



🏠 **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 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.

- 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 22<sup>nd</sup> July 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*



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

**A meeting of the Maintenance Committee** held on Wednesday 20 May 2026 at 7.30pm  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

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

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 19:30*

**In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.**

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

**MA001/2627 To receive nominations and elect a Chair of the Maintenance Committee**

Item deferred due to absences.

**MA002/2627 To receive nominations and elect a Vice Chair of the Maintenance Committee**

Item deferred due to absences.

**MA003/2627 To receive and approve apologies for absence**

Apologies received from Cllr Kyprianou and Conservation Warden, Keith Rudge, with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

**MA004/2627 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.

**MA005/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 April 2026.**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 April 2026 as an accurate record.

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

**MA006/2627 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.

**MA007/2627 Finance Matters:**

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

The report was noted.

b) To consider approval of invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.

It was RESOLVED to approve invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.

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

c) To consider approval of invoice from Shelford Heating for £475+VAT for heat pump service (MA160/2627b – approved estimate of £300+VAT).

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

It was RESOLVED to approve invoice from Shelford Heating for £475+VAT for heat pump service. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- d) To note credit of £85.45 for pest control equipment that did not arrive, re-purchase at alternative supplier at a cost of £114.46.

Refund and replacement noted.

- e) To consider approval to replace one litter bin at Vicarage Close and one dog waste bin at Stockbridge Meadows at a cost of £474.43+VAT.

It was RESOLVED to approve purchase of replacement bin and dog foul bin at a cost of £474.43+VAT.

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

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

None received.

**MA008/2627 Conservation Matters:**

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

Report was noted. ACTION: Request crib sheet for definitions within the report.

- b) To note successful relocation of 25 trout ranging from 15 to 28cm on 11 May 2026.

Information noted and thanks passed to Rob Mungovan for continuing support of the River Mel and Stockbridge Meadows.

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

RMRG volunteers gave a verbal report. MB attended an online seminar that encouraged diversity of plants along the riverbank – group investigating the possibility of introducing new species. Recent invertebrate study showed strong may fly levels. It was noted that a volunteer had been bitten by a dog off the lead on New Rec, he had been encouraged to report to the police. ACTION: Office to request dead hedge materials from contractors.

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

None received.

**MA009/2627 Stockbridge Meadows:**

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

Stockbridge Meadows volunteers gave a verbal report. Discussions continue with The Wildlife Trust and Wild Trout Trust around a funding bid for works to the reed bed – Council should consider future costs to ensure works are maintained.

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

None received.

*Maureen Brierley left the meeting 19:52*

**MA010/2627 Allotment Matters:**

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

The Allotment Association (AA) gave a verbal report. Recent inspections highlighted 4 plots that require attention. Committee considered works to plot 26a – a new tenant has taken on an old plot that requires clearing – much of the work has been completed but they are unable to remove the waste. Committee proposed covering costs for removal on this occasion – need for assistance will continue to be assessed on a case-by-case basis.

It was RESOLVED to gather quotes for skip/clearance and cover costs to ensure the plot can be worked.

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

ACTION: Deputy Clerk to follow up on quotes for pathway levelling.

- b) To receive an update on planning application associated with grant awards to Allotment Association.

Planning application to proceed with Melbourn Parish Council as applicant and AA as agent. Planning application fees to be covered by Melbourn Parish Council as previously agreed.

- c) To consider recommendation of approval of Method of Works Agreement for Allotment project.

The draft Method of Works was discussed. Cllrs were asked to pass comment to the office for any changes and a new draft would be considered by Full Council in due course.

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

*Chris Selway left the meeting 20:09*

**MA011/2627 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.

**MA012/2627 Correspondence:**

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

**MA013/2627 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed.

**MA014/2627 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

ACTION: Request that worn 'No Smoking and Vaping' signs are replaced at Melbourn Community Hub. ACTION: Review and replace as required damaged or worn signs at Clear Crescent and The Moor playparks. ACTION: Request clean (or replace if required) of 'Golf Prohibited' sign on New Rec.

**MA015/2627 Biodiversity:**

- a) To update plans to propose a memorial sensory garden at New Road Cemetery.  
Item deferred. Plans and funding opportunities to be presented later.
- b) To receive any updates and consider actions.  
None received.

**MA016/2627 Cemetery Matters:**

- a) To consider approval of quote to tidy path edges at New Road Cemetery.  
It was RESOLVED to approve quote to tidy up path edges at New Road Cemetery at a cost of £490.00+VAT.  
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- b) To receive any other updates and consider actions.  
It was noted that the soil store at New Road required emptying and some topsoil replacing. Costs to be presented at a future meeting.

**MA017/2627 Village Maintenance Matters:**

- a) To note planting of tubs completed – with additional tub added to Vicarage Close bus stop.  
Noted, with thanks.
- b) To receive ROSPA report for Clear Crescent playpark.  
ROSPA report received – report on required works to be reported at a future meeting.
- c) To receive ROSPA report for The Moor playpark.  
ROSPA report received – report on required works to be reported at a future meeting.
- d) To receive any other updates and consider actions.

Cllr Alexander enquired if a mobile shredder would be useful for Wardens – it was concluded that when a shredder was needed it could be hired as storage space was limited and use would be intermittent.

**MA018/2627 Melbourn Community Hub Matters:**

- a) To receive any updates and consider actions.

None received.

**MA019/2627 Pavilion/New Rec Matters:**

- a) To review report from Shelford Heating following annual service and consider proposal for works to Pavilion heating system.

A quotation for works was discussed. It was noted that some of the works could be carried out now and others should wait until strategic plans for the area have been reviewed. ACTION: Request breakdown of costs to allow each item to be considered independently.

- b) To note New Flame to complete fire extinguisher servicing at the Pavilion at a cost of £55.25+VAT.

Costs noted.

- c) To consider purchase and installation of appropriate ground anchors for memorial bench on New Rec at a cost of £83.22+VAT.

The bench has suffered further vandalism and now requires the arm removing / replacing. ACTION: Office to investigate costs.

It was RESOLVED to approve purchase of ground anchors for memorial bench at a cost of £83.22+VAT.

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

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

None received.

**MA020/2627 Little Hands Matters:**

- a) To receive any updates and consider actions.

It was noted that works to the fencing may be taken out by Little Hands. ACTION: Follow up on installation of barrier to fire door.

**MA021/2627** To note the date of next planned meeting as **17 June 2026.**

The date of the next planned Maintenance Committee Meeting was noted as 17 June 2026.

*Meeting closed 20:39*

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

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## **1. Introduction**

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2026 to 31<sup>st</sup> May 2026. This report also includes invoices received in June 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 £11,096 against a budget of £45,246 (24.5%). Total maintenance expenditure stands at £39,259 against a budget of £215,350 (18.5%), indicating that overall spending within this committee area currently remains slightly over 2/12<sup>th</sup> 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. I have yet to work through last years spend and bring forward the deferred expenditure.

## **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 remains non-existent with 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 spend may need to be considered.

## **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

May 2026

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Maintenance</b>							
<u>110 Wardens</u>							
4000 Salaries & Pensions	3,280	20,317	17,037		17,037	16.1%	
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	25	1,000	975		975	2.5%	
4235 Wardens Materials	289	750	461		461	38.6%	
4240 Wardens Equipment	136	1,500	1,364		1,364	9.1%	
Wardens :- Indirect Expenditure	<b>3,785</b>	<b>27,284</b>	<b>23,499</b>	<b>0</b>	<b>23,499</b>	<b>13.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,785)</b>	<b>(27,284)</b>	<b>(23,499)</b>				
<u>210 Allotments</u>							
1200 Allotment Rent received	10	3,500	3,490			0.3%	
Allotments :- Income	<b>10</b>	<b>3,500</b>	<b>3,490</b>			<b>0.3%</b>	<b>0</b>
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	0	800	800		800	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>3,388</b>	<b>3,388</b>	<b>0</b>	<b>3,388</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>10</b>	<b>112</b>	<b>102</b>				
<u>220 Conservation</u>							
1210 Grass Cutting Contribution	4,032	3,939	(93)			102.4%	
Conservation :- Income	<b>4,032</b>	<b>3,939</b>	<b>(93)</b>			<b>102.4%</b>	<b>0</b>
4000 Salaries & Pensions	767	4,743	3,976		3,976	16.2%	
4175 Subcontractors	363	3,435	3,072		3,072	10.6%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4350 Christmas Tree/Plants	0	750	750		750	0.0%	
4360 Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%	
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%	
4370 Project work	1,000	2,000	1,000	474	526	73.7%	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	139	0	(139)		(139)	0.0%	
4635 Village Maintenance Contract	2,872	17,941	15,069		15,069	16.0%	
Conservation :- Indirect Expenditure	<b>10,177</b>	<b>40,869</b>	<b>30,692</b>	<b>474</b>	<b>30,218</b>	<b>26.1%</b>	<b>1,000</b>
<b>Net Income over Expenditure</b>	<b>(6,145)</b>	<b>(36,930)</b>	<b>(30,785)</b>				
6000 plus Transfer from EMR	1,000	0	(1,000)				

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(5,145)</b>	<b>(36,930)</b>	<b>(31,785)</b>				
<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	148	924	776		776	16.0%	
Stockbridge Meadows :- Indirect Expenditure	<b>148</b>	<b>4,427</b>	<b>4,279</b>	<b>0</b>	<b>4,279</b>	<b>3.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(148)</b>	<b>(4,427)</b>	<b>(4,279)</b>				
<u>250 Cemetery General</u>							
4635 Village Maintenance Contract	1,625	10,152	8,527		8,527	16.0%	
Cemetery General :- Indirect Expenditure	<b>1,625</b>	<b>10,152</b>	<b>8,527</b>	<b>0</b>	<b>8,527</b>	<b>16.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,625)</b>	<b>(10,152)</b>	<b>(8,527)</b>				
<u>260 Orchard Road Cemetery</u>							
1305 Memorials Fees	100	0	(100)			0.0%	
1310 Internment Fees	75	0	(75)			0.0%	
Orchard Road Cemetery :- Income	<b>175</b>	<b>0</b>	<b>(175)</b>				<b>0</b>
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	54	367	313		313	14.7%	
4505 Electricity	(103)	250	353		353	(41.2%)	
4510 Water	0	125	125		125	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	<b>(49)</b>	<b>1,242</b>	<b>1,291</b>	<b>0</b>	<b>1,291</b>	<b>(4.0%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>224</b>	<b>(1,242)</b>	<b>(1,466)</b>				
<u>270 New Road Cemetery</u>							
1300 Burial Fees	1,200	3,500	2,300			34.3%	
1305 Memorials Fees	200	1,000	800			20.0%	
1310 Internment Fees	795	1,000	205			79.5%	
New Road Cemetery :- Income	<b>2,195</b>	<b>5,500</b>	<b>3,305</b>			<b>39.9%</b>	<b>0</b>
4315 Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	179	1,125	946		946	15.9%	

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 Water	60	150	90		90	40.0%	
New Road Cemetery :- Indirect Expenditure	<b>239</b>	<b>2,267</b>	<b>2,028</b>	<b>0</b>	<b>2,028</b>	<b>10.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,956</b>	<b>3,233</b>	<b>1,277</b>				
<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	139	1,299	1,160		1,160	10.7%	
Play Areas :- Indirect Expenditure	<b>401</b>	<b>4,565</b>	<b>4,164</b>	<b>0</b>	<b>4,164</b>	<b>8.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(401)</b>	<b>(4,565)</b>	<b>(4,164)</b>				
<u>310 Recreation Ground</u>							
1400 Match Fees	0	3,350	3,350			0.0%	
1500 Hire of Recreation Grounds	0	750	750			0.0%	
Recreation Ground :- Income	<b>0</b>	<b>4,100</b>	<b>4,100</b>			<b>0.0%</b>	<b>0</b>
4315 Maintenance & Reps - Planned	0	560	560		560	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430 Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%	
4505 Electricity	27	550	523		523	4.9%	
4510 Water	275	0	(275)		(275)	0.0%	
4605 Refuse & Dog Bin Collection	520	2,815	2,295		2,295	18.5%	
4635 Village Maintenance Contract	1,084	6,768	5,684		5,684	16.0%	
4640 Melbourn Dynamo's Power Pitch	1,920	1,970	50		50	97.5%	
Recreation Ground :- Indirect Expenditure	<b>3,826</b>	<b>14,163</b>	<b>10,337</b>	<b>0</b>	<b>10,337</b>	<b>27.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,826)</b>	<b>(10,063)</b>	<b>(6,237)</b>				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	0	100	100			0.0%	
Pavilion :- Income	<b>0</b>	<b>100</b>	<b>100</b>			<b>0.0%</b>	<b>0</b>
4125 Broadband & Telephone	32	184	152		152	17.1%	
4175 Subcontractors	210	1,799	1,589		1,589	11.7%	
4315 Maintenance & Reps - Planned	1,150	1,768	618		618	65.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	537	2,701	2,164		2,164	19.9%	
4505 Electricity	1,520	2,600	1,080		1,080	58.5%	
4510 Water	0	750	750		750	0.0%	
4605 Refuse & Dog Bin Collection	0	478	478		478	0.0%	
Pavilion :- Indirect Expenditure	<b>3,448</b>	<b>10,780</b>	<b>7,332</b>	<b>0</b>	<b>7,332</b>	<b>32.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,448)</b>	<b>(10,680)</b>	<b>(7,232)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Community Hub</u>							
4208 S106 Expenditure	253	0	(253)		(253)	0.0%	
4315 Maintenance & Reps - Planned	422	5,114	4,692		4,692	8.3%	
4320 Maintenance & Reps- Unplanned	0	10,000	10,000		10,000	0.0%	
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	<b>675</b>	<b>49,028</b>	<b>48,353</b>	<b>0</b>	<b>48,353</b>	<b>1.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(675)</b>	<b>(49,028)</b>	<b>(48,353)</b>				
<u>510 Highways</u>							
4900 Highways & Footpaths	12,500	12,500	0		0	100.0%	
4920 Street Lighting	104	1,250	1,146		1,146	8.3%	
Highways :- Indirect Expenditure	<b>12,604</b>	<b>13,750</b>	<b>1,146</b>	<b>0</b>	<b>1,146</b>	<b>91.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,604)</b>	<b>(13,750)</b>	<b>(1,146)</b>				
<u>520 Little Hands</u>							
1600 Property Rental Income	4,685	28,107	23,423			16.7%	
Little Hands :- Income	<b>4,685</b>	<b>28,107</b>	<b>23,423</b>			<b>16.7%</b>	<b>0</b>
4175 Subcontractors	143	1,828	1,685		1,685	7.8%	
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	<b>143</b>	<b>3,503</b>	<b>3,360</b>	<b>0</b>	<b>3,360</b>	<b>4.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,542</b>	<b>24,604</b>	<b>20,063</b>				
<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	1,786	13,246	11,460		11,460	13.5%	
4505 Electricity	452	2,600	2,148		2,148	17.4%	
4510 Water	0	250	250		250	0.0%	
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	<b>2,238</b>	<b>29,932</b>	<b>27,694</b>	<b>0</b>	<b>27,694</b>	<b>7.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,238)</b>	<b>(29,932)</b>	<b>(27,694)</b>				
Maintenance :- Income	<b>11,096</b>	<b>45,246</b>	<b>34,150</b>			<b>24.5%</b>	
Expenditure	<b>39,259</b>	<b>215,350</b>	<b>176,091</b>	<b>474</b>	<b>175,616</b>	<b>18.5%</b>	
<b>Net Income over Expenditure</b>	<b>(28,163)</b>	<b>(170,104)</b>	<b>(141,941)</b>				
plus Transfer from EMR	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

Month No: 2

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(27,163)</b>	<b>(170,104)</b>	<b>(142,941)</b>				
Grand Totals:- Income	11,096	45,246	34,150			24.5%	
Expenditure	39,259	215,350	176,091	474	175,616	18.5%	
<b>Net Income over Expenditure</b>	<b>(28,163)</b>	<b>(170,104)</b>	<b>(141,941)</b>				
plus Transfer from EMR	1,000	0	(1,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(27,163)</b>	<b>(170,104)</b>	<b>(142,941)</b>				

MA036 2526b) Replacement bins

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)	<a href="#">Trojan Litter Bin - 100 Litre Capacity - Bin Shop</a>
Delivery			£64.49	
Sub total			£257.75	
VAT			£51.55	
<b>TOTAL</b>			<b>£309.30</b>	

Your Order Number 20260528160433  
 Ordered By ALEXANDRA COXALL  
 Our Reference 1948-7567  
 Account No 218305

Page 1  
 Date 28 MAY 2026

**ACKNOWLEDGEMENT OF ORDER**  
**This is not an invoice**

Invoice Address  
 ALEXANDRA COXALL  
 30 HIGH STREET  
 30 HIGH STREET  
 ROYSTON  
 UNITED KINGDOM SG8 6DZ

Delivery Address  
 MELBOURN PARISH COUNCIL, MELBOURN COMMUN  
 30 HIGH STREET  
 30 HIGH STREET  
 ROYSTON  
 UNITED KINGDOM SG8 6DZ

Order Code	RoHS Comp	Ordered	To Ship	To Follow	Unit Price	Value	Estimated Delivery Date
3464808	Y10	2	2	0	63.190	126.38	29 MAY 2026
Description: 2541125000 BATTERY CHARGER, LEAD ACID, 12V 2.2A							
Manufacturer Part No.: 2541125000							
						Goods	126.38
						STANDARD	0.00
						VAT	25.28
						Total	151.66 GBP

Thank you for your valued order which will be despatched by standard delivery unless otherwise requested. Orders are despatched Monday to Friday only. Should you require any further assistance please contact your local sales office at [support@farnell.co.uk](mailto:support@farnell.co.uk)

All handling and packing charges will be detailed separately on your invoice. Delivery charges may be subject to additional cost for heavy goods. The estimated delivery date of products from external suppliers is based on current supplier delivery information. Prices charged will be those prevailing when an order is accepted. Where Supplies are to be made in instalments ('Scheduled Delivery') the price payable for them will be that applicable at the time of despatch of the first batch of Supplies but, where Scheduled Delivery may continue for a period of 90 days or more, the Company reserves the right to charge the Customer further amounts if the price of the Supplies increases before the end of that period.

All orders are processed in accordance with Farnell element 14's acknowledgment of order and subject to the [Farnell element14 terms of purchase](#) and no other terms and conditions shall apply unless otherwise expressly agreed in writing between parties.

# INVOICE

Page 1 of 1



Block B, Western Industrial Estate  
Caerphilly, CF83 1XH

T: 029 2085 1000  
[www.phs.co.uk/contact-us](http://www.phs.co.uk/contact-us)

Ms Claire Littlewoods  
Melbourn Parish Council  
30 High Street  
Melbourn  
Royston  
Hertfordshire  
SG8 6DZ

Z/S/240 \*1/1/147/1556

PRN: WEE/KE0066TW  
VAT: GB 542 9514 38

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make online payments  
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or call 029 2085 1000

Summary					
Account Number	PO Number	Invoice Date	Invoice Number	Invoice Value	Payment Due by
4874984		31/05/2026	72216518	£568.61	30/06/26
Invoice Notes:					

**Provision of Goods and Services Detailed Below:**

A/C No.: 4875697 Melbourn Sports Pavilion () The Moor, Melbourn, Royston, Hertfordshire, SG8 6ED

Units	Description Of Service	Freq	Period Covered (incl.)	Unit Price	Line Value	VAT
4	Sanitary Disposal	008	05/07/2026 to 04/07/2027	£118.46	£473.84	20.00%

Net	£473.84
VAT	£94.77
Total	£568.61

Please tear off and enclose this remittance slip with your cheque payment

Summary					
Account Number	PO Number	Invoice Date	Invoice Number	Invoice Value	Payment Due by
4874984		31/05/2026	72216518	£568.61	30/06/26

For queries, visit: [www.phs.co.uk/contact-us](http://www.phs.co.uk/contact-us)

For notification of payment, email: [remittance@phs.co.uk](mailto:remittance@phs.co.uk)

PHS Group  
Block B, Western Industrial Estate  
Caerphilly  
CF83 1XH

**how to pay**

- By card: Call **029-2085-1000**
- Online: Visit **[www.payphs.com](http://www.payphs.com)**
- Cheque: Tear off this slip and return
- Bank Transfer: Sort code **52-10-40**  
Account no: **15585751**

Call **029-2085-1000** to setup a Direct Debit

MA028 2627e) Materials contribution

As agreed under MA153/2526a) a contribution to materials of £100 is to be paid for the repair to a fenceline damaged by overgrown vegetation on Parish land.



Norbury's Building & Landscape Supplies Ltd

1 London Way, Melbourn  
Royston, Hertfordshire SG8 6DJ

Phone : Tel : 01763 261740

VAT Reg : 852 9160 16

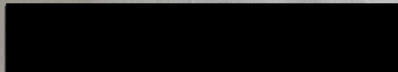
e-Mail sales@norburys.com

FR  
AM

DELIVERY DOCKET

CONSIGNEE :  
CASH RECEIPTS

DELIVER TO :



DOCKET NO.	3187880
ACCOUNT	CASH
CASHIER	[REDACTED]
ORDER DATE	21/05/2026

Quotation NO: 12377

ORDER NO.	DELIVERY DATE	CUSTOMER REF.	PAGE
3187880			1

CODE	DESCRIPTION	ORDERED	DUE	
SLOTCOR24	SLOTTED CORNER CONCRETE POSTS 2.4M	2.00	2.00	0.00
SLOTPO24	SLOTTED CONCRETE POSTS 2.4M	4.00	4.00	0.00
CLOSE66	TYLER CLOSE BOARDED PANEL 6 X 6	4.00	4.00	0.00
PQ20FS	POSTMIX	10.00	10.00	0.00
CONCGB6	CONCRETE G/BOARDS 6' X 6"	4.00	4.00	0.00
DEL10	DELIVERY CHARGE 10	1.00	1.00	0.00
ELLPOST448	POST 4X4" X 8FT	1.00	1.00	0.00

SIGNATURE: \_\_\_\_\_ PRINT NAME : \_\_\_\_\_

ALL DELIVERY SHORTAGES MUST BE NOTIFIED WITHIN 3 DAYS  
ALL ITEMS RETURNED MUST BE WITHIN 30 DAYS AND ARE SUBJECT TO A 20% RE-STOCKING FEE  
LOOSE AGGREGATES CANT BE RETURNED

# Monthly water situation report: East Anglia

## 1 Summary - May 2026

East Anglia rainfall for May 2026 ranged from 28% to 60% of the long term average (LTA) for the month. The soil moisture deficit (SMD) for East Anglia at the end of May 2026 was 99mm with the majority of sites having SMD's between 26mm and 50mm greater than the LTA for the time of year. River flows were below normal, notably low or exceptionally low for the majority of sites. Groundwater levels have decreased across all sites but the majority of monitoring sites are still normal for this time of year. Public water supply reservoirs ended May 2026 with levels ranging from 87% to 92% of their full storage capacities. All reservoirs ended the month with levels below their normal operating curves for this time of year.

### 1.1 Rainfall

East Anglia received below normal rainfall in May 2026 with some areas experiencing notably low or exceptionally low rainfall. May 2026 rainfall totals across East Anglia ranged from 28% to 60% of the long term average (LTA) for the month. The average rainfall across East Anglia for May 2026 was 19mm, which is 41% of the historic LTA and considered notably low for the time of year. The lowest rainfall totals were recorded in the Cam (13mm) and North Essex (12mm), with these catchments recording exceptionally low rainfall for the time of year. The cumulative rainfall totals over the past 3 months have been exceptionally low for all catchments. Over the past 6 and 12 months the cumulative rainfall totals have been normal in the majority of catchments with 2 catchment areas North Norfolk and North West Norfolk and Wissey recording below normal cumulative rainfall in the last 6 and 12 months.

### 1.2 Soil moisture deficit and recharge

The soil moisture deficit (SMD) for East Anglia has increased significantly during May 2026, rising from a notably high 66mm at the end of April to an exceptionally high 99mm at the end of May. The majority of catchments have SMD's between 26mm and 50mm greater than the LTA for the time of year. North Norfolk and the Lower Bedford Ouse were the exception with SMD's between 6mm and 25mm greater than the LTA for the time of year. SMD has improved slightly since April 2026 in 2 catchments, North Norfolk and the Lower Bedford Ouse moving from SMD's of 26mm to 50mm above the LTA to 6mm to 25mm above the LTA.

### 1.3 River flows

Following below average rainfall across East Anglia, the May 2026 month mean flows at the majority of monitoring sites have decreased compared to April 2026. Only two flow sites, Heacham and Burn, have normal flows with the rest of the monitoring sites being below normal, notably low or exceptionally low. Flows range between 29% of the LTA at Waveney to 84% of the LTA at Heacham.

### 1.4 Groundwater levels

Groundwater levels have begun to fall in half the reporting sites, for which there is data available, for May 2026 compared to April 2026. Most sites are still normal for this time of year. Some sites are below normal with Hindolveston recording notably low groundwater levels for this time of year.

### 1.5 Reservoir stocks

All public water supply reservoirs for East Anglia have seen a decrease in storage for May 2026. At the end of the month, levels ranged from 87% to 92% of their full storage capacity. All reservoirs ended the month with levels below their respective normal operating curves for this time of year.

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

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

\*[SMD]: soil moisture deficits

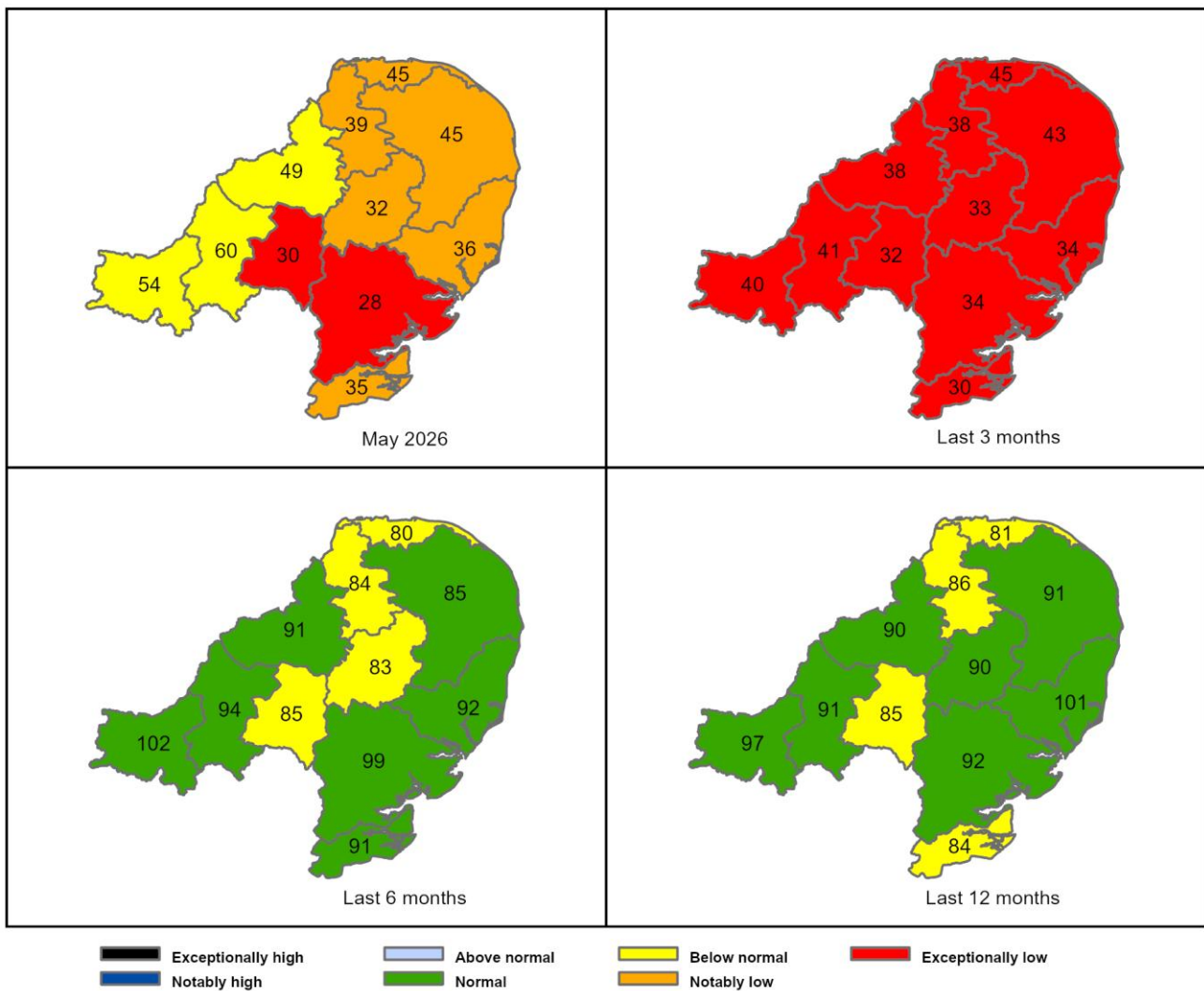
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 May 2026), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.



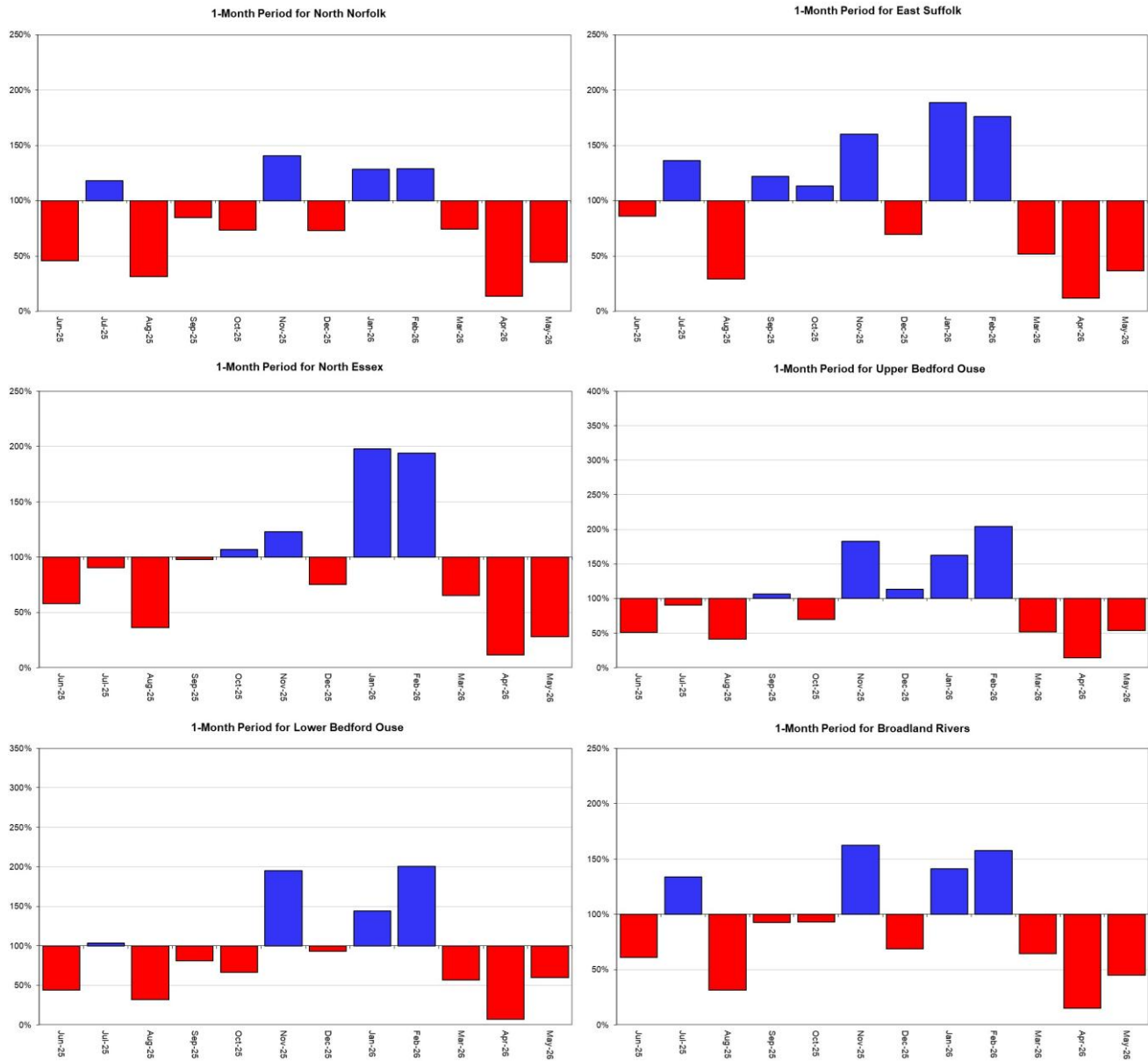
HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2026). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

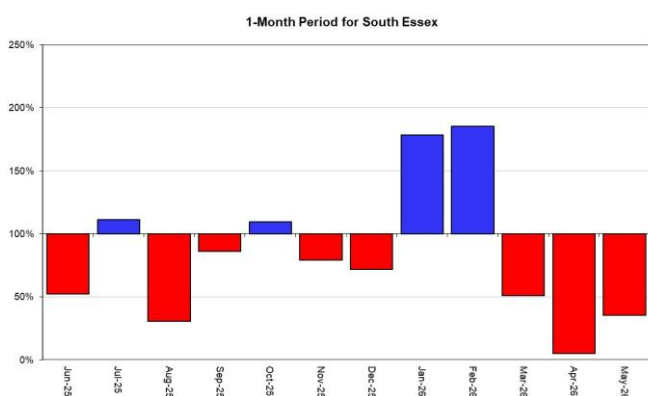
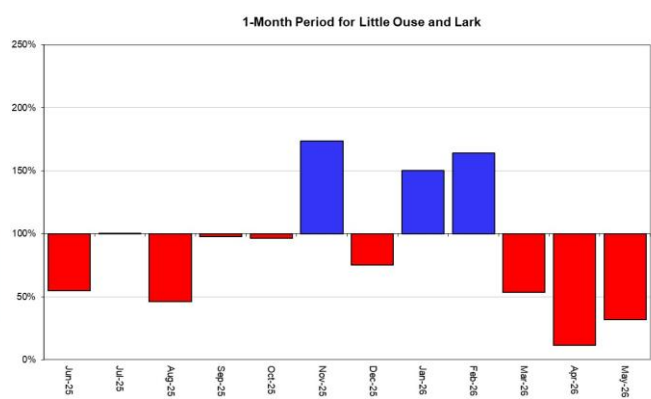
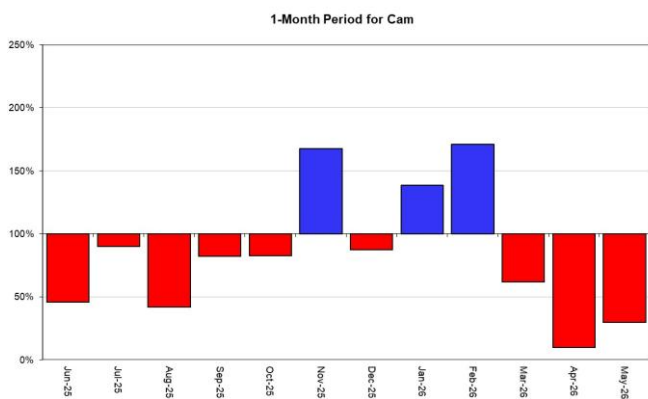
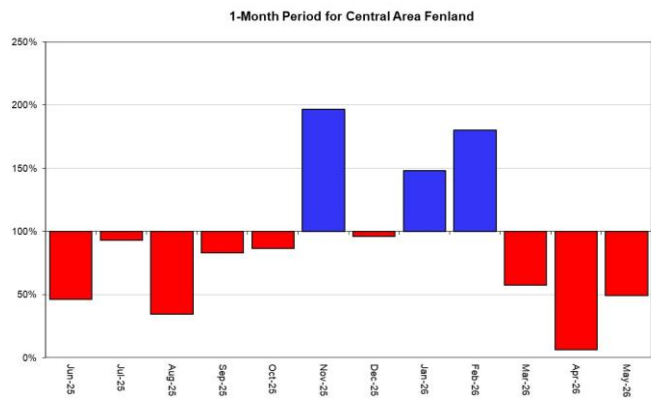
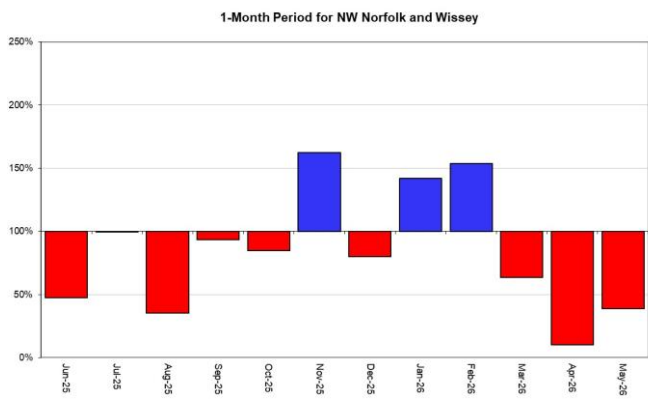
## 2.2 Rainfall charts

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

■ Above average rainfall

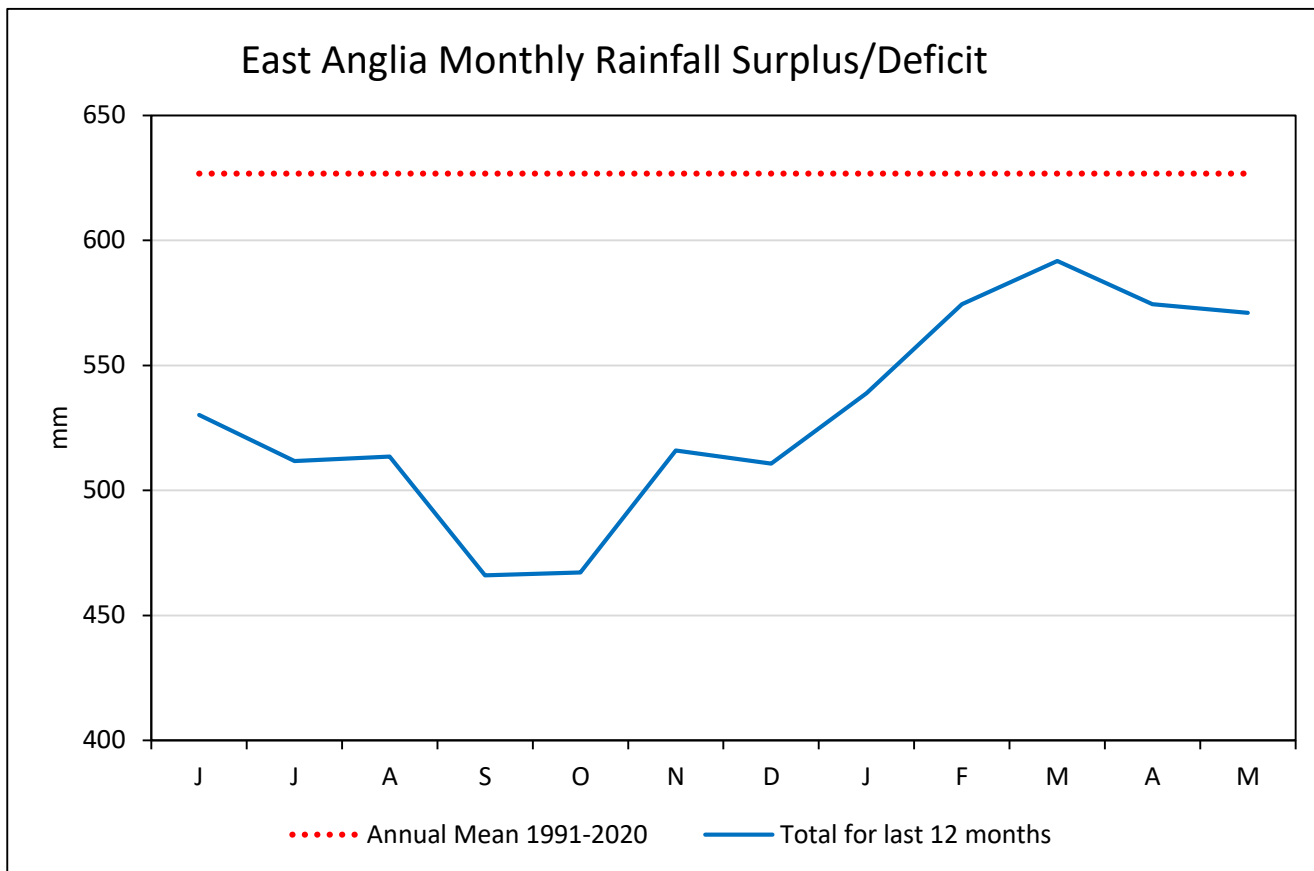
■ Below average rainfall





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

### 2.3 Monthly rainfall surplus deficit chart



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

### 3 Soil moisture deficit

#### 3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 31 May 2026. Values based on the weekly MORECS data for real land use.

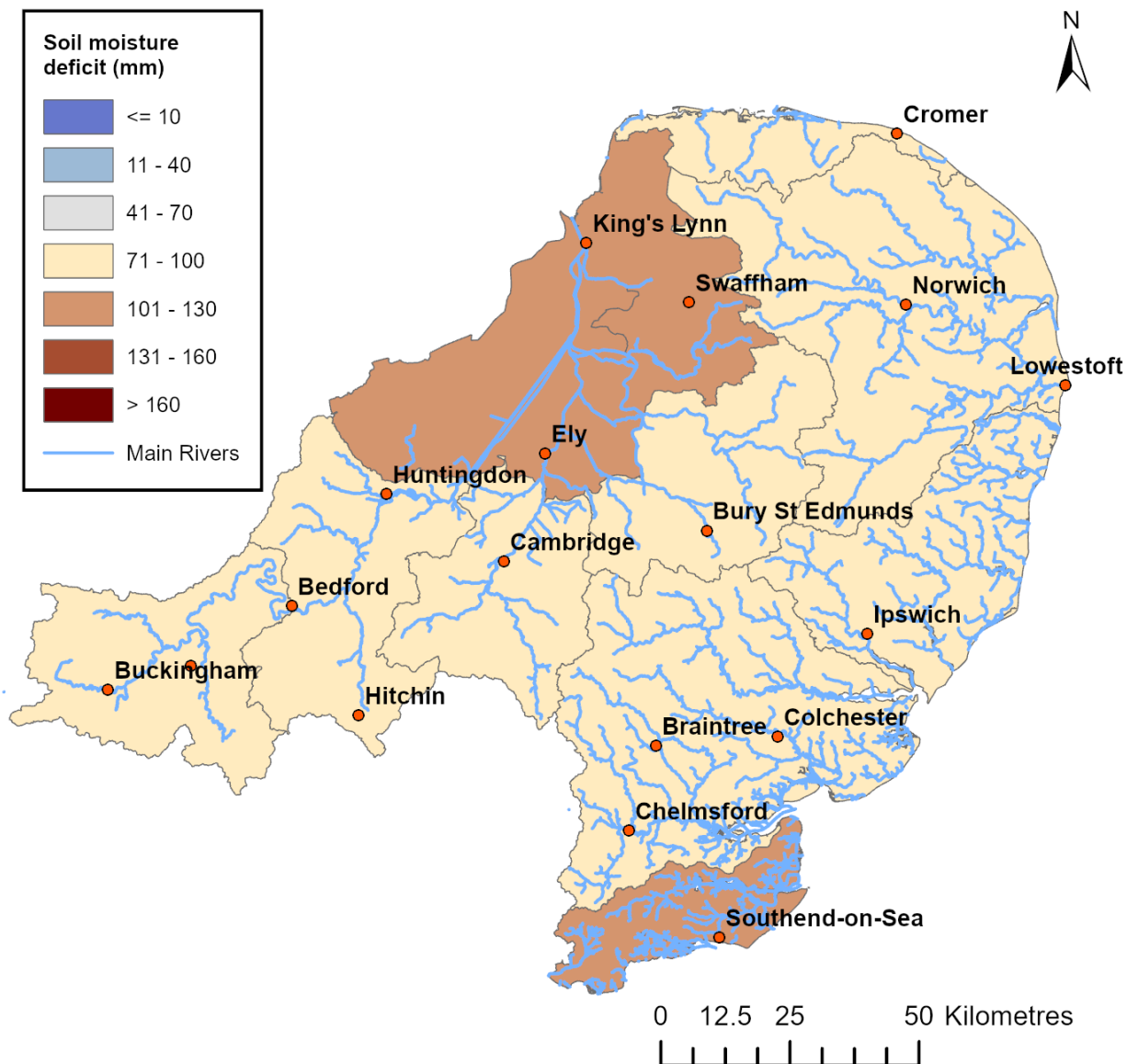
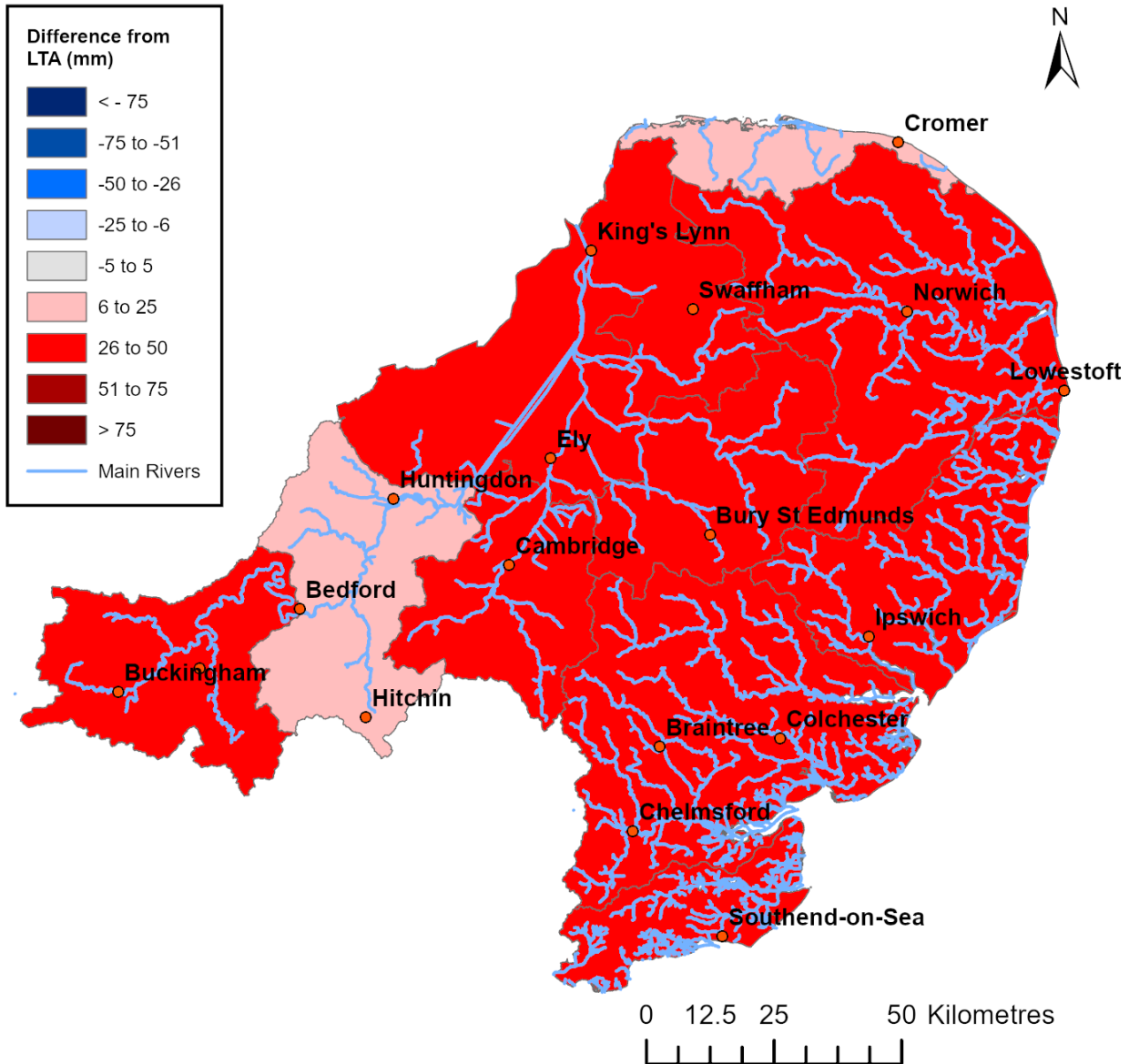


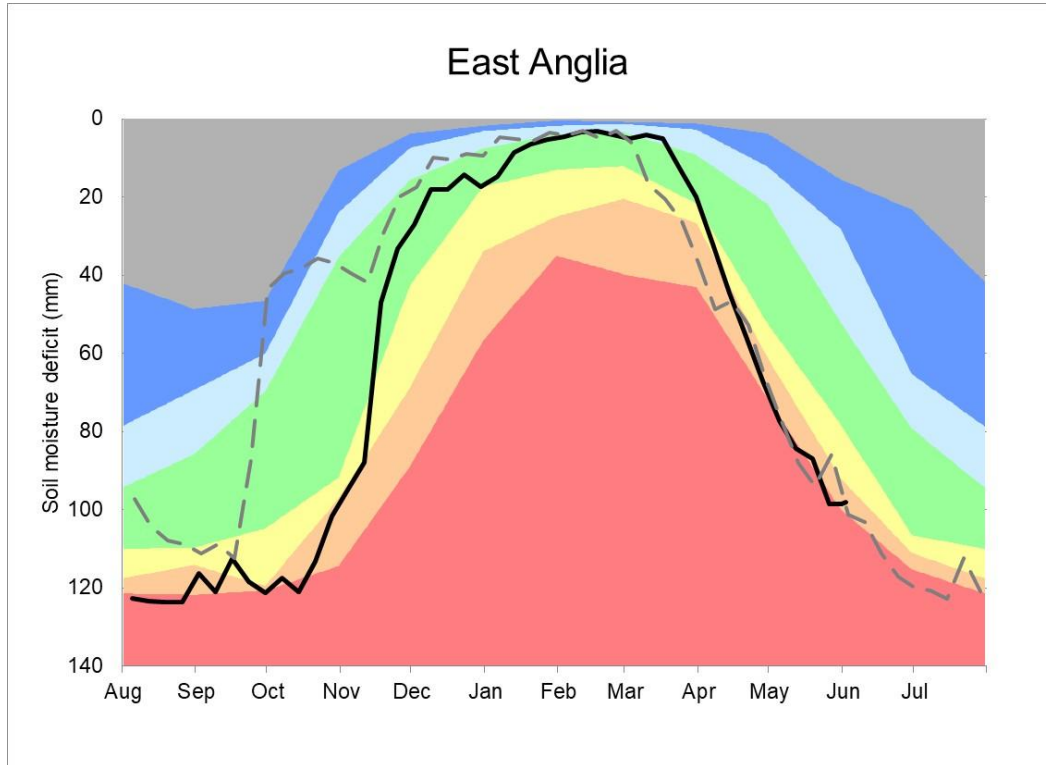
Figure 3.2a: Difference between soil moisture deficit values for 31 May 2026 and the long term average soil moisture deficit values for the end of May. Values based on the weekly MORECS data for real land use.



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

### 3.2 Soil moisture deficit charts

Figure 3.3: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.

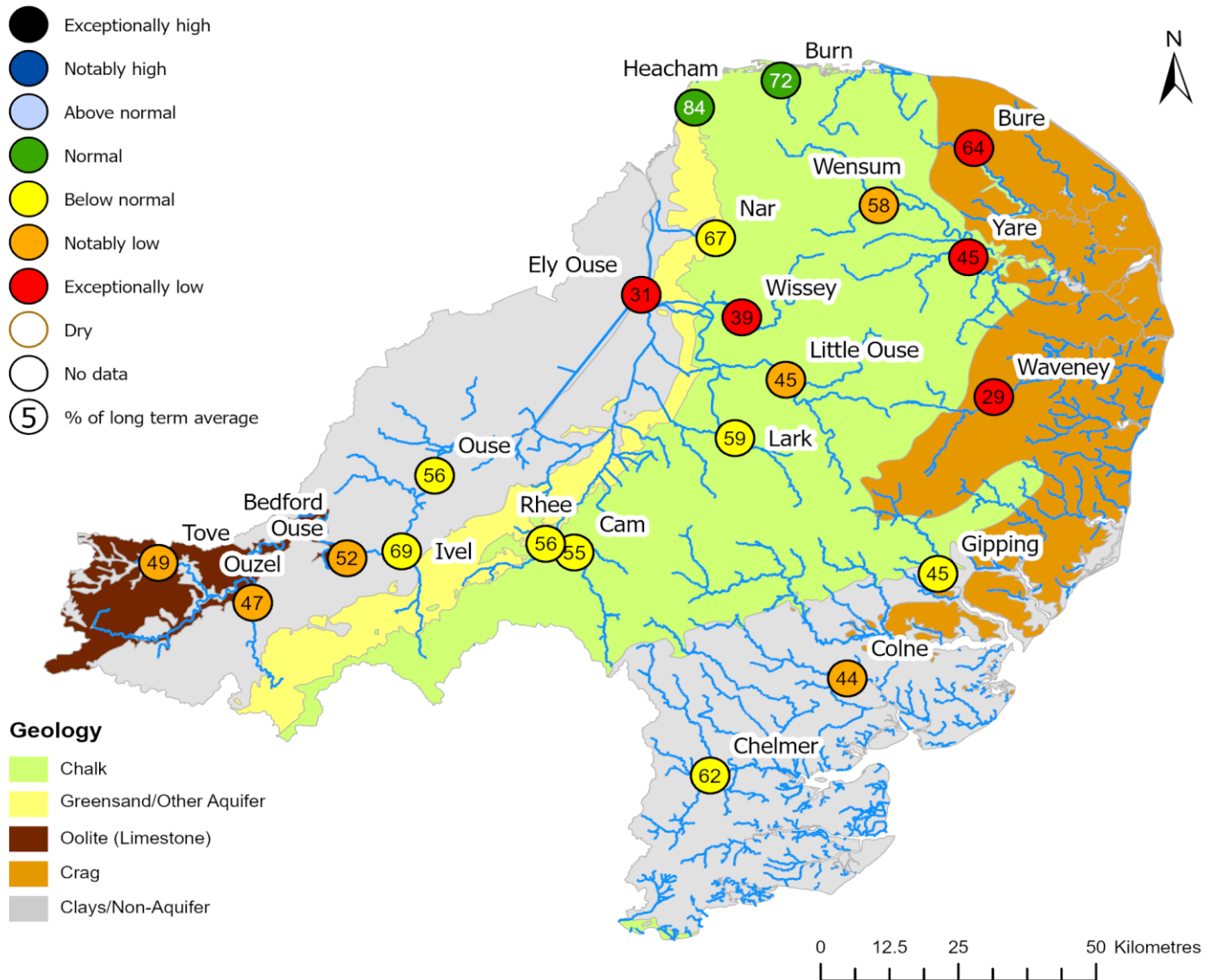


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## 4 River flows

### 4.1 River flows map

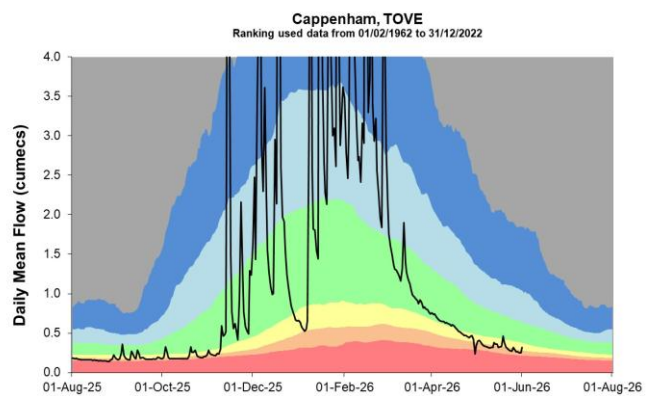
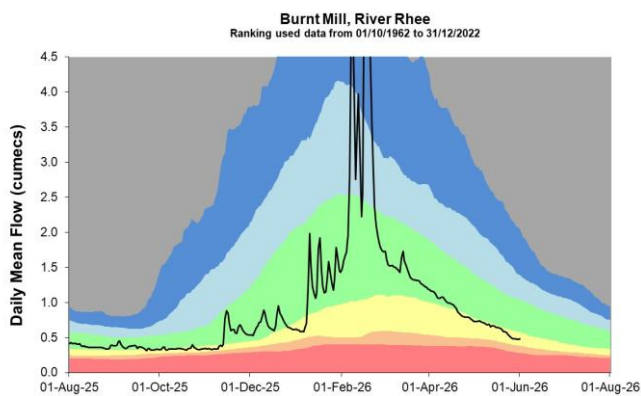
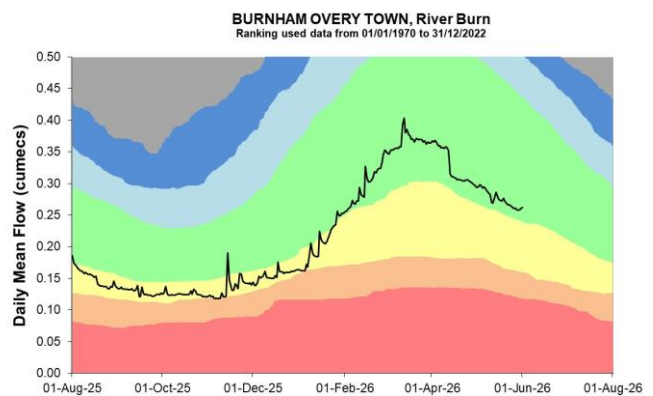
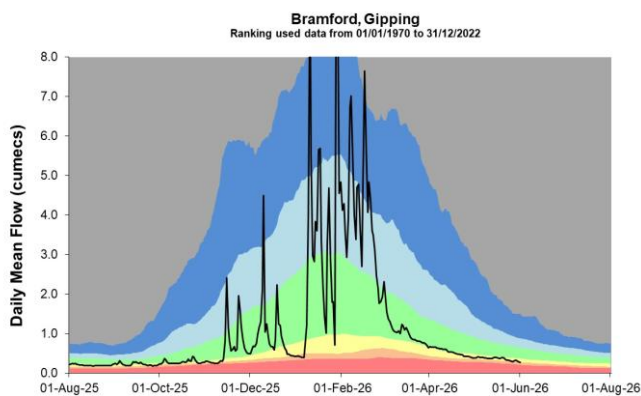
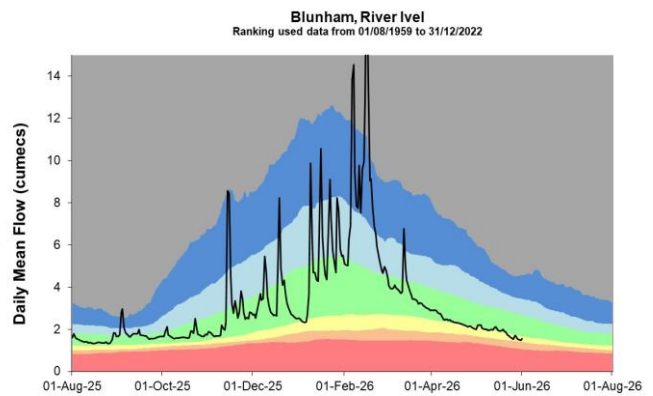
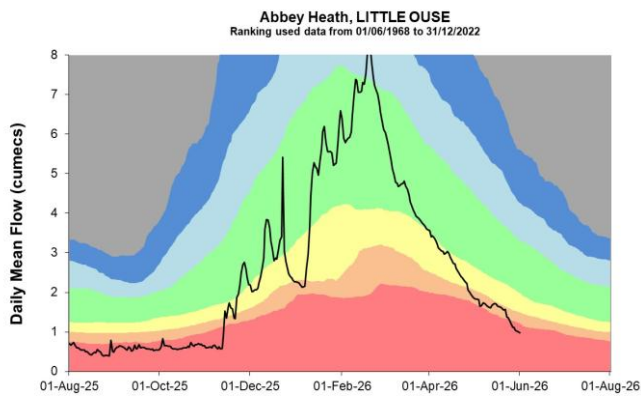
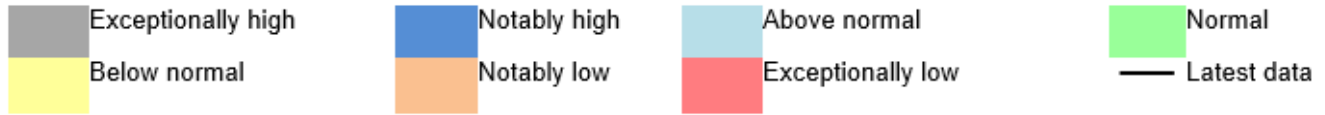
Figure 4.1: Monthly mean river flow for indicator sites for May 2026, expressed as a percentage of the respective long term average and classed relative to an analysis of historic May monthly means Table available in the appendices with detailed information.

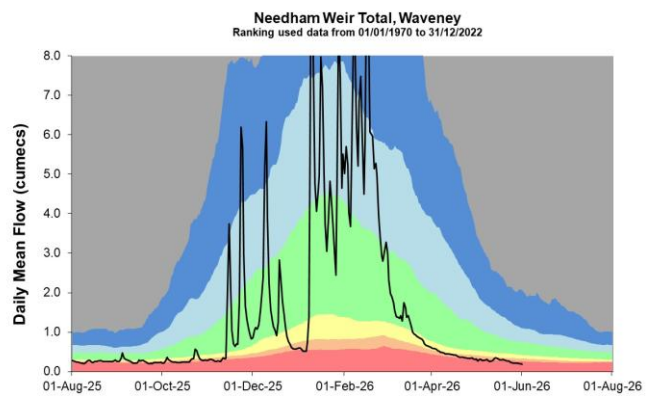
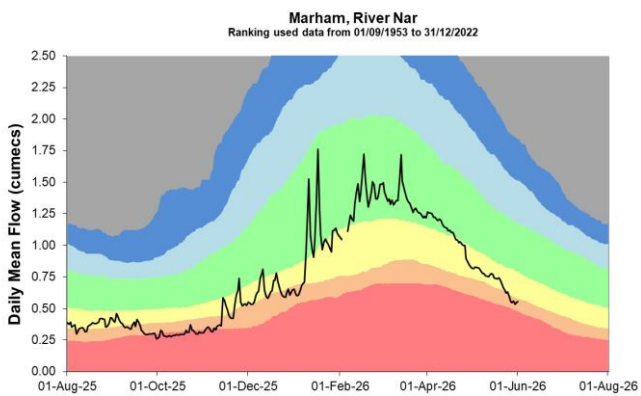
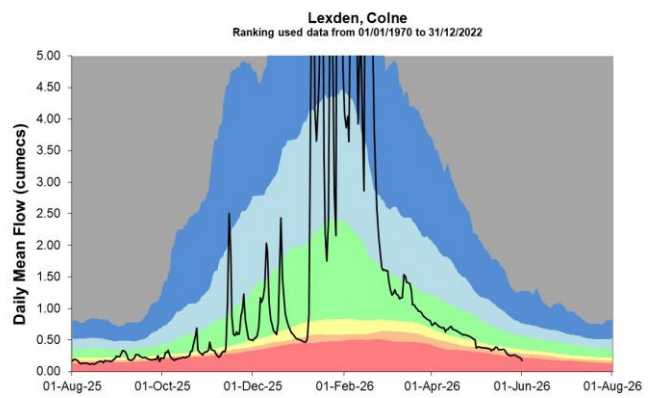
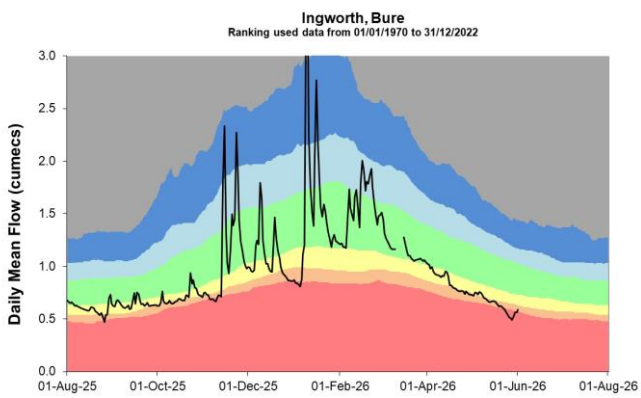
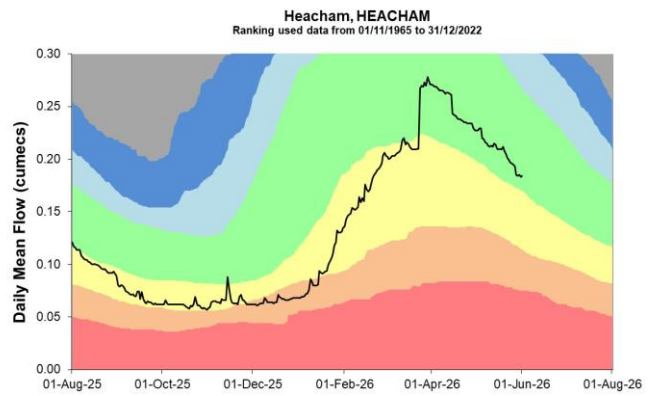
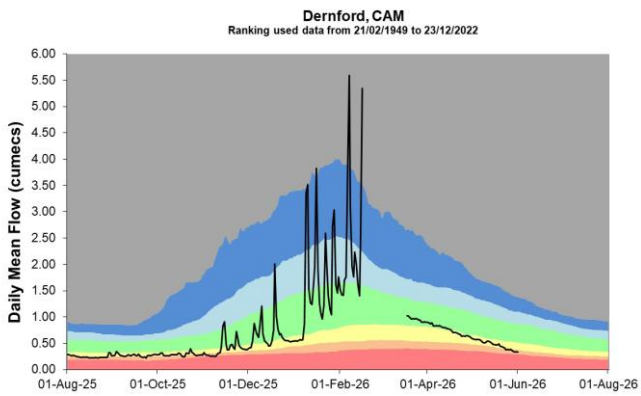
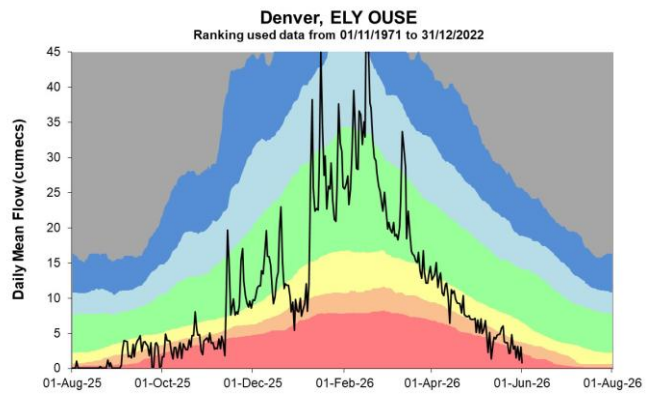
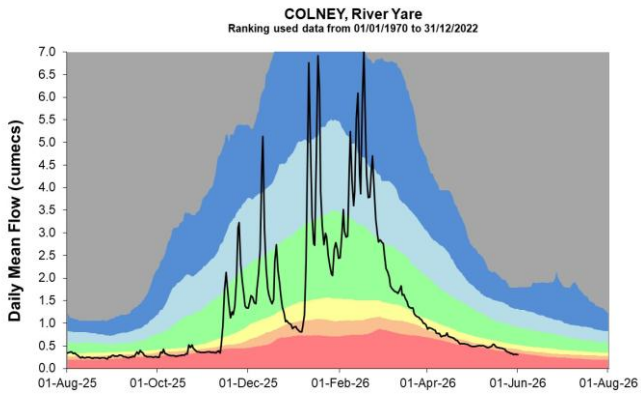


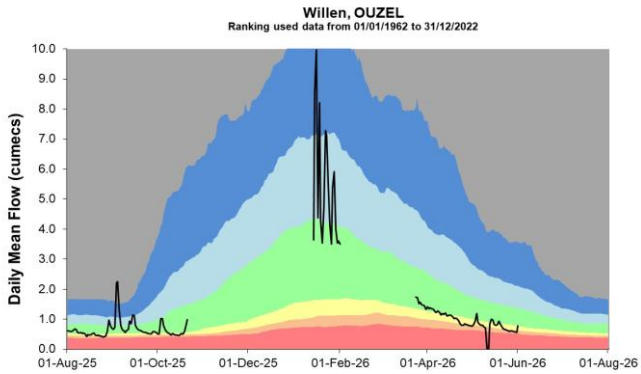
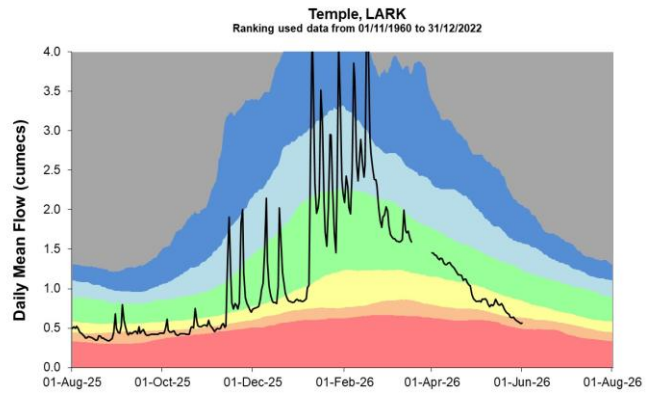
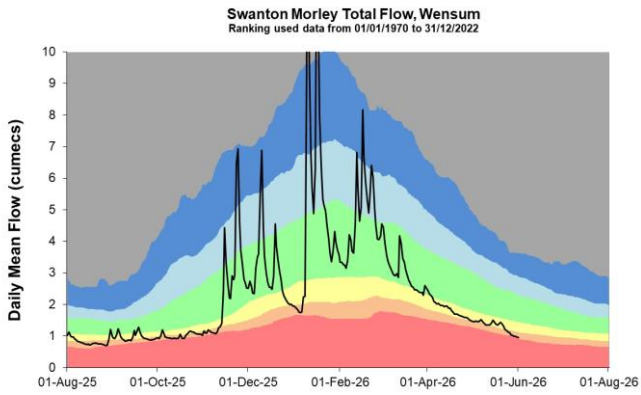
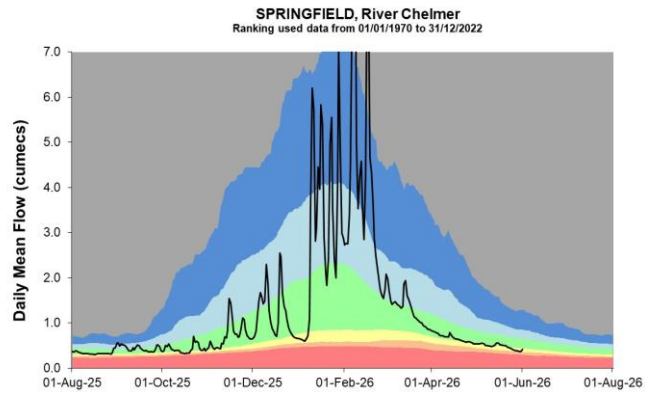
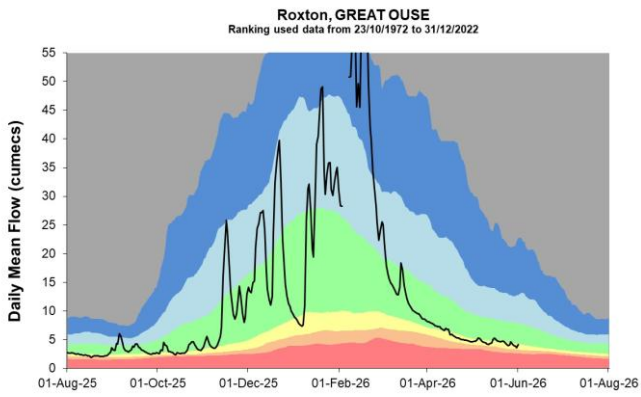
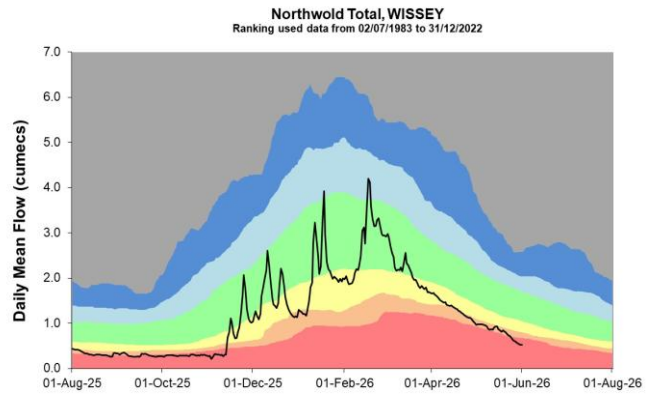
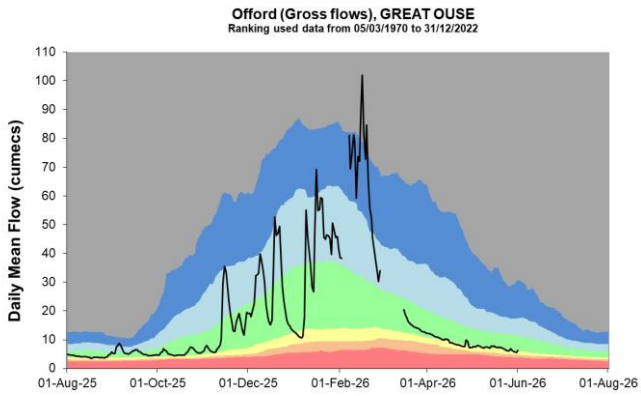
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

## 4.2 River flow charts

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





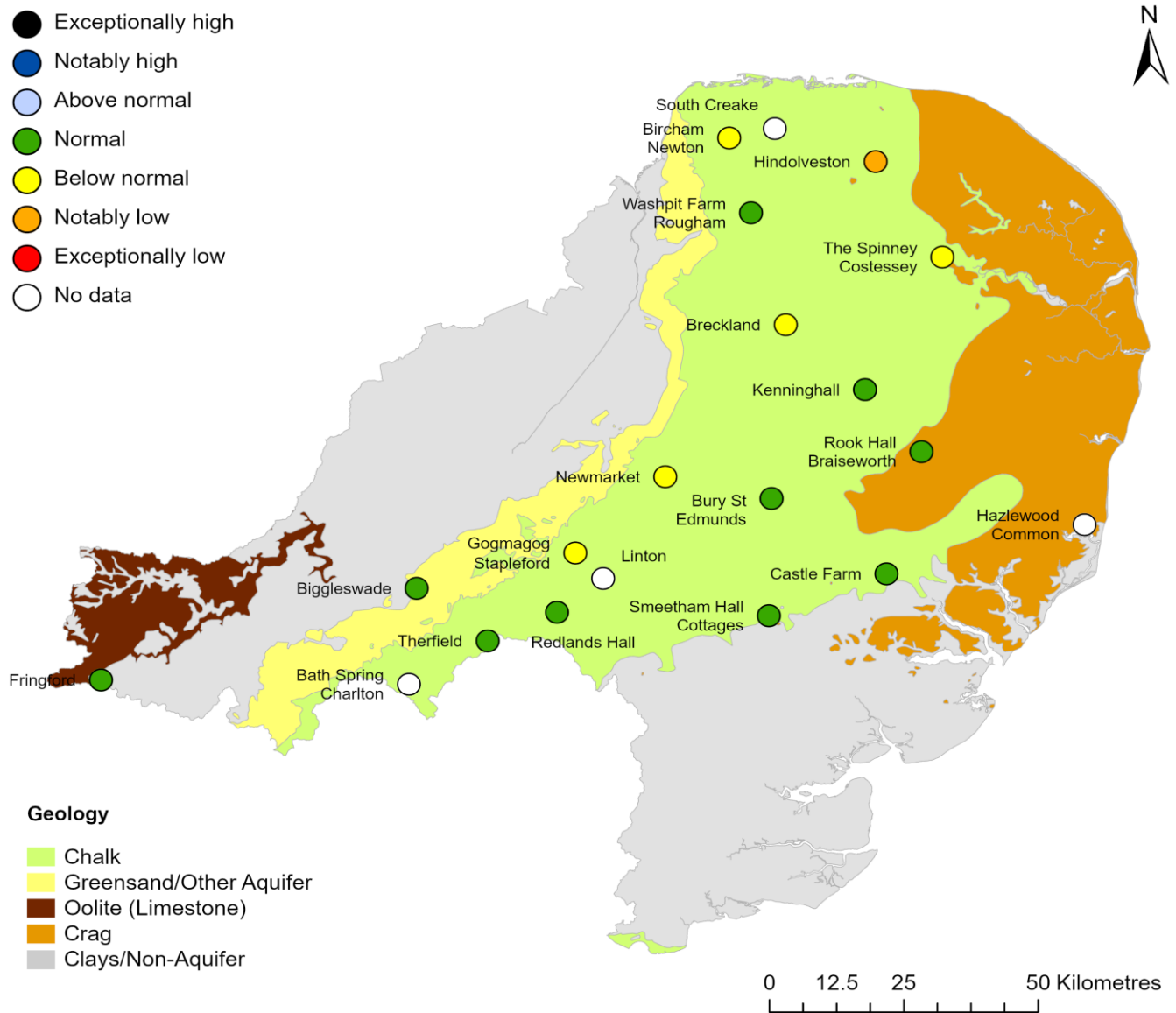


Source: Environment Agency.

# 5 Groundwater levels

## 5.1 Groundwater levels map

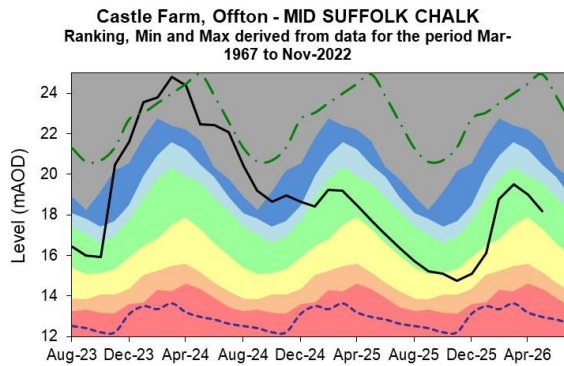
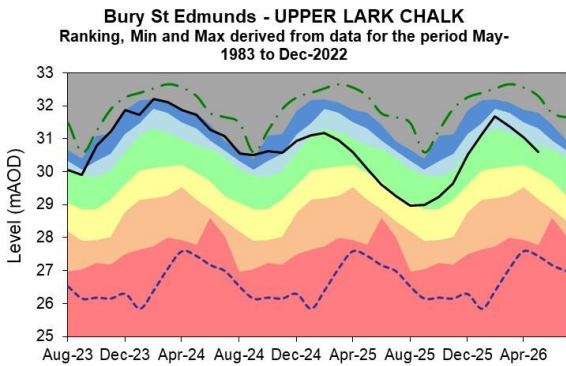
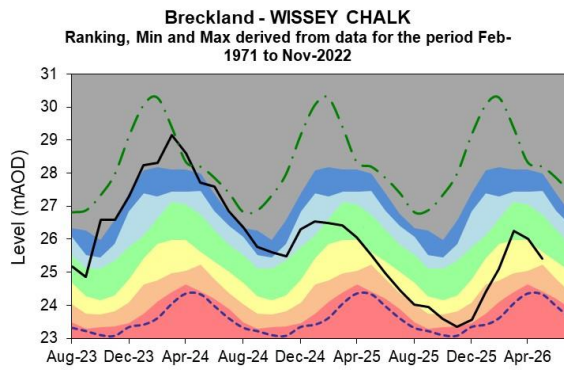
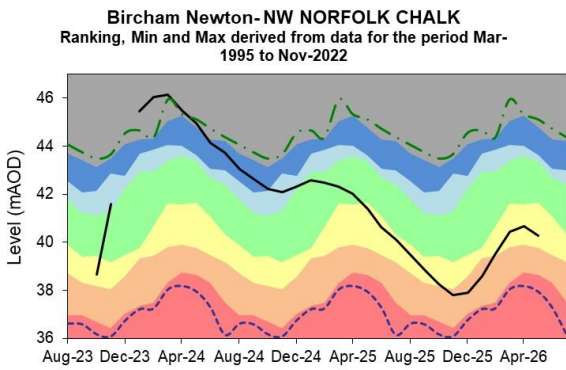
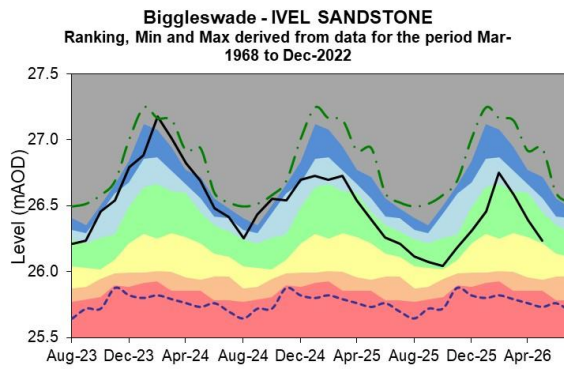
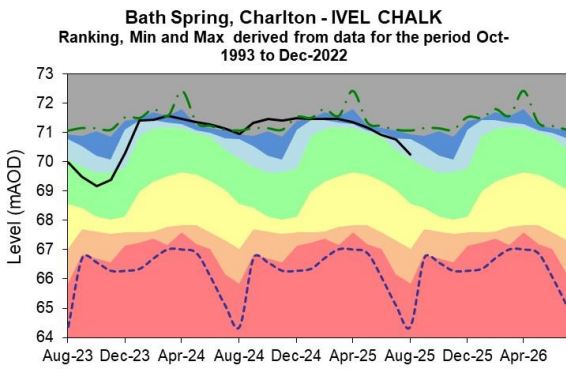
Figure 5.1: Groundwater levels for indicator sites at the end of May 2026, classed relative to an analysis of respective historic May levels. Table available in the appendices with detailed information.



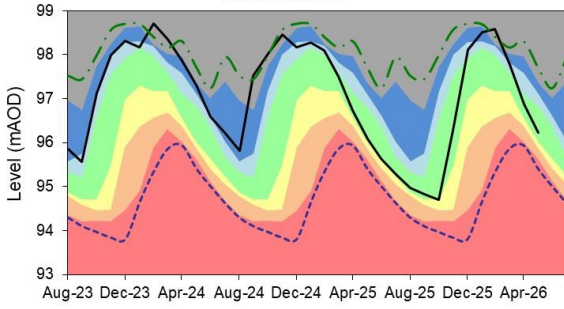
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

## 5.2 Groundwater level charts

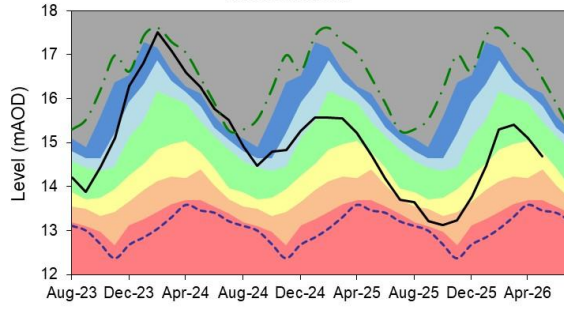
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



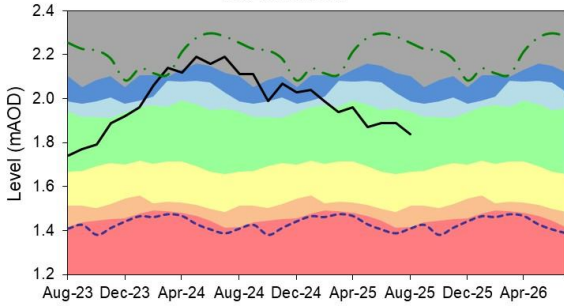
**Fringford - GREAT OOLITE**  
Ranking, Min and Max derived from data for the period Sep-1980 to Dec-2022



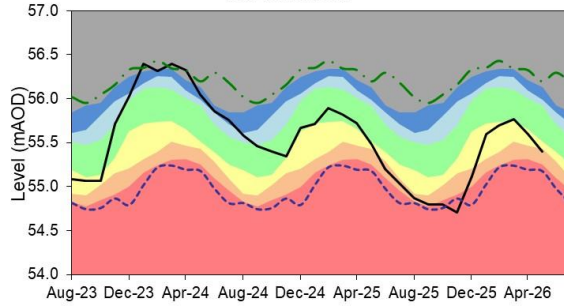
**Gog Magog, Stapleford - CAM CHALK**  
Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



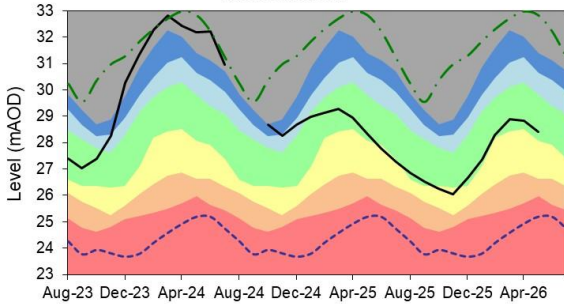
**Hazlewood Common - SUFFOLK CRAG**  
Ranking, Min and Max derived from data for the period Oct-1988 to Nov-2022



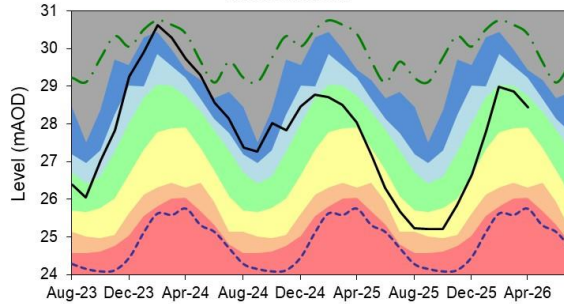
**Hindolveston - NORFOLK CHALK**  
Ranking, Min and Max derived from data for the period Sep-1984 to Nov-2022



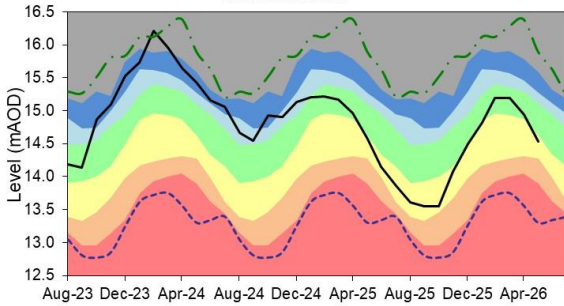
**Kenninghall - LITTLE OUSE CHALK**  
Ranking, Min and Max derived from data for the period Aug-1973 to Dec-2022



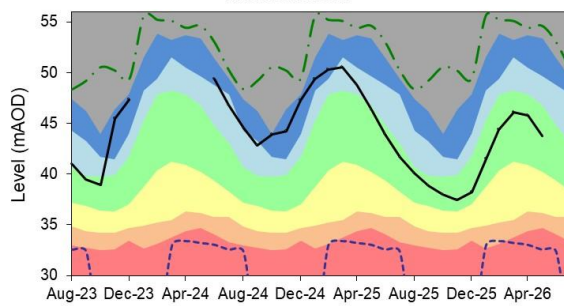
**Linton - CAM CHALK**  
Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



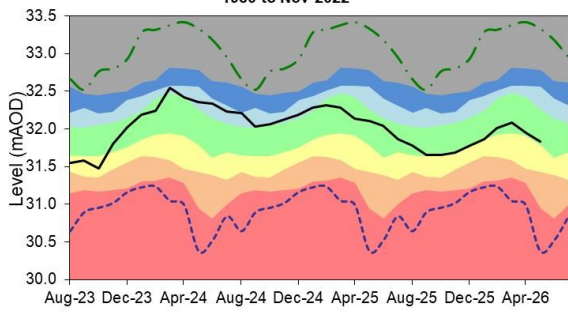
**Newmarket - SNAIL CHALK**  
Ranking, Min and Max derived from data for the period Feb-1983 to Dec-2022



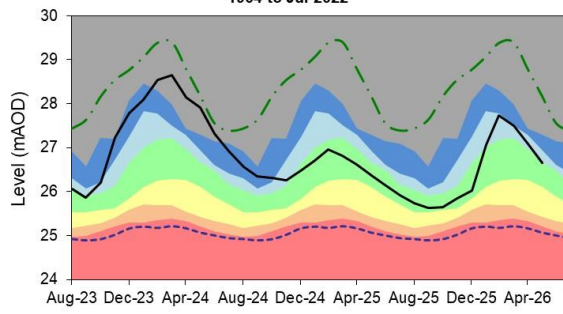
**Redlands Hall, Ickleton - CAM CHALK**  
Ranking, Min and Max derived from data for the period Aug-1963 to Dec-2022



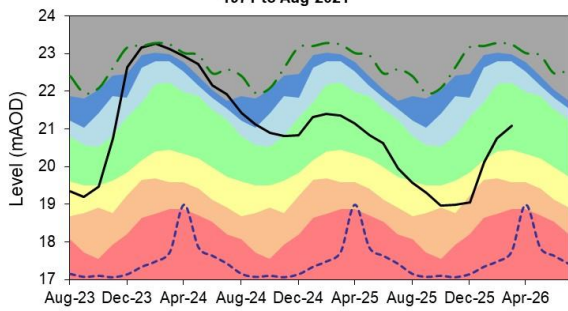
**Rook Hall, Braiseworth-SUFFOLK CHALK**  
 Ranking, Min and Max derived from data for the period Jan-1980 to Nov-2022



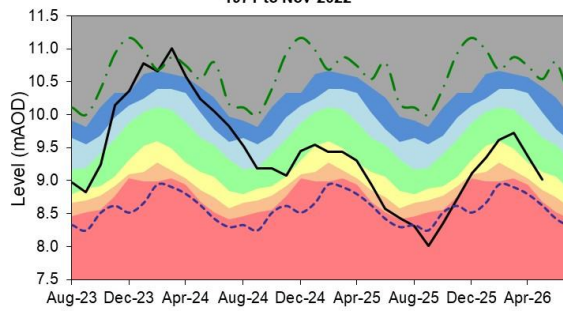
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
 Ranking, Min and Max derived from data for the period Jan-1964 to Jul-2022



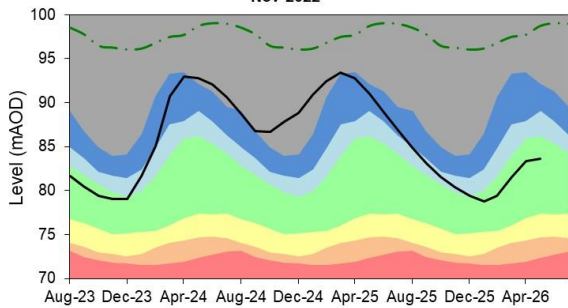
**Old Primary School, South Creake, NORFOLK CHALK**  
 Ranking, Min and Max derived from data for the period Oct-1971 to Aug-2021



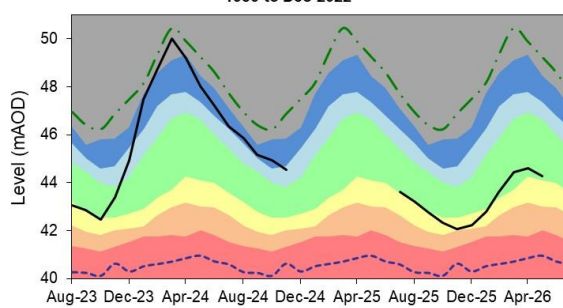
**The Spinney, Costessey- WENSUM CHALK**  
 Ranking, Min and Max derived from data for the period Oct-1971 to Nov-2022



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



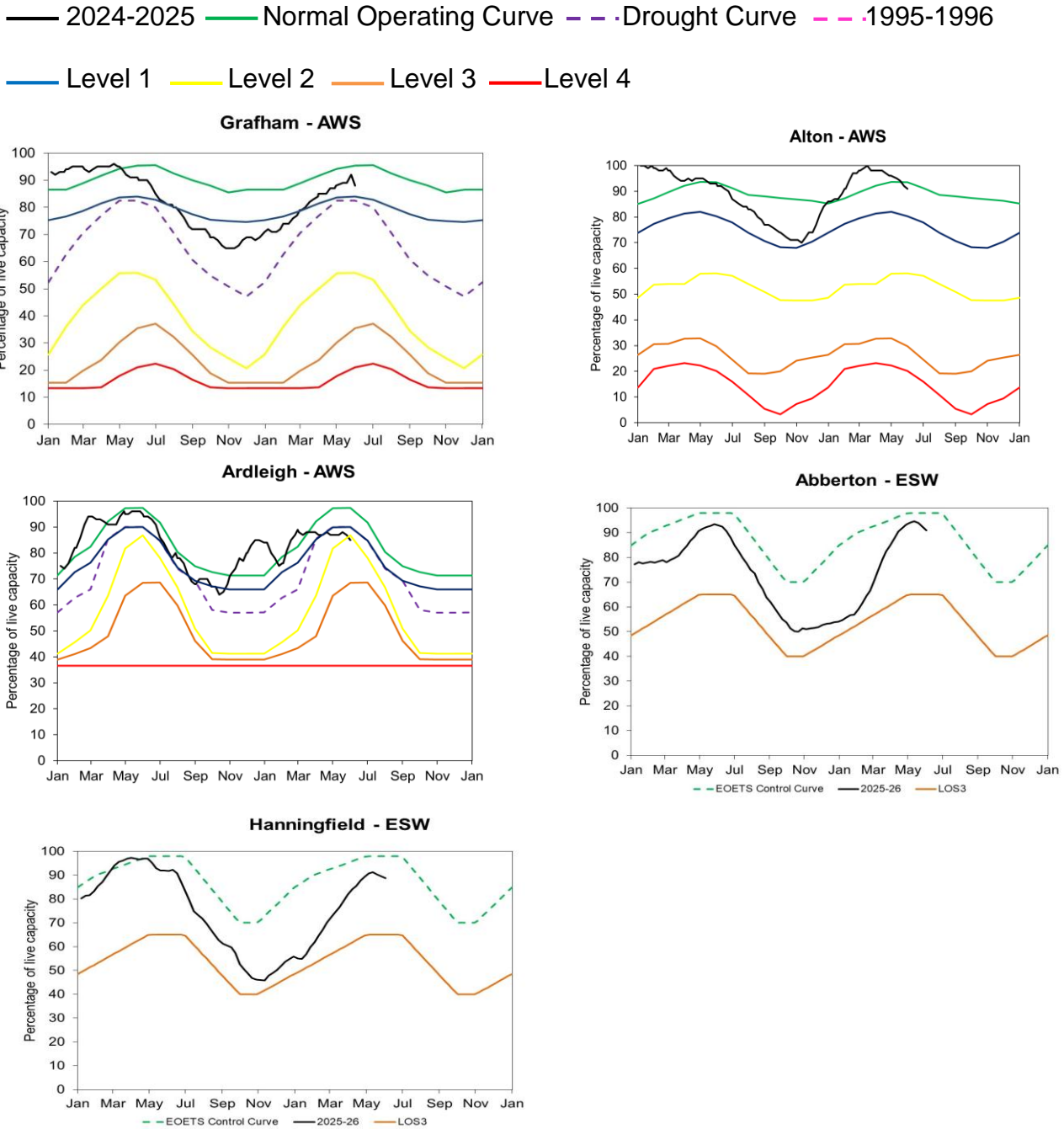
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
 Ranking, Min and Max derived from data for the period May-1950 to Dec-2022



Source: Environment Agency, 2026.

## 6 Reservoir stocks

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



(Source: water companies. For more information on Anglian Water’s reservoir level curves, please see Appendix 4 in 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 ( $\text{m}^3\text{s}^{-1}$ ).

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

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

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

### **mAOD**

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

### **MORECS**

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

### **Naturalised flow**

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

### **NCIC**

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

### **Recharge**

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

### **Reservoir gross capacity**

The total capacity of a reservoir.

### **Reservoir live capacity**

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

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

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

## 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	May 2026 rainfall % of long term average 1991 to 2020	May 2026 band	Mar 2026 to May cumulative band	Dec 2025 to May cumulative band	Jun 2025 to May cumulative band
Broadland Rivers	45	Notably Low	Exceptionally low	Normal	Normal
Cam	30	Exceptionally Low	Exceptionally low	Below normal	Below normal
Central Area Fenland	49	Below Normal	Exceptionally low	Normal	Normal
East Suffolk	36	Notably Low	Exceptionally low	Normal	Normal
Little Ouse And Lark	32	Notably Low	Exceptionally low	Below normal	Normal
Lower Bedford Ouse	60	Below Normal	Exceptionally low	Normal	Normal
North Essex	28	Exceptionally Low	Exceptionally low	Normal	Normal
North Norfolk	45	Notably Low	Exceptionally low	Below normal	Below normal
Nw Norfolk And Wissey	39	Notably Low	Exceptionally low	Below normal	Below normal

South Essex	35	Notably Low	Exceptionally low	Normal	Below normal
Upper Bedford Ouse	54	Below Normal	Exceptionally low	Normal	Normal

## 8.2 River flows table

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

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

### 8.3 Groundwater table

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

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


## Background

Stockbridge Meadows requires replacement trees to counteract the ash dieback in certain areas.

Committee to consider if any of the 'free trees' packs from the Woodland Trust would be suitable to apply for.

Information on the scheme can be found here: <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>


## Possible packs include:



**Copse pack**

Create a mini forest, plant small groups of trees or line a walkway or boundary. This pack could create pockets of shade for people to enjoy, a place for students to learn, homes for wildlife to thrive and much more.

- Minimum land required: 1x tennis court
- Trees: 30
- Species: 10x silver birch, 10x rowan, 10x wild cherry
- Suitable for hedging? No



**Urban pack**

These small, easy-care native trees thrive in urban environments. This pack is ideal for greening up a street or sharing between neighbouring gardens.

- Minimum land required: 1x tennis court
- Trees: 15
- Species: 5x crab apple, 5x rowan, 5x hazel
- Suitable for hedging? No

## Action

Committee to consider suitability of offering and decide if an application should be made.

## Background

It is proposed that the installation of an information board on the boardwalk at Stockbridge Meadows would be informative for the community.

Cllr Barnes has offered to design the board.

## Suggested text

### The River Mel

*This is our river, the River Mel. It runs through Melbourn and Meldreth, through Melwood nature reserve, joining the River Rhee near Malton, then the Rivers Cam and Ouse, until it eventually reaches the sea at Kings Lynn. The Mel is a chalk stream, one of the world's rarest and most important ecosystems. There are only about 300 chalk streams and rivers in the world, and it is estimated that 85% of them are in England, mostly in East Anglia. They have even been described as the equivalent of England's rainforests, so this is a very special place!*

*Chalk streams are mineral rich ecosystems that support a unique and diverse range of plants and animals in and around their crystal-clear waters. Here on the river Mel, you might be lucky enough to spot a busy water vole, the flashing blue of a kingfisher or any number of darting damselflies and dragonflies. Some parts of the River Mel also support brown trout who like to spawn on the gravelly riverbeds.*

*Lots of birds enjoy nesting and feeding along the river. As well as the kingfisher, you may see mallards, coots, moorhens, herons or egrets.*

*Look out for some of the special plants that make their home here, like water crowfoot and starwort. There are reedbeds too, and many kinds of grasses, rushes and sedges as well as water irises.*

*As our chalk streams are under threat from over abstraction (taking more water out than can be replenished naturally), poor water quality and physical modification, it is important that we continue to take care of the River Mel and appreciate its unique beauty.*

## Options – rough costs

Metroguard <https://www.metro signs2000.co.uk/interpretation-signs/>



1no Metro signs Metroguard interpretation panel 600mm x 900mm finished in countryside green or black @ £745

1no Lectern for above Metroguard finished in countryside green or black @ £480

1no Full colour digital print (from supplied artwork) mounted onto 5mm rigid pvc and laminated with a uv film for above Metroguard @ £90

Est. shipping @ £65

Total **£1,389.00** + VAT

## MA030 2627c) Stockbridge info board

Nature Sign Design [Aluminium Lecterns Bespoke From Nature Sign Design](#)



**Aluminium lectern** - solid aluminium frame with 5mm thick solid aluminium back plate, including 3mm thick solid aluminium sign panel (using your supplied artwork), mounted on to one 1600 x 75 x 75mm aluminium box section leg. Powder coated in a colour of your choice.

A2 @£845 each

A3 @595 each

Delivery - £135

**Total £980 or £730 +VAT**

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Possible funding could come through South Cambridgeshire District Council Community Chest Biodiversity Grant - <https://www.scambs.gov.uk/grants-and-funding/community-chest-grants-open>

Committee to consider progressing with project and deciding on suitable funding.

## **METHOD OF WORKS AGREEMENT**

### **St George's Allotment Site Improvements**

#### **1. Project and Parties**

This Method of Works Agreement is between Melbourn Parish Council ("the Council") as landowner and Melbourn Allotment Association ("the Association") as the body coordinating the works at St George's Allotment Site, Melbourn.

#### **2. Purpose of this Agreement**

This agreement sets out how the proposed improvement works will be planned, managed, approved, and carried out at the Site, including the order of the work, site controls, and each party's responsibilities.

The aims of this agreement are to:

- Describe the works to be carried out and the agreed order for doing them
- Set out the measures to protect site users, neighbours, and the surrounding area during the works
- Make clear the responsibilities of the Council, the Association, and any appointed contractors

#### **3. Site Description**

The works relate to St George's Allotment Site, Melbourn ("the Site"). As this is an active allotment site, the works will be planned to keep access safe, limit disruption to plot holders and other users, and protect nearby boundaries, highways, and footpaths.

#### **4. Scope and Sequence of Works**

The parties agree that the works covered by this agreement are the installation of perimeter fencing and access gates, together with the installation of a permanent composting toilet. Subject to any required approvals and explicit planning permission, the expected order of works is as follows:

1. Confirm design details, approvals, and contractor appointment before any physical works begin
2. Arrange delivery of materials to the Site and identify safe storage areas
3. Set out the fence line and gate positions and establish any temporary safety controls required for the work area
4. Install perimeter fencing and access gates in accordance with the approved layout and specification
5. Prepare the location for the composting toilet and complete installation in accordance with the manufacturer's requirements and any approved details
6. Remove waste materials, clear the working area, and inspect the completed works before handover

No significant change to the agreed scope, location, specification, or way the works are carried out may go ahead without the Council's written agreement.

#### **5. Planning and Statutory Requirements**

The planning authority has confirmed that planning permission is required for both the perimeter fencing and gates and the permanent composting toilet. The Council will act as the Applicant and the Association will act as the Agent and will prepare and manage the supporting information on the Council's behalf unless both parties agree otherwise in writing.

No works will begin until planning permission has been granted for both parts of the project, any other necessary permissions or consents have been obtained, and any pre-commencement conditions have been discharged.

The Association will prepare supporting information, respond to planning queries, and monitor compliance with planning conditions and other legal requirements during the works.

- All works must comply with planning legislation, building regulations where applicable, and relevant health and safety requirements

- The final fence height, position, and toilet installation details must match the approved or otherwise authorised arrangements before work starts

Before work starts, the following must be in place and confirmed:

- Planning permission for the perimeter fencing and gates
- Planning permission for the permanent composting toilet
- Compliance with any planning conditions, approved plans, and any other applicable statutory requirements

## **6. Supervision, Procurement and Contractor Management**

The Association will appoint and coordinate contractors for the works and will be the main day-to-day contact during delivery.

Where practical, the Association will obtain at least three quotations and keep records of contractor selection and key project documents.

The Council will not manage contractors directly, but it may inspect progress and raise reasonable concerns about safety, quality, or compliance.

Before work begins, the Association will confirm the intended programme, contractor details, and contact arrangements for the period of the works.

## **7. Programme of Works**

Before work starts, the Association will give the Council the proposed start date, expected duration, and estimated completion date.

The Association will tell the Council as soon as reasonably possible about any significant delay, change in sequence, or issue affecting access or safety.

## **8. Site Management and Access Arrangements**

The Association will make sure safe access and exit are maintained at all times so far as reasonably practical. Materials will be delivered in a controlled way, stored in agreed areas, and kept clear of routes used by plot holders, pedestrians, and vehicles.

The Association will organise the works to keep disruption to allotment users, neighbouring properties, nearby highways, and footpaths to a minimum.

The Association will make sure temporary barriers, warning signs, or short-term exclusion areas are used where needed to separate the working area from allotment users and visitors.

## **9. Health and Safety**

9.1 The Association will make sure that all contractors:

- Are competent, ~~and~~ suitably qualified, ~~and appropriately trained for any asbestos-related ground disturbance, including holding current Category B non-licenced asbestos training, with the certificate being in date within the last 12 months~~
- Comply with relevant health and safety law
- Prepare suitable risk assessments and method statements where needed

9.2 Copies of relevant documents, ~~including current asbestos training certificates and waste disposal evidence where applicable~~, will be provided to the Council on request.

## **9.3 Environmental and Housekeeping Controls**

The Association will make sure contractors keep the Site tidy, remove waste regularly, control dust and noise so far as reasonably practical, and avoid unnecessary obstruction of access routes and neighbouring areas.

## **10. Insurance and Competence**

The Association will make sure appointed contractors are competent for the tasks they undertake and hold public liability insurance of at least £10,000,000 (£10 million).

Evidence of insurance and, where relevant, competence or qualification information will be given to the Council before work starts if requested.

Where required by law, contractors will also hold employers' liability insurance and any other cover relevant to the work being carried out.

Relevant risk assessments, method statements, and product or installation information will be kept by the Association or appointed contractors and made available on request.

### **11. Damage, Defects and Reinstatement**

The Association will make sure the works are carried out with reasonable care and that any damage caused during the works to the Site, surrounding areas, or existing features is put right within a reasonable time.

If any part of the completed works is found to be defective, incomplete, or not in line with the agreed scope, the Association will arrange for it to be corrected within a reasonable time after being told.

### **12. Completion, Ownership, Maintenance and Insurance**

12.1 When the works are complete, the Site will be inspected and left safe and tidy, with surplus materials and waste removed. Completion will be subject to the Council's acceptance of the works.

12.2 Once the completed works have been accepted by the Council, the installed fencing, gates, and composting toilet will become the property of the Council.

12.3 The parties recognise that the long-term maintenance arrangements for the fencing, gates, and composting toilet will need to be agreed following completion. At the date of this agreement, it has not yet been determined what ongoing inspection, cleaning, routine maintenance, minor repairs, or other upkeep the Council will wish to take on directly and what, if any, responsibilities will be carried out by the Association. Unless and until the parties agree a separate written arrangement for ongoing maintenance, the Council, as owner of the installed assets, will retain control over any major repair, replacement, renewal, or alteration, and the Association must not make any major alteration or replacement without the Council's prior written agreement.

12.4 Any snagging items identified after completion will be dealt with by the Association or the appointed contractor within a reasonable time. The parties will also need to confirm the ongoing insurance position for the completed assets, including whether they are covered under the Council's existing insurance arrangements and whether any additional or amended cover, inspection, or risk management requirements will apply.

### **13. Monitoring and Communication**

The Council may inspect the Site and the progress of the works at reasonable times during the project.

The Association will keep the Council informed of key milestones, significant issues, and completion of the works, and will respond to reasonable requests for information.

### **14. Suspension and Ending this Agreement**

Before the works start, either party may end this agreement by giving written notice to the other. After the works have started, the Council may require the works to stop or may end this agreement if there is a serious concern about safety, legal compliance, insurance, or a significant departure from the agreed scope or method.

- Unsafe working practices
- A breach of planning permission, planning conditions, or other applicable legal requirements
- Failure to maintain required insurance
- Unauthorised change to the approved works
- Planning permission being refused or granted subject to conditions that make the project impractical

If the works are stopped or this agreement ends, the working area must be left in a safe condition and no further work may take place until the issue has been resolved or a new written agreement is in place. The parties will also discuss and confirm what happens to any partially completed works, materials on Site, and costs already committed.

**15. Review of this Agreement**

This agreement will be reviewed if the scope, sequence, contractor arrangements, or site controls change in a significant way before or during the works, and any agreed change will be recorded in writing.

**16. Agreement and Acceptance**

The signatures below confirm that this Method of Works Agreement has been reviewed and accepted by both parties for planning, coordinating, approving, and monitoring the works described above.

**17. Signatures**

**Signed for and on behalf of Melbourn Parish Council**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Signed for and on behalf of the Melbourn Allotment Association**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**From:** [REDACTED]  
**To:** [Assistant Clerk](#)  
**Subject:** Re: Allotment sites - Asbestos Survey and removal  
**Date:** 29 May 2026 15:18:45

---

Hi Alex

Good to see you yesterday, I thought I would send a quote on an email as discussed.

Based on you supplying a map of the site with allotment numbers, we can do this management survey for £750 + VAT. However you did mention that its a reinspection. If its a reinspection report you require, can you send over the existing one you have. I also think because of the nature of the earth being regularly moved, a fresh inspection of the whole site is more current, as if any asbestos has been found, it has been hand picked and moved away off site.

[REDACTED]

Although its likely small fragments will be found, theres a small chance you will find an area with extensive debris. If this happens, this will be £500 + VAT for a 2 hour visit and will also cover up to 25kg of asbestos debris.

[REDACTED]

[REDACTED]

[REDACTED]



# Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Alex Coxall  
Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

June 15<sup>th</sup> 2026

Dear Alex



Clear boundary of old piles of vegetation away for recycling at our yard, remove large elder that is half dead on the corner we looked at. All piles of spoil would be levelled out/moved using a digger in accordance with the ground levels. As we discussed I cant price for the removal of any junk buried under these piles as we cant se what is there, I don't think there will be masses but we cant tell. We would litter pick at the end as there is going to be a lot of rubbish come to the surface.

The area would be left clean & tidy

All allotment holders would need to be made aware that anything left in this area will be removed from site.

**Total £1480.00 x Vat**

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL  
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk  
VAT Reg: 987421972 Company number: 6936328



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





# Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Alex Coxall  
Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

June 15<sup>th</sup> 2026

Dear Alex

Following on from our site visits we are quoting for the 2 jobs at the allotments. Plot [REDACTED] as we discussed is going to be expensive for one plot but unfortunately there is no other way than getting a large skip for the debris. Remove all debris to skip that we will have at our yard rather than on the path, remove the wire on the surface of the boundary to avoid any trip hazards, spray the whole plot off & clear vegetation away.

**Total £1080.00 x Vat**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL  
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk  
VAT Reg: 987421972 Company number: 6936328



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



# 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	4-5-26 ✓	11-5-26 ✓	18-5-26 ✓	25-5-26 ✓	
Village Car Park	4-5-26 ✓	11-5-26 ✓	18-5-26 ✓	25-5-26 ✓	
War Memorial	4-5-26 ✓	11-5-26 ✓	18-5-26 ✓	25-5-26 ✓	
Littlehands and Access Way	4-5-26 ✓	11-5-26 ✓	18-5-26 ✓	25-5-26 ✓	
New Rec. Ground	4-5-26 ✓	11-5-26 ✓	18-5-26 ✓	25-5-26 ✓	
Clear Cres. Play Park	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-5-26 ✓	
Orchard Road Cemetery	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-2-26 ✓	
New Road C/metry	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-2-26 ✓	
Old Recreation Ground	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-2-26 ✓	
Pavilion	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-2-26 ✓	
All Saints' C/Yard	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-2-26 ✓	
Jubilee Orchard	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	25-2-26 ✓	
Armingford Cres.	4-5-26 ✓	11-5-26 ✓	19-5-26 ✓	26-2-26 ✓	

AM

# MELBOURN PARISH COUNCIL

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<b>Pavilion Defibrillator</b>	4-5-26 J	11.5.26 <sup>7/11/22</sup>	18-5-26 J	26-2-26 J
<b>Doctors Surgery Defibrillator</b>	4-5-26 J	11.5.26	18-5-26 J	26-2-26 J
<b>Beechwood Avenue</b>	4-5-26 J		18-5-26 J	
<b>Millennium Copse</b>	4-5-26 J		18-5-26 J	
<b>Worcester Way</b>	4-5-26 J	11.5.26	18-5-26 J	26-2-26 J
<b>Allotments</b>	4-5-26 J			
<b>Fire Engine Shed</b>				26-2-26 J
<b>Chalkhill Barrow</b>		11-5-26		
<b>Elm Way</b>		11-5-26		
<b>Stockbridge M.</b>			18-5-26 KL	

# MELBOURN PARISH COUNCIL

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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	4-5-20 <i>SA</i>			
		11-5-20 <i>PAM</i>			
		18-5-20 <i>TAL</i>			
		26-5-20 <i>SA</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens			✓	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				✓
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

## Damage, vandalism and ASB

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

## Abi Williams

---

**From:** [REDACTED]@scambs.gov.uk>  
**Sent:** 27 May 2026 08:10  
**To:** Abi Williams  
**Subject:** Recreation Ground

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

Good Morning Abi

We are continuing to experience a persistent issue with the concrete bin on the recreation ground, which is being deliberately set alight on a regular basis.

Originally this was occurring approximately once a week over several months; however, over the past six weeks it has been happening consistently on a weekly basis. This is now creating significant difficulties when it comes to emptying the bin safely.

The contents left after these incidents include ash, broken glass, cans, and other sharp objects, making it hazardous for staff to clear. Although your caretaker kindly assisted last week with removing the debris from the bottom of the bin, it has already been refilled with similar materials.

Please see the attached photo taken this morning, which shows the current condition.

[REDACTED] who services this bin, is due to deliver bags today, so it may be useful to speak with him directly about the ongoing situation.

We would appreciate your assistance in addressing this issue, as it is becoming increasingly difficult to manage safely.



## Metal Detecting Policy

### 1 Introduction

1.1 From time to time, Melbourn Parish Council receives requests from individuals or organisations wishing to conduct metal detecting on land owned, leased or managed by the Council.

1.2 Metal detecting can contribute to historical knowledge but, if uncontrolled, may damage archaeological features, create hazards for other users, and expose the Council to liability risks.

1.3 This policy sets out how the Council will manage requests for metal detecting on its land.

### 2 Scope of this policy

2.1 This policy applies to all land owned, leased, or managed by Melbourn Parish Council, including but not limited to:

- Parks and recreation grounds
- Sports pitches
- Play areas
- Open spaces and verges
- Allotments
- Cemeteries

2.2 This policy applies to both casual and organised metal detecting activities.

### 3 General Policy Position

3.1 Metal detecting is not permitted on any Melbourn Parish Council land unless prior written permission has been granted.

3.2 The Council adopts a presumption against recreational metal detecting in order to:

- Protect archaeological heritage
- Prevent damage to land and facilities
- Ensure public safety

### 4 Exceptional Circumstances

4.1 Requests may be considered only in exceptional circumstances, including:

- (a) Archaeological research undertaken by suitably qualified individuals or organisations

(b) Recovery of a specific lost item, where location is known or reasonably identifiable

(c) Statutory or utility works, where metal detection is required to locate services

4.2 Requests for general hobby or speculative detecting will normally be refused.

## **5 Application Process**

5.1 All requests must be submitted in writing to the Parish Clerk and include:

- Name and contact details
- Exact location(s) requested
- Purpose and justification
- Proposed dates and duration
- Methodology (including whether digging is proposed)
- Evidence of qualifications (if archaeological)

5.2 Applications will be considered by the Maintenance Committee with considered resolution recommended to Full Council.

5.3 Individual Councillors or officers do not have authority to grant permission.

5.4 The Council reserves the right to:

- Refuse any application without explanation
- Impose additional conditions
- Limit access to specific areas or time periods

## **6 Conditions of Permission**

Where permission is granted, the following conditions will apply:

### **6.1 Insurance and Membership**

- Applicants must hold public liability insurance of at least £10,000,000
- Membership of the National Council for Metal Detecting (NCMD) or equivalent is required for hobbyist applicants

### **6.2 Code of Conduct**

All activity must comply with:

- NCMD Code of Conduct
- Code of Practice for Responsible Metal Detecting

The Countryside Code must be observed at all times

### **6.3 Land Protection**

- Minimal ground disturbance must be ensured
- Any excavation must:
- Be approved in advance

- Be shallow and controlled
- Be fully reinstated to the Council's satisfaction
- The Council may impose:
- No digging conditions (surface detecting only)
- Maximum excavation depths

#### **6.4 Restricted Areas**

Metal detecting will not normally be permitted on:

- Sports pitches
- Play areas
- Cemeteries and burial grounds
- Allotments
- Areas of high public use

#### **6.5 Finds and Reporting**

- All finds must be reported to the Council
- Finds of historical importance should be recorded with the Portable Antiquities Scheme (PAS)
- Treasure finds must be reported in accordance with the Treasure Act 1996

#### **6.6 Safety and Conduct**

- No hazards must be left on site
- All holes must be safely filled
- Any dangerous finds (e.g. unexploded ordnance) must be reported immediately to police

### **7 Legal and Regulatory Compliance**

7.1 Permission will not be granted where:

- The land is a Scheduled Monument
- The land is a Site of Special Scientific Interest (SSSI) unless external consent is obtained

7.2 The applicant is responsible for ensuring compliance with all relevant legislation.

### **8 Liability**

8.1 The Council accepts no liability for:

- Injury, loss, or damage arising from metal detecting activities
- Loss or ownership disputes relating to finds

8.2 The applicant undertakes all activity at their own risk.

### **9 Withdrawal of Permission**

9.1 Permission may be withdrawn at any time if:

- Conditions are breached
- Damage occurs
- The activity is deemed inappropriate

---

**Document Approval:**

(Chair to Melbourn Parish Council)

A handwritten signature in black ink, appearing to read 'J. Clark', is written over the 'DRAFT' watermark.

**Date of Parish Council meeting:** 24 June 2026

*Review Policy: Every 3 years*

DRAFT

## Abi Williams

---

**From:** [REDACTED]  
**Sent:** 14 May 2026 19:50  
**To:** Abi Williams  
**Subject:** Re: Enquiry regarding permission for metal detecting on parish land

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

Dear Ms Williams,

Thank you very much for your response and for clarifying the Council's position.

I completely understand that each location would need to be considered individually and I appreciate the opportunity to suggest specific areas for consideration.

At this stage, I would kindly like to ask whether the Council may consider small-scale responsible metal detecting on a trial basis within selected open space areas such as:

- Stockbridge Meadows
- Millennium Copse
- the open grass edge areas surrounding the BMX Site at London Way (excluding the active recreational area)

Of course, any detecting would be carried out in accordance with NCMD and PAS guidelines, using only small hand tools, with all ground fully reinstated and with complete avoidance of sports pitches, playgrounds and environmentally sensitive areas.

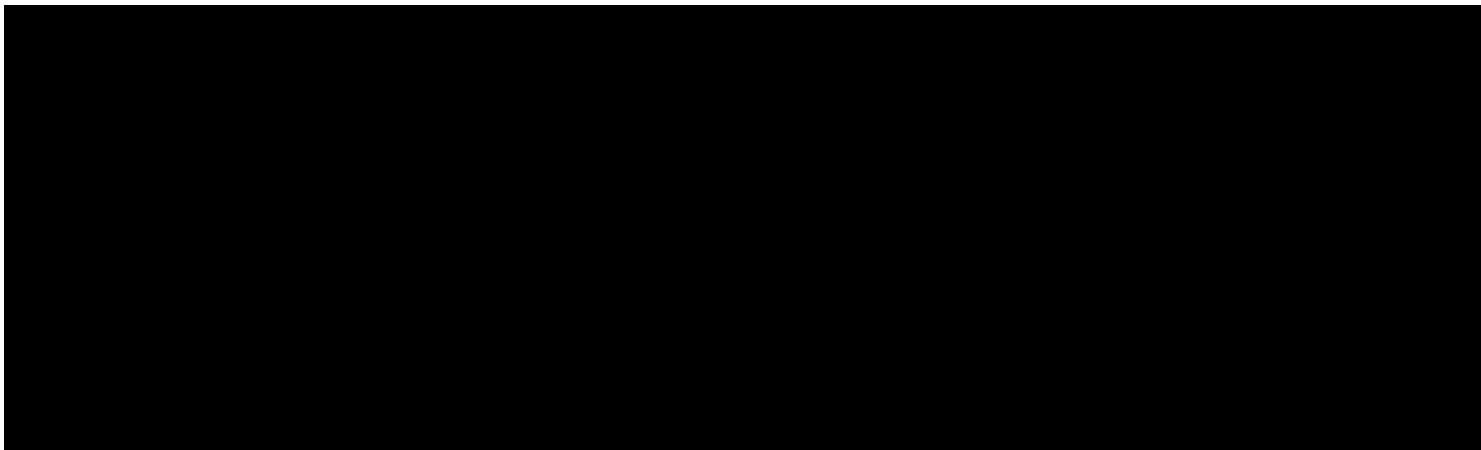
I would also be fully willing to comply with any conditions, restrictions or time limitations which the Council may consider appropriate.

Thank you again for your time and consideration and I would be very grateful if the request could be passed to Council for further consideration.

Kind regards,

[REDACTED]

czw., 14 maj 2026, 14:52 użytkownik Abi Williams <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)>  
napisał:



## Briefing Note: Cambridge Water Draft Drought Plan 2026

### Summary of local impacts and key considerations for consultation

#### 1. Overview

Cambridge Water has published its **Draft Drought Plan (2026)** for consultation.

- Covers all of **South Cambridgeshire, including Melbourn**
- Sets out how water shortages will be managed **before, during and after droughts**
- Required under legislation to be updated every 5 years

The region is identified as **water-stressed**, with increasing pressure from growth and climate change.

👉 Parish Council may wish to consider submitting a response before deadline of 30 July 2026.

---

#### 2. What this means for Melbourn residents

##### Most likely impacts (routine drought conditions)

Residents should expect:

- Increased **water-saving campaigns** (earlier and more frequent)
- Occasional **hosepipe bans (Temporary Use Bans – TUBs)**

Typical restrictions would include no hosepipe use for gardens, car washing, patios etc.

👉 Expected frequency: **around once every 10 years on average**

##### If drought becomes more severe

- Further restrictions on **businesses and agriculture**
  - Stronger enforcement and messaging
  - Potential economic impacts on rural activity
  - Standpipes or rota cuts (emergency measures – very unlikely)
- 

#### 3. Environmental impacts locally

The plan places **greater emphasis on protecting chalk streams and rivers**, which are:

- Globally rare and highly dependent on groundwater abstraction

Key approach:

- Introduces “**environmental stress triggers**” **before supply is affected**
- May reduce abstraction earlier to protect flows

👉 Likely implications in/around Melbourn:

- Lower river flows in dry periods
  - Greater public messaging linking water use to environmental impact
-

## Briefing Note: Cambridge Water Draft Drought Plan 2026

### Summary of local impacts and key considerations for consultation

#### 4. Implications for Melbourn Parish Council

##### A. Communications role

The plan relies heavily on local engagement. Parish councils may be expected to:

- Share drought messaging
- Support campaigns
- Help reach residents quickly

##### B. Planning and development

Key issue identified:

- **Housing growth in South Cambridgeshire increases water demand**  
(Stakeholder feedback highlights this as a major driver of water stress)

👉 Implications:

- Increased focus on **water efficiency in new developments**
- Greater scrutiny of sustainability in planning consultations

##### C. Changes affecting residents

- Expansion of **water metering**
  - Increased awareness and monitoring of individual consumption
  - Behaviour change becoming a long-term expectation
- 

#### 5. Risks and concerns

##### A. Earlier and more frequent restrictions

- Drought measures have historically been introduced **too late**
- **Hosepipe bans should be implemented earlier** in the process

##### B. Environmental vs supply trade-offs

- Strong push for an “**environment first**” approach
- Abstraction already impacting chalk streams

##### C. Increasing drought risk (climate change)

- Drought frequency and duration expected to **increase significantly**
- Driven by higher temperatures and reduced effective rainfall

##### D. Heavy reliance on behaviour change

Regulators emphasise:

- Priority on **demand reduction** (leakage, behaviour change, restrictions)
- Less emphasis on new supply sources

## Briefing Note: Cambridge Water Draft Drought Plan 2026

### Summary of local impacts and key considerations for consultation

#### 👉 Implications for Melbourn

- Residents reducing water use
- Community-wide behavioural change
- Restrictions may be introduced primarily to **protect rivers**, not just supply
- Expect stronger use of **local councils, media, and community networks**

#### F. Limited external resilience

- Limited ability to import water from other regions
- 






### 6. Key points for consultation response

Councillors may wish to comment on:

- How will Cambridge Water work with **parish councils specifically**?
  - Should **hosepipe bans be introduced earlier** to protect local rivers?
  - Is the current trigger system sufficiently precautionary?
  - How will **new housing in South Cambridgeshire** be balanced with limited water supply?
  - How will impacts on residents be balanced against **chalk stream protection**?
  - What support is available for agriculture, small businesses, community facilities?
  - Does the plan rely too heavily on **restrictions vs new supply solutions**?
- 

### 7. Summary

For Melbourn, the plan indicates:

-  More frequent and earlier drought communications
-  Periodic hosepipe bans likely to become more common
-  Stronger prioritisation of environmental protection
-  Pressure from housing growth and limited water availability
-  Greater reliance on residents reducing consumption

Melbourn sits in a **high-risk, water-stressed area**, and this plan signals a **long-term shift toward tighter water management, earlier intervention, and lower water use as the norm**



**Cambridge Water**

90 Fulbourn Road, Cambridge, CB1 9JN

[www.cambridge-water.co.uk](http://www.cambridge-water.co.uk)

Tel: 01223 706050

Sent by email

28<sup>th</sup> May 2026

Dear Stakeholder,

## **Cambridge Water draft Drought Plan 2027**

Following approval from the Secretary of State we are pleased to now publish our draft Drought Plan 2027 for public consultation, in accordance with the Water Industry Act 1991(2003) sections 37b and 39(b).

We have a statutory duty to prepare and maintain a drought plan, and our updated plan is expected to be published in spring 2027, following direction from the Secretary of State. Our drought plan outlines the actions that we take to manage a drought and ensure secure customer supplies, protect the environment and communicate with customers and our stakeholders before and during a drought.

Our new draft drought plan has been reviewed taking account of previous drought experience and updates to guidance. For this plan, we have reviewed and updated our drought triggers and amended our Levels of Service. We have also considered pre-consultation responses from our statutory consultees. No information has been excluded from the plan on the grounds of national security.

We would welcome any feedback and comments on our revised draft Drought Plan and supporting documents, which are available on our website:

[Our Drought Plan | Cambridge Water](#). Paper copies of the plan are available on request.

If you would like to comment on our plan, representations should be made to the Secretary of State by email to [water.resources@defra.gov.uk](mailto:water.resources@defra.gov.uk) with Cambridge Water in the subject field and copy to our mailbox [drought.consultationCAM@south-staffs-water.co.uk](mailto:drought.consultationCAM@south-staffs-water.co.uk)

Representations by post should be sent to:

Drought Plan Consultation  
Defra  
Drought  
Seacole, 2 Marsham Street  
London SW1P 4DF

*A member of South Staffordshire Plc.* 

Cambridge Water is a trading name of South Staffordshire Water Plc | Registered office: Green Lane, Walsall, WS2 7PD

Registration number: 2662742 | VAT number: 834 8467 94

The consultation period runs for ten weeks until 30 July 2026. We will consider all representations made and publish a statement of response by the end of October 2026.

Yours Sincerely

A large black rectangular redaction box covering the signature area.

**From:** [Abi Williams](#)  
**To:** [Assistant Clerk](#)  
**Subject:** PLANNING AGENDA FW: Cambridge Water draft Drought Plan publication - consultation  
**Date:** 02 June 2026 10:39:05  
**Attachments:** [CAM draft DP publication for consultation letter.docx](#)

---

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**From:** [REDACTED] >  
**Sent:** 28 May 2026 14:03  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Cambridge Water draft Drought Plan publication - consultation

Dear Stakeholder,

We are pleased to inform you that we have published our updated draft Drought Plan for public consultation and welcome your comments and feedback.

The consultation on our draft plan will be open for 10 weeks until 30 July 2026 and can be found on our website:

<https://www.cambridge-water.co.uk/about-us/our-strategies-and-plans/our-drought-plan/draft-drought-management-plan-for-consultation/>

We will consider all representations received and produce a statement of response, and update the plan as required. Our statement of response will be published by the end of October 2026. Please provide any comments that you have on our plan by **30 July 2026** and refer to the attached letter for further details on how to respond.

Once approved by the Secretary of State, we will publish our final Drought Plan in Spring 2027.

We look forward to hearing from you

Kind Regards

[REDACTED]  
[REDACTED]

Fulbourn Road, Cambridge, CB1 9JN

[www.cambridge-water.co.uk](http://www.cambridge-water.co.uk)

[www.south-staffs-water.co.uk](http://www.south-staffs-water.co.uk)

[REDACTED]

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EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 June 2026

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

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 June 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

	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.</i>
High Street	5	<i>Offered assistance - Wardens cut back from path.</i>
Norgetts Lane	1	
Norgetts Lane	1	
High Street	3	<i>Sent Feb 2026</i>
High Street	2	<i>Already actioned.</i>
Victoria Way	1	
High Street	1	Wardens to cut back due to H&S.
Water Lane	2	

## Moon Gate project New Road Cemetery

This document is exploring the ideas around placing a gateway at the top of New Road cemetery. The gate is intended to create and add weight to the new scattering area at the top of the cemetery. The project is important in providing residents with an option for burial and memorials in a less traditional but more sustainable way. By providing a way of placing small memorials it increases the appeal of the space and may encourage people who do not want to be interred with a large memorial, but this allows the family to have a space for reflection and to come and pay respects. The memorials will also bring income which can help maintain the space.

### Design

For the design we have taken inspiration from the Anglo-Saxon burial mound that it stands with and the nature that surrounds it. We also acknowledge that a new installation needs to stand up to the artistic vision shown with the gates at the entrance and maintain the standard laid out at conception of the cemetery. The material choices (discussed below) are in line with the Anglo Saxons and their building practices, and the wide circular archway echoes the architectural style.



This image shows the semicircular Romanesque arch. The choice of the circular arch also allows a degree of accessibility, being wider it feels welcoming and will accommodate wheelchairs, scooters or push chairs. Circular moon gates are often associated with Chinese and Japanese architecture. They hold a mystical meaning around the idea of passing through from the ordinary to the extraordinary a sentiment that fits beautifully with the idea of scattering ashes and memorials.

The picture also demonstrates another feature we wish to be included into the design, the intricate pattern work. One proposal is that the arch has the designs cut into it like fretwork. It will add to the design and create interesting plays with light. As with our own Anglo Saxon burial site in Melbourn, they buried people with important objects to them, notably jewellery and weaponry. These often included these designs that are



interconnecting and flowing like the brooch pictured. Which also includes cut out elements.

Rendering of potential design of the posts



## Materials

The wooden posts and steel material options have been chosen to acknowledge the Anglo-Saxon link in the top area of the cemetery, a concept that also formed part of the original gates at the front of the cemetery. The Steel has been chosen as it will weather to a rusted finish that will look more bronze. Making it a cost-effective option that will stand the test of time structurally whilst giving the feel of bronze. The wooden post we would seek to use are of a treated sturdy sleeper style which will weather well and be replaceable easily over time as needed as they stand alone. The wood will also make it easy to attach plaques as memorials. The memorial plaques will be of a consistent and standard shape as dictated by the Parish Council to ensure cohesiveness and aesthetic intentions are maintained. The use of the wooden posts as standalone totems also means the number of posts can be increased and grow with demand.

## Planting

The planting between the posts will be selected for their low maintenance qualities, also being respectful of the wildflower informal intention for the scattering area. Potential choices for planting could include the options in the table below. These options involve little maintenance limited to a cut back around once a year. And a flower bed would create an edge for the strimmer that reduces the need to cut between the posts.



Erigeron, thrive on neglect producing flowers throughout the year and spread naturally.



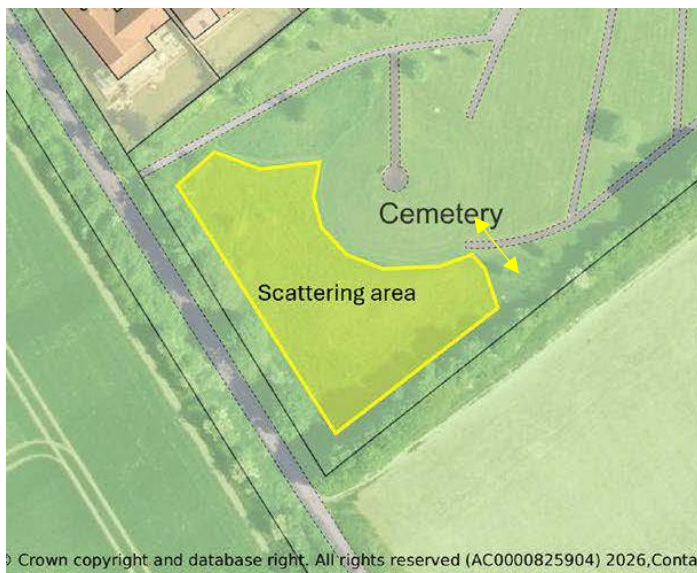
Verbena Bonariensis, Beautiful tall but wispy stems which would move in a breeze and add height and interest mimicking the columns but not obstruct any view of memorials.



Achillea millefolium, another delicate ethereal option that is wild and native



The proposed position of the arch would be across the path leading to the scattering area shown here. The existing tree would incorporate well in the layout of the columns adding interest to the design and help the new section blend with the existing. The map below provides a top down view of the positioning.

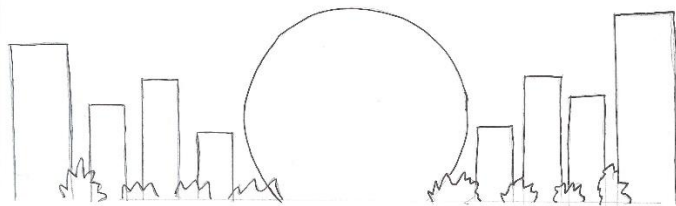


### Climbing

‘Foreseeable misuse’ means we need to assume the structure may be climbed on and we need to design around this. We can approach either by prevention or making it safe to climb.

The nature of the gateway does not encourage anti climb measures as it may affect the aesthetic and calming intention of the structure. We may be better to approach it by making it safe should it be climbed. This is not at all intended to be used in this way and we would not seek to encourage climbing behaviour but need to consider the health and safety of the design.

The shoulders leading up to the arch could be used to scale the top of the moon gate easily. Potential ways around this could include inverting the angle of the shoulders, by making the one nearest the round gate below the middle point the circle should be harder to scale, also by making the gaps between the heights of the posts more varied it should make climbing them less appealing. Staggering the curve should add to the difficulty in hopping between them. To consider ongoing maintenance and grass cutting that would be made more difficult by these gaps and staggering some informal low maintenance planting at the bases create a straighter curve to strim up too. Planting also would serve as a climbing deterrent.



Potential simplified front elevation



Top-down view of the potential layout

<https://www.iccm.uk/training-courses/management-of-memorials>

## **Management of Memorials – Inspection workshop**

### **WHY THIS COURSE?**

A practical course that builds confidence in handling legal and safety issues, managing memorials, and understanding the importance of having effective systems in place.

**Course overview** - Learn about the legal, and health and safety aspects of memorial management, including:

- Inspection of memorials
- How to start inspections
- Initial inspection procedures
- Completing inspection forms
- Conducting visual and physical inspections
- Actions following inspections
- Planning a programme of work
- Codes of practice and registration schemes
- Right to erect a memorial
- Managing unauthorised memorials
- Practical inspection exercises

North Herts Council - Wednesday, 2nd September 2026

**Costs £185+VAT per person**

(2 @ £370, 3 @ £555)

---

Committee to consider recommendation to Full Council that 2 or 3 members of staff complete the course.

Item Description	Equipment Photo	Tasks	Task Photo	Risk Score - May 23	Risk Score - June 24	Risk Score - April 25	Risk Score - May 26
Gates - Combination		Lock - Clean out drop bolt socket and lock gate		6	6	6	6
		Trip points on surface - make level		N/A	N/A	5	5
Signage		Sign is unreadable - modify - Dog Ban and Ownership signs recommended		6	6	6	6
		Projecting bolt thread. Cut off and file down to remove sharp edges or use the correct length bolt. Cut back unused bolt threads/ install capping.		N/A	N/A	5	8
Litter Bins		NONE		2	2	7	2
Pathways		Grass and weeds growing inside pathway. Remove.		6	6	6	6
Cycle Racks - Metal		NONE		N/A	N/A	3	3
Fencing - Perimeter Hedgerow		NONE		3	3	N/A	N/A
Seating - Picnic Tables		NONE		3	3	3	3
Seating		NONE		3	3	3	3
Natural Play - Boulders		NONE		6	6	6	6
		Remove slipperiness. Consider adding surface texture.		6	7	7	6

To be completed by wardens
To be completed by manufacturer / outside source
Low Risk Level 1-7
Medium Risk Level 8-12
High Risk Level 13 -25

Log Stockade - With Balance Logs		<p>Cut back overhanging tree branches to approx 2.5 mtrs above ground &amp; 2 m to the side of the unit.</p>		N/A	8	5	N/A
Rope Balance - Embankment		NONE		6	6	6	4
Slide - Embankment - With Log Steps		<p>A foot/ leg entrapment exists. Small gap appearing in the frame - Eliminate the entrapment.</p>	  	N/A	N/A	N/A	9
Agility Bars - 3 Tier		<p>Grass mats are damaged and lifting. Replace Surface</p>		10	10	10	10
		Loose bolts - tighten		N/A	N/A	6	6
		Replace missing cap		5	5	N/A	5
		Posts showing signs of softening and decay at ground level. Monitor and replace when necessary.		7	7	8	8

















Climber - Net & Ladder		Rope connectors are loose. Tighten.		N/A	N/A	N/A	10
		Net connectors are very loose to the posts. Remove fittings to check for corrosion and replace if found and then secure the net. Loose and projecting rope screws. Secure. Ladder fixings missing. Replace Cap/s are missing allowing water ingress into the frame and fixtures. Replace.		10	10	10	10
		One rung and two hand holds missing. Replace.		7	7	8	8
		This equipment relies on one post for its stability. Special attention should be to maintenance and if necessary decommissioning the item before the end of its operating life.		9	9	9	9
		Overhead ladders and rings - The protective surface under all the bars and rings must be kept in good condition.		5	5	7	7
		Splits/ shakes in the timbers. DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on a regular basis. Monitor and sand back any splintered edges as required. Ensure fully secure on a regular basis.		N/A	6	7	6
		Surface is cracking and damaged. Surface/ the equipment are algae covered, creating a slippery surface when wet.		6	6	8	8
		Periodically disconnect the rope net connectors to check for corrosion to the bolt fittings and replace if found, as corrosion and collapse has been known to occur to similar connectors.		N/A	N/A	N/A	4
The core of the wire is exposed. Replace net in the near future when wire is broken		4	4	8	8		
Multiplay - Junior		Tighten. Barrier bolts rope bridge connectors.		N/A	N/A	6	6
				4	4	4	4
		Two burn marks inside the tunnel. Monitor.		N/A	7	8	8
		Surface needs repair. Square section missing around one post.		N/A	7	8	8

The Climber net & ladder along with the previous agility bars, were supplied by an unknown manufacturer. The manufacturer identifiers on the equipment are missing and no records from installation can be found in the office. Both Wicksteed and HAGS have confirmed that neither are theirs. This means that we have been/ are unable to obtain suitable replacement parts when needed for small maintenance tasks. MPC have already precepted in a previous year to replace the surfacing under both these items, but consideration about the possibility of full replacement for both in the future should be made.


















		Platform laminate damaged. Rub down and treat damaged edges. - Platform laminates around edges. Repair/ replace.		N/A	N/A	N/A	6
		There is wear on the platform - replace.		N/A	N/A	10	10
Agility Trail - 7 Element		Replace missing cap		N/A	5	5	5
		Equipment relies on one post for it's stability. Special attention should be paid to maintenance and if necessary decommissioning the item before the end of it's operating life. Log walk single post provides excess movement. Reset if necessary.		9	9	9	9
		Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove protective envelope around the timber. Prevent further damage and check timbers for decay. Monitor all timber items for decay throughout the year due to softening. Replace affected parts if found/ necessary.		4	4	9	9
		Bridge cross bean is loose. Bolts are loose - tighten.		N/A	N/A	N/A	6
		There are natural splits / shakes in the timbers. DO NOT fill shakes. Monitor and sand back any splintered edges as required.		N/A	N/A	N/A	6
		The rope is rubbing on the balance beam and wearing down to the wire. Monitor for broken wires and replace if found.		6	6	8	8
Swing - Mixed - 3 Bay		Chains present do not conform to the applicable standard. The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.		N/A	N/A	3	3
		Moving parts require greasing		6	6	6	6
		Swing seat rubber is deteriorating/ degrading. Monitor and replace when hard material is exposed. Replace when metal is exposed. Replace one junior seat due to exposed metal frame.		N/A	N/A	7	7
		Repair basket joint cover		N/A	N/A	5	N/A
		Swing shackles, bushes and associated connections need servicing. Replace. Basket seat shackles and seat bushes are worn.		N/A	N/A	N/A	9
		Surfacing needs repair - replace		9	9	9	9
		There is water in the frame/ seat. Remove.		N/A	5	N/A	N/A

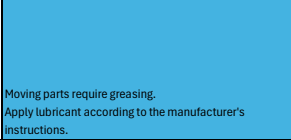
Rocker/ Rotator - Chair - Space Rocket		<p>Finger entrapment risk. eliminate the entrapment. The surfacing has worn away exposing and damaging the liner beneath. Grass and weeds have grown inside. The plastic edging strips are sharp. The whole area requires immediate repairs and alterations. Bark requires topping up.</p>	 	N/A	N/A	N/A	9
Cableway		<p>Conduct appropriate dismantling inspection at least annually. The trolley mechanism can be checked at the same time.</p> <p>Traveller brake not working</p> <p>Travellers plastic guard is missing</p> <p>Loose ramp foot holds. Tighten.</p> <p>Trip points on the surface. Build up the surface level to remove trip points. Trip around the platform.</p> <p>There are natural splits / shakes in the timbers. DO NOT fill shakes. Monitor and sand back any splintered edges as required.</p> <p>Strimmer damage to posts. Prevent further damage.</p>	      	N/A	11	9	9
				5	5	7	6
				6	6	8	8
				N/A	N/A	5	6
				N/A	N/A	N/A	9
				N/A	N/A	N/A	6
				6	6	7	6
Play Panel - Bats		NONE		3	3	3	3
Rocker - Elephant		Protruding handles / footrests. No reasonable action identified		4	4	4	4
Rocker - Motorbike		Protruding handles / footrests. No reasonable action identified		4	4	4	4
		Cut off and file down to remove sharp edges or use the correct length of bolt		N/A	8	8	8
		There is wear to the top of the cradle(s) leaving exposed metal. Replace both seats in the near future as frames are almost exposed.		N/A	N/A	7	8


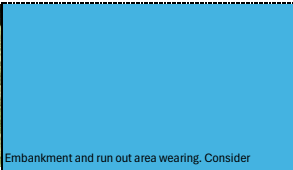


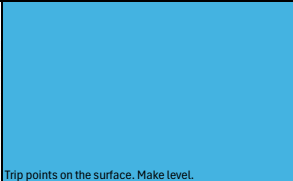

Swing - Toddler		Chains present do not conform to the applicable standard. The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.		N/A	N/A	3	N/A
		Tree branches present that could be hit by a user. Remove. Branches are at eye level. Trim back branches to approximately 2.5m above the unit/ground and 2m to the side of the unit.		N/A	N/A	N/A	8
		Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.		1	1	0	0
Play Train & Carriage - with Panel		Tighten/ replace - Framework panels to platforms and front of train section.		N/A	4	5	5
Play Panel - Mirror		Cut back overhanging tree branches.		N/A	N/A	5	N/A
		Mirror bent. Monitor for splits / cracks, replace if found.		5	5	6	6
Stepping Posts - Mushrooms		NONE		3	3	3	3
Play Panel - Spooky Pairs		Consider adding grass matting to prevent wear		7	7	7	4
Play Panel - Make it rain		Consider adding grass matting to prevent wear		7	7	7	6
Play Panel - Train Station		NONE		N/A	N/A	3	3

Item Description	Equipment Photo	Tasks	Task Photo	Risk Score - May 23	Risk Score - June 24	Risk Score - 25	Risk Score - 26	
Fencing - Bow Top & Closeboard		None		N/A	N/A	8	3	To be completed by wardens
Signage		Dog Ban & ownership signs recommended. Install appropriate signs. <a href="https://www.rosaplaysafety.co.uk/adviceinformation/Ownership%20signs%20at%20all%20access%20points/signs-for-play-areas/">https://www.rosaplaysafety.co.uk/adviceinformation/Ownership signs at all access points. signs-for-play-areas/</a>		2	2	2	6	To be completed by manufacturer / outside source
Gates		None		4	4	6	N/A	Low Risk Level 1-7
Litter Bins		None		2	2	2	2	Medium Risk Level 8-12
Gates - Maintenance		There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant. Adjust gate / posts/ fit new rubber buffer to ensure a spacing of at least 12mm throughout the range of the gate to remove the entrapment. The 12mm gap also should apply on the hinge side of the gate.		6	6	6	12	High Risk Level 13-25
Seating - Tables		The equipment is dirty or algae covered. Clean off.		N/A	5	N/A	2	
		Vandalised - Arson - smooth off the rough edges		3	3	3	3	
Embankment Steps		None		4	4	4	4	
Shelters x2 (far side of field x1)	 	Bolt is missing - Shelter near building, roof bolt missing and other loose. Replace and tighten.		9	9	9	9	
		Shelter far side of field, second seat from the right has been cut leaving a sharp edge protruding. Smooth off area leaving a 3mm radius.		8	8	7	6	
		Seat frame bolts are loose and dipping when load bearing.		N/A	2	N/A	6	

Item is bent - Shelter far side, the seat slats are bending. Monitor

				7	7	7	6		
Swing - Mixed		Shelter far side of field, surface wearing, exposing tree roots. Reinstate surface.							
		Chain covers prevent a thorough inspection of all chain links. Remove chain covers to inspect according to manufacturer's instructions, and replace covers when done. Damaged areas slightly leaving sharp areas.			N/A	N/A	10	4	
		Loose swing seat eye bolts - tighten connecting nuts on tango seat			6	6	6	6	
		Chains links worn - Replace worn parts - chain links worn on junior seats.			N/A	8	N/A	9	
Cableway - seated		None			N/A	N/A	5	N/A	
		Ground erosion present, repair the worn areas			N/A	N/A	4	4	
		The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action taken			N/A	N/A	0	See finding details	
		The starting section stop block has moved up against the cable cog mechanism. Move further in to the cable before cog is damaged			10	10	10	10	
Multiplay - With space net - Junior		Chain covers prevent a thorough inspection of all chain links. Remove chain covers to inspect according to manufacturer's instructions, and replace covers when done.			N/A	N/A	5	5	
		Matting around space net anchors. Anti-slip on ramp foot holds are wearing. Repair.				N/A	N/A	3	3
		None			N/A	N/A	7	N/A	
Swing - Rope - Horizontal		None			6	6	6	6	

Carousel - Flush				6	6	7	7
Rocking - Horse				5	5	5	5
		Item has corrosion under the horses head. Monitor for any deterioration and sharp edges.		N/A	8	5	N/A
		None		N/A	10	N/A	N/A
Agility - Trampoline - Play				N/A	4	4	4
		Weeds below the trampoline bed. Remove.		9	9	9	9
Grass mat has settled around the wet pour edge creating potential trip points. Make level							
Rocker - Seesaw - Multiseat				N/A	N/A	5	5
Rocker - Pig		None		3	3	3	3
Rocker - Ram		None		3	3	3	3
Agility - Mound - with Tunnel				5	7	9	9
			 	N/A	N/A	N/A	4
		Plastic mesh exposed and lifting. Remove hard, pointed and sharp projections.					

Slide - Embankment				7	7	7	6
MUGA - Goal End		 <p data-bbox="680 488 970 505">Trip points on the surface. Make level.</p>		N/A	N/A	6	6
		<p data-bbox="680 610 970 643">There is broken glass on site. Clear away immediately.</p>		N/A	N/A	10	N/A

# Quote

**Number** QU-16815  
**Issue Date** Monday, 01 June 2026

**Client Contact** -  
**Client PO** -  
**Subject** Melbourn Parish Council - The Sports Pavillion - Legionella Risk Assessment + Legionella Sample x 1

**Billing Address**  
Melbourn Parish Council,  
Melbourn Community Hub,  
30 High Street,  
Melbourn,  
SG8 6DZ

**Service Address**  
The Sports Pavillion  
The Moor  
Melbourne  
Cambridge  
SG86DZ



**4i Water Services Ltd**  
4i Water Services Ltd.  
Woolpit Business Park,  
Woolpit,  
Bury St. Edmunds,  
IP30 9UP

Tel: 01359 242000

[www.4iwaterservices.co.uk](http://www.4iwaterservices.co.uk)

**Quote created by:**

Tom Stewart

01359 242000

[tom.stewart@4iwaterservices.co.uk](mailto:tom.stewart@4iwaterservices.co.uk)

## Description

Melbourn Parish Council - The Sports Pavillion - Legionella Risk Assessment + Legionella Sample x 1

4i Water Services Limited propose to complete a detailed site survey and report to ensure the maintenance of hygienic conditions within the above systems and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558, BS8580-1, C.O.S.H.H. Regulations and Water Regulations.

Includes time on site and office for write-up. Written Scheme, Schematics Generation + Asset Register Not Included.

LRA Estimated Turnaround From Undertaken 6-8 Weeks Minimum From Completion of Works.

All other works as per HSG 274 checklists are the responsibility of others.

Any works involving observation, checks and/or recommissioning of system(s) before/during/after the course of works is the responsibility of the site responsible person(s) and site competent staff. If site do not provide this, they alone are responsible for any risks regarding. 4i Water Services will not be liable for failure of existing mechanical systems, drainage and installations. 4i Water Services will not be liable for pipework + plant condition before, during and after works on systems that have been improperly maintained and/or installed by others. 4i Water Services will not be liable for pipework + plant condition before, during and after chemical dosing of systems that have been improperly maintained and/or installed by others

Site to confirm access and shutdown of water systems required where applicable. Site to confirm full uninterrupted access requirements with all staff, so 4i Water Services engineer is free to enter rooms/areas where required. If multiple site visits are programmed for a single day, site to ensure uninterrupted access to the multiple sites is granted upon the day of attendance.

Site to confirm that system is fully enclosed with appropriate backflow protection.

4i Water Services assumes that the CWSVs/HWSVs and Water Systems are fully operational and in a suitable internal + external condition with access to allow refurb/remedial works to be undertaken safely without personal injury or damage to the tanks/systems

Page 1 of 2

## Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, sampling recommendations to follow on from interpretation of results. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. Contingency works not included, for which follow-up quotation would be applicable.

## Disclaimer

Unless stated this quotation is costed for completion during normal weekday working hours. Any service provided outside weekday working hours are subject to the Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is valid for 31 days. Terms are strictly 30 days from date of invoice. Prices ex V.A.T. and delivery. Please refer to our company's LCA membership, full terms and conditions at [www.4iwaterservices.co.uk/further-information/](http://www.4iwaterservices.co.uk/further-information/)

occurring due to them being beyond repair or unsafe in their current condition. 4i Water Services will not be liable for any damage occurred to the tanks/systems if this is the case.

4i Water Services assumes that the tanks/systems can be safely isolated individually (if applicable) and will not be worked on by others during the process of the aforementioned works.

No allowances for the following - Asbestos, Out of Hours Working, Existing Hot + Cold Water System, Existing Hot + Cold Water Pumps, Existing Gas Pipework, Electrical Works, Water Treatment + Existing Trace Heating (Where Applicable).

Site responsibility - Any builder works, removal and replacement of false ceilings, ducts and covers, performance bonds, site storage and welfare facilities, craneage or specialist lifting, removal of rubbish from site and skips, maintenance during defects liability, electrical works, BMS controls, alarms or interface, labels, conduits + drip trays. 'No allowances' information also applicable to site responsibility.

Our quotation includes for items listed above/below only.

Contingency works not included, for which follow-up quotation would be applicable.

4i Water Services does not guarantee success for these works, in particular where responsibility for day to day hygiene, maintenance + cleanliness is a contributing factor and responsibility of others.

Failed visits are fully chargeable. Upon acceptance of booking in our engineers if you have not made us aware of any additional requirements on site which you later bring to our attention and which then causes the aborted visit of the works, the full cost agreed will be charged.

Description	Qty	Unit Cost	Amount
<b>Legionella Risk Assessment - Site Attendance</b> Monday - Friday. Normal Hours. Legionella Risk Assessor.	1.00	£335.30	£335.30
<b>Legionella Risk Assessment - Office Write Up</b> Monday - Friday. Normal Hours. Legionella Risk Assessor.	1.00	£285.00	£285.00
<b>Microbiological Legionella Sampling - HWS</b> Monday - Friday. Normal Hours. Legionella	1.00	£75.00	£75.00
		Subtotal:	£695.30
		TAX:	£139.06
		<b>TOTAL:</b>	<b>£834.36</b>

#### Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, sampling recommendations to follow on from interpretation of results. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. Contingency works not included, for which follow-up quotation would be applicable.

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# Emergency Evacuation Premises Agreement

This agreement is made on: 24 June 2026

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

and

**Melbourn Village College**  
The Moor  
Melbourn  
SG8 6EF

## 1. Purpose

The purpose of this Agreement is to set out the terms under which Melbourn Parish Council will permit the Melbourn Village College to use the Premises as a temporary evacuation location in the event of an emergency affecting the College's normal site.

## 2. Premises

The premises covered by this Agreement are:

Melbourn Sports Pavilion  
The Moor  
Melbourn  
("the Premises")

- Use is limited to the Premises as reasonably required in an emergency – to include the building and the recreation ground.

## 3. Terms of Agreement

- This Agreement is a **licence for temporary emergency use only** and does not create a tenancy or confer exclusive possession.
- This Agreement shall commence on 24 June 2026 and continue until terminated in accordance with clause 10.

## 4. Permitted Use

The School may use the Premises:

- Only in the event of a genuine emergency requiring evacuation.
- For temporary accommodation of students and staff.
- For the minimum period reasonably necessary.

## 5. Access and Notification

- The Parish Council will use reasonable endeavours to ensure access to the Premises in an emergency, subject to safety and availability.
- The College shall notify the Parish Council or nominated contact as soon as reasonably practicable when access is required.
- Access arrangements (keys / contacts) are set out in Schedule 1.

## **Emergency Evacuation Premises Agreement**

### **6. Responsibilities of the College**

The College agrees to:

- Retain full responsibility for the supervision, behaviour, safeguarding, and welfare of all students and staff.
- Ensure compliance with all relevant health and safety and safeguarding legislation.
- Use the Premises respectfully and only for the permitted purpose.
- Leave the Premises in a clean and tidy condition.
- Report any damage immediately.
- Indemnify the Parish Council against any claims, loss, or damage arising from its use of the Premises (except where caused by the Parish Council's negligence).
- Maintain appropriate insurance cover, including public liability insurance.

### **7. Responsibilities of the Parish Council**

The Parish Council agrees to:

- Take reasonable steps to ensure the Premises are safe for use.
- Inform the College of any known hazards or restrictions.
- Maintain its own appropriate insurance cover.

### **8. Damage and Costs**

- The School shall be responsible for the cost of repairing any damage caused during its use (fair wear and tear excepted)
- The Parish Council may recover reasonable costs for exceptional cleaning or repairs
- The Premises will be made available free of charge

### **9. Liability**

- Each party shall be responsible for its own acts and omissions.
- The College accepts responsibility for all persons under its control while using the Premises.
- Nothing in this Agreement limits liability for death or personal injury caused by negligence or any other liability that cannot be excluded by law.
- The College confirms it has read and accepted the Risk Acknowledgement at Schedule 2.

### **10. Termination**

Either party may terminate this agreement by giving 3 months written notice. Either party may terminate immediately if the other commits a material breach.

### **11. Review**

This Agreement may be reviewed and updated at any time by mutual written agreement.

### **12. Governing Law**

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

## Emergency Evacuation Premises Agreement

### Schedule 1 – Information and Contacts

#### OPENING THE PAVILION

- The key safe is located on the wall near the entrance to the pavilion.
- The code for the key safe is [REDACTED]
- There are three keys in the key safe :
  - o One will access the security gate on the veranda **and** the main door to the Pavilion;
  - o The small key is for the wooden emergency access gate in Little Hands car park. Please note: This gate **must** be unlocked when you are using the Pavilion.
  - o The blue key is for the metal gate at the entrance to The Moor – this gate will be closed during certain hours and should be unlocked if emergency access is required.
- As soon as you open the main door, the alarm will start to beep. Key in the code [REDACTED] and the alarm will stop.

#### CLOSING THE PAVILION

- Please switch off **all** internal and external lights.
- As you leave the Pavilion, key in the code [REDACTED] and press the [REDACTED] button to set the alarm.
- Immediately close and lock the main door.
- Ensure you lock the security gate on the veranda **and** the emergency access gate to Little Hands car park and the car park access gate if opened.
- Return the keys to the external key safe and ensure it is securely closed.

#### In the event of an emergency, please contact:

- The Parish Office (9am – 4pm Monday to Friday) on 01763 263303
- Cllr [REDACTED]

# Emergency Evacuation Premises Agreement

## Schedule 2 – Risk Acknowledgement

### 1. General Acknowledgement

The College acknowledges that:

- The Premises are not specifically designed or equipped as emergency evacuation centre.
- Use of the Premises will be on a temporary and emergency basis only.
- The Parish Council gives no warranty that the Premises are fit for any particular purpose beyond general community use.

### 2. Risk Awareness

The College confirms that it has considered the potential risks associated with using the Premises, including but not limited to:

- Movement of large numbers of people in a limited space.
- Slips, trips, and falls.
- Fire safety and evacuation procedures.
- First aid provision and medical needs.
- Safeguarding considerations in a non-school environment.

### 3. School Responsibilities (Risk Management)

The College agrees that it will:

- Undertake its own dynamic risk assessment at the time of use.
- Ensure appropriate staff-to-student supervision ratios.
- Maintain safeguarding procedures at all times.
- Bring any necessary emergency supplies (e.g. registers, first aid kits where required).
- Manage behaviour and safe use of facilities.

### 4. Known Hazards / Limitations

The Parish Council has identified the following known hazards or limitations:

- Limited capacity of Premises – assembly of large numbers to take place on recreation ground not in the Premises.
- Availability of access cannot be guaranteed (keys may be missing from box due to tampering / occupied at the time of need etc). Contact should be made using details in Schedule 1. Reasonable efforts would be made to enable access.

### 5. Acceptance of Risk

The College accepts that:

- It is responsible for managing risks associated with its use of the Premises.
- It will take all reasonable steps to ensure the safety of students, staff, and visitors.
- It will not rely solely on the Parish Council for risk control measures.

**Emergency Evacuation Premises Agreement**

**Signed For and on behalf of the Parish Council:**

Name: .....

Position: .....

Signature: .....

Date: .....

**Signed For and on behalf of Melbourn Village College:**

Name: .....

Position: .....

Signature: .....

Date: .....

## **Background**

There has been an ongoing issue over a number of years (initially identified in 2022) with rabbits from New Recreation Ground and the Melbourn Village College (MVC) field causing damage to private property on The Moor.

Previous mitigation works undertaken at the affected property and on New Recreation Ground reduced numbers; however, rabbit populations have increased again and damage is recurring.

## **Current Situation**

Pest control contractors advise that the rabbit population is currently very high and not under control.

Rabbits are burrowing along the hedge line between MVC and New Recreation Ground, with an extensive network of tunnels across the area.

Effective control will require coordinated action across all affected landowners.

## **Proposed Actions**

The current pest control plan includes:

- Use of long nets and traps between now and the first frost
- Use of ferrets following the first frost
- Engagement with the affected resident to inspect damage and agree appropriate action on their property
- Contact with MVC to request corresponding action on their land

The contractor has advised that sustained and ongoing work will be required to reduce the population and limit further damage.

## **Financial Consideration**

The Committee is asked to consider approval of up to £150 to cover specialist materials required for ongoing pest control works, which the Parish Council is unable to source directly.

Payment would be made upon receipt of an invoice from the pest control contractor.

# KEVIN BROWN PEST CONTROL

June 10<sup>th</sup> 2026

**RECIEPT: 4631**

<b>Receipt to:</b>		<b>Ship to</b>	
Customer	[REDACTED]	Recipient	[REDACTED]
Customer ID	#3968310	Address	[REDACTED]
Address	[REDACTED]	Phone	[REDACTED]
Phone	[REDACTED]		
Payment Received	10 <sup>th</sup> June 2026	Delivery Date	6 <sup>th</sup> June 2026
Salesperson	Kevin Brown	Shipping Method	In Person
Payment Method	Cash	Sales Conditions	Returns not accepted

Qty.	Item#	Description	Unit price	Discount	Line total
10	095	Humane Rabbit Trap – Cage	20.00	0	200.00
				Total Discount	0
				Subtotal	200.00
				<b>Total</b>	<b>200.00</b>

**Thank you for your business!**

**KEVIN BROWN PEST CONTROL**

Baldock Barns, North Road, Baldock SG7 5BX

p [REDACTED] [REDACTED]