



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

👤 **Abi Williams, Clerk**
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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday 15 July 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes (Chair), Clark, Laight

Absent: Cllr Davey

In attendance: Abigail Williams (Clerk), Lucy Capper (Assistant), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA043/2627 To receive and approve apologies for absence

Apologies received from Cllr Kyprianou with acceptable reasons given.

It was **RESOLVED** to accept those apologies.

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

MA044/2627 To receive any Declarations of Interest and Dispensations

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

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

c) To grant any requests for dispensation as appropriate

None received.

MA045/2627 To approve the minutes of the Maintenance Committee Meeting held on 17 June 2026.

Noting correction to month on item MA030/2627a).

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 17 June 2026, noting the correction as listed above, as an accurate record.

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

MA046/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA047/2627 Finance Matters:

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

The report was noted.

b) To consider approval to replace one litter bin at High Street car park at a cost of £257.75+VAT.

It was **RESOLVED** to purchase one litter bin to replace concrete bin at High Street car park at a cost of £257.75+VAT.

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

c) To consider renewal and payment of Airway paid preventative maintenance of air conditioning at Community Hub contract at a cost of £330+VAT (2025 £330+VAT).

It was **RESOLVED** to renew Airway preventative maintenance agreement at a cost of £330+VAT.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.

d) To receive any other updates and consider actions.

None received.

MA048/2627 Conservation Matters:

a) To receive the EA Monthly situation report for June 2026.

Report was noted. Thanks were passed to EA for explanation of report.

Signed Date.....

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

RMRG representative was not available for the meeting.

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

None received.

MA049/2627 Stockbridge Meadows:

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

Conservation Warden gave a verbal report. It was noted that after previous years of abundant ragwort, the plant has lower numbers this year and it is providing important habitats for the cinnabar moth. It was noted the water bowser had been installed and filled by a kind neighbour. The Conservation Warden requested that he hold a meeting with Shire Trees to arrange a quote for works to trees suffering from ash dieback.

- b) To consider approval of costs for trees to address the loss of coverage from ash dieback.

Conservation Warden requested larger tree specimens than previously stipulated. ACTION: Office to provide quote for larger saplings to committee for consideration. Planting to take place in the autumn / winter.

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

It was noted that Cambridgeshire County Council had been in contact to confirm they are looking at a more straightforward approach to delegating powers of designation for Stockbridge Meadows.

Keith Rudge left the meeting 19:44

MA050/2627 Allotment Matters:

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

The Allotment Association (AA) gave a verbal report. Inspections carried out with six plots requiring work and four on a watch list – Deputy Clerk to contact any plots that need work. Tenant on a plot that requires clearing has relinquished the plot. ACTION: Deputy Clerk to investigate if Timebank or local volunteer groups would be interested in clearing plot. ACTION: Deputy Clerk to investigate 'worker and van' hire to clear debris and further skip hire quotes. ACTION: Deputy Clerk to provide alternative quotes for path levelling.

- b) To receive an update on planned grant funded improvement projects at St Georges.

Planning application 26/02084/FUL currently awaiting decision.

- c) To note renewal of NSALG membership at a cost of £70+VAT.

NSALG membership costs noted.

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

AA returned the signed Method of Works agreement. It was confirmed that land growing food was exempt from the recent hose pipe ban. Those tending to flowers and non-food plants can continue to water using a watering can.

Chris Selway left the meeting 19:55

MA051/2627 Governance Matters:

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

Inspection sheets were noted.

- b) To consider any updates on damage, vandalism and ASB in the Parish.

Incidents of damage, vandalism and ASB were noted.

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

None received.

MA052/2627 Correspondence:

- a) To consider actions in relation to a request for double yellow lines on the corners.

Report to parking enforcement officers and respond to resident asking them to do the same.

- b) To consider actions in relation to complaint around vehicles striking building on Little Lane.

Committee considered the response from the Public Right of Way (PROW) Officer and agree that a letter should be sent reminding residents of the part they can play in controlling the number of larger vehicles that use the lane. It was highlighted that precedence for the use of bollards to protect buildings has been set on Little Lane and it was decided to push back to the PROW Officer and request that they re-visit a preventative bollard as an option.

- c) To receive any updates and consider actions.

None received.

MA053/2627 Trees:

- a) To report on and consider actions in relation to resident concern over trees on Cambridge Road / Hale Close verge touching their house.

Question over responsibility of Council for this work. Tree specialists to advise. Awaiting quote for report and quote for works to trees.

- b) To report on and consider actions in relation to resident concern over damage to fence and foundations from trees on open space off Greengage Rise.

ACTION: Office to contact legal representative that is working on transferring land to Melbourn Parish Council. Question over responsibility of Council for this work. Awaiting quote for report and quote for works to trees.

MA054/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed.

MA055/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA056/2627 Biodiversity:

- a) To update plans to propose a memorial sensory garden at New Road Cemetery.

Item deferred.

- b) To receive Councillor Briefing from Friends of the Earth on Environmental Data for Melbourn.

Report received and discussed.

- c) To receive any updates and consider actions.

None received.

MA057/2627 Cemetery Matters:

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

None received.

MA058/2627 Village Maintenance Matters:

- a) To consider purchase of long arm hedge cutter for use by the Wardens.

It was RESOLVED to purchase Stihl HLA 66 with battery and charger at a cost of £573 from Wrights Mowers.

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

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

None received.

MA059/2627 Hopkins Homes

- a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA059/2627b)**

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

- b) To receive correspondence from GCSP and Hopkins Homes and consider offer regarding the commuted sum agreement for the transfer of LEAP, LAP and incidental parcels at Hopkins Homes.

Communication received. It was RESOLVED to recommend to Full Council to accept the commuted sum as stated by Hopkins Homes for the maintenance of the LEAP, LAP and incidental parcels as laid out on the plans provided. It was agreed that a site walkthrough would be requested with Hopkins

Homes to ensure all previous concerns had been addressed.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.

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

It was RESOLVED to reopen the meeting to Public and Press.
Proposed by Cllr Alexander, seconded by Cllr Laight. All in favour.

MA060/2627 Melbourn Community Hub Matters:

- a) To note requests for guttering, upgraded WiFi and air conditioning for the atrium and kitchen areas.
Requests noted.
- b) To receive any updates and consider actions.
None received.

MA061/2627 Pavilion Matters:

- a) To receive any other updates and consider actions.
It was noted that a PHS collection should be arranged for directly after any large event.

MA062/2627 Recreation Ground Matters:

- a) To receive and consider recommendation to Council to approve Heads of Terms from Reserve Forces' and Cadets' Association (RFCA) in relation to proposed upgrade of facilities at the Old Rec.
It was RESOLVED to recommend to Full Council to approve the Heads of Terms to allow the RFCA to complete upgrades to the current cadet hut on the Old Rec.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.
- b) Consideration of replacing memorial bench on New Rec with metal bench.
Item deferred.

MA063/2627 Little Hands Matters:

- a) To receive any updates and consider actions.
It was noted that the bollards for the fire escape improvements had been purchased and would be available for fitting soon. Request to proceed with 'sticky paint' to fascia to discourage climbing.

MA064/2627 Policies:

- a) To consider approval of updates to Doc 4.05 – Equal opportunities for public access policy.
It was RESOLVED to approve the updates to Doc 4.05 – Equal opportunities for public access policy.
Proposed by Cllr Clark, seconded by Cllr Laight. All in favour.

MA065/2627 To note the date of next planned meeting as 19 August 2026.

The date of the next Maintenance Committee meeting was noted as 19 August 2026.

Meeting closed 20:34



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

A meeting of the Maintenance Committee held on Wednesday 17 June 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA022/2627 To receive nominations and elect a Chair of the Maintenance Committee

Cllr Kyprianou was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Kyprianou as Chair of the Maintenance Committee for the civic year 2026/2027.

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

MA023/2627 To receive nominations and elect a Vice Chair of the Maintenance Committee

Cllr Barnes was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Barnes as Vice Chair of the Maintenance Committee for the civic year 2026/2027.

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

MA024/2627 To receive and approve apologies for absence

None received.

MA025/2627 To receive any Declarations of Interest and Dispensations

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

None received.

MA026/2627 To approve the minutes of the Maintenance Committee Meeting held on 20 May 2026.

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 20 May 2026 as an accurate record.

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

MA027/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA028/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The report was noted. **ACTION:** Request clarification from RFO as to how 4605 (refuse and dog bin collection) is spread across the budget.
- b) To consider approval to replace one litter bin at High Street car park at a cost of £257.75+VAT.
Item deferred. Cllr Davey identified a cheaper quote. **ACTION:** Office to compare and report back to committee.
- c) To note spend on MVAS battery charger –noting return arranged and replacements being sourced.
Noted.

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

- d) To consider approval of invoice for annual PHS services at the pavilion at a cost of £473.84+VAT.
It was RESOLVED to approve invoice for annual PHS services at the pavilion at a cost of £473.84+VAT.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To approve payment of £100 contribution to repair costs as previously agreed under MA153/2526a).
It was RESOLVED to approve payment of £100 contribution to repair costs.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- f) To receive any other updates and consider actions.
None received.

MA029/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2026.
Report was noted. Request for 'crib sheet' has been sent to the Environment Agency – awaiting reply.
- b) To receive a report from the River Mel Restoration Group (RMRG).
RMRG gave a verbal report. Monthly working parties continue. Concern raised over reported pollution of the river – could be due to overflow pipe from the astro pitch – monitor for further incidents. Reports could also be due to the number of dogs entering and exiting the river from the bank.
- c) To receive any other updates and consider actions.
None received.

MA030/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers (SMV) and Conservation Warden (CW).
Stockbridge Meadows Volunteers and Conservation Warden gave a verbal report. CW noted large number of thistles this year. It was noted that a bowser is being installed to facilitate watering of young trees. SMV noted 15 different wildflowers in bloom and 3 species of butterfly noted. ACTION: Office to request wildflower meadow cut from 22nd July August onwards. Area to be cut and left for one week, then raked and scarified. It was noted that there are no updates on the application to be designated a Local Nature Reserve or on the restoration of the ancient pond. Local Government Reorganisation is making it hard to pinpoint who can help us proceed. It was noted that pest control for rabbits will need action in the coming months.
- b) To consider Woodland Trust application for trees to combat ash dieback.
Application for free Woodland Trust tree packs discussed and dismissed due to the type of trees and quantity restrictions not being suitable for Stockbridge Meadows. It was decided to request a wish list of suitable trees from CW and SMV for consideration by committee.
- c) To consider installation of an information board for the end of the boardwalk.
It was RESOLVED to proceed with the project to install a River Mel information board at the end of the boardwalk. ACTION: Application for Community Chest Biodiversity Grant to be pursued. ACTION: Ensure information includes 'spring fed chalk stream' – Cllr Barnes to work with RMRG to confirm wording.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- d) To receive any other updates and consider actions.
None received.

Maureen Brierley and Keith Rudge left the meeting 20:06

MA031/2627 Allotment Matters:

- a) To receive a report from the Allotment Association.
The Allotment Association (AA) gave a verbal report. Inspections carried out – Deputy Clerk to contact any plots that need work. AA reported a successful stall at the Melbourn Fete.
- b) To receive an update on planned grant funded improvement projects at St Georges.
Planning application fee paid and validated. Application to be considered when it comes to Planning Committee.
- c) To consider recommendation of approval of Method of Works Agreement for Allotment project.

Updated Method of Works presented. ACTION: Change name to St Georges Allotment & Leisure Gardening Association. ACTION: Confirmation required that under section 4.6 'Remove waste materials...' means that any soil can remain and be used onsite.
It was RESOLVED to approve recommendation to Full Council of the Method of Works Agreement for the AA projects with changes as stated above.
Proposed by Cllr Laight, seconded by Cllr Clark. All in favour.

- d) To consider quote from Cambridge Asbestos for the annual asbestos survey.

ACTION: To investigate suitable timeframe for inspections and adapt the asbestos policy to suit.
It was RESOLVED to accept the quote for an annual asbestos survey to be completed at St Geroge's & Grays Allotments at a cost of £750+VAT.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- e) To consider levelling quote from Herts & Cambs.

Item deferred as one quote not sufficient to proceed with decision. ACTION: Deputy Clerk to gather further quotes.

- f) To consider quote from Herts & Cambs for clearance of plot 26a.

Item deferred as one quote not sufficient to proceed with decision. ACTION: Deputy Clerk to gather further quotes and gather alternative quotes for skip hire only.

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

None received.

Chris Selway left the meeting 20:21

MA032/2627 Governance Matters:

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

Inspection sheets were noted.

- b) To consider any updates on damage, vandalism and ASB in the Parish.

Incidents of damage, vandalism and ASB were noted. ACTION: Office to enquire if Fire Service could undertake safety talk at Melbourn Village College. Report of fire at property on The Moor cause concern over parking issues making it impossible for fire truck to access. Parking since the incident has improved. Warden reported graffiti on the seating shelter and play equipment.

- c) To consider approving and recommending to Full Council Doc 4.43 Metal Detecting Policy in response to continued requests for access to Parish land.

It was RESOLVED to recommend the approval and adoption of Doc 4.43 Metal Detecting Policy in response to continued requests for access to Parish land.
Proposed by Cllr Davey, seconded by Cllr Clark. All in favour.

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

None received.

MA033/2627 Correspondence:

- a) To consider response to Cambridge Water draft Drought Plan 2027 (considered by Panning Committee 10/06/26).

It was RESOLVED to proceed with suggested response noting concerns as recorded to Full Council.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- b) To receive any updates and consider actions.

None received.

MA034/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed.

MA035/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

It was noted that damage to the New Road Cemetery fence had been fixed. Cllr Davey requested action on an overgrown byway at the end of The Moor. ACTION: Office to report to PROW Officer at Highways. ACTION: A dead tree had been noted on the New Rec and will be removed.

MA036/2627 Biodiversity:

- a) To update plans to propose a memorial sensory garden at New Road Cemetery.

A verbal update was provided by Cllr Kyprianou. It was decided to proceed with identifying possible grants and building a project plan for the works.

- b) To receive any updates and consider actions.

None received.

MA037/2627 Cemetery Matters:

- a) To consider proposal for moongate to be installed at New Road Cemetery to denote ashes scattering area and provide potential memorial options.

Lucy Capper presented the working draft of the proposal. It was noted that works should reflect the connections with the Saxon burial mound and would be beneficial in extending the life of the cemetery and offering the community an alternative for memorialising loved ones. ACTION: Lucy to continue building proposal to include possible costs, identify sources of funding and produce final proposal for consideration.

- b) To consider recommendation to full council of memorials safety training for Wardens and Assistant at a cost of £185+VAT each.

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

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

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

None received.

MA038/2627 Village Maintenance Matters:

- a) To receive a report of actions relating to the recent RoSPA reports for Clear Crescent and The Moor play parks.

Reports were received. It was noted that no areas required emergency attention. It was agreed to work with the Wardens to confirm any works that can be completed in house and present any costs of works by a third party at future meetings.

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

None received.

MA039/2627 Melbourn Community Hub Matters:

- a) To consider quote for replacement of strip light in café.

Item deferred as quote not received in time for meeting.

- b) To consider action for air conditioning in kitchen and bennet room – both seem to be unreliable or unfit for purpose.

Further investigation to be carried out before report provided to Committee.

- c) To receive any updates and consider actions.

It was noted that the Wardens had fixed a section of guttering – further fixes required. ACTION: Office to follow up on replacement of no vaping / smoking signs.

MA040/2627 Pavilion/New Rec Matters:

- a) To consider quote from 4iWater Services for the annual legionella risk assessment and water survey at a cost of £695.30+VAT.

It was RESOLVED to approve the quote from 4iWater Services for the annual legionella risk assessment and water survey at a cost of £695.30+VAT.

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

- b) To consider recommending to Full Council the proposed Emergency Evacuation Agreement to be provided to Melbourn Village College for consideration.

It was RESOLVED to recommend to Full Council the proposed Emergency Evacuation Agreement to be provided to Melbourn Village College.

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

- c) To receive correspondence about rabbit issue on The Moor and consider actions.

It was noted that there is a considerable issue with rabbits across the New Rec and the MVC field – this is encroaching on private property. Pest controls are actively addressing the issue and required humane traps to assist in the reduction of the rabbit population. It was noted that evidence of

myxomatosis has been recorded and may help control the population. ACTION: Communicate with Little Hands.

It was RESOLVED to approve the contribution towards the purchase of humane traps at a cost of £200 to enable pest control works to continue.

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

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

It was noted that the escaped snake had been found alive and returned home.

ACTION: Comment was passed around prevalence of hemlock – committee concluded it is a natural occurrence and no action to be taken. Office to enquire about relevant actions advised by South Cambridgeshire environmental team.

MA041/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

None received.

MA042/2627 To note the date of next planned meeting as 15 July 2026.

The date of the next planned Maintenance Committee Meeting was noted as 15 July 2026.

Meeting closed 21:09

1. Introduction

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2026 to 30th June 2026. This report also includes invoices received in July for a more up to date review. The aim is to support informed decision-making by the Maintenance Committee.

2. Report Overview

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

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

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

3. Overall Position

Maintenance income for the year-to-date totals £14,549 against a budget of £45,246 (32.2%). Total maintenance expenditure stands at £40,602 against a budget of £200,880 (20.4%). The movement in budgeted figure relates to £12,500 being removed as a reserve amount for Highways and £1,970 being removed as a reserve amount for Power Pitch grant.

The overall spending within this committee area currently remains slightly under 3/12th of the annual budget.

Some variances are the result of timing differences between planned and unplanned maintenance works, together with the use of earmarked reserves to fund specific repairs and projects.

4. Key Points.

- **Stockbridge Meadows** – This area was added to the village maintenance contract after the previous annual budget was approved, meaning associated costs were not originally budgeted and will need to be monitored.
- **Tree and Hedge Works** – Relates to Shires Trees work completed off the back of the tree survey. No more planned work for trees currently.
- **Project work** relates to strategic greenbelt at Hopkins Homes and has been covered by the reserves held, indicating that there is an additional £1,000 available.
- **Grounds Maintenance** – includes an extra grass cut and Verti drain work.

- Pavilion – Income relates to one confirmed hire. While maintenance and utility costs continue. The Electricity bill is usually refunded but will need close monitoring.
 - ROSPA reports have been received, and any maintenance discussed no significant spend to report.

5. Ongoing Improvements

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

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

6. Conclusion

Overall, the maintenance budget remains within the Council's planned financial position, with higher costs in some areas being balanced by underspends elsewhere and by the appropriate use of earmarked reserves.

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

Prepared by:

Responsible Financial Officer (RFO)
Melbourn Parish Council
July 2026

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Maintenance</u>							
<u>110 Wardens</u>							
4000 Salaries & Pensions	4,920	20,317	15,397		15,397	24.2%	
4110 Insurance	55	717	662		662	7.6%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	83	1,000	917		917	8.3%	
4235 Wardens Materials	408	750	342		342	54.4%	
4240 Wardens Equipment	20	1,500	1,480		1,480	1.3%	
Wardens :- Indirect Expenditure	5,486	27,284	21,798	0	21,798	20.1%	0
Net Expenditure	(5,486)	(27,284)	(21,798)				
<u>210 Allotments</u>							
1200 Allotment Rent received	10	3,500	3,490			0.3%	
Allotments :- Income	10	3,500	3,490			0.3%	0
4105 Legal & Professional Fees	230	0	(230)		(230)	0.0%	
4115 Memberships & Subscription	0	73	73		73	0.0%	
4315 Maintenance & Reps - Planned	0	895	895		895	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430 Grounds Maintenance - Planned	0	1,120	1,120		1,120	0.0%	
4510 Water	317	800	483		483	39.6%	
Allotments :- Indirect Expenditure	547	3,388	2,841	0	2,841	16.2%	0
Net Income over Expenditure	(537)	112	649				
<u>220 Conservation</u>							
1210 Grass Cutting Contribution	4,032	3,939	(93)			102.4%	
Conservation :- Income	4,032	3,939	(93)			102.4%	0
4000 Salaries & Pensions	1,151	4,743	3,592		3,592	24.3%	
4175 Subcontractors	630	3,435	2,806		2,806	18.3%	
4320 Maintenance & Reps- Unplanned	200	500	300		300	40.0%	
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%	1,000
4410 Nature Reserve management plan	0	500	500		500	0.0%	
4420 Grounds Maintenance - Unplanned	2,580	2,000	(580)		(580)	129.0%	
4605 Refuse & Dog Bin Collection	208	0	(208)		(208)	0.0%	
4635 Village Maintenance Contract	5,745	17,941	12,196		12,196	32.0%	
Conservation :- Indirect Expenditure	13,969	40,869	26,900	474	26,426	35.3%	1,000
Net Income over Expenditure	(9,937)	(36,930)	(26,993)				
6000 plus Transfer from EMR	1,000	0	(1,000)				

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(8,937)	(36,930)	(27,993)				
<u>230 Stockbridge Meadows</u>							
4235 Wardens Materials	0	300	300		300	0.0%	
4240 Wardens Equipment	0	500	500		500	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4420 Grounds Maintenance - Unplanned	0	1,000	1,000		1,000	0.0%	
4430 Grounds Maintenance - Planned	0	337	337		337	0.0%	
4605 Refuse & Dog Bin Collection	0	866	866		866	0.0%	
4635 Village Maintenance Contract	296	924	628		628	32.0%	
Stockbridge Meadows :- Indirect Expenditure	296	4,427	4,131	0	4,131	6.7%	0
Net Expenditure	(296)	(4,427)	(4,131)				
<u>250 Cemetery General</u>							
4635 Village Maintenance Contract	3,251	10,152	6,901		6,901	32.0%	
Cemetery General :- Indirect Expenditure	3,251	10,152	6,901	0	6,901	32.0%	0
Net Expenditure	(3,251)	(10,152)	(6,901)				
<u>260 Orchard Road Cemetery</u>							
1305 Memorials Fees	200	0	(200)			0.0%	
1310 Internment Fees	75	0	(75)			0.0%	
Orchard Road Cemetery :- Income	275	0	(275)				0
4320 Maintenance & Reps- Unplanned	100	500	400		400	20.0%	
4500 Rates	81	367	286		286	22.0%	
4505 Electricity	(89)	250	339		339	(35.4%)	
4510 Water	0	125	125		125	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	92	1,242	1,150	0	1,150	7.4%	0
Net Income over Expenditure	183	(1,242)	(1,425)				
<u>270 New Road Cemetery</u>							
1300 Burial Fees	1,600	3,500	1,900			45.7%	
1305 Memorials Fees	500	1,000	500			50.0%	
1310 Internment Fees	1,005	1,000	(5)			100.5%	
New Road Cemetery :- Income	3,105	5,500	2,395			56.5%	0
4315 Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	268	1,125	857		857	23.8%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 Water	58	150	92		92	38.5%	
New Road Cemetery :- Indirect Expenditure	<u>326</u>	<u>2,267</u>	<u>1,941</u>	<u>0</u>	<u>1,941</u>	<u>14.4%</u>	<u>0</u>
Net Income over Expenditure	<u>2,779</u>	<u>3,233</u>	<u>454</u>				
<u>300 Play Areas</u>							
4315 Maintenance & Reps - Planned	262	266	4		4	98.5%	
4320 Maintenance & Reps- Unplanned	0	3,000	3,000		3,000	0.0%	
4605 Refuse & Dog Bin Collection	208	1,299	1,091		1,091	16.0%	
Play Areas :- Indirect Expenditure	<u>470</u>	<u>4,565</u>	<u>4,095</u>	<u>0</u>	<u>4,095</u>	<u>10.3%</u>	<u>0</u>
Net Expenditure	<u>(470)</u>	<u>(4,565)</u>	<u>(4,095)</u>				
<u>310 Recreation Ground</u>							
1400 Match Fees	0	3,350	3,350			0.0%	
1500 Hire of Recreation Grounds	40	750	710			5.3%	
Recreation Ground :- Income	<u>40</u>	<u>4,100</u>	<u>4,060</u>			<u>1.0%</u>	<u>0</u>
4315 Maintenance & Reps - Planned	0	560	560		560	0.0%	
4320 Maintenance & Reps- Unplanned	220	500	280		280	44.0%	
4430 Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%	
4505 Electricity	41	550	509		509	7.5%	
4605 Refuse & Dog Bin Collection	780	2,815	2,035		2,035	27.7%	
4635 Village Maintenance Contract	2,167	6,768	4,601		4,601	32.0%	
4640 Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%	1,920
Recreation Ground :- Indirect Expenditure	<u>7,049</u>	<u>12,193</u>	<u>5,144</u>	<u>0</u>	<u>5,144</u>	<u>57.8%</u>	<u>1,920</u>
Net Income over Expenditure	<u>(7,009)</u>	<u>(8,093)</u>	<u>(1,084)</u>				
6000 plus Transfer from EMR	1,920	0	(1,920)				
Movement to/(from) Gen Reserve	<u>(5,089)</u>	<u>(8,093)</u>	<u>(3,004)</u>				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	60	100	40			60.0%	
Pavilion :- Income	<u>60</u>	<u>100</u>	<u>40</u>			<u>60.0%</u>	<u>0</u>
4125 Broadband & Telephone	47	184	137		137	25.7%	
4175 Subcontractors	315	1,799	1,484		1,484	17.5%	
4315 Maintenance & Reps - Planned	1,221	1,768	547		547	69.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	805	2,701	1,896		1,896	29.8%	
4505 Electricity	1,675	2,600	925		925	64.4%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 Water	274	750	476		476	36.6%	
4605 Refuse & Dog Bin Collection	0	478	478		478	0.0%	
Pavilion :- Indirect Expenditure	4,338	10,780	6,442	0	6,442	40.2%	0
Net Income over Expenditure	(4,278)	(10,680)	(6,402)				
<u>420 Community Hub</u>							
4208 S106 Expenditure	253	0	(253)		(253)	0.0%	
4315 Maintenance & Reps - Planned	499	5,114	4,615		4,615	9.8%	
4320 Maintenance & Reps- Unplanned	233	10,000	9,767		9,767	2.3%	
4700 PWLB Interest	0	27,080	27,080		27,080	0.0%	
4705 PWLB Capital	0	5,874	5,874		5,874	0.0%	
4750 Service Charge-Hundred Houses	0	960	960		960	0.0%	
Community Hub :- Indirect Expenditure	985	49,028	48,043	0	48,043	2.0%	0
Net Expenditure	(985)	(49,028)	(48,043)				
<u>510 Highways</u>							
4900 Highways & Footpaths	0	0	0		0	0.0%	(12,500)
4920 Street Lighting	203	1,250	1,047		1,047	16.2%	
Highways :- Indirect Expenditure	203	1,250	1,047	0	1,047	16.2%	(12,500)
Net Expenditure	(203)	(1,250)	(1,047)				
6000 plus Transfer from EMR	(12,500)	0	12,500				
Movement to/(from) Gen Reserve	(12,703)	(1,250)	11,453				
<u>520 Little Hands</u>							
1600 Property Rental Income	7,027	28,107	21,080			25.0%	
Little Hands :- Income	7,027	28,107	21,080			25.0%	0
4175 Subcontractors	283	1,828	1,545		1,545	15.5%	
4315 Maintenance & Reps - Planned	0	1,175	1,175		1,175	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
Little Hands :- Indirect Expenditure	283	3,503	3,220	0	3,220	8.1%	0
Net Income over Expenditure	6,744	24,604	17,860				
<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	50	50		50	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	2,680	13,246	10,566		10,566	20.2%	

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4505 Electricity	559	2,600	2,041		2,041	21.5%	
4510 Water	69	250	181		181	27.6%	
4700 PWLB Interest	0	3,497	3,497		3,497	0.0%	
4705 PWLB Capital	0	9,789	9,789		9,789	0.0%	
Workshop :- Indirect Expenditure	<u>3,308</u>	<u>29,932</u>	<u>26,624</u>	<u>0</u>	<u>26,624</u>	<u>11.1%</u>	<u>0</u>
Net Expenditure	<u>(3,308)</u>	<u>(29,932)</u>	<u>(26,624)</u>				
Maintenance :- Income	<u>14,549</u>	<u>45,246</u>	<u>30,697</u>			<u>32.2%</u>	
Expenditure	<u>40,602</u>	<u>200,880</u>	<u>160,278</u>	<u>474</u>	<u>159,803</u>	<u>20.4%</u>	
Net Income over Expenditure	<u>(26,054)</u>	<u>(155,634)</u>	<u>(129,580)</u>				
plus Transfer from EMR	<u>(9,580)</u>	<u>0</u>	<u>9,580</u>				
Movement to/(from) Gen Reserve	<u>(35,634)</u>	<u>(155,634)</u>	<u>(120,000)</u>				
Grand Totals:- Income	<u>14,549</u>	<u>45,246</u>	<u>30,697</u>			<u>32.2%</u>	
Expenditure	<u>40,602</u>	<u>200,880</u>	<u>160,278</u>	<u>474</u>	<u>159,803</u>	<u>20.4%</u>	
Net Income over Expenditure	<u>(26,054)</u>	<u>(155,634)</u>	<u>(129,580)</u>				
plus Transfer from EMR	<u>(9,580)</u>	<u>0</u>	<u>9,580</u>				
Movement to/(from) Gen Reserve	<u>(35,634)</u>	<u>(155,634)</u>	<u>(120,000)</u>				

MA047 2526b) Replacement bin

At the previous meeting it was requested that further quotes were investigated for the bins – google suggested that Tanks Direct could provide the unit for a lower cost. The total price was only available on application.

The attached quote was provided at an increased total cost of £358.92.

It is proposed that we proceed with the previous supplier at the costs stated below.

Next suggested bin replacements

- Car Park, High Street – small capacity open topped regularly overflowing.

2026/27 budget for replacement project £2,000 (remaining £1,430.68)

	Bin	Capacity	Price	Link
	Trojan Litter Bin - 100 Litre Capacity Litter Bin	100l	Est £193.26+VAT (with fixing)	Trojan Litter Bin - 100 Litre Capacity - Bin Shop
Delivery			£64.49	
VAT			£51.55	
TOTAL			£309.30	

Attached – quotation from Tanks Direct for comparison.



Quote

Kingspan Water & Energy Ltd
180 Gilford Road
Portadown
Co Armagh
BT63 5LF

Telephone: 01643 703358
Email: sales@tanks-direct.co.uk
Website: https://www.tanks-direct.co.uk

Quote Reference: TD220319 **Quote Expiry Date:** 06/08/2026 **PO Reference:**

Customer: Abi Williams **Telephone:** 01763263303 **Email:** parishclerk@melbournparishcouncil.gov.uk

Billing Address

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

Delivery Address

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

Qty	Description	Unit Net	Line VAT	Total
1	Trojan 100 Litre Litter Bin Dark Green (TrojanDGreen) TrojanDGreen <u>Custom options:</u> - Fixing Bolts: Required - Floor fixing bolts Concrete - Ash Options: Not Required - Seagull Flap: Not Required	£229.10	£45.82	£274.92
1	STANDARD Delivery to Mainland UK - Customer to off-load (Postcode exclusions apply)	£70.00	£14.00	£84.00

Notes:

07/07/2026
7-10 Working days lead time

Sub Total (ex VAT): £299.10

VAT Total: £59.82

Total (inc VAT): £358.92

Amount Paid: £0.00

BACS / Bank Details:

Kingspan Water & Energy Ltd | Danske Bank | Sort code: 95-07-97 | Ac No.: 80011185

Offloading

Unless a HIAB delivery has been booked at additional cost, it is the customer's responsibility to offload with suitable equipment on the day of delivery and a failed delivery may result in additional charges.

We recommend installers and/or plant hire & materials to install such as excavators, aggregates etc are not booked until you are in receipt of the goods. Tanks Direct cannot be held responsible for costs incurred due to unforeseen delays, please see our terms for more details.

HIAB

HIAB delivery will be required if you need the tank offloaded from the delivery vehicle. The driver will unload the tank from the vehicle to ground level, however this service is not to place the tank in situ, this will need to be arranged separately. There is an additional cost for this service, please contact us for a quote.

ALL QUOTES ARE SUBJECT TO STOCK AVAILABILITY



Address: Airway Group, 8 Burrell Road, St. Ives, Cambs, PE27 3LE

INVOICE: #025626

Invoice Date: 01/07/2026

Invoice Due Date: 31/07/2026

Contract Number: PM0000879

Order Number:

Account Number:

Telephone: 01480 831010

Email: info@airway-group.co.uk

VAT Number: 684059215

Company Number: 3278509

Invoice Address

Melbourn Community Centre
30 High Street
Melbourn
SG8 6DZ

Site Address

Melbourn Community Centre
30 High Street
Melbourn
SG8 6DZ

Invoice Description	Quantity	Unit Price	VAT	Total (Ex VAT)
Invoice for Annual Maintenance of Air Conditioning for period 01/07/2026 - 30/06/2027	1.00	£330.00	20.00%	£330.00

Total Excluding VAT: £330.00

VAT Amount: £66.00

Total Including VAT: £396.00

Payment Detail

Bank Details:

BACS:
Airway Air Conditioning
Barclays Bank
90762369
20 43 63

Terms:

Strictly 30 Days

As requested, the Environment Agency provided a summary of why MPC receive this report.

This monthly report provide local summaries on rainfall, soil moisture deficit, river flows, groundwater levels and reservoir levels.

The Parish Council in Melbourn have worked with the Environment Agency in the past as there is a Groundwater Support Scheme which we operate on the River Mel. This is influenced predominantly by the groundwater status in the area and as such the water situation reports can be used to gain an understanding of how these may be changing.

Helpful hints to read the report.

If you look on the first page of the report the first paragraph under "Summary – (Month Year)" provides an overview of the whole report and so should give you an overview without having to go through the rest of the report. Essentially it will describe the status of the different measurements of water we take (rainfall, soils, rivers, groundwater and reservoirs) and how they compare to longer term averages. There is a glossary in section 7 for technical terms.

See the attached report with highlighted sections as advised above.

Monthly water situation report: East Anglia

Summary - June 2026

June rainfall across East Anglia ranged from 68% to 131% of the long term average for the month. The majority of catchments received close to or above their respective long term average rainfall within the first 11 days of the month. A minor reduction in the area average soil moisture deficit occurred following rainfall received at the beginning of June. However, with above average temperatures and minimal rainfall received in the final two weeks of June, the average soil moisture deficit for East Anglia returned to exceptionally high, ending the month at 118mm. River flows were varied across East Anglia during June, with report sites ranging from normal to exceptionally low for the time of year. Groundwater levels at all report sites for which there is data available continued to fall, although the majority remain normal to below normal for the time of year. Public water supply reservoirs within East Anglia ended June 2026 with levels ranging from 83% to 90% of full storage capacity.

1.1 Rainfall

June 2026 rainfall across East Anglia ranged from 68% to 131% of the long term average (LTA) for the month. The East Anglia area averaged rainfall for June 2026 was 58mm. This total is approximately 108% of the 1991 to 2020 LTA for June and is considered normal for the time of year. The majority of catchments received close to or above their respective LTA rainfall by 11 June, with minimal rainfall received across East Anglia for the remainder of the month. The cumulative 3 month totals ranged from exceptionally low in North Norfolk and Northwest Norfolk and Wissey to below normal in the Upper and Lower Bedford Ouse catchments. Cumulative 12 month totals show all catchments to be normal, except for North Norfolk which was below normal.

1.2 Soil moisture deficit and recharge

After decreasing briefly at the beginning of the month with the rainfall, soil moisture deficits (SMDs) have continued to rise through June 2026. Most regions have an SMD of 101mm to 130mm, while Central Area Fenland and Northwest Norfolk and Wissey catchments are above 130mm. While the brief decrease lowered regional average SMD to notably high, the average returned to exceptionally high, ending the month at 118mm.

1.3 River flows

River flows were varied across East Anglia during June, ranging between 18% and 84% of the LTA. Report sites along the Bedford Ouse, and its tributaries, recorded June 2026 flows considered normal for the time of year. Both the Ely Ouse and Wissey catchments recorded exceptionally low flows for the time of year, with the June 2026 month mean flow for the Ely

Ouse at Denver being 18% of the LTA. All river flow report sites in the east of the area, except for the Chelmer, recorded below normal or notably low flows for the times of year.

1.4 Groundwater levels

Groundwater levels continue to fall in line with the expected seasonal pattern. The majority of report sites ended June 2026 with groundwater levels categorised as normal or below normal for the time of year. The lowest groundwater levels are to the north-east with Hindolveston, Norfolk Chalk, and The Spinney, Wensum Chalk, respectively recording notably low levels for June 2026.

1.5 Reservoir stocks

Public water supply reservoirs within East Anglia finished June 2026 with levels ranging from 83% to 90% of full storage capacity. All reservoirs ended the month with levels below their respective target curves for the time of year.

Author: Hydrology Team, hydrology-ean-and-lna@environment-agency.gov.uk

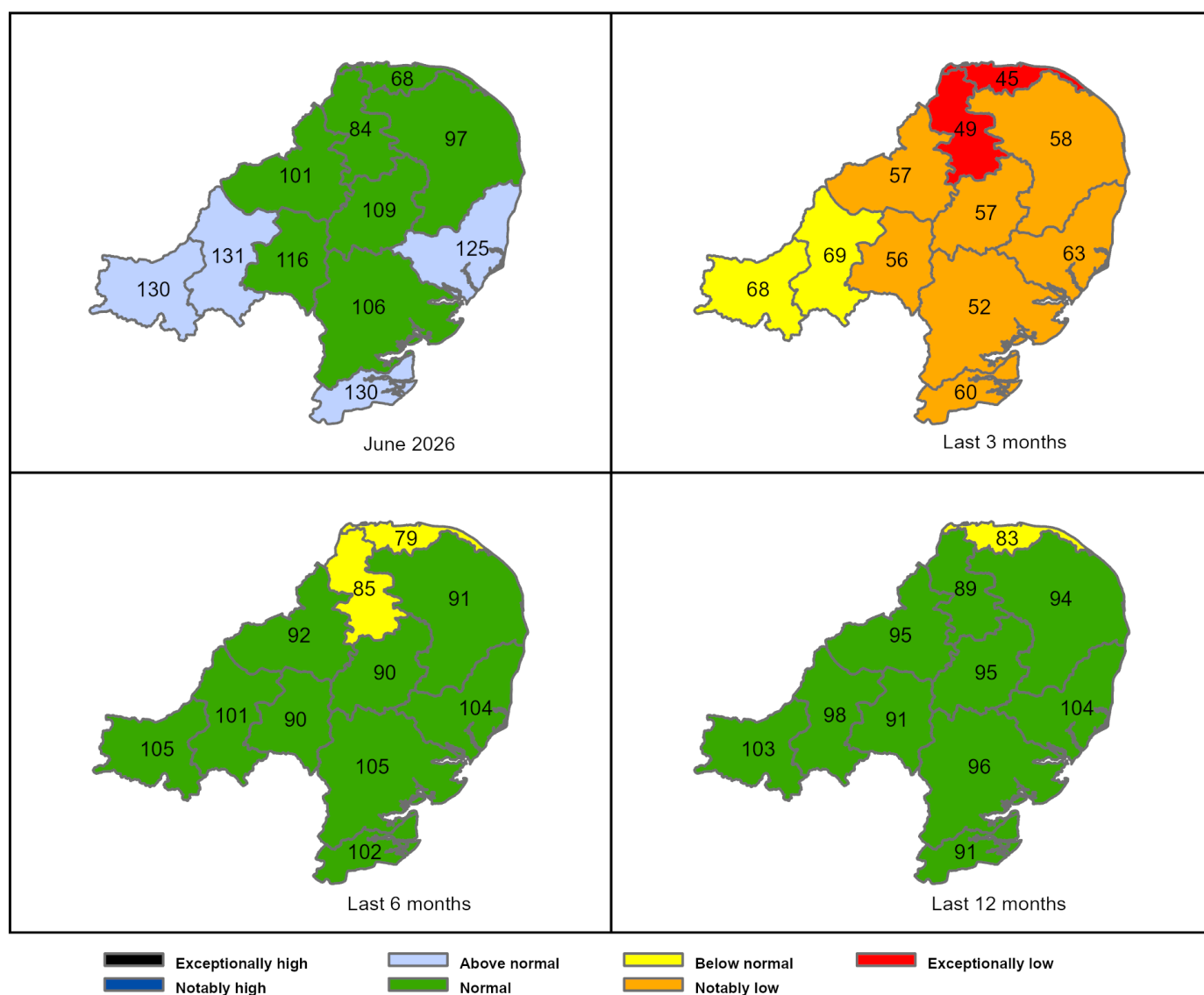
All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views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

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

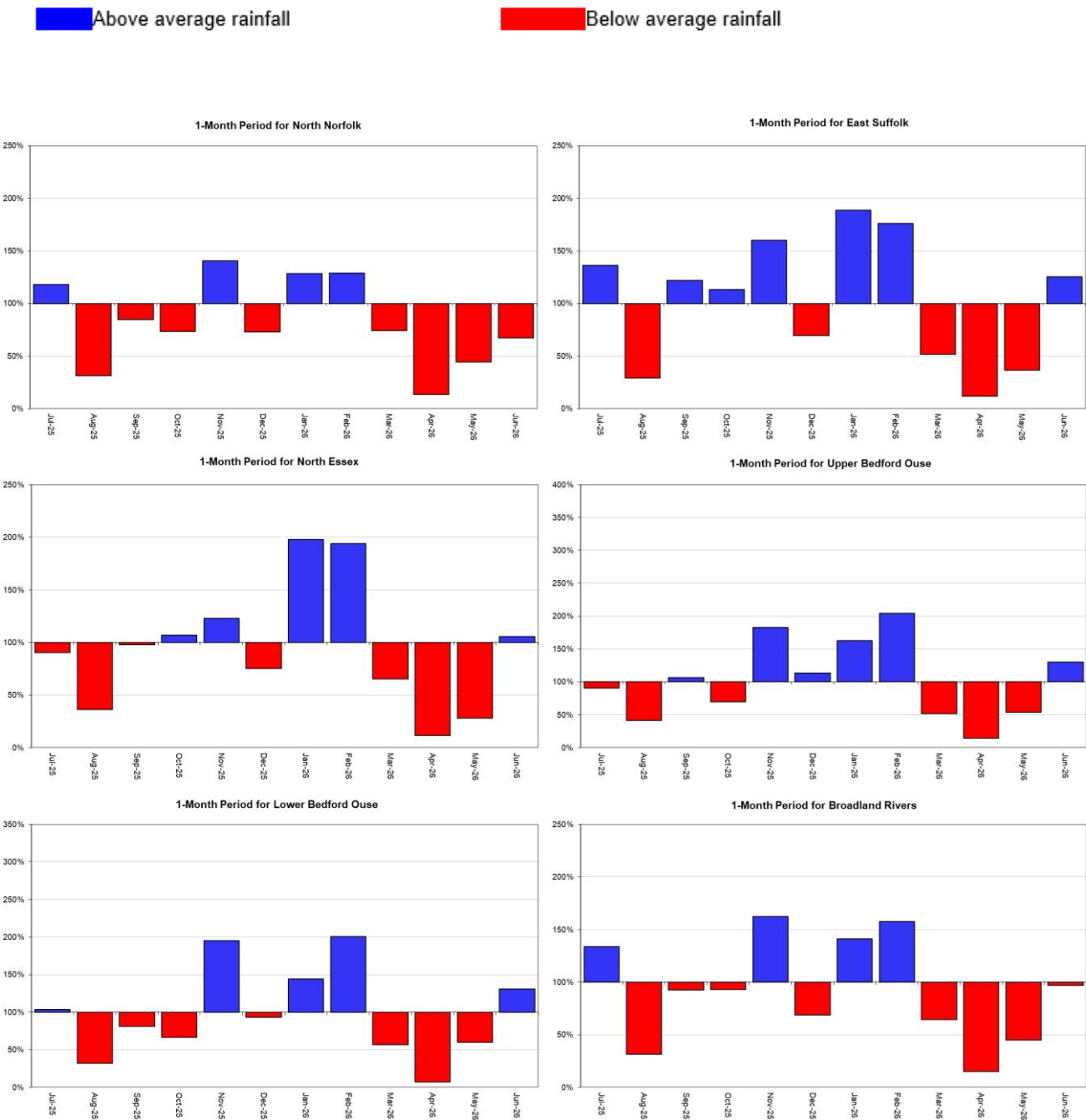
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 30 June 2026), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

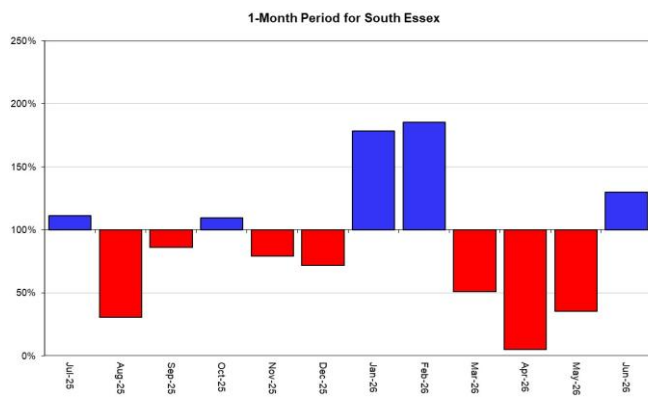
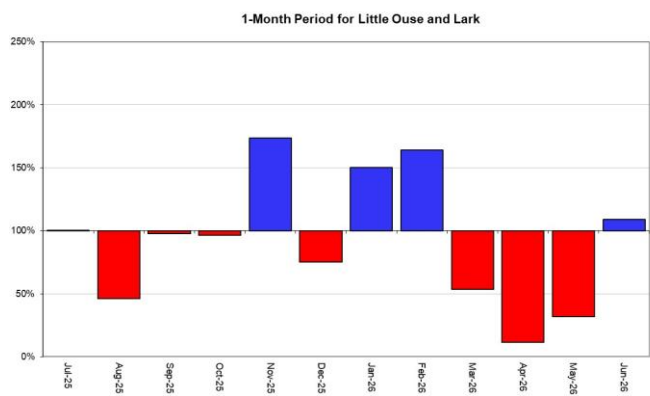
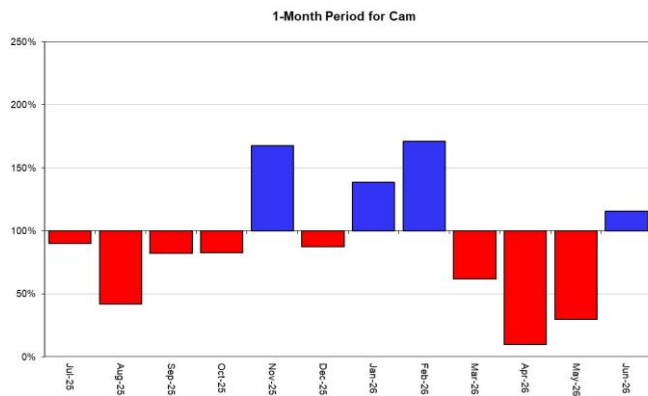
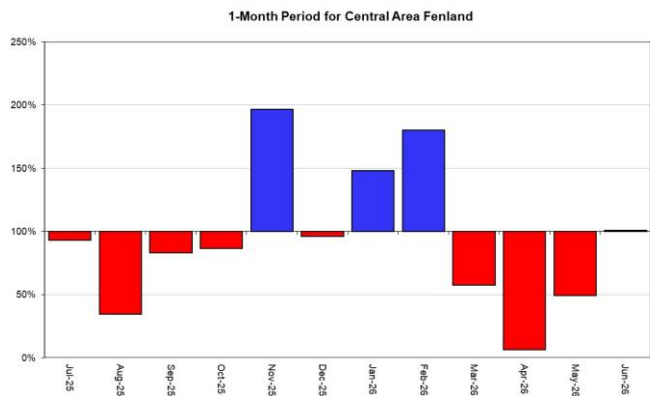
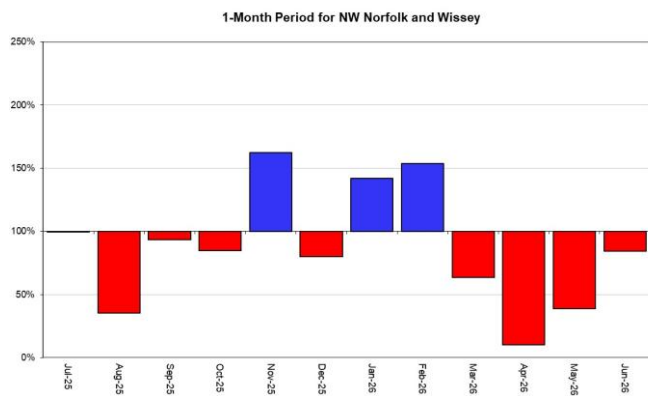


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2026). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

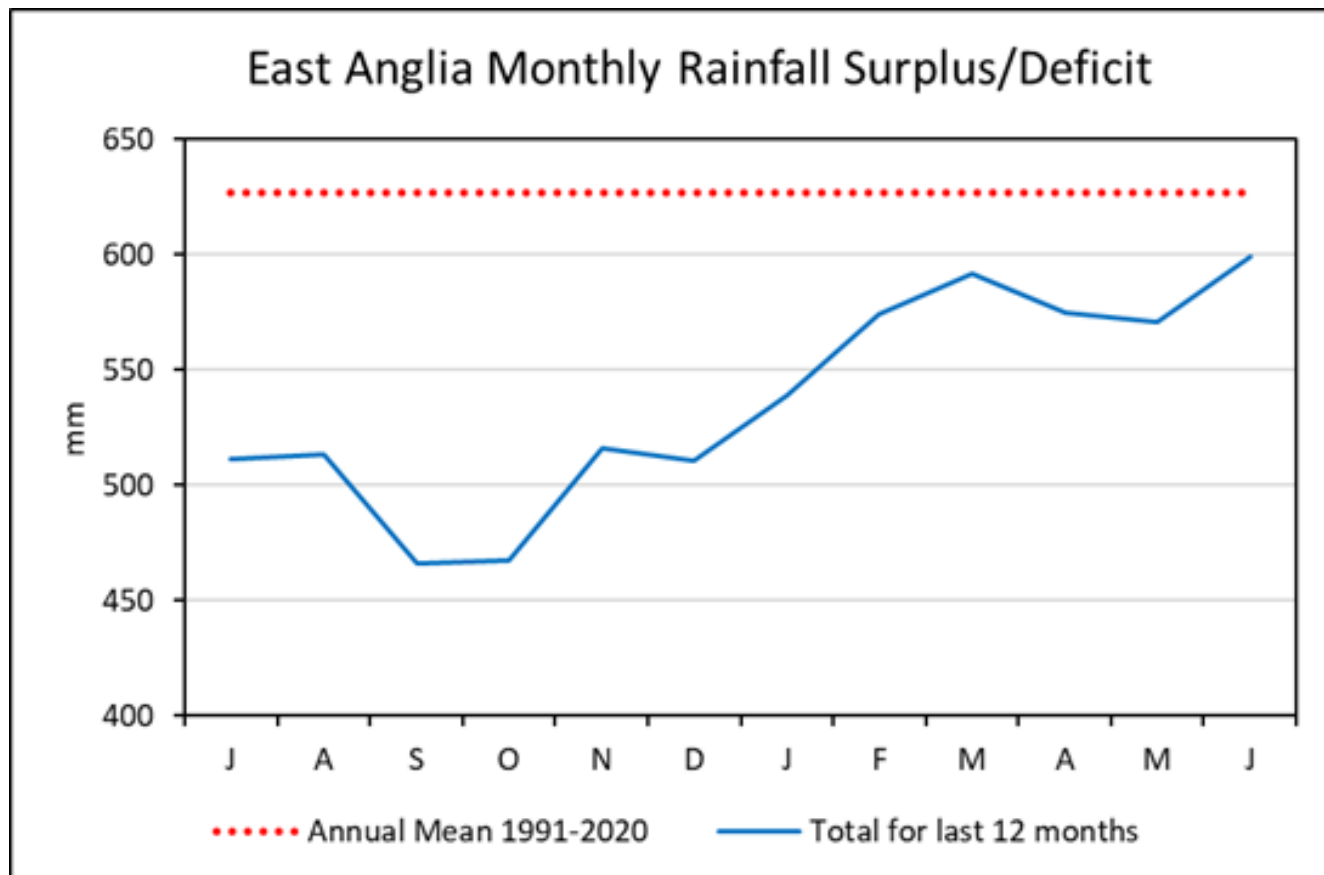
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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

2.3 Monthly rainfall surplus deficit chart



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

3 Soil moisture deficit

3.1 Soil moisture deficit map

Figure 3.1a: Soil moisture deficit values for 30 June 2026. Values based on the weekly MORECS data for real land use.

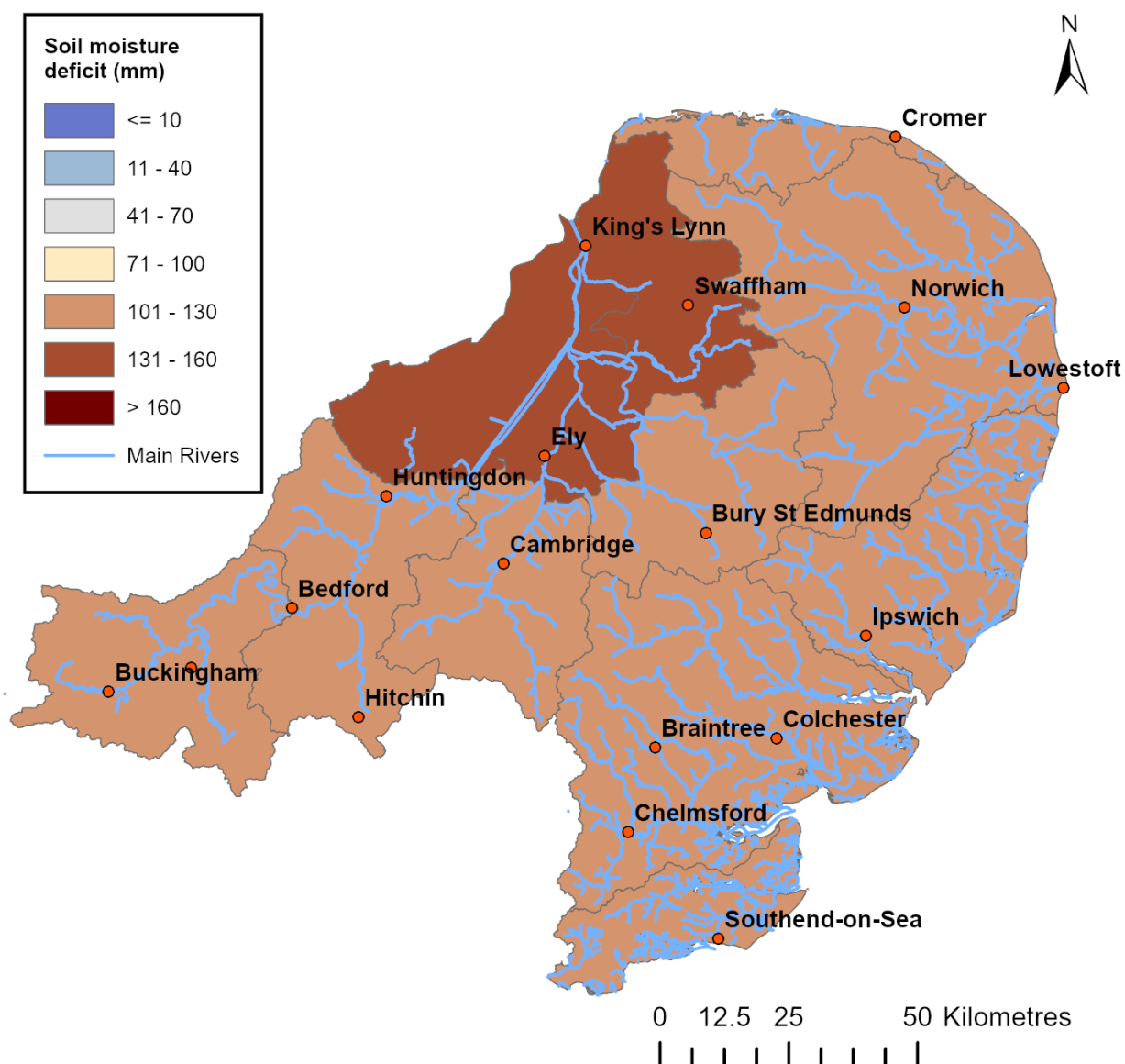
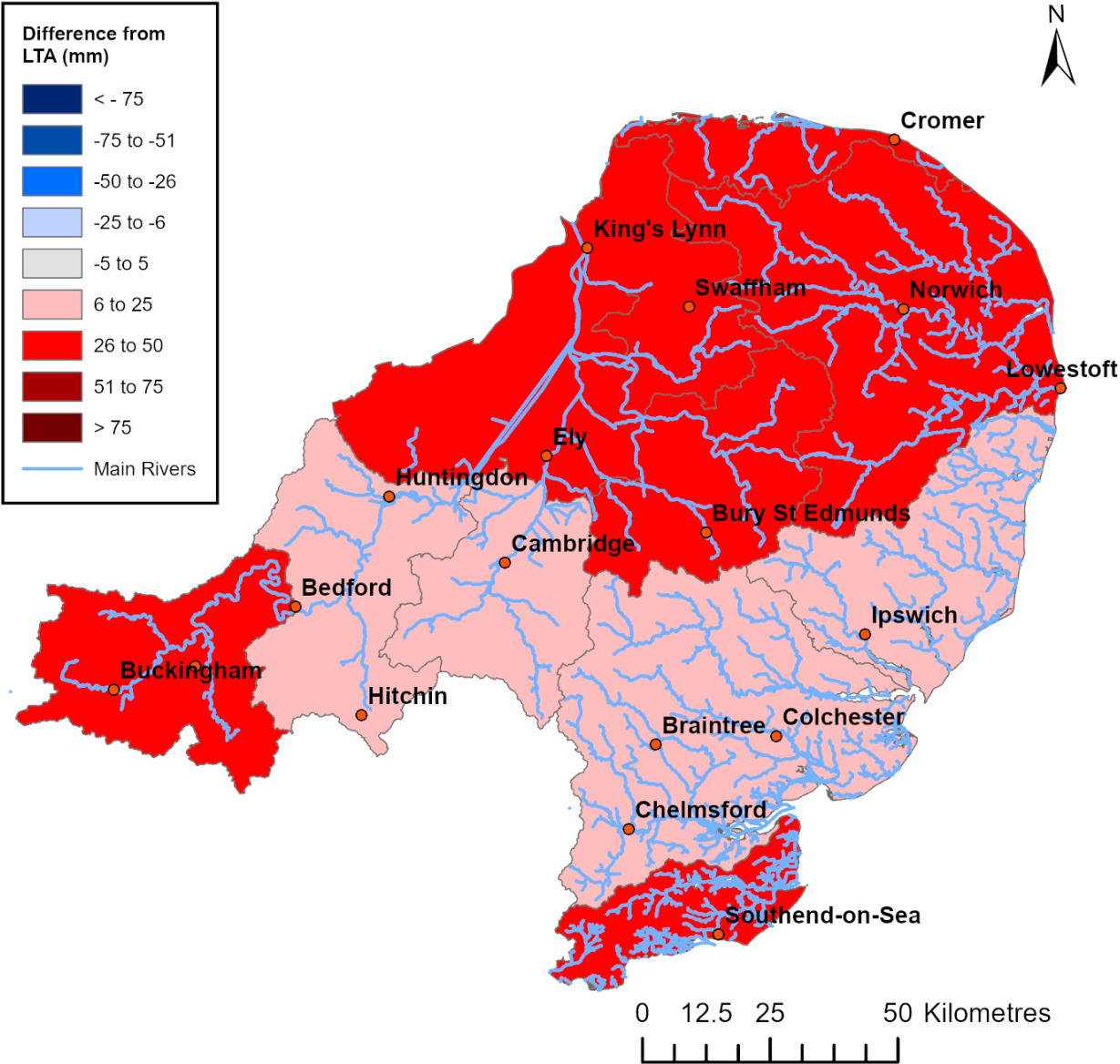


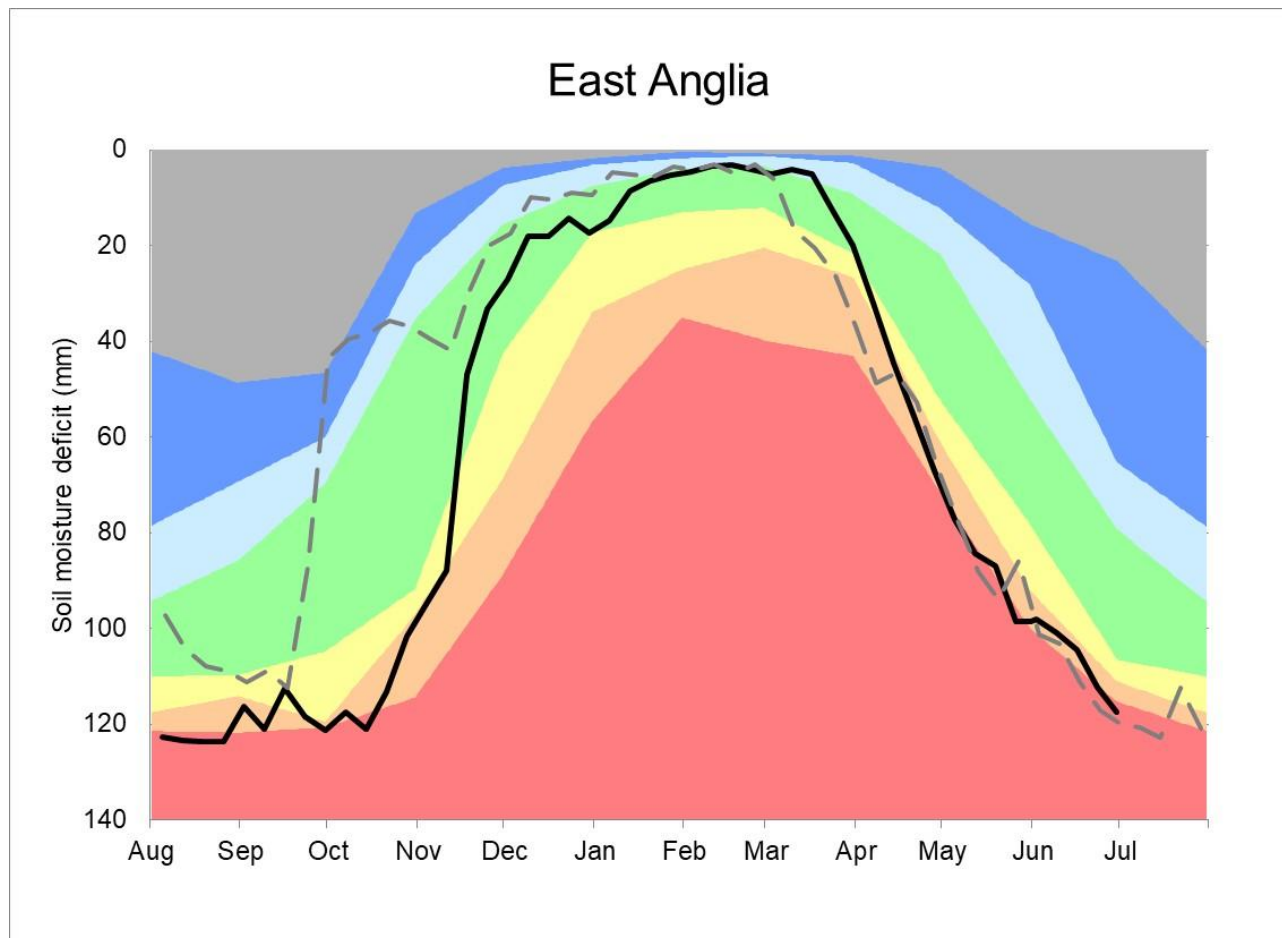
Figure 3.1b: A map displaying soil moisture deficit values (for 30 June 2026) relative to long term average end of June soil moisture deficit values for hydrological catchments across East Anglia. Values based on the weekly MORECS data for real land use.



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

3.2 Soil moisture deficit charts

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

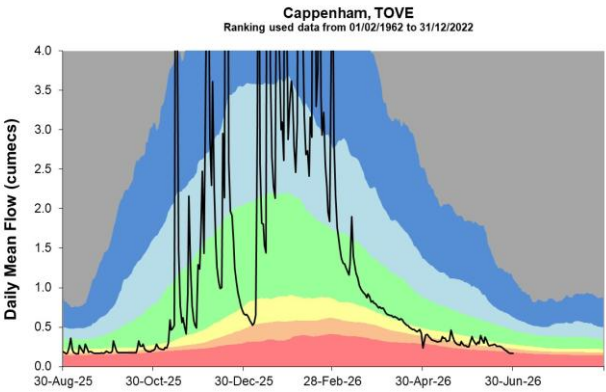
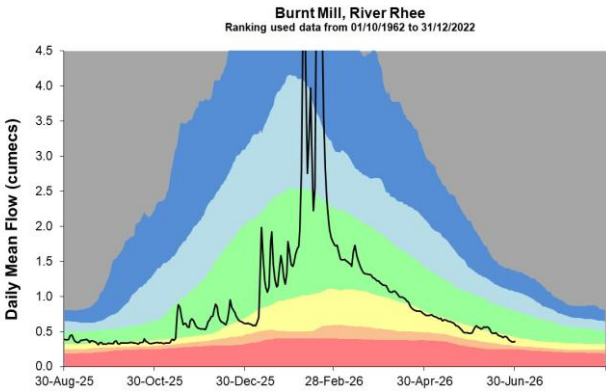
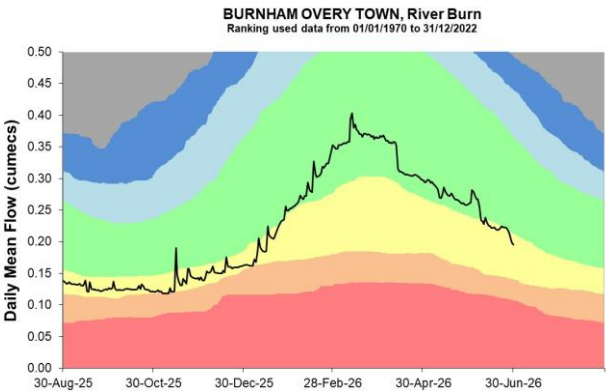
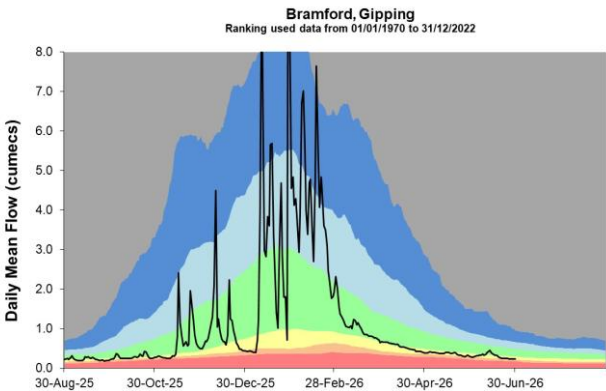
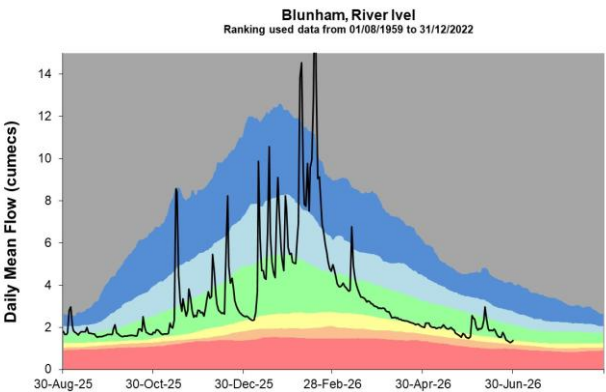
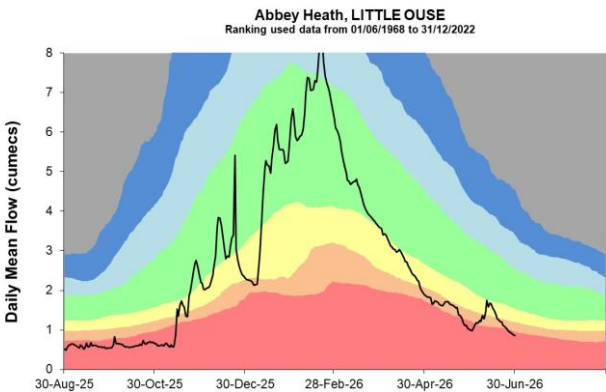
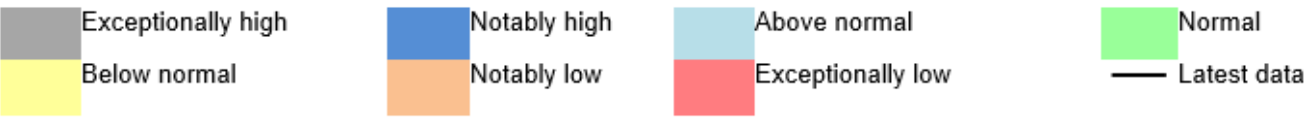


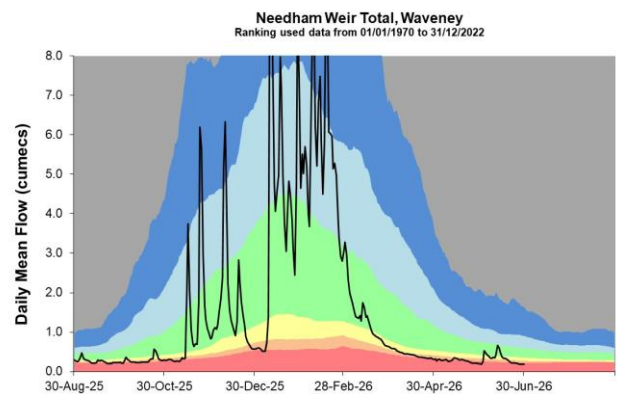
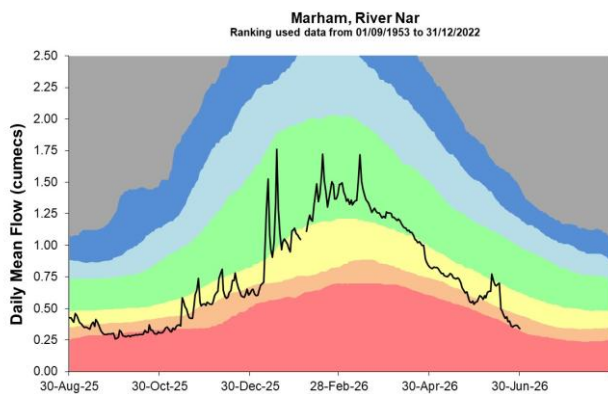
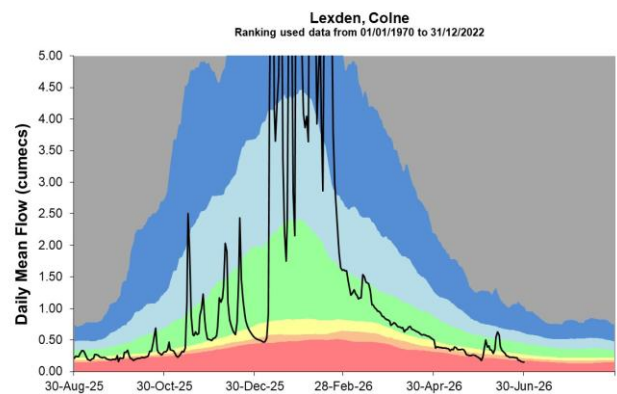
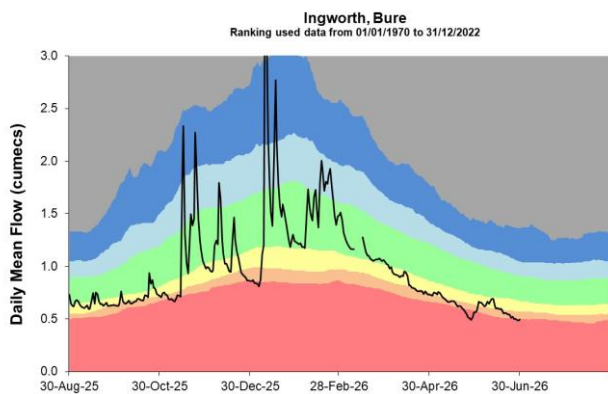
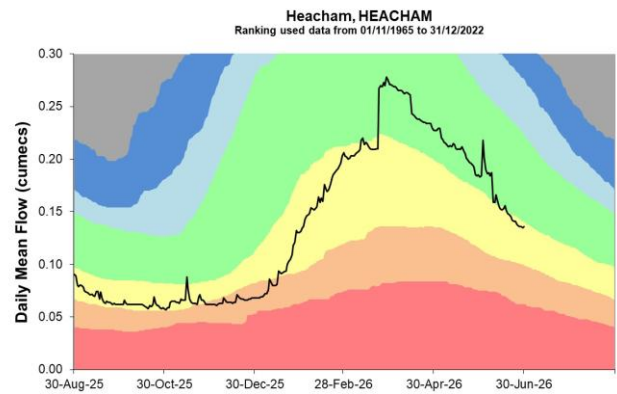
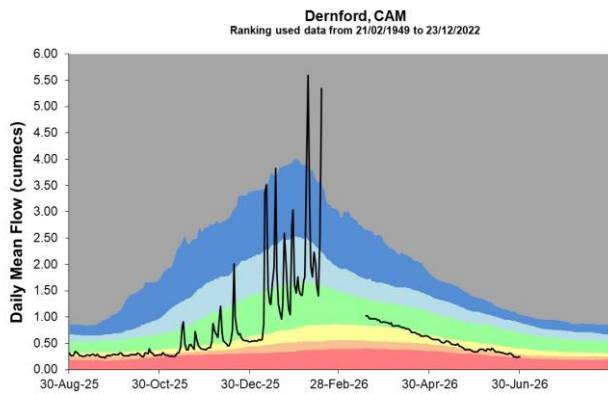
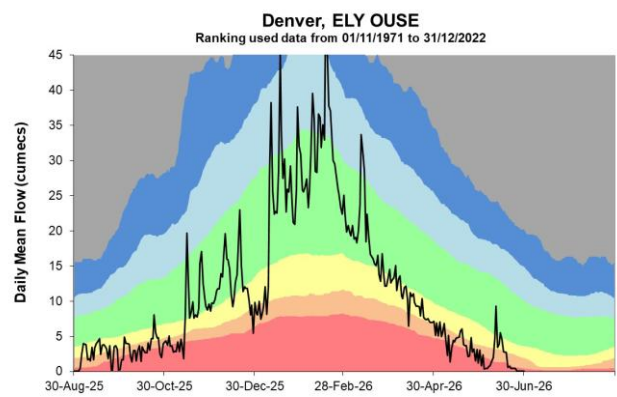
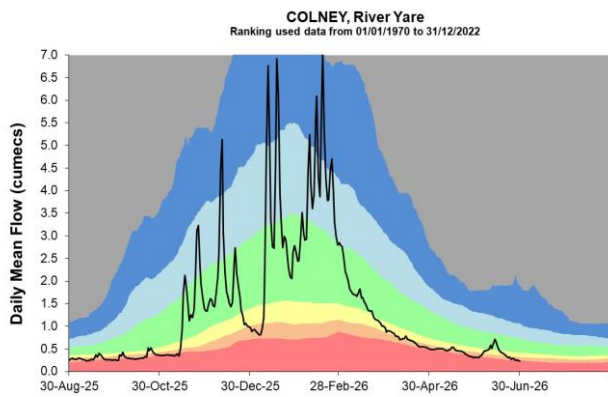
(Source: Met Office. Crown copyright, 2026). All rights reserved. Environment Agency, 100024198, 2026

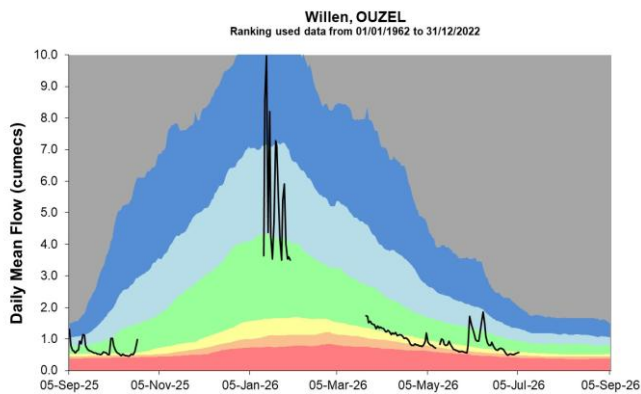
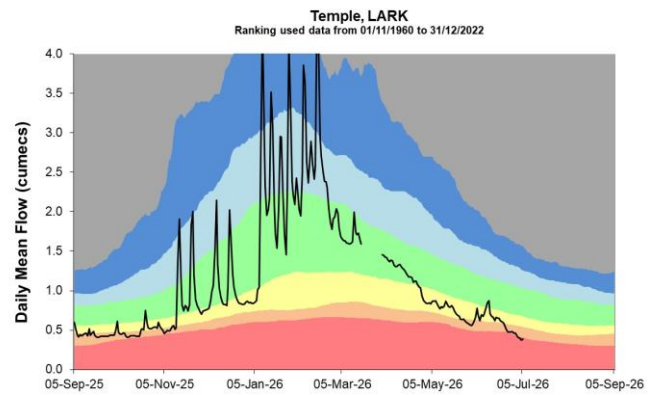
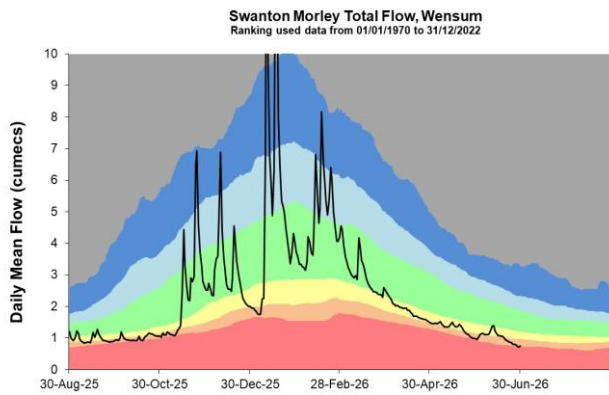
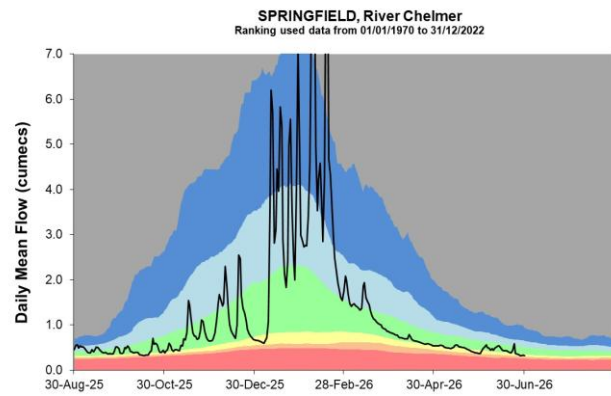
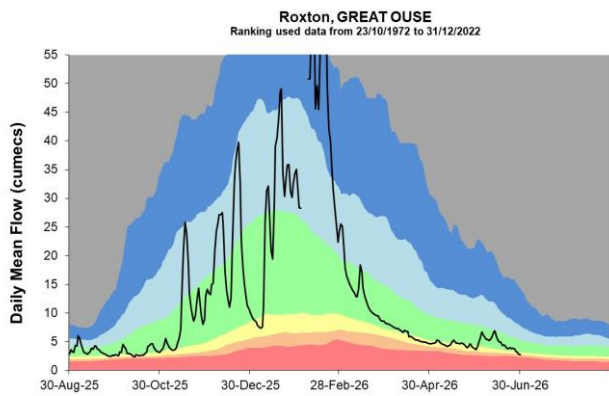
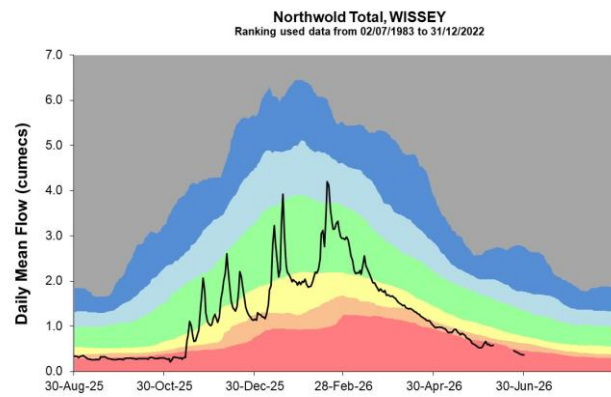
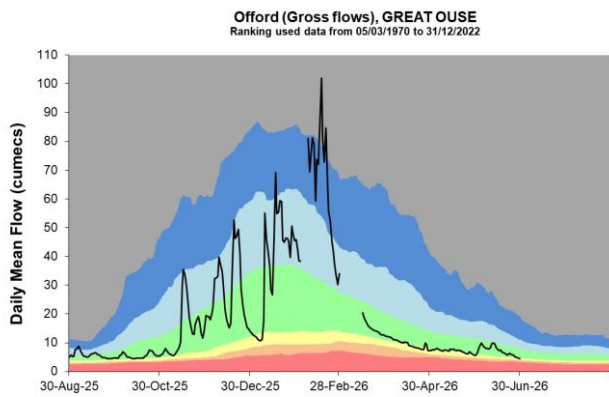


4.2 River flow charts

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





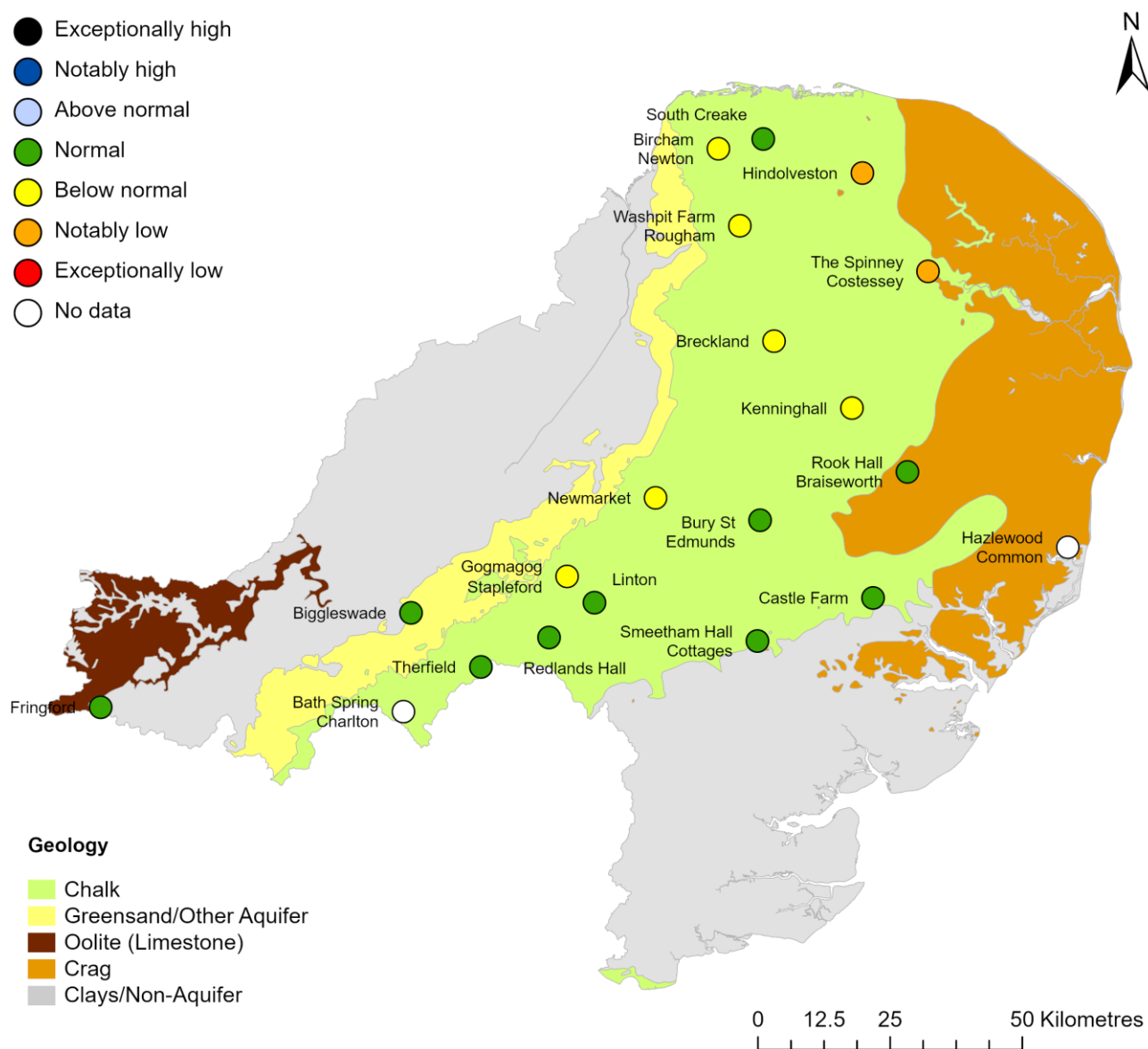


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

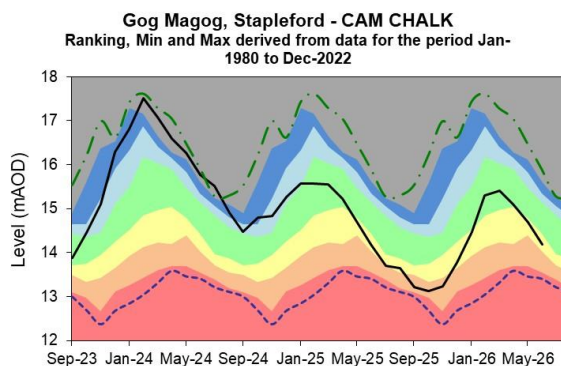
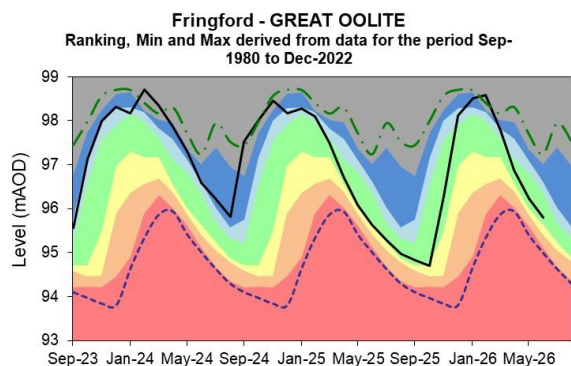
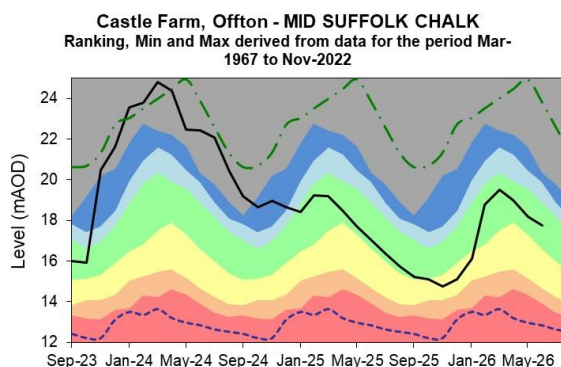
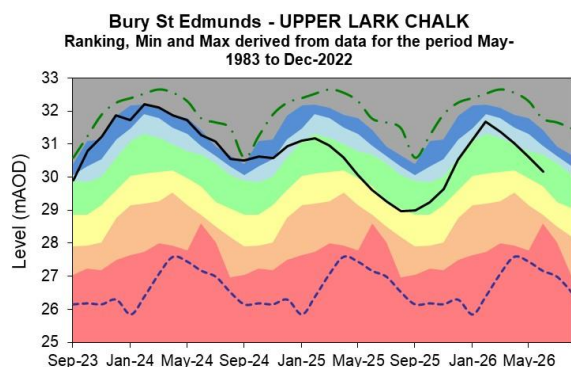
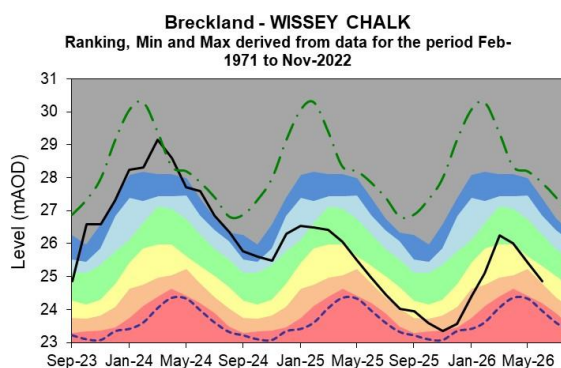
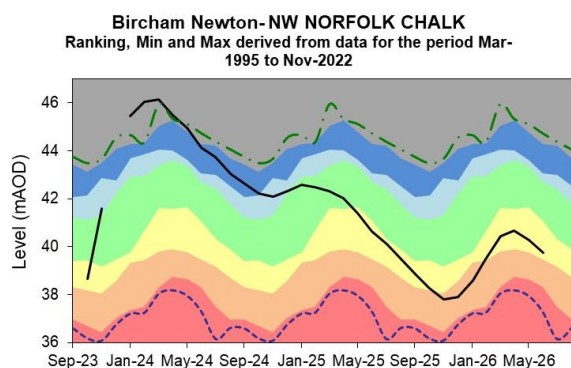
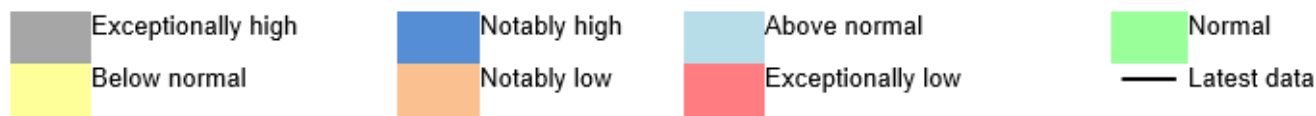
Figure 5.1: Groundwater levels for indicator sites at the end of June 2026, classed relative to an analysis of respective historic June levels. Table available in the appendices with detailed information.



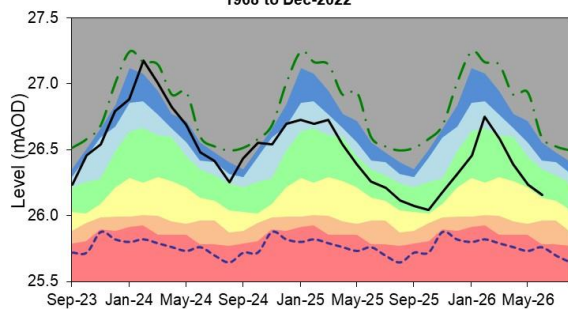
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

5.2 Groundwater level charts

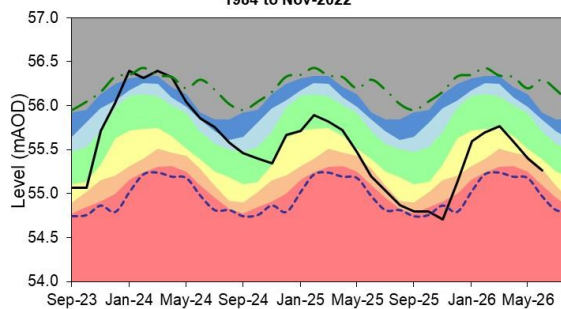
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



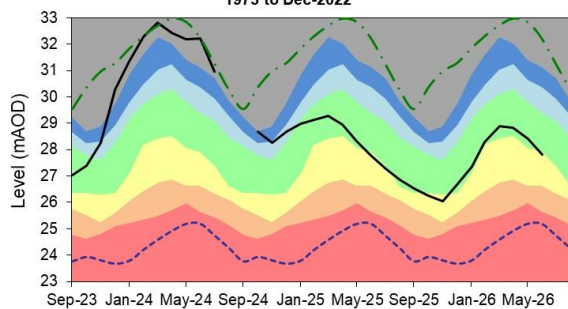
Biggleswade - IVEL SANDSTONE
 Ranking, Min and Max derived from data for the period Mar-1968 to Dec-2022



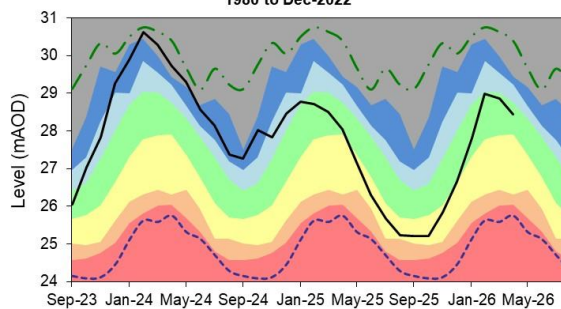
Hindolveston - NORFOLK CHALK
 Ranking, Min and Max derived from data for the period Sep-1984 to Nov-2022



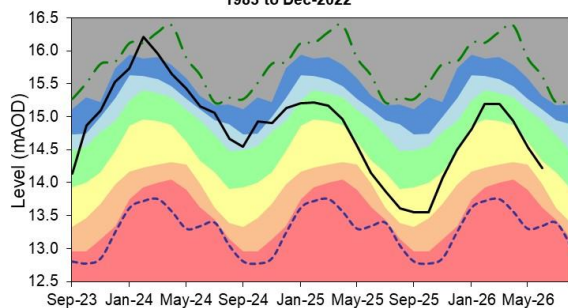
Kenninghall - LITTLE OUSE CHALK
 Ranking, Min and Max derived from data for the period Aug-1973 to Dec-2022



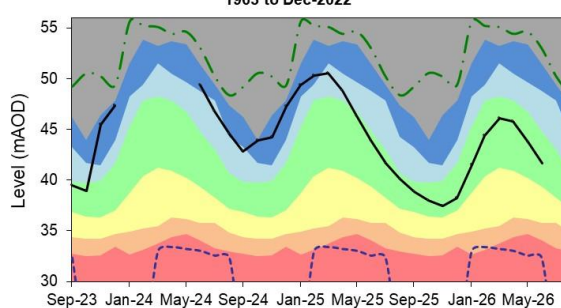
Linton-CAM CHALK
 Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



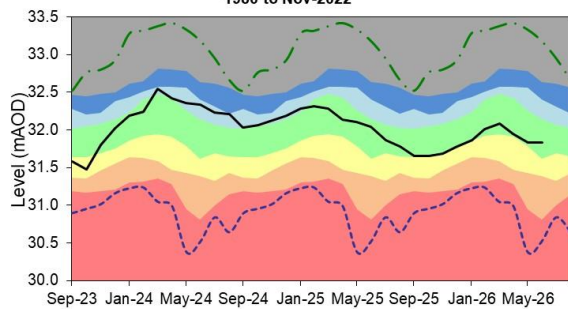
Newmarket - SNAIL CHALK
 Ranking, Min and Max derived from data for the period Feb-1983 to Dec-2022



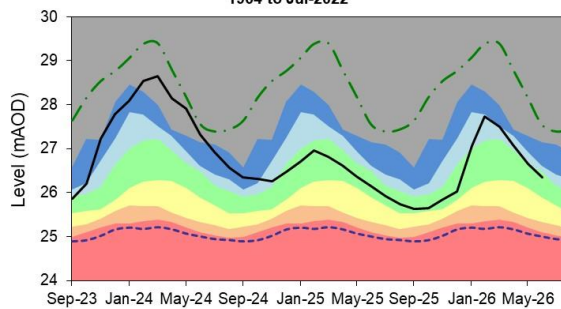
Redlands Hall, Ickleton - CAM CHALK
 Ranking, Min and Max derived from data for the period Aug-1963 to Dec-2022

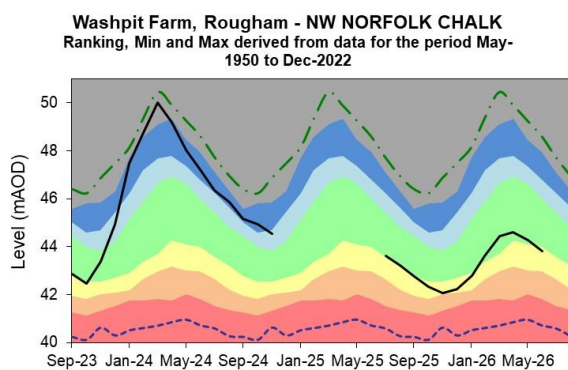
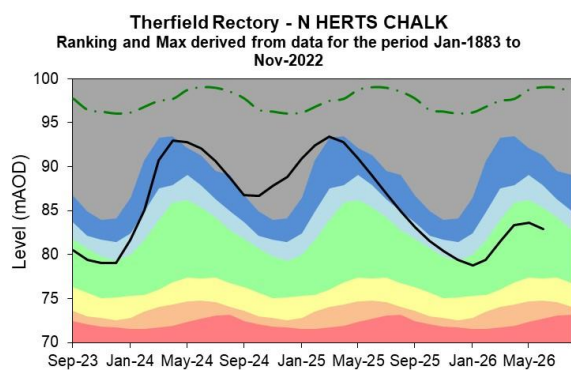
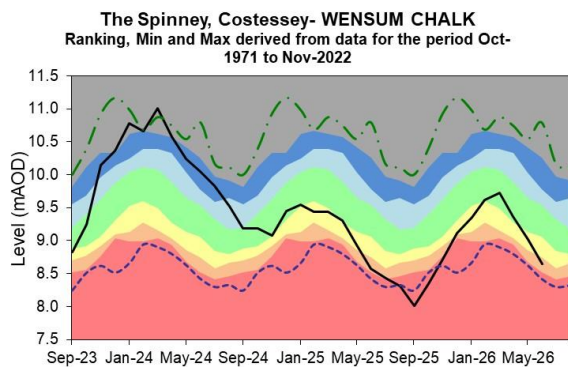
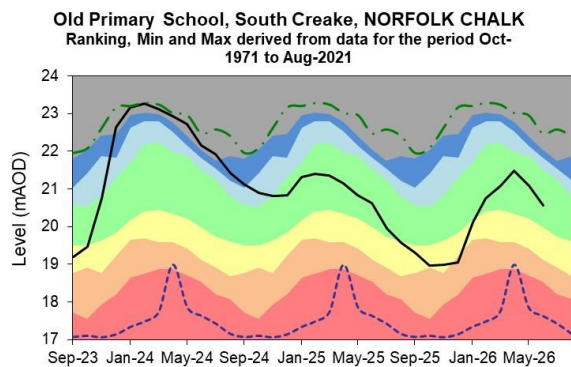


Rook Hall, Braiseworth-SUFFOLK CHALK
 Ranking, Min and Max derived from data for the period Jan-1980 to Nov-2022



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

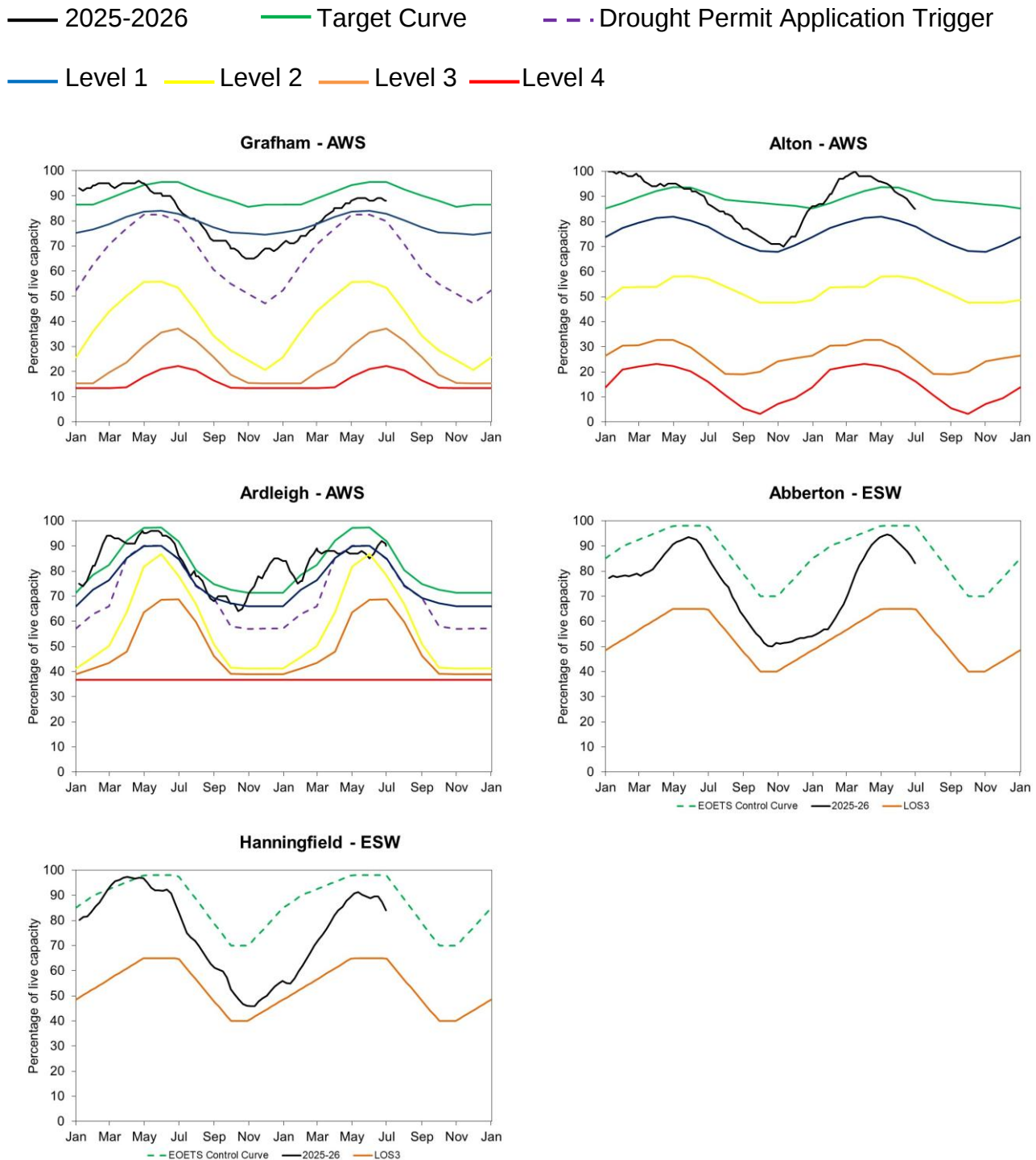




Source: Environment Agency, 2026.

6 Reservoir stocks

Figure 6.1: End of month regional reservoir stocks compared to the target curve and drought permit application trigger. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.



(Source: water companies. For more information on Anglian Water's reservoir levels, please view their [Drought Plan](#)).

7 Glossary

7.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

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

Artesian

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

Artesian borehole

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

Cumecs

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

Effective rainfall

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

Groundwater

The water found in an aquifer.

Long term average (LTA)

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

mAOD

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

MORECS

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

Naturalised flow

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

NCIC

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

Recharge

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

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

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

Soil moisture deficit (SMD)

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

7.2 Categories

Exceptionally high

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

Notably high

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

Above normal

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

Normal

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

Below normal

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

Notably low

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

Exceptionally low

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

8 Appendices

8.1 Rainfall table

Hydrological area	Jun 2026 rainfall % of long term average 1991 to 2020	Jun 2026 band	Apr 2026 to June cumulative band	Jan 2026 to June cumulative band	Jul 2025 to June cumulative band
Broadland Rivers	97	Normal	Notably low	Normal	Normal
Cam	116	Normal	Notably low	Normal	Normal
Central Area Fenland	101	Normal	Notably low	Normal	Normal
East Suffolk	125	Above Normal	Notably low	Normal	Normal
Little Ouse And Lark	109	Normal	Notably low	Normal	Normal
Lower Bedford Ouse	131	Above Normal	Below normal	Normal	Normal
North Essex	106	Normal	Notably low	Normal	Normal
North Norfolk	68	Normal	Exceptionally low	Below normal	Below normal
Nw Norfolk And Wissey	84	Normal	Exceptionally low	Below normal	Normal
South Essex	130	Above Normal	Notably low	Normal	Normal

Upper Bedford Ouse	130	Above Normal	Below normal	Normal	Normal
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8.2 River flows table

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

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

8.3 Groundwater table

Site name	Aquifer	End of Jun 2026 band	End of May 2026 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Below normal	Below normal
Breckland	Wissey Chalk	Below normal	Below normal
Bury St Edmunds	Upper Lark Chalk	Normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Below normal	Below normal
Hazlewood Common	East Suffolk Crag	No Data	No Data
Hindolveston	Norfolk Chalk	Notably low	Notably low
Kenninghall	Little Ouse Chalk	Below normal	Normal
Linton	Cam Chalk	Normal	No Data
Newmarket	Snail Chalk	Below normal	Below normal
Old Primary School, South Creake	North Norfolk Chalk	Normal	Normal

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



MA049 2627a) Conservation Wardens Report



MA049 2627b) Stockbridge trees

230	Stockbridge Meadows							
4235	Wardens Materials	0	300	300	300	0.0%		
4240	Wardens Equipment	0	500	500	500	0.0%		
4320	Maintenance & Reps- Unplanned	0	500	500	500	0.0%		
4420	Grounds Maintenance - Unplanned	0	1,000	1,000	1,000	0.0%		
4430	Grounds Maintenance - Planned	0	337	337	337	0.0%		
4605	Refuse & Dog Bin Collection	0	866	866	866	0.0%		
4635	Village Maintenance Contract	296	924	628	628	32.0%		
Stockbridge Meadows :- Indirect Expenditure		296	4,427	4,131	0	4,131	6.7%	0
Net Expenditure		(296)	(4,427)	(4,131)				

Proposal to spend up to £60 for X **Wych Elm Trees - Ulmus Glabra** saplings to help mitigate the loss of coverage from ash die back.

Decimated by Dutch elm disease, the sweeping and majestic wych elm is a much rarer sight these days. Its loss goes hand-in-hand with the decline of the elusive white-letter hairstreak butterfly, whose caterpillars rely on elm leaves.

[Wych Elm \(Ulmus glabra\) - British Trees - Woodland Trust](#)



Express checkout

shop

G Pay

OR

Contact

Email or mobile phone number
parishclerk@melbournparishcouncil.gov.uk

?

☒ Email me with news and offers

Wych Elm Tree (Ulmus Glabra)
Pk of 4

Subtotal

£19.99

Shipping

FREE

Total

GBP £19.99
Including £3.33 in taxes

From: [REDACTED]
To: [Abi Williams](#)
Subject: Stockbridge Meadows
Date: 26 June 2026 11:55:53

Hi Abi,

[REDACTED] and I have been spending more time than usual this week at Stockbridge Meadows - the walk is virtually all in shade from my house, via Cross Lane, so perfect in extreme heat. I wanted to pass on our thanks to Keith and the volunteers for all the work that they continue to do to help it be a haven for wildlife - so many butterflies, bees, muntjac and squirrels on display every day this week! And plenty of cool, shady spots for me to sit in and [REDACTED] to stretch out in - see photo attached :)

Hope you're finding ways to stay cool too?

Kindest regards,

[REDACTED]





Mrs Alexandra Coxall
Melbourn Community Hub, 30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Melbourn Parish Council
Membership No: S23506
Website Username:
assistantclerk@melbournparishcouncil.gov.uk
Membership Renewal Date: 01 Aug 2026
Email address:
assistantclerk@melbournparishcouncil.gov.uk
Tel No: 01763 263 303 opt.3

04 Jul 2026

Membership Renewal

Dear Member

Membership number	S23506
Affiliation fees due 01 Aug 2026	£70.00
VAT @ 20%	£14.00
Total	£84.00

Thank you so much for being a valued member over the past year. Your support really makes a difference. It helps us continue to protect, preserve and promote allotments; while funding the benefits you enjoy as part of the National Allotment Society.

Your membership will shortly be due for renewal, and we invite you to log in, renew and continue enjoying all your member benefits.

Please log in to your members area to update your membership details and make a payment:

thenas.org.uk/login

- Your login is your email address plus the password you created.
- If it's your first time logging in, click '**Forgot your password**', enter your email, and select '**Remind me**' - you'll then receive a link to set up a new password.
- If you see the message '*There are multiple accounts with this email address*', please email us at contact@thenas.org.uk and we'll be happy to help.

Please make payment by one of the following methods:

- **Card Payment** (available online only in the members area)
- **Bank Transfer**
 - Bank Name: The Co-Operative Bank
 - Account name: NSALG
 - Account number: 67270048
 - Sort code: 08 92 99
 - Reference: **Membership No: S23506**

Cont overleaf

- **Cheque** (payable to NSALG Ltd) quote **Membership No: S23506** on the reverse.

It is important that when making any payments or corresponding with the Society that your membership number is quoted. **Membership No: S23506**

Your Membership

As a Co-operative Society, we may be audited by the Financial Conduct Authority and therefore be obliged to provide details to them of our members. All information provided will be for our records only and will not be disclosed to a third party.

The NAS will not share your data with any third party not listed in the data protection policy - Please see our website for full details. <https://www.thenas.org.uk/dataprotection>

Should you have any questions or concerns please do not hesitate to contact us.

Yours sincerely

The NAS Administration Team

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	1.6.26	8-6-26	15-6-26	22-6-26	
Village Car Park	1.6.26	8-6-26	15-6-26	22-6-26	
War Memorial	1.6.26	8-6-26	15-6-26	22-6-26	
Littlehands and Access Way	1.6.26	8-6-26	15-6-26	22-6-26	
New Rec. Ground	1.6.26	8-6-26	15-6-26	22-6-26	
Clear Cres.Play Park	1.6.26	8-6-26	15-6-26	22-6-26	
Orchard Road Cemetery	1.6.26	8-6-26	15-6-26	22-6-26	
New Road C/metry	1.6.26	8-6-26	15-6-26	22-6-26	
Old Recreation Ground	1.6.26	8-6-26	15-6-26	22-6-26	
Pavilion	1.6.26	8-6-26	15-6-26	22-6-26	
All Saints' C/Yard	1.6.26	8-6-26	15-6-26	22-6-26	
Jubilee Orchard	1.6.26	8-6-26	15-6-26	22-6-26	
Armingford Cres.	1.6.26	8-6-26	15-6-26	23-6-26	

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Pavilion Defibrillator	1	8-6-26	Sh.	15-6-26	Sh.	22-6-26	Sh.
Doctors Surgery Defibrillator		8-6-26	Sh.	15-6-26	Sh.	22-6-26	Sh.
Beechwood Avenue				15-6-26	Sh.		
Millennium Copse				17-6-26	ppp		
Worcester Way		8-6-26	Sh.	17-6-26	ppp	23-6-26	Sh.
Allotments							
Fire Engine Shed						22-6-26	Sh.
Chalkhill Barrow		8-6-26	Sh.				
Elm Way		8-6-26	Sh.				
Stockbridge M.				22-6-26			

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	1.6.26 AM			
		8-6-26 S			
		15-6-26 S			
		22-6-26 S			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		18-6-26 S 55-5% 42-5%		
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens			Kitchen 22-6-26 55-5	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

19/04/2026	New Rec	Bench removed and moved around rec	MOP	Vandalism			Office contacted owner to request installation or fudning for ground anchors.
20/04/2026	Bowls Club	2 x smashed windows and benches knocked on to green	MOP	Property damage	Yes	With Bowls club	Reported to office to highlight need for lighting and fencing in the area.
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 GVERRRPGC
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			SCDC requested action - suggested fireproof dog poo bin. Warden righted bin and replaced.
19/06/2026	The Moor	Damage to top of memorial bench	MOP	Property damage			Wardens looking at repair - possible replacement of bench.
19/06/2026	High Street	Manhole cover collapse.	MOP	Other			Reported to 101 and waterboard - protective action taken, awaiting response.
22/06/2026	High Street	Smashed window in phone box	Warden	Property damage			22/06 - reported to BT. 26/06 - repaired by BT.
29/06/2026	High Street	Bike - left at phone box	Wardens	Other			Bike recovered, stored in the workshop.
29/06/2026	High Street	Theft freport from Co-op	MOP	Other			Reported to PCSO - no action taken by Co-op
29/06/2026	Village wide	Egging people and property	MOP	ASB			PCSO aware.

Abi Williams

From: [REDACTED]
Sent: 23 June 2026 11:53
To: Abi Williams; Assistant Clerk
Subject: Website contact: Clear Crescent - double yellow road markings

Follow Up Flag: Follow up
Flag Status: Flagged

From: [REDACTED]
Subject: Clear Crescent - double yellow road markings

Message Body:

I live on Clear Crescent and coming into the crescent from New Road there are always cars parked on the corners.

This is causing a lot of near misses as you cannot see any approaching traffic. Combined with the kids using the playground, it is causing a dangerous situation as a lot of kids are cycling to and from there.

Can I ask to consider double yellow lines on the pinchpoints to increase kids safety, but also have a safer traffic situation in general

--

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

1 July 2026

The office received a call from a concerned resident around the repeated damage to a property off Little Lane.

Larger vehicles repeatedly strike the garage building, causing damage to the structure and stress to the residents.

Previously a restriction sign was added to the High Street end of Little Lane – this worked for a period but with the grow of delivery services during COVID the number of delivery vans using the lane has increased.

The office raised a report as attached (Appendix A) with Highways through the Public Right Of Way (PROW) Officer for advice.

The PROW officer believes there is little that can be done on a practical level and sent the following response:

Context

- Little Lane is a single-track historic lane, it was never designed to serve multiple delivery vans.
- There is a PROW that sits on top of the lane.
- Residents have access rights for their cars.
- The expectation is that there are limited daily vehicular movements just for residents.

Problem

- Post Covid there has been a significant increase in people using delivery services to receive goods.
- This creates a health and safety risk with vans (who are often are time pressured and drive speedily) interacting with PROW users.
- Large vans are causing damage to adjacent buildings.
- Quality of life - vans damaging property and creating an unsafe environment.
- Difficult for the van reverse down a narrow lane

Solution

- Residents need to take individual responsibility for not encouraging delivery vans down an unsuitable road.
- Avoid using delivery services as much as possible by shopping in store or using click and collect services.
- If you do need to use delivery services, get parcels delivered to other address such as locker services, places of work or to friends and family's addresses.
- As a last resort make it explicitly clear on the delivery notes that vans are not to drive down Little Lane
- If this is still an issue residents should consider formally complaining to the delivery service

Suggested letter from Melbourn Parish Council to Little Lane and Mortlock Street residents attached (Appendix B).



Entrance to Little Lane, view from High Street. [///weary.lifters.dribble](#)

Signage to state Access Only with 1.8m clearance.

Trucks and delivery vehicles ignore the sign and are causing damage to properties at the other end of the lane.



Exit of Little Lane, view from Orchard Road. [///backswing.petition.hazy](#)

Property at 24 Mortlock Street repeatedly struck by vehicles – most are delivery vehicles and do not stop to provide details.

Persistent use by delivery vehicles causing damage to property.

Would there be any appropriate action that can be taken such as adding a bollard to the corner of the building in question?

Damage is structural and repeated.

Little Lane, Melbourn

Appendix B

Help Protect Little Lane

Dear Residents

The Parish Council has been discussing with the Highway Authority at Cambridgeshire County Council the number and size of delivery vans using Little Lane. As you will all appreciate, the lane is very narrow and is not designed to accommodate frequent use by larger vehicles. This can lead to damage to property, damage to the road itself and difficulties for other lane users.

While delivery drivers ultimately decide which route to take, the Highway Authority has advised that residents can play an important part in helping to reduce the number of unsuitable vehicles using the lane. We would therefore be grateful if residents could consider the following:

Where practical, shop in person or use click-and-collect services to reduce the need for home deliveries.

If a delivery is required, consider alternative delivery locations, such as parcel lockers, your workplace, or the address of a friend or family member.

When arranging home deliveries, include clear delivery instructions asking drivers not to use Little Lane and to approach on foot if possible.

If delivery drivers continue to use the lane despite these instructions, consider raising the issue directly with the delivery company, as customer feedback can help influence future driver routing.

We understand that these suggestions may not always be practical, and residents cannot control every delivery made to their home. However, if we all take small steps where we can, together we can help protect Little Lane and preserve it for the benefit of everyone in the village.

Thank you for your support and cooperation.

Melbourn Parish Council

MA053 2627a) Cambridge Road / Hale Close – Trees

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Overhead Expenditure						
4365 Tree & Hedge Work - Unplanned	9,237	0	7,500	7,500		7,500
Total Overhead	9,237	0	7,500	7,500	0	7,500
Total Income	0	0	0	0		
Total Expenditure	9,237	0	7,500	7,500	0	7,500
Net Income over Expenditure	(9,237)	0	(7,500)	(7,500)		

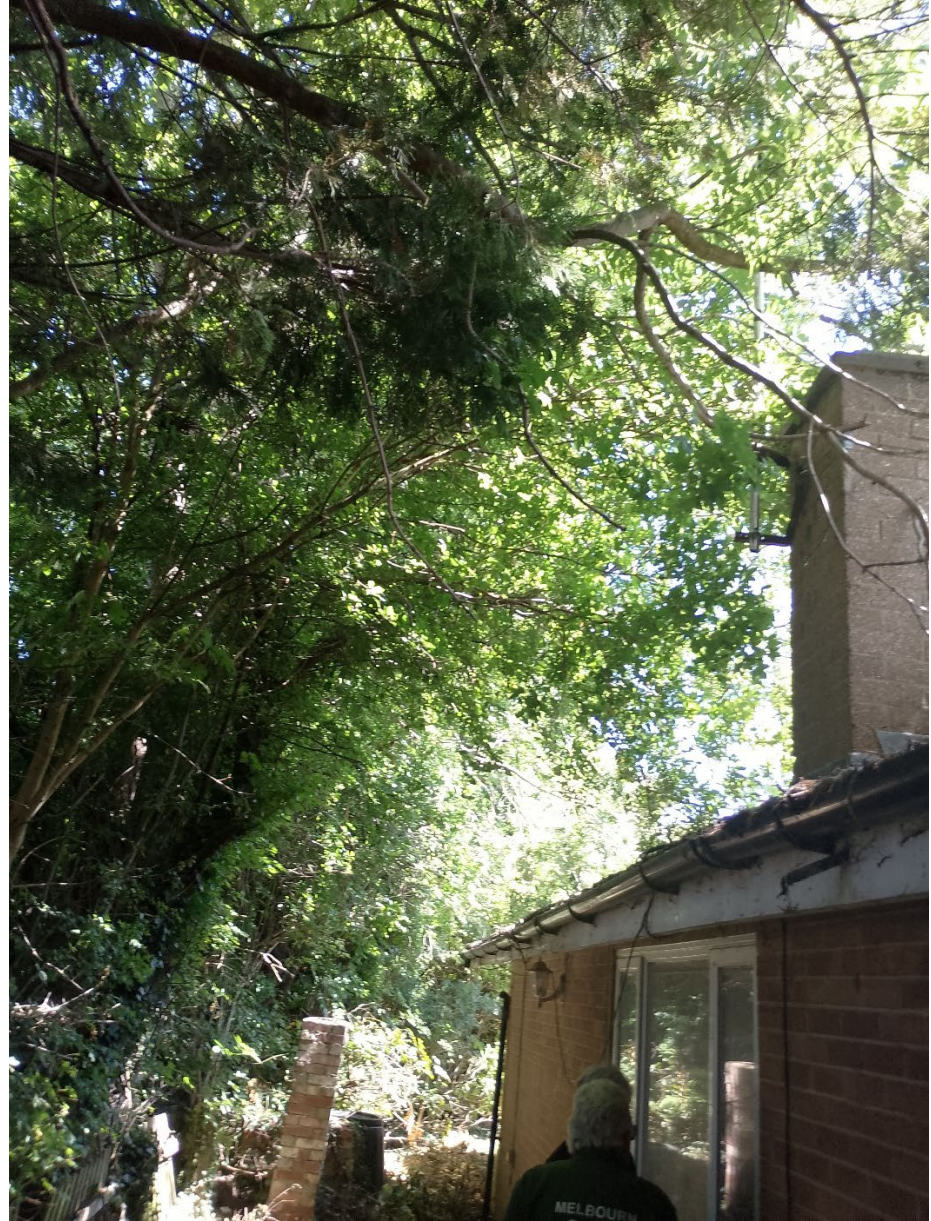


Resident raised concern about the trees along Cambridge Road causing issues with the property and obtaining insurance. Request for works to trees to clear property line.

Arborist contacted – due to proximity to house they have requested a report before quoting for works due to possibility of structural issues. No safety issues were raised during the recent review – the impact on the residential property would not have been assessed at this time.

Awaiting quote.

MA053 2627a) Cambridge Road / Hale Close – Trees



MA053 2627a) Cambridge Road / Hale Close – Trees



**Cambridge Road / Hale Close
INSET 1**

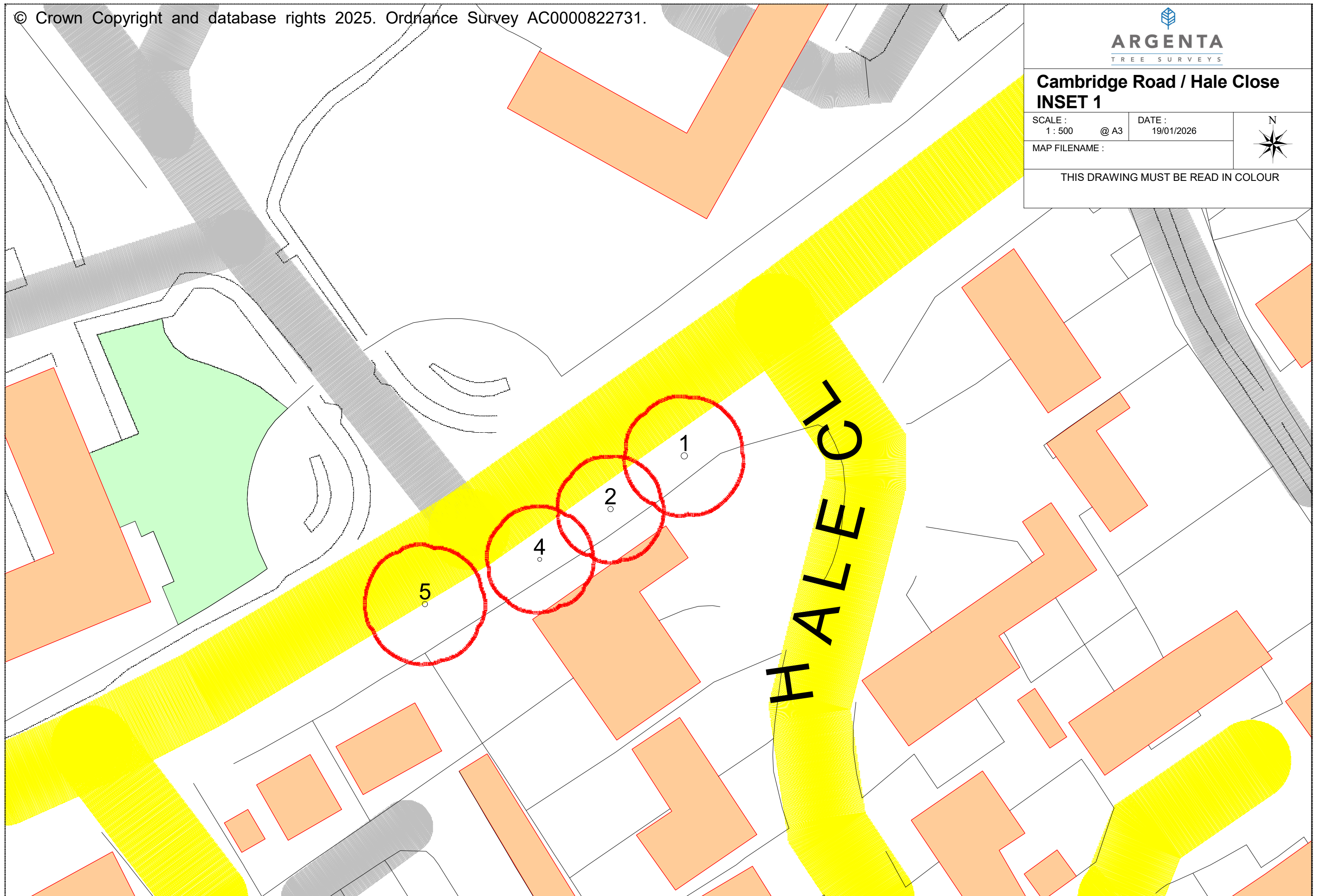
SCALE :
1 : 500 @ A3

DATE :
19/01/2026

MAP FILENAME :



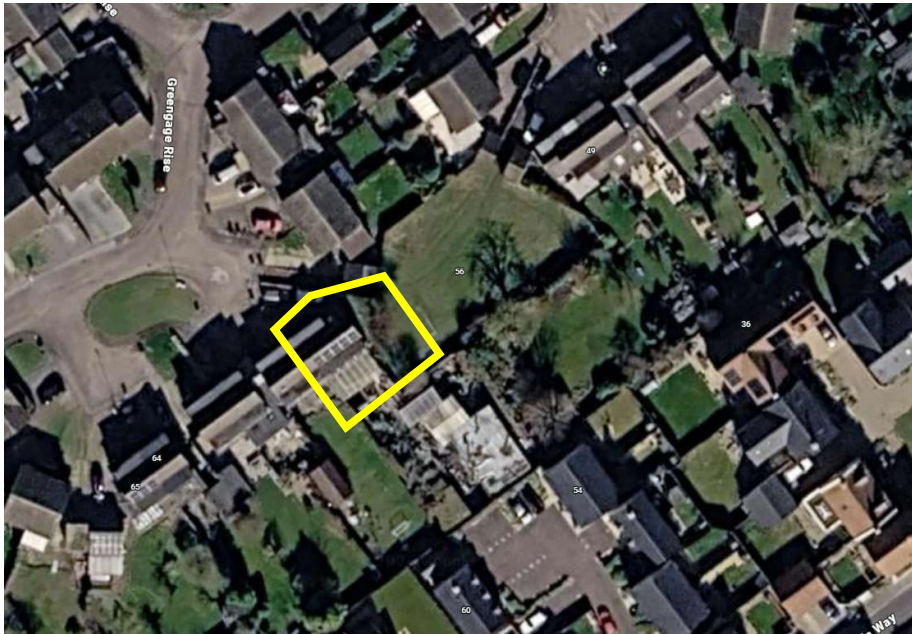
THIS DRAWING MUST BE READ IN COLOUR



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

MA053 2627b) Greengage Rise – Trees

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Overhead Expenditure						
4365 Tree & Hedge Work - Unplanned	9,237	0	7,500	7,500		7,500
Total Overhead	9,237	0	7,500	7,500	0	7,500
Total Income	0	0	0	0		
Total Expenditure	9,237	0	7,500	7,500	0	7,500
Net Income over Expenditure	(9,237)	0	(7,500)	(7,500)		



Resident raised concern about the trees off open space to the side of their property line causing damage to fence and property.

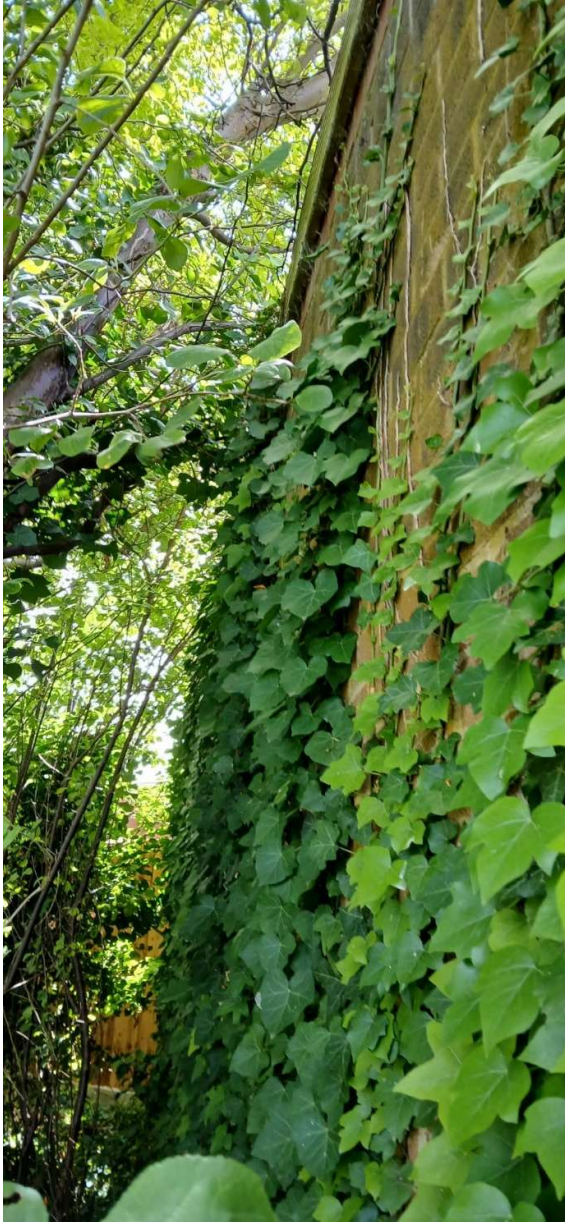
Arborist contacted – due to proximity to house they have requested a report before quoting for works due to possibility of structural issues.

Land currently held by developers – in the late stages of obtaining the ground but not ours.

Precedence set with works to other trees off this land having works carried out previously.

Awaiting quote.

MA053 2627b) Greengage Rise – Trees



EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 15 July 2026

Details of work required	Reported by	Notes	Actions	WHO?
Various Highways reports	Residents	Many reports of action required on Highways reporting tool	Watch responses - follow up if not actioned in suitable timeframe.	CCC
Pathway signs to be replaced	Wardens	Poles for footpath signs missing at Vicarage Close and Long Wood	Replacement poles requested from Highways - Wardens willing to replace when provided. Highways collected signs - to be replaced.	CCC
Dead wood falling onto path and properties around Rupert Neve Close	Resident	Works carried out privately but more works required.	Logged with Highways. Actioned on 21 day check (1 July 2026)	CCC
Weight restriction signage missing - New Road	Resident	Continued complaints about over limit vehicles entering the village from A5050	CCC confirmed sign to be replaced. 12 week check (1 Sep 2026)	CCC
Overgrown hedging along Royston Road	Resident	Ongoing complaints and safety issues with overgrown vegetation making the path impassable along Royston Road - users having to walk in the road etc.	Written to owners with no response. Contacts compliance officers who have agreed works should be carried out as soon as possible. Awaiting works 01/07/26	CCC

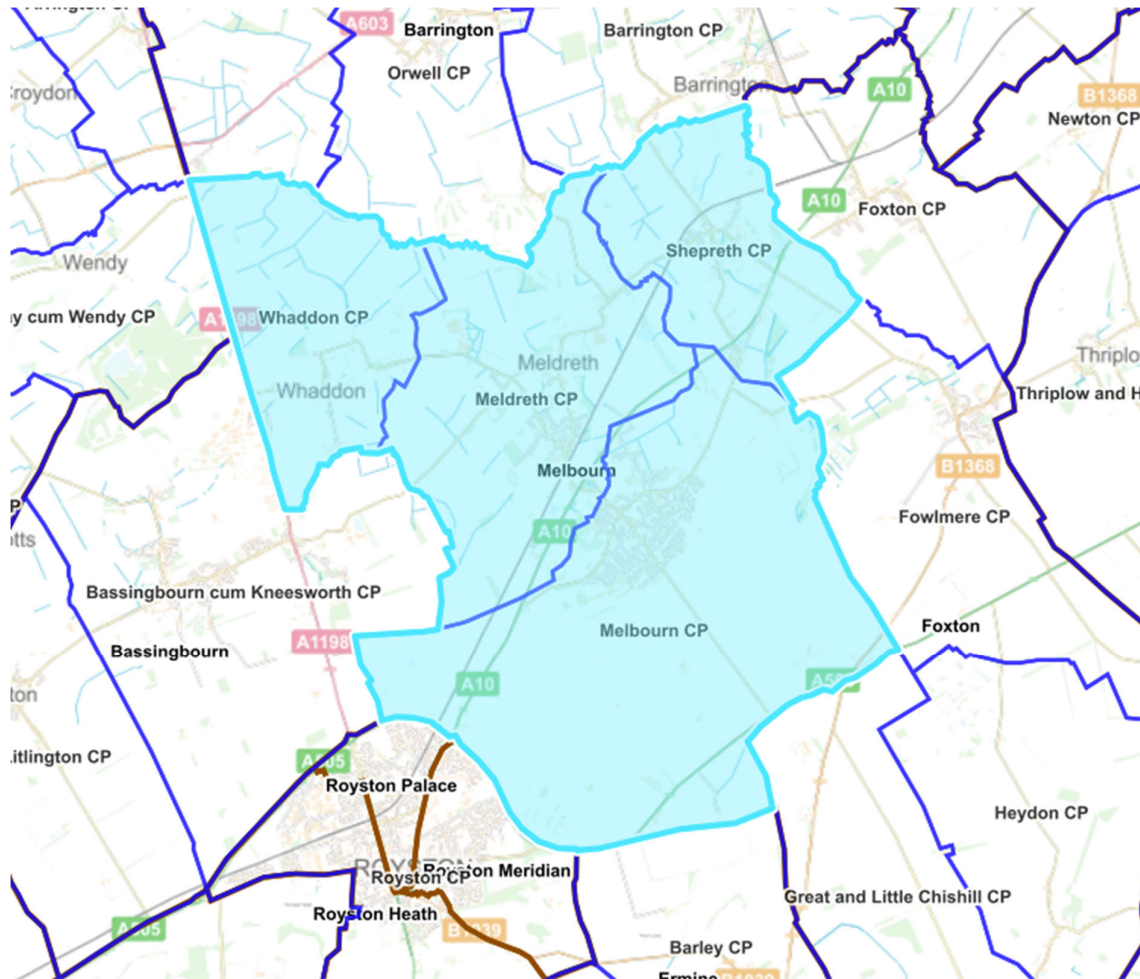
PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 15 July 2026

Details of work	Reported by	Notes	Actions	WHO?
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing	Office / Wardens
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.	Wardens

Letters to residents about encroaching on pathway / roadway / open sapces

	Number of letters	
High Street	1	
High Street	1	
Beechwood Ave	4	<i>Offered assistance, requested permission to carry out works, With Environment SCDC. Further complaints of vermin. Works being completed.</i>
High Street	5	<i>Actioned.</i>
Norgetts Lane	1	<i>With SCDC housing.</i>
Norgetts Lane	1	<i>With SCDC housing.</i>
High Street	3	<i>Sent Feb 2026</i>
High Street	2	<i>Actioned.</i>
Victoria Way	1	No action required.
High Street	1	Actioned.
Water Lane	2	
High Street	1	Actioned.
High Street	1	Actioned.
	1	Asked Highways for advice - safety issue. Picked up by compliance officer - awaiting works.
Beeton Close	1	
Cedar Close	1	Fallen fence to Beechwood Ave open space.

The attached report cover the Melbourn Ward – this covers Melbourn, Meldreth, Shepreth and Whaddon.



Key themes relevant to Melbourn

Climate

- Some homes in Melbourn are currently at high risk of flooding. This could rise in the future due to climate change.
- Extreme heat is also a concern: during the 2022 heatwaves, Melbourn reached 39.7°C.

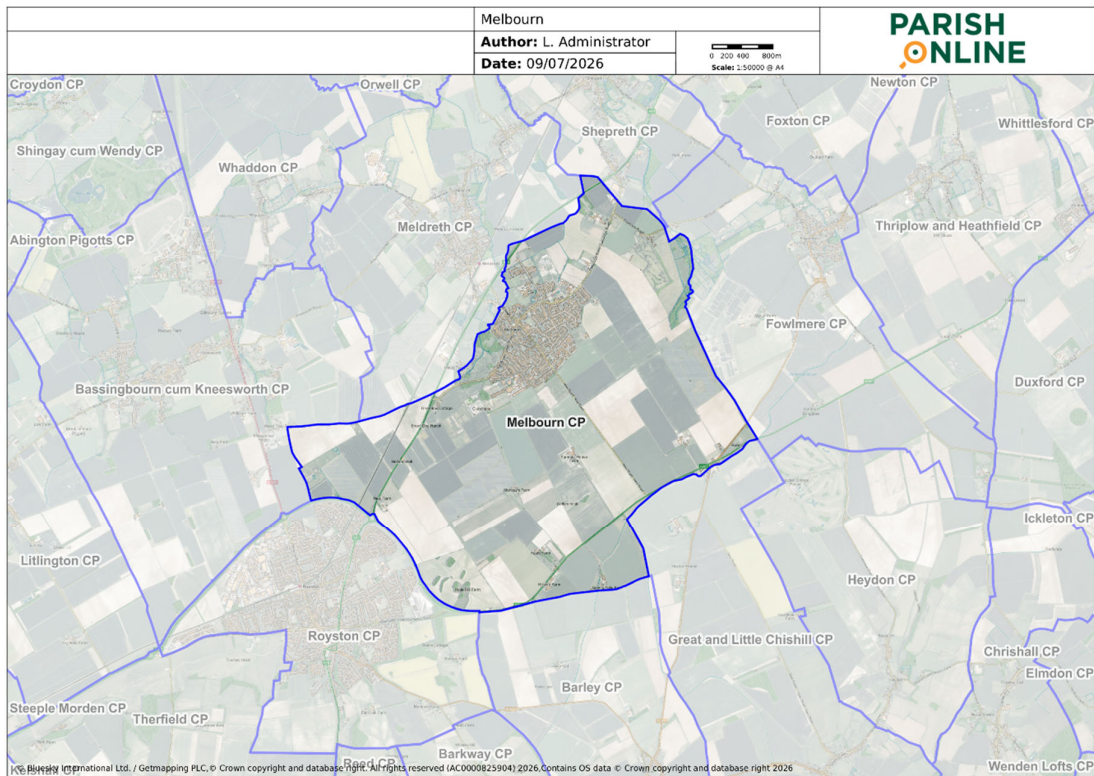
Home Insulation and Energy

- 1,626 homes in Melbourn Ward are poorly insulated (below EPC C level), ranking 14th out of 26 in South Cambridgeshire for homes needing upgrades.
- Poor insulation leads to higher energy bills and increased risk of cold, damp homes.

Nature and Pollution

- Melbourn Ward ranks 17th out of 26 in South Cambridgeshire for pollution levels.
- The report states that tree canopy cover in Melbourn is only 7.3%, well below the recommended minimum of 20%. It should be noted that this is data for Melbourn Ward and not Melbourn village – you can see from the map below that even Melbourn village is laid predominantly to farmland so high tree canopy cover would not be expected.

MA056 2627b) Friends of the Earth – Environmental Data Summary



- 83% of people in Melbourn are within a 15-minute walk of greenspace (government target is 100%). Again, this data is skewed due properties outside of the village footprint. Saying this the need for access to nature for all should not be underestimated.

Councillor Briefing: Environmental Data for Melbourn



"As a councillor for Melbourn, you will know the area well, but we've brought together some environmental data that you may not be aware of. We hope you can use this information to improve the lives of residents in your ward."

Mike Childs, Friends of the Earth

47%

of homes are poorly
insulated

7.3%

Summer tree canopy
cover
(Recommended
minimum = 20%)

7.6 $\mu\text{g}/\text{m}^3$

Annual background
concentration of
PM_{2.5}
(WHO limit = 5 $\mu\text{g}/\text{m}^3$)

Climate Change and Energy

Burning fossil fuels has already led to the planet warming by almost 1.5 degrees Celsius. This is disrupting weather systems and causing more severe storms, droughts and floods.

Our continued high use of gas to produce electricity and to heat our homes and businesses is contributing to this, as well as leaving us all exposed to volatile energy prices. Friends of the Earth is calling for councils to support a faster roll-out of renewable energy and to help householders fit insulation. We are also calling on the government to introduce a social tariff for energy — that is, cheaper energy rates for those on the lowest incomes.

More oil and gas drilling won't reduce energy costs, because costs are set on the global market, but it will exacerbate climate change (for more detail see our [Misinformation briefings](#)).

In Melbourn, 61 homes are already at high risk of flooding, according to Environment Agency data. In the future this could increase to 124. Climate change will also lead to more heatwaves. In the 2022 heatwaves, the temperature reached 39.7°C in Melbourn. The government needs to do more to prepare the country for extreme weather events, including with more support for local authorities, so that those most at risk — such as older people during heatwaves or disabled people during flood events — can be properly protected.

Homes need not only to be better adapted for flooding and heatwaves but also better insulated to help keep down energy costs and reduce the number of people living in cold, damp homes.

In Melbourn, there are 1,626 homes that are poorly insulated (below the EPC C level), making it 14 out of 26 in South Cambridgeshire for the number of homes needing an upgrade. Better insulated homes not only cut energy bills but also reduce illness and make homes more comfortable.

Nature and Pollution

Air pollution has fallen over recent years, partly as a result of cleaner vehicles, such as electric buses, vans and cars, replacing petrol and diesel vehicles. But air pollution remains high across much of the country. Air pollution is particularly a concern for young people, as their lungs are developing, as well as for those with respiratory problems such as asthma or COPD. Up to 30,000 people die prematurely due to air pollution in the UK each year.

Melbourn ranks 17 out of 26 in South Cambridgeshire for pollution levels. The level of air pollution, based on government modelling, reaches 8.0 µg/m³ for nitrogen dioxide in parts of the ward, compared to the World Health Organisation (WHO) recommended level of 10 µg/m³, and 7.6 µg/m³ for particulates, compared to the WHO level of 5 µg/m³.

Nature can help reduce air pollution, provide cooling during heatwaves and reduce flooding. Research also shows local green spaces are linked with better mental health. Tree cover in Melbourn is 7.3%, against a recommended minimum of 20%. The proportion of people who are within a 15-minute walk of greenspace is 83% – the **government target** is that everybody should be within a 15-minute walk of greenspace.

Sewage pollution of rivers from sewage outfalls has rightly led to public outrage. In Melbourn there are 2 sewage outfalls that spilled pollution into waterways 37 times and for 58.8 hours in 2025. Sewage pollution is a danger to water users but also harms the nature that residents of the ward enjoy.

Who is Harmed Most by Environmental Damage

While almost everyone is harmed by a degraded environment, including future generations, Friends of the Earth research has identified that people on low incomes, disabled people, and people of colour are disproportionately harmed by air pollution, climate extremes and a lack of access to nature. These people also tend to contribute least to these problems, making this an environmental injustice.

Improving the environment benefits both people and nature. Research shows it is also beneficial for jobs and the economy, with the Climate Change Committee stating that every pound spent brings benefits worth 2.2–4.1 times as much. Those calling for green policies to be delayed or abandoned are not serving the public good.

What Councillors Can Do

The information in this briefing will help you stand-up and speak out for action on climate, nature and equality because of the benefits that action will deliver for your constituents.

Speaking out for action on climate change, energy, nature and pollution is important at a time when powerful vested interests, some politicians and the media are seeking to delay or abandon action. Data in the other Ward reports in your area will also enable you to highlight how councillors speaking out against climate action are not serving their constituents well.

Please e-mail data@foe.co.uk to provide feedback on this environmental data sheet.

Further Reading

- Friends of the Earth's Local Environmental Data tool, which includes local authority-level data and policy recommendations for councils: <https://groups.friendsoftheearth.uk/near-you>
- Friends of the Earth's misinformation briefings, including on energy bills, costs and jobs: <https://friendsoftheearth.uk/climate/climate-change-lies-vs-facts>
- Friends of the Earth's policy website, with articles spanning all the issues listed here and more: <https://policy.friendsoftheearth.uk/>

Methodology

Current and future flood risk

Published data on [properties at risk of flooding from rivers and seas](#) was used alongside [risk of flooding from surface water extent maps](#) and property location coordinates, to identify all properties at risk of flooding from either rivers or seas, or from surface water. The data were then aggregated at postcode level to calculate the proportion of properties at risk. This proportion was then used to estimate the population at risk (assuming population is distributed evenly across properties within a postcode) and to estimate the number of residential properties at risk from the ratio of households to total properties.

These metrics were aggregated to Ward level to obtain, for both high and medium risk categories, the number and proportion of all properties, residential properties, and estimated population at risk. Medium risk today was treated as a proxy for future high risk under a climate change scenario, so high-risk statistics were labelled “current high risk” and medium-risk statistics “future high risk”.

For further information on the analysis and methodology see [here](#).

Heat risk (summer 2022 maximum air temperature)

Daily maximum [air temperature data by 1km grids from HadUK \(MetOffice\)](#) for heatwave periods in summer 2022 were aggregated from their original grid resolution to Ward level using an area-weighted approach. For each Ward we calculated the 3-day average maximum air temperature during the heatwaves, providing a simple indicator of recent extreme heat exposure. For more detailed information see [here](#).

Home energy performance (EPC bands)

[Domestic Energy Performance Certificate \(EPC\)](#) records were aggregated to Ward level using a postcode-to-Ward lookup. For each Ward we calculated the number and percentage of homes in EPC bands D to G, providing an indicator of the prevalence of inefficient housing that is more vulnerable to high energy costs and in need of further insulation and other energy efficiency measures.

Air pollution

Modelled background air pollution data for nitrogen dioxide (NO₂) and particulate matter (PM_{2.5}), published by [Defra at 1 km² resolution](#), were aggregated to Ward level using area weighting. For each Ward we retained mean and maximum concentrations for NO₂ and PM_{2.5} and compared these with the World Health Organization (WHO) 2021 air quality guidelines.

For details on this analysis and methodology see [here](#).

Tree canopy cover

Total summer tree canopy cover was calculated from two datasets published by Forest Research: [National Forest Inventory \(NFI\)](#) and the [Trees Outside Woodland \(TOW\) map](#). These were intersected with Ward boundaries to calculate the total woodland and tree canopy area (m²) in each Ward, and the percentage of the Ward's land area covered by trees.

Greenspace

[Defra's access-to-greenspace statistics](#), originally published at Output Area level, were reallocated to Wards using postcode-weighted OA-Ward lookup tables. For each Ward we estimated the number and percentage of households that meet the “within 15 minutes” walk of greenspace commitment.

Sewage overflows

[Storm sewage overflow statistics for 2025](#) were aggregated to Ward boundaries from their point coordinates. For each Ward, the number of overflow outfalls, the annual number of spills, and the total spill duration (hours) were calculated.

Current spend – as of 09/07/26

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Wardens						
4000 Salaries & Pensions	4,920	20,317	15,397		15,397	24.2%
4110 Insurance	55	717	662		662	7.6%
4175 Subcontractors	0	3,000	3,000		3,000	0.0%
4230 Van - Tax, MOT, Fuel, Repairs	83	1,000	917		917	8.3%
4235 Wardens Materials	408	750	342		342	54.4%
4240 Wardens Equipment	20	1,500	1,480		1,480	1.3%
Wardens :- Indirect Expenditure	5,486	27,284	21,798	0	21,798	20.1%

Proposal to purchase a long arm hedge trimmer to allow Wardens to complete more maintenance of vegetation safely and efficiently.

Supplier	Model	Cost (inc VAT)
Wrights Mowers	Stihl HLA 66 – battery & charger	£573.00
Screwfix	Stihl HLA 66 – battery & charger	£611.47
Wrights Mowers	Stihl HL 92 C-E – petrol	£878.00
Tools Today	Stihl HL 92 C-E – petrol	£799.00

Preference shown in green.



MA062 2627a) Cadet Hut

Email received 03/07/2026 from xxx@rfca.mod.uk

The government aims to grow the number of young people in the uniformed cadet organisations by 30% by 2030.

As part of this, I'm looking for opportunities to invest in youth in Melbourn.

Since the scouts are upgrading their facilities on the Moor, this could be a great time for me to secure some capital investment funding to refurbish the neighbouring Army Cadet hut on the Moor.

We need to renew the lease though together, as it's been holding over for some years now.

The previous one is from 1964 and was extended several times.

If we can get Heads of Terms agreed, I can get the works started.

We do have quite a lot of these huts around the country with similar arrangements with parish landlords, so I've lifted some standard Heads of Terms for you to consider as an example.

The Army Cadets are a voluntary youth organisation run as a charity, and RFCA is a central government department which owns and manages their buildings and building compliance on behalf of the Ministry of Defence. We're not a profit-making organisation and we're proud to be part of supporting opportunities for young people to experience friendship, challenge and adventure through the Melbourn Army Cadets.

The value of the works I'm proposing is, depending on tender returns, estimated between £80,000 and £120,000.

The roof replacement and electrical re-wiring will be controllable works, and I appoint building control and secure the necessary approvals. No planning permission needed for what I've proposed in the scope of works.

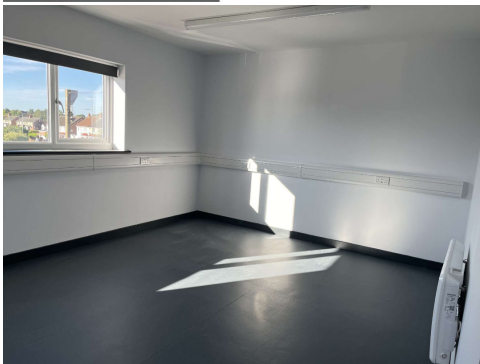
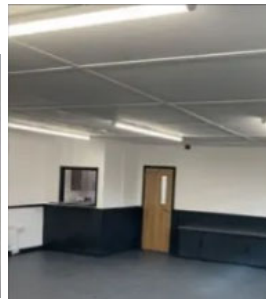
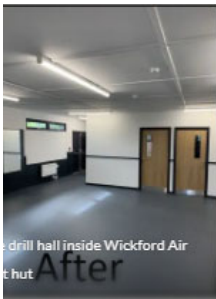
Melbourn ACF

Brief description of scope of refurbishment works

Brief description of building: 60'x 20' single storey timber Spooner hut with felt pent roof. No asbestos.

Refurbishment works, including: new roof, replace windows, repair front and side porches above doors, repair & paint external timberwork, re-wire all electrics and fit additional sockets, replace rainwater goods, prepare & paint internal walls/ceilings/woodwork, replace sanitary ware, supply & fit new kitchenette, fit new flooring throughout.

Examples of finishes:





Example articles of RFCA refurbishments:

<https://www.earfca.org.uk/public-news/cadet-centre-opens-in-norwich/>

<https://www.earfca.org.uk/public-news/wickford-air-cadet-hut-refurbishment-completed/>

https://www.earfca.org.uk/public-news/188-ipswich-squadron-refurbishment/nggallery/image/img_3288/

<https://www.earfca.org.uk/public-news/clacton-hut-refurbishment/>

<https://www.earfca.org.uk/public-news/bury-cadet-centre-refurbishment/>

Current photos



DRAFT HEADS OF TERMS

LAND AT THE MOOR, MELBOURN

ADDRESS	Cadet Hut The Moor Melbourn SG8 6EF
DEMISED PREMISES	All those premises known as Land at The Moor, Melbourn. (As marked out on red line plan)
LANDLORD	Melbourn Parish Council
TENANT	The Reserve Forces and Cadets Association for East Anglia
TERM	35 years from Lease Commencement Date
LEASE COMMENCEMNT DATE	1 st September 2026 (Tentative)
RENT	A peppercorn per annum The rent will be payable in advance on 24 th June annually. VAT is not payable on the rent.
ADDITIONAL RENT/RENT FREE PERIOD	No additional rent, no rent free period
RENT REVIEW	Every 3 rd , 6 th , 9 th , 12 th , anniversary from lease commencement
OUTGOINGS	The Tenant to pay all costs for water electricity or any other utility consumed in the Demised Premises and any other associated outgoings for the running of the Demised Premises.
MAINTENANCE AND REPAIRS	The Tenant must keep the demised property in good condition and repair.

	To keep the demised premises clean and tidy and free from litter.
USE	Training Centre for Cadet Forces
RIGHT OF WAY	N/A
OTHER RIGHTS	The right to access to and egress.
ALIENATION	The Tenant shall not be permitted to sub-let or assign the demise.
INSURANCE	The Tenant shall be responsible for insurance of the building. (MoD Self-insurance basis)
INDEMNITY	Tenant is to indemnify the Landlord against any claims arising from the Tenants occupation of the premises
SIGNAGE	The Tenant will be responsible for the erection and subsequent maintenance of appropriate signage, as agreed with the Landlord.
ALTERATIONS	Not to apply for planning permission or make any additions or alterations without the Landlord's consent.
IMMORAL USE/GAMBLING	The Tenant must not use the demises premises for any immoral purposes or gambling. If unsure, should request permission from the Landlord in advance of any event.
NUISANCE	The Tenant shall not do, or permit to be done upon the premises anything which in the opinion of the Landlord may be a nuisance or an annoyance to the Landlord or occupiers of the building or adjoining premises. Being served a statutory notice in relation noise nuisance will constitute a breach of covenant and be a ground for termination of the lease.

EXCLUSION FROM 24-28 1954 ACT (SECURITY OF TENURE)	NO
LANDLORD BREAK CLAUSE	After 36th month from lease commencement with 6-month notice. The Landlord will only activate the break clause to deliver essential services where the alternative would be to acquire additional land.
TENANT BREAK CLAUSE	Tenant break every 3 years subject to 12 months written notice.
ALTERATIONS	Tenant to undertake works to refurbish the premises to include new roof covering, internal & external re-modelling and decorations. Design and specification to be approved by the landlord. A right to construct boundary fencing to the site, design and specification drawings to be approved by the landlord.
OTHER MATTERS	The Tenant shall hold at all times a valid licence for any licensable activities carried out on the demised premises and shall at all times comply with the terms of said licence.
COSTS	The tenant is responsible for the reasonable and agreed legal costs of both parties in connection with this transaction.

Signed by

For and on behalf of (Landlords name)

Date:

Signed by  (RFCA Head of Estates)

For and on behalf of THE RESERVE FORCES AND CADETS ASSOCIATION
FOR EAST ANGLIA

Date: 

POLICY AND PROCEDURE: COMMUNITY FACILITIES AND SERVICES: EQUAL OPPORTUNITY FOR ACCESS

PURPOSE: Melbourn Parish Council (MPC) has an Equality and Diversity Policy (Doc 5.02) that aims for equal opportunities for all and protection of right for all groups, and this policy works in conjunction with the Equality and Diversity policy to ensure that all members of the community have equal access to community facilities.

SCOPE: An inclusive community requires that all members of a community have fair and equal access to its resources and facilities. For example, improved access to buildings is beneficial to all members of the community, e.g. people pushing prams.

Under the Equality Act 2010, a disabled person is someone who has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out normal daily activities. MPC will consider the building access requirements of all members of the community and will consider whether individuals might need other adjustments or enhancements to provide them with equal opportunities of access Council facilities and services.

This policy covers anyone with additional requirement in order to access council services and facilities.

POLICY: MPC has a policy of promoting greater access to all to Parish buildings and strives to progressively improve access to all services provided by the council.

PROCEDURE:

1. Existing Facilities and Services.

~~1.1 Melbourn Parish Council will ensure that its buildings comply with the Building Regulations 2010: Approved Document M — Access to and use of buildings, Volume 2: Buildings other than dwellings, 2015 edition incorporating 2020 and 2024 amendments, for use in England. Part M's requirements will be met where reasonable provision is made to ensure that buildings are accessible and usable.~~

~~1.1 Melbourn Parish Council will ensure that its buildings comply with PART M, Volume 2 of the Building Regulations (2015 edition). Part M's requirements will be met if 'Reasonable provision is made to ensure that buildings are accessible and usable.'~~

1.2 Examples of accessibility requirement for disabled people, regardless of disability, age or gender include that people should be able to:

MELBOURN PARISH COUNCIL

Doc. No.: 4.05

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Date approved: ~~26 June 2023~~ 29 July 2026

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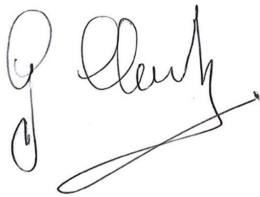
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- (a) Gain access to buildings and to gain access within buildings and use their facilities, both as visitors and people that live or work in them;
- (b) Use sanitary conveniences in the principal storey of a new dwelling;
- (c) Where a member of the public is hearing impaired, the council should offer appropriate assistance when they attend and participate in public meetings of the Parish Council and visit the Parish Office. (prior arrangement to be made with the Parish Clerk).
- (d) For members of the public who have English as a second language, to attend and participate in public meetings of the Parish Council and at the Parish Office with the support of a language interpreter or translation application (prior arrangement to be made with the Parish Clerk).

- 1.3 Melbourn Parish Council understand the importance of equal access for all to services and facilities and will continue to monitor the needs of those in the community. The council will strive to make any necessary changes to ensure services and facilities are accessible.

2. Future facilities and services

- 2.1 MPC will plan future facilities and services with equal opportunities in mind.
- 2.2 MPC will constantly review existing facilities and services and enhance accessibility where either technology or standards change.
- 2.3 MPC will ensure both staff and councillors take accessibility into account with both training and decision making.



Document Approval:

(Chair to Melbourn Parish Council)

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Date of Parish Council meeting: ~~26 June 2023~~ 29 July 2026

Review Policy: Every 3 years