenant shall take reasonable steps to prevent Waste from escaping from the Premises and to ensure that it is kept in suitable containers and removed regularly.
- 11.5 The Premises are to be locked or otherwise secured when not in use.
- 11.6 The Tenant shall not keep produce or use any Hazardous Material on the Premises without the Landlord's consent (not to be unreasonably withheld or delayed).
- 11.7 Any request by the Tenant for consent under paragraph 11.6 shall be in writing and shall be accompanied by:
- 11.7.1 all information required to demonstrate, to the reasonable satisfaction of the Landlord, that any such Hazardous Material is necessary to the business of the Tenant and will be kept produced or used in such manner as to comply with all Environmental Law; and
- 11.7.2 all relevant information regarding compliance with any relevant Environmental Law (such information to include without limitation copies of applications for necessary consents relating to any manufacturing processes, waste treatments, recycling storage or disposal practices).
- 11.8 The Tenant shall as soon as practicable notify the Landlord in writing of any change in the facts and circumstances assumed or reported in any application for or granting of consent or any necessary consent to any Hazardous Material kept produced or used on the Premises.
- 11.9 The Tenant shall indemnify the Landlord against all losses, claims, or demands in respect of any breach of Environmental Law arising out of the Tenant's use or occupation of the Premises or the state of repair of the Interior PROVIDED THAT such indemnity shall not extend to the presence or migration of contamination present at the Premises prior to the date of this Lease where such presence or migration is not as a result of the Tenant's breach of its obligations in this Lease.
- 11.10 The Tenant shall notify the Landlord as soon as possible of any want of repair of the Exterior.
- 12. Rights and Easements**
- 12.1 The Tenant shall not grant to any third party any rights of any nature over the Premises (except as permitted under paragraph 8).

12.2 The Tenant shall preserve all easements and rights currently enjoyed by the Premises, and in particular (without limitation) will not obstruct any of the windows of the Premises.

12.3 The Tenant shall not do or omit to do anything whereby any right of prescription may arise against the Landlord.

### 13. Entry by the Landlord

13.1 Upon reasonable prior written notice (except in emergency when no notice need be given) the Tenant shall permit the Landlord and those authorised by it at all times to enter (and remain unobstructed on) the Premises for the purpose of:

13.1.1 exercising the rights reserved by Part 1 of Schedule 1; or

13.1.2 inspecting the Premises for any proper purpose; or

13.1.3 making surveys or drawings of the Premises; or

13.1.4 complying with the Landlord's obligations under this Lease, or with any other legal obligations of the Landlord; or

13.1.5 erecting a notice board stating that the Premises is to let or for sale (which the Tenant shall not remove, interfere with or obscure); or

13.1.6 carrying out works which are the responsibility of the Tenant under this Lease, but which the Tenant has failed to do.

13.2 The Tenant shall keep the Landlord informed of the names, addresses and telephone numbers of at least two persons who have keys to the Premises.

### 14. Costs

14.1 The Tenant shall pay to the Landlord within fourteen days of written demand, on a full indemnity basis, all costs, expenses, losses and liabilities properly incurred by the Landlord as a result of or in connection with:

14.1.1 any breach by the Tenant of any of its covenants or obligations in this Lease and/or the enforcement, or attempted enforcement, of those covenants and obligations by the Landlord; and

14.1.2 any application for consent under this Lease, whether or not that consent is refused or the application is withdrawn; and

14.1.3 the occurrence of any of the events mentioned in clause 5 above, and of the preparation and service of any notice under section 146 or 147 Law of

Property Act 1925, notwithstanding that forfeiture may be avoided otherwise than by relief granted by the Court; and

14.1.4 the preparation and service of any notice under paragraph 3.8 or any schedule of dilapidations served during the Term, or within three months after termination.

14.2 If any payment which falls to be made by the Tenant to the Landlord under this Lease by way of indemnity or on an indemnity basis (initial indemnity payment) is taxable in the Landlord's hands, the sum payable shall be increased, so that after payment of tax on it the Landlord retains a net sum equal to the initial indemnity payment.

## 15. Title Matters

The Tenant shall observe and perform all covenants in respect of the Premises arising from the Title Matters so far as they affect the Premises and are still subsisting.

## 16. VAT

16.1 The Tenant shall on demand pay and indemnify the Landlord (which in this clause shall include any company which is a member of the same VAT group as the Landlord) against:

16.1.1 any input VAT which is irrecoverable by the Landlord or which the Landlord is required to pay or repay to HM Revenue and Customs as a result of the Tenant not being a taxable person for VAT purposes or the Premises being used for making supplies which are not wholly or in sufficient part taxable supplies for VAT purposes, or for other ineligible purposes;

16.1.2 all interest and penalties suffered by the Landlord as a result of the matters referred to in paragraph 16.1.1.

16.1.3 all costs and expenses properly incurred by the Landlord in connection with the matters referred to in paragraphs 16.1.1 and 16.1.2.

16.2 If any sum is due from the Tenant to the Landlord or any supply is made to the Tenant for VAT purposes under this Lease the Tenant shall also pay to the Landlord a sum equal to the amount of VAT chargeable by the Landlord on that sum at the same time as the sum is due or the supply is made (as the case may be).

16.3 If any sum is due from the Tenant to the Landlord under this Lease by way of reimbursement for any cost, fee or expense or by way of indemnity, the amount to be reimbursed shall include any input VAT to the Landlord

## 17. Premises Licence

The Tenant shall not surrender or vary the Premises Licence in relation to the licensable activities under the Licensing Act 2003 carried out at the Premises without the Landlord's consent.

**17. EPC Information**

The Tenant must provide to the Landlord free of charge a copy of any EPC (together with copies of all information used to prepare the EPC) that the Tenant obtains or commissions in respect of the Premises or that the Tenant is required to obtain as a result of any alterations the Tenant carries out to the Premises.

**SCHEDULE 4  
LANDLORD'S COVENANTS**

**1. Quiet Enjoyment**

If the Tenant observes and performs the Tenant's covenants and obligations in this Lease, the Tenant may peaceably hold and enjoy the Premises during the Term without any lawful interruption or disturbance from or by the Landlord, or any person claiming through, under or in trust for the Landlord.

**2. Repair and Maintenance**

- 2.1 To keep the Exterior in good repair, condition and decorative order.
- 2.2 To redecorate the Exterior as often as shall be reasonably necessary.
- 2.3 To keep the Conduits in good repair and working order
- 2.4 To keep such parts of the Premises as are not built upon properly surfaced and in good repair or, where applicable, properly cultivated and maintained.

**3. Disposal of Freehold**

Not to dispose of its freehold interest in the Premises without first consulting the Tenant and considering any representations made by it.

**SCHEDULE 5  
LICENCE TO OCCUPY**

**1. LICENCE TO OCCUPY**

**1.1** The parties acknowledge that:

1.1.1 the Landlord shall occupy the Parish Office and Meeting Room as a licensee and that no relationship of landlord and tenant is created between the parties in relation to the rights in this **Schedule 5**

1.1.2 the Tenant retains control, possession and management of the Premises and the Landlord has no right to exclude the Tenant from the Parish Office and Meeting Room other than:

1.1.2.1 when they are in use by the Landlord;

1.1.2.2 insofar as such rights arise by the Landlord as landlord rather than licensee

**2. LICENSEE'S OBLIGATIONS**

**2.1** The Landlord agrees and undertakes:

2.1.1 To pay to the Tenant the licence fee of £9,580 or such other amount as may be agreed in writing by the Landlord and the Tenant from time to time payable without any deduction in advance on 1 January of each year

2.1.2 To keep the Parish Office and Meeting Room clean, tidy and clear of rubbish whilst within its control

2.1.3 Not to use them other than for normal and reasonable purposes relating to its function as Parish Council

2.1.4 to comply with all laws and with any recommendations of the relevant suppliers relating to the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities

**3. TERMINATION**

**3.1** The licence to occupy granted by this Schedule shall end on the earliest of:

3.1.1 the expiry of the term of the Lease; or

3.1.2 upon prior agreement by the Landlord and the Tenant

3.2 Termination is without prejudice to the rights of either party in connection with any antecedent breach of any obligations subsisting under this agreement.

4. **RIGHTS GRANTED**

4.1 The Tenant grants the Landlord the right to pass and repass over such parts of the Premises as are reasonably required to provide access to and egress from the Meeting Room and Parish Office.

ANNEXURE 1  
POSITION PAPER

**POSITION PAPER:**

**ROLES AND RESPONSIBILITIES -**

**THE PARISH COUNCIL AND THE COMMUNITY  
HUB MANAGEMENT GROUP**

## 1. Overview:

Planning permission has been granted for the Community Hub, together with a formal commitment from the Parish Council to complete the project and provide the facility. It is now appropriate to define what will be the best ways to organise village resources to assure success.

To date, the work has been divided up successfully into two categories: the specification and procurement of the fabric of the building; and the work involved in defining, setting up and managing the organisational structure needed for its day-to-day and ongoing operation.

The procurement of the building has been the responsibility of the Parish Council Hub Sub Committee. It is anticipated this same body will continue to work towards the completion of the build, culminating in the formal handover of the Community Hub building from Iceni/Hundred Houses.

The Parish Council initiated the organisation of a Hub Holding Trust: tasked with the work of setting up and operating the Hub. Subsequently, it has transpired that a company limited by guarantee would be a more appropriate organisation for this work, rather than an unincorporated trust, and so arrangements now need to be made for the creation of that company.

The reasons for choosing a separate management vehicle to run the day-to-day operation of the hub, separating this activity from the to parish council, include the following:

- To clearly place the routine responsibility for, and functions provided by, the community hub within the community it serves, and
- To take advantage of charitable status, conferring tax and fund-raising opportunities otherwise unavailable to the parish council

The reasons for choosing to operate the management vehicle through a Company Limited by Guarantee, rather than an unincorporated trust, include the following:

- To shelter the Directors of the company from personal liability when acting in a professional or advisory capacity and free of any deliberate wrongdoing, and
- To provide a corporate body that will continue regardless of changes in its directors or members

It is important that the company is set up in such a way that the following conditions are assured for the short, medium and long-term security of the Hub facility:

- ❖ That the Hub operates for the benefit of the community in keeping with the present and future wishes of its freehold owner: the Parish Council. This means that the Parish Council needs to be the primary influence, from the outset and into the future, in defining and publishing the strategic purpose and objectives of the Hub.

- ❖ That the planning and implementation of the operational aspects of the Hub are carried out by a company that is optimally organised to perform that work efficiently and flexibly, and in line with modern business practices and appropriate standards and regulations.

For these two conditions to be secured from now into the future, it is important that the underpinning arrangements between the Parish Council and the company are well founded. This document proposes the underlying principles of that arrangement.

It is fundamental that the Parish Council and the management vehicle (hereinafter called the 'Community Hub Management Group' (MG)) must work together in close liaison, with trust and co-operation paramount throughout the processes of procurement of the Hub and its long-term management

## **2. *Mission of the Community Hub Management Group***

The mission of the MG has two components:

- 2.1 To provide a vibrant, open, cost effective and trustworthy operational framework through which the residents of Melbourn can receive the very best services feasible within the scope of the Community Hub facility.
- 2.1 To operate with integrity within the terms of the lease agreed between the company and the Parish Council.

## **3. *Role of the Parish Council (PC)***

- 3.1 To maintain a feasible and sustainable strategic vision for the Hub, including the range of facilities, services and benefits the MG should endeavour to provide (See Appendix 1 -Project Charter)
- 3.2 To procure and carefully maintain the fabric of the building and fundamental fixtures and fittings necessary to enable the strategic vision to be delivered
- 3.3 To support the initiation and on-going existence of a MG configured to set up and operate the Hub efficiently and effectively
- 3.4 To establish in collaboration with the MG: systems, measures and controls that assure the current and future operation of the Hub is in line with the Council's strategic vision.

## **4. *Role of the Community Hub Management Group***

- 4.1 To collaborate with the PC in establishing the systems, measures and controls that underpin the on-going integrity of the PC's strategic vision
- 4.2 To define a business model for the Hub that is feasible, sustainable and reflects the strategic vision set out by the PC
- 4.3 To plan and carry out the work necessary to set up and evolve the running of the Hub along the lines defined in the business model, in

- keeping with good business practice and appropriate best standards and regulations
- 4.4 To establish, in line with the plan, the operating systems necessary for the running of the Hub business, including the definition of appropriate policies, processes and procedures, training and safety measures
  - 4.5 To define and implement, in line with the plan, a recruitment programme for employed and volunteer staff
  - 4.6 To identify and implement any measures necessary to maintain the long term successful operation of the Hub including review and adaptation of the business model in terms of current operating experience, changes in the needs of the village residents, changes in regulations, the business environment, etc.
  - 4.7 To inform the PC, formally and on a pre-agreed regular basis, on the operation of the Hub, including making observations and recommendations for the on-going validity of the strategic vision
  - 4.8 To set up and implement a process of election of the officers of the MG to assure the long-term representation of Melbourn Residents

**5. *The Lease between the Parish Council (PC) and the Community Hub Management Group (MG):***

- 5.1 To be entered into after the freehold interest in the Hub has been acquired by the PC
- 5.2 To govern the relationship between the parties throughout the term of the Lease
- 5.3 To achieve a correct balance between the need for the PC to protect its property and investment and sufficient freedom for the MG to run the Hub activities in a proper and effective way
- 5.4 To prescribe the issues listed in section 6.3 of the Melbourn Community Hub Review Report dated 24th August 2012 (See Appendix 2)

**6. *Structure of the MG & Representation on it:***

- 6.1 It will be a Company Limited by Guarantee
- 6.2 It will be governed by a Memorandum and Articles of Association
- 6.3 It will be registered as a Charity
- 6.4 It will take over the functions of the Holding Trust
- 6.5 The Holding Trust will be formally terminated
- 6.6 It will operate the long-term management of the Hub within the parameters and objectives set out in the Lease, which will underpin the PC's vision for its use
- 6.7 Parish Councillors will be welcome to attend any formal Directors' Meetings. There will be no minimum number of Parish Councillors on the Board of Directors but any Parish Councillor has the same rights as any other eligible member of the Melbourn community to be voted in at an AGM

## APPENDIX 1 – PROJECT CHARTER (as set out in the hub review report)

### Project Charter

The project charter provides a simple 'plan on a page' that gives a succinct overview of the key aspects of the project to deliver a completed Community Hub. The details included are as known at the time of writing this latest version of the Review Report and may be subject to change.

<b>Project Title:</b> Melbourn Community Hub Building	
<b>Project Sponsor:</b> Melbourn Parish Council	<b>Project Manager:</b> John Poley
<p><b>Goal Statement:</b>                  The Melbourn Village Plan survey identified significant resident desire for access to centralised amenities such as a library, general meeting space, information centre, computing and printing equipment and coffee bar etc. At present the library is situated in a less than ideal situation and the building is inadequate. No suitable premises currently exist to house this or the other amenities requested. However, recent redevelopment plans submitted by '100 Houses' for the Old Police site in the village have provided an opportunity to include a bespoke designed building which could co-locate these amenities alongside a small housing development on the High St, providing a 'Community Hub'. Melbourn Parish Council surveyed its residents to gauge their response to this opportunity. After positive feedback, Melbourn Parish Council are commissioning the design and build of a new Melbourn Village Community Hub building at the Old Police site on the High St to provide amenities and facilities that the village residents have requested. The building intends to support a zebra crossing access linking the two sides of the high street, with safety in mind and supporting the safer routes to school campaign. It will also provide a centralised access to the Parish Clerk. A fully equipped kitchen and cafe will provide income to cover running costs. Residents will have access to a range of outreach services. The goal is to have the building fully completed for community use by Dec 2013.</p>	
<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Meeting the identified needs of residents</li> <li>• Supporting the Village Plan</li> <li>• Encouraging community activity and socialisation</li> <li>• Improved access for library, being centralised in the village</li> <li>• Bespoke new facilities and amenities</li> <li>• Access to on line services and information</li> <li>• Community welfare and wellbeing through access to outreach services</li> <li>• Employment Opportunities</li> <li>• Income for the community</li> </ul>	
<p><b>Stakeholders (parties involved or affected)</b></p> <ul style="list-style-type: none"> <li>• Melbourn Village residents</li> <li>• Melbourn Parish Council</li> <li>• Melbourn Village Plan Committee/Holding trust Committee</li> <li>• 100 Houses</li> <li>• South Cambs District Council</li> <li>• Cambs County Council</li> </ul>	
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Building plans</li> <li>• Project Plan</li> <li>• Community Hub Building</li> <li>• Facilities and amenities in place and operational</li> </ul> <p><b>Dependencies:</b></p> <ul style="list-style-type: none"> <li>• Planning Approval</li> <li>• Funding</li> <li>• Building programme completed</li> <li>• Community usage</li> </ul>	<p><b>Milestones:</b></p> <ul style="list-style-type: none"> <li>• Architect design and plans in place Jan 12</li> <li>• Planning application submitted Mar 12</li> <li>• Planning application agreed Aug 12</li> <li>• Demolition/securing site Aug 12</li> <li>• Judicial planning review period end Nov 12</li> <li>• Building begins Dec 12</li> <li>• Building completed Dec 13</li> <li>• Facilities installed and working Dec 13</li> <li>• Community access &amp; use Jan 14</li> </ul>

## APPENDIX 2 – LEASE PROVISIONS (Taken from the Review Report to the Parish Council of 24 August 2012)

### 6 Legal Aspects - Ownership and Operation of the Hub

#### *6.3 Hub Lease Arrangements between the Parish Council and the Management Company*

The Lease Agreement is not yet prepared, as it will be entered into after the hub has been completed and the Transfer of the freehold interest to the Parish Council has been completed. It will need to prescribe in detail the relationship between the Parish Council as freehold owner of the Hub and the management vehicle as leaseholder. It will need to set out the obligations and responsibilities of each party, covering such issues as: maintenance of the building and its contents, including painting and decoration and re-instatement

payment of outgoings (rates, utility accounts, service charges, any contributions payable to the developer or others relating to the other areas of the development, etc)

- responsibility for insuring the Hub and payment of insurance premiums (these two obligations will not necessarily fall on the same party)
- responsibility for running the "business" of the Hub, employing staff and arranging the occupational licences
- information and communications between the parties
- restraints upon disposals of the whole or part of the leasehold interest (sales, assignments, subleases, etc)
- rights and easements which are granted to the leaseholder or reserved to the Parish Council (access, service conduits, etc)
- a miscellany of covenants, mainly on the part of the leaseholder to protect the Parish Council
- termination of the Lease in various circumstances

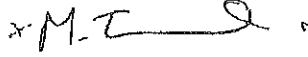
The Lease will need to prescribe the length (term) of the leasehold interest, and the rent or other payments due under it.

The actual contents of all these provisions are matters for negotiation and advice. There will no doubt be many other matters to include in the Agreement; leases are normally very long documents.

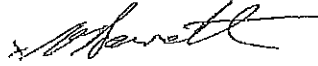
EXECUTED as a deed by  
MELBOURN PARISH  
COUNCIL by the signatures of

)  
) x  
)

Councillor

x 

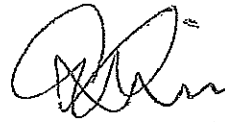
Councillor

x 

EXECUTED as a deed by  
MELBOURN COMMUNITY HUB  
MANAGEMENT GROUP by the signatures  
of;

)  
) x  
)  
)

Director



Director/Secretary

x 

## **Melbourn Community Hub Management Group (MCHMG)**

### **Quarterly Report for Melbourn Parish Council (MPC) – meeting 24<sup>th</sup> June 2026**

#### **1. Café uplift**

In April, we launched a revamp of the café space with the new colourful chairs, some soft seating, a purpose built stylish till counter, a new booklet style menu and other finishing touches.

Customers have been very complimentary about the uplift. The new chairs have proved extremely comfortable as well as sturdy and very easy to keep clean.

The MCHMG are grateful for the Parish Council's support in renewing the chairs and enabling this fresh new look.

#### **2. Services**

The Hub continues to have a fantastic reputation for what it delivers that stretches far afield. It is also held in high regard by the NHS, and the Hub is considered the number one venue by the NHS community immunisation service following another walk-in vaccination clinic on 14<sup>th</sup> June for children and eligible adults.

A notable change is the movement of Cambridge Building Society from upstairs into a downstairs room as the stairlift has been unusable for some months due to issues obtaining parts we understand. This new location in the building has proved very positive for customers of the building society service.

#### **3. Parish Council License to Occupy**

MPC's current office space which is provided by MCHMG under a license to occupy has become inadequate as numbers of MPC staff have grown significantly in recent times.

Following discussions between MPC and MCHMG, additional room space has been offered and subject to both parties signing of the 'deed of variation' that has been drafted to amend the licence terms, the additional space will become available to MPC from 1<sup>st</sup> August 2026.

#### **4. MCHMG meetings**

We were pleased to welcome MPC chair Cllr Clark to attend for a short session prior to the board's April meeting to meet more of the MCHMG directors and discuss joint points of interest. This invitation is open to all Parish Councillors to attend MCHMG board meetings for about 15 – 20 minutes to help widen the engagement between the individuals who are part of MPC and MCHMG. The next MCHMG meeting date will be agreed shortly, and this will be notified to the Parish Clerk to share with councillors.

Melbourn Hub's AGM will be on 21<sup>st</sup> July 2026.

#### **5. Events**

The Hub continues to provide a variety of events for the community and many of these have a family focus that is also about inclusivity.

Turn on to Christmas (a collaboration between Melbourn Fete and Melbourn Hub) is a prime example of inclusivity and will be with us once again later this year, bringing together the village for a truly community spirited annual celebration.

Look out on our website, Facebook pages and in the local magazines for news on events and activities as they are announced, including musical entertainment this Autumn and Winter. The Hub is proud to bring high-quality entertainment into the heart of the community at a fraction of the cost of City venues.

It must be said that these special events rely heavily on volunteers and we are grateful to all those who give up their time to make them happen.

**Melbourn Hub Community Management Group**

**15<sup>th</sup> June 2026**

# Expenses Claim Form

Page \_\_\_\_ of \_\_\_\_

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

Name: Stephanie Traykum

Address: .....

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

Date	To	From	Purpose of Visit	Total Miles
Total Miles				
Rate per Mile £				
TOTAL of MILEAGE claimed on this sheet £				

**Other Expenses**

Date	Description	Amount (£)
<u>3/6/26</u>	<u>Melbourn Hub - meeting</u>	<u>20.25</u>
TOTAL of OTHER EXPENSES claimed on this sheet £		

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

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

Signature of Claimant: ..... Date: .....

Authorised by: [Signature] Date: 22.6.26

**NOTE: Continue on a second numbered sheet if necessary**

Stephano expenses.

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

JANE H REG Terminal-01  
WEDNESDAY 3 JUNE 2026 12:07 215659

ORDER NO: 58  
TABLE NO: 10  
COVERS 2

2 HOT DRINKS £6.10  
6 SANDWICHES £17.50  
Open Table 10  
HOT DRINK VOUCHER £-3.35

8 No  
TOTAL £20.25  
CREDIT CARD £20.25

RATE NET TAX  
T1 VAT @ 20% £5.08 £1.02  
T2 VAT (food) @ 20% £14.58 £2.92

VAT No 276 1365 90

Thank you for visiting us  
Please come again

expenses.

MELBOURN HUB  
CENTRE  
MELBOURN  
3 263303

Terminal-01  
12:07 215659

VO: 58  
VO: 10  
RS 2

2 HOT DRINKS £6.10  
6 SANDWICHES £17.50  
Open Table 10  
HOT DRINK VOUCHER £-3.35

8 No  
TOTAL £20.25  
CREDIT CARD £20.25

RATE NET TAX  
T1 VAT @ 20% £5.08 £1.02  
T2 VAT (food) @ 20% £14.58 £2.92

VAT No 276 1365 90

Thank you for visiting us  
Please come again


Expenditure Authorisation

Date: 04/06/26

Account code: 4070.

Budget code: 100.

PC 240626

Signature: 

## Bingo at Cozy Corner



## Wellbeing Walkers



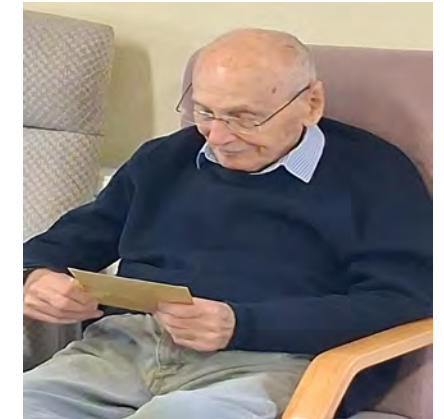
## Birthday celebrations



## June Memory Café



## CUBG Visit to celebrate 5 yrs of walking group



# Melbourn Community & Timebank Report: May & June '26

## May/June activities

4	Chair based Yoga sessions at Coffee mornings
2	<b>Birthday celebrations for Volunteers and visitors at Cozy corner, <u>Ray who is 98yrs young</u> 😊</b>
2	Games Night 18 <sup>th</sup> May 5 attendees June 22 <sup>nd</sup> 6 enjoyed the evening
2	<b>Social Prescriber referrals</b>
2	Dementia Friendly Singalongs May 8 <sup>th</sup> and June 12 <sup>th</sup>
1	Referral from Kari, Acre Village Agent
1	<b><u>Greenways Project attended Wellbeing Walk and conducted interviews - May 20<sup>th</sup> videos attached</u></b>
15/ 17	<b>MACS</b> Cozy Corner/Food Bank sessions
1	<b>Well-being Walk 5 year anniversary trip to Cambridge University Botanic Gardens 10<sup>th</sup> June - 26 attendees</b>
1	Memory Cafes May 23 <sup>rd</sup> & June 20 <sup>th</sup> 50 attendees
2	

## Regular activities

<b>Mondays</b>	<b>Food Bank</b> 9.30-11.30 at The Pavilion & Lunch at 12.00 and <b>Cozy Corner 12-3</b> with Craft group at Vicarage Close Games nights once per month at The Black Horse
<b>Wednesdays</b>	Wellbeing Walk 10.30 🚶
<b>Thursdays</b>	Coffee Morning 10-12 at Vicarage Close with Yoga every 2 weeks and <b>Food Bank 9.30-11.30 at the Pavilion and then Cozy Corner 12-3</b> at Vicarage Close

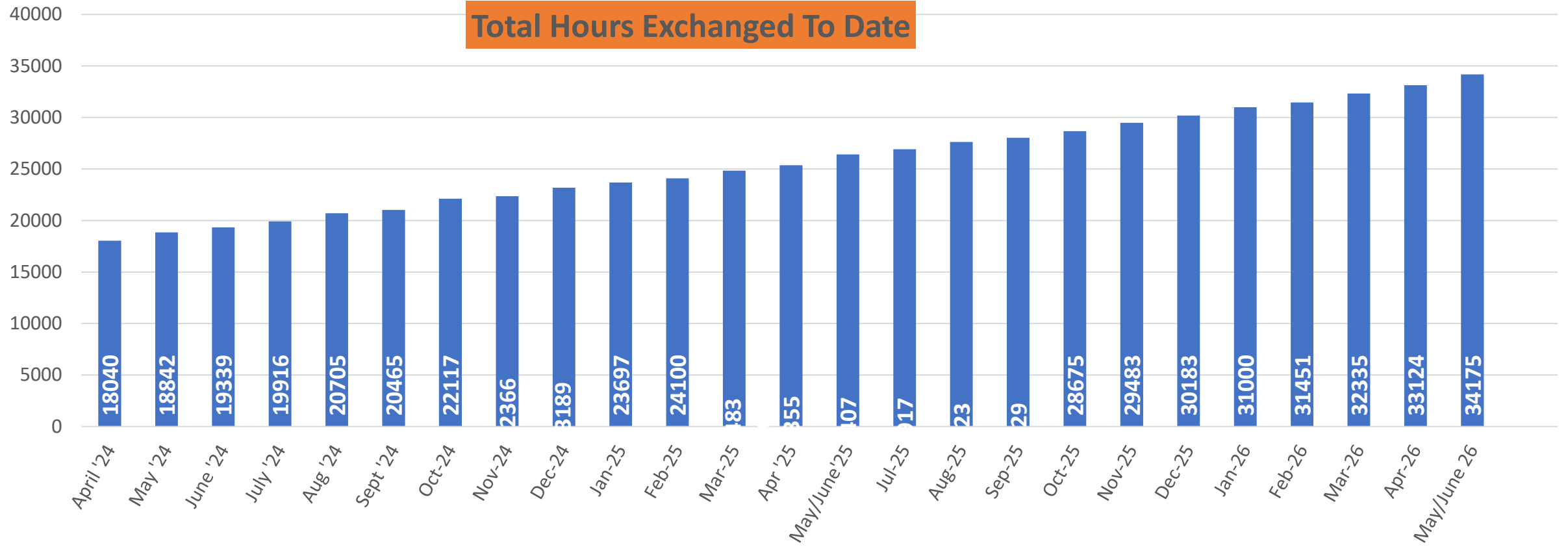
## Membership growth data: to 23/06/26

	April	June	Conversion	Pipeline
Individual Members	176	179	3	3
Organisational Members	18	18	-	-

## Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
2120	552	9000

## Total Hours Exchanged To Date



### **AOB/Forthcoming Events**

Community support for dementia trip to Felixstowe 22<sup>nd</sup> August

Annual Picnic 26<sup>th</sup> August



# Cambridgeshire Community Hubs Network

## Activity reporting form for April 2026

### Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	5 <sup>th</sup> May 26

### About your Hub's activities

What activities have you (or other individuals/organisations) provided at your Hub?
Board Games Kurling Indoor Bowls Covid Vaccination Clinic Lunch Bingo Social Prescriber visits

### Your Hub's operating dates and times during April 2026

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thursday 2nd	12.00	3.00	15	5
Thursday 9th	12.00	3.00	11	5
Monday 13 <sup>th</sup> Lunch (16)	12.00	3.00	16	6
Thursday 16th	12.00	3.00	15	4
Monday 20 <sup>th</sup> Lunch (17)	12.00	3.00	16	5
Thursday 23 <sup>rd</sup>	Hearing Help			



## 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
Monday 27 <sup>th</sup> Lunch (14)	12.00	3.00	13	6
Thursday 30 <sup>th</sup> Covid Booster Clinic	12.00	3.00	54	7

### Submitting your form

Please email your completed form to Alison Brown, Head of Business Services via [alison.brown@camsacre.org.uk](mailto:alison.brown@camsacre.org.uk).

# Emergency Evacuation Premises Agreement

This agreement is made on: 24 June 2026

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

and

**Melbourn Village College**  
The Moor  
Melbourn  
SG8 6EF

## 1. Purpose

The purpose of this Agreement is to set out the terms under which Melbourn Parish Council will permit the Melbourn Village College to use the Premises as a temporary evacuation location in the event of an emergency affecting the College's normal site.

## 2. Premises

The premises covered by this Agreement are:

Melbourn Sports Pavilion  
The Moor  
Melbourn  
("the Premises")

- Use is limited to the Premises as reasonably required in an emergency – to include the building and the recreation ground.

## 3. Terms of Agreement

- This Agreement is a **licence for temporary emergency use only** and does not create a tenancy or confer exclusive possession.
- This Agreement shall commence on 24 June 2026 and continue until terminated in accordance with clause 10.

## 4. Permitted Use

The School may use the Premises:

- Only in the event of a genuine emergency requiring evacuation.
- For temporary accommodation of students and staff.
- For the minimum period reasonably necessary.

## 5. Access and Notification

- The Parish Council will use reasonable endeavours to ensure access to the Premises in an emergency, subject to safety and availability.
- The College shall notify the Parish Council or nominated contact as soon as reasonably practicable when access is required.
- Access arrangements (keys / contacts) are set out in Schedule 1.

## **Emergency Evacuation Premises Agreement**

### **6. Responsibilities of the College**

The College agrees to:

- Retain full responsibility for the supervision, behaviour, safeguarding, and welfare of all students and staff.
- Ensure compliance with all relevant health and safety and safeguarding legislation.
- Use the Premises respectfully and only for the permitted purpose.
- Leave the Premises in a clean and tidy condition.
- Report any damage immediately.
- Indemnify the Parish Council against any claims, loss, or damage arising from its use of the Premises (except where caused by the Parish Council's negligence).
- Maintain appropriate insurance cover, including public liability insurance.

### **7. Responsibilities of the Parish Council**

The Parish Council agrees to:

- Take reasonable steps to ensure the Premises are safe for use.
- Inform the College of any known hazards or restrictions.
- Maintain its own appropriate insurance cover.

### **8. Damage and Costs**

- The School shall be responsible for the cost of repairing any damage caused during its use (fair wear and tear excepted)
- The Parish Council may recover reasonable costs for exceptional cleaning or repairs
- The Premises will be made available free of charge

### **9. Liability**

- Each party shall be responsible for its own acts and omissions.
- The College accepts responsibility for all persons under its control while using the Premises.
- Nothing in this Agreement limits liability for death or personal injury caused by negligence or any other liability that cannot be excluded by law.
- The College confirms it has read and accepted the Risk Acknowledgement at Schedule 2.

### **10. Termination**

Either party may terminate this agreement by giving 3 months written notice. Either party may terminate immediately if the other commits a material breach.

### **11. Review**

This Agreement may be reviewed and updated at any time by mutual written agreement.

### **12. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

## Emergency Evacuation Premises Agreement

### Schedule 1 – Information and Contacts

#### OPENING THE PAVILION

- The key safe is located on the wall near the entrance to the pavilion.
- The code for the key safe is [REDACTED]
- There are three keys in the key safe :
  - o One will access the security gate on the veranda **and** the main door to the Pavilion;
  - o The small key is for the wooden emergency access gate in Little Hands car park. Please note: This gate **must** be unlocked when you are using the Pavilion.
  - o The blue key is for the metal gate at the entrance to The Moor – this gate will be closed during certain hours and should be unlocked if emergency access is required.
- As soon as you open the main door, the alarm will start to beep. Key in the code [REDACTED] and the alarm will stop.

#### CLOSING THE PAVILION

- Please switch off **all** internal and external lights.
- As you leave the Pavilion, key in the code [REDACTED] and press the [REDACTED] button to set the alarm.
- Immediately close and lock the main door.
- Ensure you lock the security gate on the veranda **and** the emergency access gate to Little Hands car park and the car park access gate if opened.
- Return the keys to the external key safe and ensure it is securely closed.

#### In the event of an emergency, please contact:

- The Parish Office (9am – 4pm Monday to Friday) on 01763 263303
- Cllr [REDACTED]

# Emergency Evacuation Premises Agreement

## Schedule 2 – Risk Acknowledgement

### 1. General Acknowledgement

The College acknowledges that:

- The Premises are not specifically designed or equipped as emergency evacuation centre.
- Use of the Premises will be on a temporary and emergency basis only.
- The Parish Council gives no warranty that the Premises are fit for any particular purpose beyond general community use.

### 2. Risk Awareness

The College confirms that it has considered the potential risks associated with using the Premises, including but not limited to:

- Movement of large numbers of people in a limited space.
- Slips, trips, and falls.
- Fire safety and evacuation procedures.
- First aid provision and medical needs.
- Safeguarding considerations in a non-school environment.

### 3. School Responsibilities (Risk Management)

The College agrees that it will:

- Undertake its own dynamic risk assessment at the time of use.
- Ensure appropriate staff-to-student supervision ratios.
- Maintain safeguarding procedures at all times.
- Bring any necessary emergency supplies (e.g. registers, first aid kits where required).
- Manage behaviour and safe use of facilities.

### 4. Known Hazards / Limitations

The Parish Council has identified the following known hazards or limitations:

- Limited capacity of Premises – assembly of large numbers to take place on recreation ground not in the Premises.
- Availability of access cannot be guaranteed (keys may be missing from box due to tampering / occupied at the time of need etc). Contact should be made using details in Schedule 1. Reasonable efforts would be made to enable access.

### 5. Acceptance of Risk

The College accepts that:

- It is responsible for managing risks associated with its use of the Premises.
- It will take all reasonable steps to ensure the safety of students, staff, and visitors.
- It will not rely solely on the Parish Council for risk control measures.

**Emergency Evacuation Premises Agreement**

**Signed For and on behalf of the Parish Council:**

Name: .....

Position: .....

Signature: .....

Date: .....

**Signed For and on behalf of Melbourn Village College:**

Name: .....

Position: .....

Signature: .....

Date: .....

## **METHOD OF WORKS AGREEMENT**

### **St George's Allotment Site Improvements**

#### **1. Project and Parties**

This Method of Works Agreement is between Melbourn Parish Council ("the Council") as landowner and St Georges Allotment & Leisure Gardening Association ("the Association") as the body coordinating the works at St George's Allotment Site, Melbourn.

#### **2. Purpose of this Agreement**

This agreement sets out how the proposed improvement works will be planned, managed, approved, and carried out at the Site, including the order of the work, site controls, and each party's responsibilities. The aims of this agreement are to:

- Describe the works to be carried out and the agreed order for doing them
- Set out the measures to protect site users, neighbours, and the surrounding area during the works
- Make clear the responsibilities of the Council, the Association, and any appointed contractors

#### **3. Site Description**

The works relate to St George's Allotment Site, Melbourn ("the Site"). As this is an active allotment site, the works will be planned to keep access safe, limit disruption to plot holders and other users, and protect nearby boundaries, highways, and footpaths.

#### **4. Scope and Sequence of Works**

The parties agree that the works covered by this agreement are the installation of perimeter fencing and access gates, together with the installation of a permanent composting toilet. Subject to any required approvals and explicit planning permission, the expected order of works is as follows:

1. Confirm design details, approvals, and contractor appointment before any physical works begin
2. Arrange delivery of materials to the Site and identify safe storage areas
3. Set out the fence line and gate positions and establish any temporary safety controls required for the work area
4. Install perimeter fencing and access gates in accordance with the approved layout and specification
5. Prepare the location for the composting toilet and complete installation in accordance with the manufacturer's requirements and any approved details
6. Remove any waste materials, clear the working area, and inspect the completed works before handover

No significant change to the agreed scope, location, specification, or way the works are carried out may go ahead without the Council's written agreement.

#### **5. Planning and Statutory Requirements**

The planning authority has confirmed that planning permission is required for both the perimeter fencing and gates and the permanent composting toilet. The Council will act as the Applicant and the Association will act as the Agent and will prepare and manage the supporting information on the Council's behalf unless both parties agree otherwise in writing.

No works will begin until planning permission has been granted for both parts of the project, any other necessary permissions or consents have been obtained, and any pre-commencement conditions have been discharged.

The Association will prepare supporting information, respond to planning queries, and monitor compliance with planning conditions and other legal requirements during the works.

- All works must comply with planning legislation, building regulations where applicable, and relevant health and safety requirements
- The final fence height, position, and toilet installation details must match the approved or otherwise authorised arrangements before work starts

Before work starts, the following must be in place and confirmed:

- Planning permission for the perimeter fencing and gates
- Planning permission for the permanent composting toilet
- Compliance with any planning conditions, approved plans, and any other applicable statutory requirements

## **6. Supervision, Procurement and Contractor Management**

The Association will appoint and coordinate contractors for the works and will be the main day-to-day contact during delivery.

Where practical, the Association will obtain at least three quotations and keep records of contractor selection and key project documents.

The Council will not manage contractors directly, but it may inspect progress and raise reasonable concerns about safety, quality, or compliance.

Before work begins, the Association will confirm the intended programme, contractor details, and contact arrangements for the period of the works.

## **7. Programme of Works**

Before work starts, the Association will give the Council the proposed start date, expected duration, and estimated completion date.

The Association will tell the Council as soon as reasonably possible about any significant delay, change in sequence, or issue affecting access or safety.

## **8. Site Management and Access Arrangements**

The Association will make sure safe access and exit are maintained at all times so far as reasonably practical. Materials will be delivered in a controlled way, stored in agreed areas, and kept clear of routes used by plot holders, pedestrians, and vehicles.

The Association will organise the works to keep disruption to allotment users, neighbouring properties, nearby highways, and footpaths to a minimum.

The Association will make sure temporary barriers, warning signs, or short-term exclusion areas are used where needed to separate the working area from allotment users and visitors.

## **9. Health and Safety**

9.1 The Association will make sure that all contractors:

- Are competent, suitably qualified, and appropriately trained for any asbestos-related ground disturbance, including holding current Category B non-licenced asbestos training, with the certificate being in date within the last 12 months
- Comply with relevant health and safety law
- Prepare suitable risk assessments and method statements where needed

9.2 Copies of relevant documents, including current asbestos training certificates and waste disposal evidence where applicable, will be provided to the Council on request.

### **9.3 Environmental and Housekeeping Controls**

The Association will make sure contractors keep the Site tidy, remove waste regularly, control dust and noise so far as reasonably practical, and avoid unnecessary obstruction of access routes and neighbouring areas.

## **10. Insurance and Competence**

The Association will make sure appointed contractors are competent for the tasks they undertake and hold public liability insurance of at least £10,000,000 (£10 million).

Evidence of insurance and, where relevant, competence or qualification information will be given to the Council before work starts if requested.

Where required by law, contractors will also hold employers' liability insurance and any other cover relevant to the work being carried out.

Relevant risk assessments, method statements, and product or installation information will be kept by the Association or appointed contractors and made available on request.

## **11. Damage, Defects and Reinstatement**

The Association will make sure the works are carried out with reasonable care and that any damage caused during the works to the Site, surrounding areas, or existing features is put right within a reasonable time.

If any part of the completed works is found to be defective, incomplete, or not in line with the agreed scope, the Association will arrange for it to be corrected within a reasonable time after being told.

## **12. Completion, Ownership, Maintenance and Insurance**

12.1 When the works are complete, the Site will be inspected and left safe and tidy, with surplus materials and waste removed. Completion will be subject to the Council's acceptance of the works.

12.2 Once the completed works have been accepted by the Council, the installed fencing, gates, and composting toilet will become the property of the Council.

12.3 The parties recognise that the long-term maintenance arrangements for the fencing, gates, and composting toilet will need to be agreed following completion. At the date of this agreement, it has not yet been determined what ongoing inspection, cleaning, routine maintenance, minor repairs, or other upkeep the Council will wish to take on directly and what, if any, responsibilities will be carried out by the Association. Unless and until the parties agree a separate written arrangement for ongoing maintenance, the Council, as owner of the installed assets, will retain control over any major repair, replacement, renewal, or alteration, and the Association must not make any major alteration or replacement without the Council's prior written agreement.

12.4 Any snagging items identified after completion will be dealt with by the Association or the appointed contractor within a reasonable time. The parties will also need to confirm the ongoing insurance position for the completed assets, including whether they are covered under the Council's existing insurance arrangements and whether any additional or amended cover, inspection, or risk management requirements will apply.

## **13. Monitoring and Communication**

The Council may inspect the Site and the progress of the works at reasonable times during the project. The Association will keep the Council informed of key milestones, significant issues, and completion of the works, and will respond to reasonable requests for information.

## **14. Suspension and Ending this Agreement**

Before the works start, either party may end this agreement by giving written notice to the other. After the works have started, the Council may require the works to stop or may end this agreement if there is a serious concern about safety, legal compliance, insurance, or a significant departure from the agreed scope or method.

- Unsafe working practices
- A breach of planning permission, planning conditions, or other applicable legal requirements
- Failure to maintain required insurance
- Unauthorised change to the approved works
- Planning permission being refused or granted subject to conditions that make the project impractical

If the works are stopped or this agreement ends, the working area must be left in a safe condition and no further work may take place until the issue has been resolved or a new written agreement is in place. The parties will also discuss and confirm what happens to any partially completed works, materials on Site, and costs already committed.

## **15. Review of this Agreement**

This agreement will be reviewed if the scope, sequence, contractor arrangements, or site controls change in a significant way before or during the works, and any agreed change will be recorded in writing.

## **16. Agreement and Acceptance**

The signatures below confirm that this Method of Works Agreement has been reviewed and accepted by both parties for planning, coordinating, approving, and monitoring the works described above.

**17. Signatures**

**Signed for and on behalf of Melbourn Parish Council**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Signed for and on behalf of the Melbourn Allotment Association**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Briefing Note: Cambridge Water Draft Drought Plan 2026

### Summary of local impacts and key considerations for consultation

#### 1. Overview

Cambridge Water has published its **Draft Drought Plan (2026)** for consultation.

- Covers all of **South Cambridgeshire, including Melbourn**
- Sets out how water shortages will be managed **before, during and after droughts**
- Required under legislation to be updated every 5 years

The region is identified as **water-stressed**, with increasing pressure from growth and climate change.

👉 Parish Council may wish to consider submitting a response before deadline of 30 July 2026.

---

#### 2. What this means for Melbourn residents

##### Most likely impacts (routine drought conditions)

Residents should expect:

- Increased **water-saving campaigns** (earlier and more frequent)
- Occasional **hosepipe bans (Temporary Use Bans – TUBs)**

Typical restrictions would include no hosepipe use for gardens, car washing, patios etc.

👉 Expected frequency: **around once every 10 years on average**

##### If drought becomes more severe

- Further restrictions on **businesses and agriculture**
  - Stronger enforcement and messaging
  - Potential economic impacts on rural activity
  - Standpipes or rota cuts (emergency measures – very unlikely)
- 

#### 3. Environmental impacts locally

The plan places **greater emphasis on protecting chalk streams and rivers**, which are:

- Globally rare and highly dependent on groundwater abstraction

Key approach:

- Introduces “**environmental stress triggers**” **before supply is affected**
- May reduce abstraction earlier to protect flows

👉 Likely implications in/around Melbourn:

- Lower river flows in dry periods
  - Greater public messaging linking water use to environmental impact
-

**Briefing Note: Cambridge Water Draft Drought Plan 2026**  
**Summary of local impacts and key considerations for consultation**

#### **4. Implications for Melbourn Parish Council**

##### **A. Communications role**

The plan relies heavily on local engagement. Parish councils may be expected to:

- Share drought messaging
- Support campaigns
- Help reach residents quickly

##### **B. Planning and development**

Key issue identified:

- **Housing growth in South Cambridgeshire increases water demand**  
(Stakeholder feedback highlights this as a major driver of water stress)

👉 Implications:

- Increased focus on **water efficiency in new developments**
- Greater scrutiny of sustainability in planning consultations

##### **C. Changes affecting residents**

- Expansion of **water metering**
  - Increased awareness and monitoring of individual consumption
  - Behaviour change becoming a long-term expectation
- 

#### **5. Risks and concerns**

##### **A. Earlier and more frequent restrictions**

- Drought measures have historically been introduced **too late**
- **Hosepipe bans should be implemented earlier** in the process

##### **B. Environmental vs supply trade-offs**

- Strong push for an “**environment first**” approach
- Abstraction already impacting chalk streams

##### **C. Increasing drought risk (climate change)**

- Drought frequency and duration expected to **increase significantly**
- Driven by higher temperatures and reduced effective rainfall

##### **D. Heavy reliance on behaviour change**

Regulators emphasise:

- Priority on **demand reduction** (leakage, behaviour change, restrictions)
- Less emphasis on new supply sources

## Briefing Note: Cambridge Water Draft Drought Plan 2026

### Summary of local impacts and key considerations for consultation

#### 👉 Implications for Melbourn

- Residents reducing water use
- Community-wide behavioural change
- Restrictions may be introduced primarily to **protect rivers**, not just supply
- Expect stronger use of **local councils, media, and community networks**

#### F. Limited external resilience

- Limited ability to import water from other regions
- 






### 6. Key points for consultation response

Councillors may wish to comment on:

- How will Cambridge Water work with **parish councils specifically**?
  - Should **hosepipe bans be introduced earlier** to protect local rivers?
  - Is the current trigger system sufficiently precautionary?
  - How will **new housing in South Cambridgeshire** be balanced with limited water supply?
  - How will impacts on residents be balanced against **chalk stream protection**?
  - What support is available for agriculture, small businesses, community facilities?
  - Does the plan rely too heavily on **restrictions vs new supply solutions**?
- 

### 7. Summary

For Melbourn, the plan indicates:

-  More frequent and earlier drought communications
-  Periodic hosepipe bans likely to become more common
-  Stronger prioritisation of environmental protection
-  Pressure from housing growth and limited water availability
-  Greater reliance on residents reducing consumption

Melbourn sits in a **high-risk, water-stressed area**, and this plan signals a **long-term shift toward tighter water management, earlier intervention, and lower water use as the norm**

## Background

**February 2026** Reports from Melbourn Sport Centre of antisocial behaviour with young people (large groups) using the facilities at the Sports Centre on a Tuesday evening (when the bus is on the college site).

General poor behaviour reported and young people entering areas (such a changing rooms) that they should not be in. General safeguarding concern raised.

**ACTION:** Connections Bus were made aware and spoke to young people about using the facilities.

**May 2026** Further reports of issues including:

- Regular groups of teenagers being brash, rude and loud, when entering the centre to use our toilets. They never ask permission but just walk in, which they shouldn't be doing at all (our facilities are for customers only, they are not public toilets etc)
- A group of girls messing around with our showers (again, not for public use and definitely not to be messed around with and potentially damaged)
- Customers reporting the smell of smoke or vaping odour in our changing rooms, which is strictly prohibited
- A customer reporting a youngster sleeping on one of our chairs located in the men's changing rooms
- Rubbish being left behind

Sports Centres make it clear that they are supportive of the provision but cannot tolerate this behaviour.

**ACTION:** Connections Bus informed – Youth Workes to share concerns with young people and encourage them to stay away from the area.

**June 2026** Phone call from Melbourn Village College site services team to inform us of antisocial behaviour from young people on a Tuesday evening. Communicating that they may have to retract permission to park the bus on the site if it continues.

**ACTION:** Communicated with Connections Bus to raise the issue again and suggested a meeting with MVC, Melbourn Sports Centre and Connections Bus.

Contacted Communities Team and Safety Partnership for advice.

Alternative parking has been investigated but no solution at this time.

## Consideration

Do Council have any ideas for ways in which we can proceed to help ensure that permission is not retracted, or we find an alternative place to park.

Any ideas welcomed.

<https://www.iccm.uk/training-courses/management-of-memorials>

## **Management of Memorials – Inspection workshop**

### **WHY THIS COURSE?**

A practical course that builds confidence in handling legal and safety issues, managing memorials, and understanding the importance of having effective systems in place.

**Course overview** - Learn about the legal, and health and safety aspects of memorial management, including:

- Inspection of memorials
- How to start inspections
- Initial inspection procedures
- Completing inspection forms
- Conducting visual and physical inspections
- Actions following inspections
- Planning a programme of work
- Codes of practice and registration schemes
- Right to erect a memorial
- Managing unauthorised memorials
- Practical inspection exercises

North Herts Council - Wednesday, 2nd September 2026

**Costs £185+VAT per person**

(2 @ £370, 3 @ £555)

---

Committee to consider recommendation to Full Council that 2 or 3 members of staff complete the course.

Over the last eight months, I participated in a programme of coaching provided by Helen Longstaff of Central Coaching. The purpose of the coaching was to support my professional development and enhance my effectiveness in managing the responsibilities of the Parish Clerk role.

### **Areas Covered**

The coaching sessions focused on:

- Leadership and management skills.
- Personal development and self-awareness.
- Relationship management.
- Managing challenging situations and maintaining resilience.
- DISC Personality Type – report and analysis.

### **Key Learning**

The coaching provided an opportunity to reflect on current working practices and management approaches. Key learning points included:

- Greater awareness of personal leadership style and how this works with different colleagues and other stakeholders.
- Improved techniques for communication and managing expectations (mine and other peoples).
- Increased confidence in addressing difficult issues.
- Healthier approaches to workload and expectations.

### **Actions Implemented**

As a result of the coaching, I have:

- Reviewed and refined working practices for myself and others.
- Applied new communication techniques.
- Introduced clearer prioritisation of tasks and objectives.
- Taken a more structured approach to managing challenging situations.
- Understanding triggers for my behaviours and how, and when, to mitigate them.

### **Benefits to the Council**

The coaching has contributed to improved confidence, effectiveness and resilience in carrying out the Clerk role. The learning gained supports more effective communication, decision making and service delivery for the benefit of the Council and the community.

### **Conclusion**

The coaching programme has been a valuable and appreciated development opportunity and has provided practical tools and techniques that will support me in the role. The experience has contributed positively to both personal development and the ongoing work of the Council.

Opportunities for further work with Helen and Central Coaching for myself and other members of the team will be presented to the HR Panel for consideration going forward.

It wasn't the most comfortable experience but one that I wish to thank Council for giving me the opportunity to undertake. This role is more stressful and demanding than it may seem – coaching has provided me with tools to address some of the issues and will hopefully pay dividends going forwards.

## Metal Detecting Policy

### 1 Introduction

1.1 From time to time, Melbourn Parish Council receives requests from individuals or organisations wishing to conduct metal detecting on land owned, leased or managed by the Council.

1.2 Metal detecting can contribute to historical knowledge but, if uncontrolled, may damage archaeological features, create hazards for other users, and expose the Council to liability risks.

1.3 This policy sets out how the Council will manage requests for metal detecting on its land.

### 2 Scope of this policy

2.1 This policy applies to all land owned, leased, or managed by Melbourn Parish Council, including but not limited to:

- Parks and recreation grounds
- Sports pitches
- Play areas
- Open spaces and verges
- Allotments
- Cemeteries

2.2 This policy applies to both casual and organised metal detecting activities.

### 3 General Policy Position

3.1 Metal detecting is not permitted on any Melbourn Parish Council land unless prior written permission has been granted.

3.2 The Council adopts a presumption against recreational metal detecting in order to:

- Protect archaeological heritage
- Prevent damage to land and facilities
- Ensure public safety

### 4 Exceptional Circumstances

4.1 Requests may be considered only in exceptional circumstances, including:

- (a) Archaeological research undertaken by suitably qualified individuals or organisations

(b) Recovery of a specific lost item, where location is known or reasonably identifiable

(c) Statutory or utility works, where metal detection is required to locate services

4.2 Requests for general hobby or speculative detecting will normally be refused.

## **5 Application Process**

5.1 All requests must be submitted in writing to the Parish Clerk and include:

- Name and contact details
- Exact location(s) requested
- Purpose and justification
- Proposed dates and duration
- Methodology (including whether digging is proposed)
- Evidence of qualifications (if archaeological)

5.2 Applications will be considered by the Maintenance Committee with considered resolution recommended to Full Council.

5.3 Individual Councillors or officers do not have authority to grant permission.

5.4 The Council reserves the right to:

- Refuse any application without explanation
- Impose additional conditions
- Limit access to specific areas or time periods

## **6 Conditions of Permission**

Where permission is granted, the following conditions will apply:

### **6.1 Insurance and Membership**

- Applicants must hold public liability insurance of at least £10,000,000
- Membership of the National Council for Metal Detecting (NCMD) or equivalent is required for hobbyist applicants

### **6.2 Code of Conduct**

All activity must comply with:

- NCMD Code of Conduct
- Code of Practice for Responsible Metal Detecting

The Countryside Code must be observed at all times

### **6.3 Land Protection**

- Minimal ground disturbance must be ensured
- Any excavation must:
- Be approved in advance

- Be shallow and controlled
- Be fully reinstated to the Council's satisfaction
- The Council may impose:
- No digging conditions (surface detecting only)
- Maximum excavation depths

#### **6.4 Restricted Areas**

Metal detecting will not normally be permitted on:

- Sports pitches
- Play areas
- Cemeteries and burial grounds
- Allotments
- Areas of high public use

#### **6.5 Finds and Reporting**

- All finds must be reported to the Council
- Finds of historical importance should be recorded with the Portable Antiquities Scheme (PAS)
- Treasure finds must be reported in accordance with the Treasure Act 1996

#### **6.6 Safety and Conduct**

- No hazards must be left on site
- All holes must be safely filled
- Any dangerous finds (e.g. unexploded ordnance) must be reported immediately to police

### **7 Legal and Regulatory Compliance**

7.1 Permission will not be granted where:

- The land is a Scheduled Monument
- The land is a Site of Special Scientific Interest (SSSI) unless external consent is obtained

7.2 The applicant is responsible for ensuring compliance with all relevant legislation.

### **8 Liability**

8.1 The Council accepts no liability for:

- Injury, loss, or damage arising from metal detecting activities
- Loss or ownership disputes relating to finds

8.2 The applicant undertakes all activity at their own risk.

### **9 Withdrawal of Permission**

9.1 Permission may be withdrawn at any time if:

- Conditions are breached
- Damage occurs
- The activity is deemed inappropriate

---

**Document Approval:**

(Chair to Melbourn Parish Council)



**Date of Parish Council meeting:** 24 June 2026

*Review Policy: Every 3 years*

DRAFT