



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

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

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

A meeting of the Maintenance Committee held on Wednesday 19 August 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

In attendance: Alex Coxall (Deputy Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:31

MA066/2627 To receive and approve apologies for absence

Apologies received from Cllrs Alexander, Laight and McMahon with acceptable reasons given.
It was **RESOLVED** to accept those apologies.

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

MA067/2627 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.

MA068/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 July 2026.

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

Proposed by Cllr Barnes, seconded Cllr Clerk.

In favour: Cllr Kyprianou

Against:

Abstain: Cllr Davey

MA069/2627 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)

There were no members of the public present.

MA070/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The report was noted.
- b) To note invoice from 4i Water Services for £695.30 + VAT for the Pavilion water Risk Assessment and Legionella sampling.
The invoice was noted.
- c) To note invoice from Cambridge Asbestos for £750.00 +VAT for the allotments Asbestos Survey.
The invoice was noted.
- d) To note costs of £56.46+VAT for pest control materials / equipment.
The costs were noted.
- e) To note purchase of replacement electrode pads for defibrillator at Orchard Surgery at a cost of £77.94.
The purchase was noted.
- f) To receive any other updates and consider actions.

Signed Date.....

None received.

MA071/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for July 2026.
The report was noted.
- b) To receive a report from the River Mel Restoration Group (RMRG).
RMRG representative was not available for the meeting.
- c) To receive any other updates and consider actions.

None received.

MA072/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
Conservation Warden gave verbal report. It was noted that the area is extremely dry, and had had its first fire, by the boardwalk, which thankfully put itself out, and the Wardens put it out completely once at a smoulder. It was also reported that the fruit trees are failing due to damage from rabbits. The plastic netting has failed to protect the trees from the rabbits. Conservation Warden reported the potential for the loss of trees, with replacements being needed with more robust protective barriers.
- b) To consider quote from Shire Trees LTD for £1650.00 for tree works.
It was RESOLVED to accept the quote from Shire Trees LTD for £1650.00 for tree works.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- c) To receive any other updates and consider actions.
Conservation Warden explained about the Oak Processionary Moth (OPM) and its risks and noted that the species can be found in Stockbridge Meadows.

Keith Rudge left the meeting 19:52

MA073/2627 Allotment Matters:

- a) To receive a report from the Allotment Association.
The Allotment Association (AA) gave a verbal report. Inspections carried out with seven plots under review and two tenants for the Deputy Clerk to write to. Plots are very dry, and with the hosepipe ban many elderly plot holders are struggling to maintain their plots.
38a is now split and awaiting new tenants to begin work, however neighbouring plots have complained about bindweed. ACTION: Deputy Clerk to obtain quotes for clearance of the bindweed.
The vandalism to three hose pipes, and thefts of tap connectors and a hose reel were reported. A skip was obtained and filled, funded by the Community Grant.
The grass entryway to access Gray's allotments has not been cut. ACTION: Deputy Clerk to chase up maintenance of Gray's allotment access with Herts & Cambs.
- b) To receive an update on planned grant funded improvement projects at St Georges.
Planning application 26/02084/FUL has been approved for the installation of the fencing, security gates and composting toilet. Planning permission is valid for three years, and works must follow approved plans and materials, there is a condition that the security gates must open inwards. New quotes for fencing are being obtained, with costs likely having increased, costs for the composting toilet have remained the same, and quotes for the installation of the toilet need to be obtained. Building control application will be needed for the composting toilet, which attracts a fee of £321, it was discussed that, in line with the planning application, the applicant for the building control should be MPC.
It was RESOLVED to recommend to full council that MPC cover the building control application cost of £321.
Proposed by Cllr Clerk, seconded by Cllr Davey. All in favour.
- c) To receive the Asbestos surveys and consider actions.
The surveys were noted. The frequency of ongoing surveys, checks and collections was raised. ACTION: Deputy Clerk to review the Asbestos Management plan, and update according to professional advice. ACTION: Deputy Clerk to send information on asbestos identification and appropriate actions to plot holders. ACTION: The Allotment Association (AA) to bring asbestos management as an item on their AGM agenda.

- d) To consider levelling quotes from Majestic Grounds Maintenance and Herts & Cambs.
It was RESOLVED to accept the quote from Herts and Cambs.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- e) To receive correspondence from plot holder about hose pipe damage and theft of connectors.
The correspondence was noted. ACTION: Deputy Clerk to ask plot holders affected to reports all thefts and damage to the police.
- f) To receive any other updates and consider actions.
The progress of the clearance of plot 26a was queried, and confirmed that no further progress had been made.
ACTION: Deputy Clerk to bring the clearance quote for 26a back to the Maintenance Committee on 16 September meeting.

Chris Selway left the meeting 20:29

MA074/2627 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.

MA075/2627 Trees:

- a) To receive update and consider costs of £300 for tree inspection at Cambridge Road / Hale Close.
The update and costs were noted, however further information was requested before approval.
ACTION: Parish Office to bring this item to 16 September meeting with further details.
- b) To receive update and consider costs of £300 for tree inspection at Greengage Rise / Taylor Wimpy land.
The update and costs were noted, however further information was requested before approval.
ACTION: Parish Office to bring this item to 16 September meeting with further details.
- c) To receive any updates and consider actions.
None received.

MA076/2627 Correspondence:

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

MA077/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding maintenance issues were noted.

MA078/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA079/2627 Biodiversity:

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

MA080/2627 Cemetery Matters:

- a) To note concern over cremated remains memorial bases and consider actions.
The concern was noted.
- b) To receive any other updates and consider actions.
None received.

MA081/2627 Village Maintenance Matters:

- a) To note concern over land between 2-8 Clover Way during dry weather and extreme heat.
The concern was noted.
- b) To receive any other updates and consider actions.
None received.

MA082/2627 Melbourn Community Hub Matters:

- a) To consider quote from Expert Access Solutions for £518.17+ VAT for the renewal of the automatic door maintenance contract. *(2025 renewal price £518.00 + VAT)*
It was RESOLVED to accept quote from Expert Access Solutions for £518.17+ VAT.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- b) To receive any updates and consider actions.
None received.

MA083/2627 Pavilion/New Rec Matters:

- a) To receive the water Risk Assessment and Legionella sampling report from 4i Water Services.
The sampling report was noted. The full water Risk Assessment is due to be received from 4i Water Services.
- b) To consider quote from New Flame for £29.50 + VAT plus £4.25 + VAT per item for PAT testing at the pavilion and workshop.
It was RESOLVED to accept quote from New Flame for £29.50+ VAT plus £4.25 + VAT per item.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- c) To consider quote from New Flame for £435 +VAT to carry out Fire Risk Assessments at the Pavilion and workshop.
It was RESOLVED to accept quote from New Flame for £435+ VAT.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- d) To note project to improve path across grass at car park – quotes required.
Cllr Clark described the project to include honeycomb matting and gravelling. ACTION: Deputy Clerk to obtain quotes.
- e) To receive any other updates and consider actions.
None received.

MA084/2627 Little Hands Matters:

- a) To receive any updates and consider actions.
Permanent fire exit barriers have now been installed. Paintwork to be carried out at a later date.

MA085/2627 To note the date of next planned meeting as **16 September 2026.**

The date of the next Maintenance Committee meeting was noted as 16 September 2026.

Meeting closed 21:03



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

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

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

Absent: Cllr Davey

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA043/2627 To receive and approve apologies for absence

Apologies received from Cllr Kyprianou with acceptable reasons given.

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

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

MA044/2627 To receive any Declarations of Interest and Dispensations

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

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

c) To grant any requests for dispensation as appropriate

None received.

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

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

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

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

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

No members of the public present.

MA047/2627 Finance Matters:

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

The report was noted.

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

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

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

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

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

d) To receive any other updates and consider actions.

None received.

MA048/2627 Conservation Matters:

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

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

Signed Date.....

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

RMRG representative was not available for the meeting.

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

None received.

MA049/2627 Stockbridge Meadows:

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

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

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

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

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

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

Keith Rudge left the meeting 19:44

MA050/2627 Allotment Matters:

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

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

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

Planning application 26/02084/FUL currently awaiting decision.

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

NSALG membership costs noted.

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

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

Chris Selway left the meeting 19:55

MA051/2627 Governance Matters:

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

Inspection sheets were noted.

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

Incidents of damage, vandalism and ASB were noted.

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

None received.

MA052/2627 Correspondence:

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

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

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

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

- c) To receive any updates and consider actions.

None received.

MA053/2627 Trees:

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

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

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

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

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

All outstanding maintenance issues were discussed.

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

None received.

MA056/2627 Biodiversity:

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

Item deferred.

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

Report received and discussed.

- c) To receive any updates and consider actions.

None received.

MA057/2627 Cemetery Matters:

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

None received.

MA058/2627 Village Maintenance Matters:

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

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

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

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

None received.

MA059/2627 Hopkins Homes

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

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

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

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

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

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

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

MA060/2627 Melbourn Community Hub Matters:

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

MA061/2627 Pavilion Matters:

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

MA062/2627 Recreation Ground Matters:

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

MA063/2627 Little Hands Matters:

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

MA064/2627 Policies:

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

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

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

Meeting closed 20:34

Detailed Income & Expenditure by Budget Heading 18/08/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Maintenance						
110 Wardens						
4000 Salaries & Pensions	6,560	20,317	13,757		13,757	32.3%
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	129	1,000	871		871	12.9%
4235 Wardens Materials	534	750	216		216	71.2%
4240 Wardens Equipment	497	1,500	1,003		1,003	33.2%
Wardens :- Indirect Expenditure	7,776	27,284	19,508	0	19,508	28.5%
Net Expenditure	(7,776)	(27,284)	(19,508)			
210 Allotments						
1200 Allotment Rent received	10	3,500	3,490			0.3%
Allotments :- Income	10	3,500	3,490			0.3%
4105 Legal & Professional Fees	230	0	(230)		(230)	0.0%
4115 Memberships & Subscription	70	73	3		3	95.9%
4315 Maintenance & Reps - Planned	750	895	145		145	83.8%
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%
4430 Grounds Maintenance - Planned	0	1,120	1,120		1,120	0.0%
4510 Water	317	800	483		483	39.6%
Allotments :- Indirect Expenditure	1,367	3,388	2,021	0	2,021	40.4%
Net Income over Expenditure	(1,357)	112	1,469			
220 Conservation						
1210 Grass Cutting Contribution	4,032	3,939	(93)			102.4%
Conservation :- Income	4,032	3,939	(93)			102.4%
4000 Salaries & Pensions	1,535	4,743	3,208		3,208	32.4%
4175 Subcontractors	947	3,435	2,488		2,488	27.6%
4320 Maintenance & Reps- Unplanned	200	500	300		300	40.0%
4350 Christmas Tree/Plants	0	750	750		750	0.0%
4360 Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%
4370 Project work	1,474	2,000	526	474	51	97.4%
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	277	0	(277)		(277)	0.0%
4635 Village Maintenance Contract	7,181	17,941	10,760		10,760	40.0%
Conservation :- Indirect Expenditure	16,650	40,869	24,219	474	23,744	41.9%
Net Income over Expenditure	(12,619)	(36,930)	(24,311)			
6000 plus Transfer from EMR	1,474	0	(1,474)			

Detailed Income & Expenditure by Budget Heading 18/08/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	(11,144)	(36,930)	(25,786)			
<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	370	924	554		554	40.0%
Stockbridge Meadows :- Indirect Expenditure	370	4,427	4,057	0	4,057	8.4%
Net Expenditure	(370)	(4,427)	(4,057)			
<u>250 Cemetery General</u>						
4635 Village Maintenance Contract	4,064	10,152	6,089		6,089	40.0%
Cemetery General :- Indirect Expenditure	4,064	10,152	6,089	0	6,089	40.0%
Net Expenditure	(4,064)	(10,152)	(6,089)			
<u>260 Orchard Road Cemetery</u>						
1305 Memorials Fees	200	0	(200)			0.0%
1310 Internment Fees	75	0	(75)			0.0%
Orchard Road Cemetery :- Income	275	0	(275)			
4320 Maintenance & Reps- Unplanned	100	500	400		400	20.0%
4500 Rates	108	367	259		259	29.4%
4505 Electricity	(89)	250	339		339	(35.4%)
4510 Water	0	125	125		125	0.0%
Orchard Road Cemetery :- Indirect Expenditure	119	1,242	1,123	0	1,123	9.6%
Net Income over Expenditure	156	(1,242)	(1,398)			
<u>270 New Road Cemetery</u>						
1300 Burial Fees	1,600	3,500	1,900			45.7%
1305 Memorials Fees	500	1,000	500			50.0%
1310 Internment Fees	1,005	1,000	(5)			100.5%
New Road Cemetery :- Income	3,105	5,500	2,395			56.5%
4315 Maintenance & Reps - Planned	0	492	492		492	0.0%
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%
4500 Rates	357	1,125	768		768	31.8%

Detailed Income & Expenditure by Budget Heading 18/08/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4510 Water	58	150	92		92	38.5%
New Road Cemetery :- Indirect Expenditure	415	2,267	1,852	0	1,852	18.3%
Net Income over Expenditure	2,690	3,233	543			
300 Play Areas						
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	277	1,299	1,022		1,022	21.3%
Play Areas :- Indirect Expenditure	539	4,565	4,026	0	4,026	11.8%
Net Expenditure	(539)	(4,565)	(4,026)			
310 Recreation Ground						
1400 Match Fees	0	3,350	3,350			0.0%
1500 Hire of Recreation Grounds	640	750	110			85.3%
Recreation Ground :- Income	640	4,100	3,460			15.6%
4315 Maintenance & Reps - Planned	0	560	560		560	0.0%
4320 Maintenance & Reps- Unplanned	220	500	280		280	44.0%
4430 Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%
4505 Electricity	41	550	509		509	7.5%
4605 Refuse & Dog Bin Collection	1,040	2,815	1,775		1,775	36.9%
4635 Village Maintenance Contract	2,709	6,768	4,059		4,059	40.0%
4640 Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%
Recreation Ground :- Indirect Expenditure	7,850	12,193	4,343	0	4,343	64.4%
Net Income over Expenditure	(7,210)	(8,093)	(883)			
6000 plus Transfer from EMR	1,920	0	(1,920)			
Movement to/(from) Gen Reserve	(5,290)	(8,093)	(2,803)			
320 Pavilion						
1550 Hire of Pavilion	90	100	10			90.0%
Pavilion :- Income	90	100	10			90.0%
4125 Broadband & Telephone	54	184	130		130	29.6%
4175 Subcontractors	455	1,799	1,344		1,344	25.3%
4315 Maintenance & Reps - Planned	1,231	1,768	537		537	69.6%
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%
4500 Rates	1,074	2,701	1,627		1,627	39.8%
4505 Electricity	1,765	2,600	835		835	67.9%

Detailed Income & Expenditure by Budget Heading 18/08/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4510 Water	274	750	476		476	36.6%
4605 Refuse & Dog Bin Collection	0	478	478		478	0.0%
Pavilion :- Indirect Expenditure	4,854	10,780	5,926	0	5,926	45.0%
Net Income over Expenditure	(4,764)	(10,680)	(5,916)			
<u>420 Community Hub</u>						
4208 S106 Expenditure	253	0	(253)		(253)	0.0%
4315 Maintenance & Reps - Planned	906	5,114	4,208		4,208	17.7%
4320 Maintenance & Reps- Unplanned	2,048	10,000	7,952		7,952	20.5%
4605 Refuse & Dog Bin Collection	221	0	(221)		(221)	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	3,428	49,028	45,600	0	45,600	7.0%
Net Expenditure	(3,428)	(49,028)	(45,600)			
<u>510 Highways</u>						
4920 Street Lighting	203	1,250	1,047		1,047	16.2%
Highways :- Indirect Expenditure	203	1,250	1,047	0	1,047	16.2%
Net Expenditure	(203)	(1,250)	(1,047)			
6000 plus Transfer from EMR	(12,500)	0	12,500			
Movement to/(from) Gen Reserve	(12,703)	(1,250)	11,453			
<u>520 Little Hands</u>						
1600 Property Rental Income	9,369	28,107	18,738			33.3%
Little Hands :- Income	9,369	28,107	18,738			33.3%
4175 Subcontractors	423	1,828	1,405		1,405	23.1%
4315 Maintenance & Reps - Planned	0	1,175	1,175		1,175	0.0%
4320 Maintenance & Reps- Unplanned	240	500	260		260	48.0%
Little Hands :- Indirect Expenditure	663	3,503	2,840	0	2,840	18.9%
Net Income over Expenditure	8,706	24,604	15,898			
<u>530 Workshop</u>						
4315 Maintenance & Reps - Planned	0	50	50		50	0.0%
4320 Maintenance & Reps- Unplanned	85	500	415		415	17.0%
4500 Rates	3,573	13,246	9,673		9,673	27.0%

Detailed Income & Expenditure by Budget Heading 18/08/2026

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4505 Electricity	610	2,600	1,990		1,990	23.5%
4510 Water	121	250	129		129	48.4%
4700 PWLB Interest	414	3,497	3,083		3,083	11.8%
4705 PWLB Capital	1,387	9,789	8,402		8,402	14.2%
Workshop :- Indirect Expenditure	6,190	29,932	23,742	0	23,742	20.7%
Net Expenditure	(6,190)	(29,932)	(23,742)			
Maintenance :- Income	17,521	45,246	27,725			38.7%
Expenditure	54,488	200,880	146,392	474	145,917	27.4%
Net Income over Expenditure	(36,967)	(155,634)	(118,667)			
plus Transfer from EMR	(9,106)	0	9,106			
Movement to/(from) Gen Reserve	(46,073)	(155,634)	(109,561)			
Grand Totals:- Income	17,521	45,246	27,725			38.7%
Expenditure	54,488	200,880	146,392	474	145,917	27.4%
Net Income over Expenditure	(36,967)	(155,634)	(118,667)			
plus Transfer from EMR	(9,106)	0	9,106			
Movement to/(from) Gen Reserve	(46,073)	(155,634)	(109,561)			

TAX Invoice

Number INV-24352 **Job Number** TA-64067
Issue Date Wednesday, 05 August 2026 **Due Date** Friday, 04 September 2026
Payment Days NET 30 **Client PO** Alex Coxall
Job Name Melbourn Parish Council Sports Pavillion - LRA & Legionella Sample 19/06/2026
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
Melbourn
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

Product Code	Description	Qty	Unit Cost	TAX (%)	Amount
	Legionella Risk Assessment - Site Attendance Monday - Friday. Normal Hours. Legionella Risk Assessor.	1.00	£335.30	20.00	£335.30
	Legionella Risk Assessment - Office Write Up Monday - Friday. Normal Hours. Legionella Risk Assessor.	1.00	£285.00	20.00	£285.00
	Microbiological Legionella Sampling - HWS Monday - Friday. Normal Hours. Legionella	1.00	£75.00	20.00	£75.00

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.

Payment Advice

Due Date: Friday, 04 September 2026

VAT Registration Number: 807158235

Payment Terms: 30 days from invoice date.

Company Registration 04391787

Registered in England and Wales

Late payment interest is chargeable in line with the statutory rate of interest (SRI) at 8% over the Bank of England base rate ruling.

Bank Details: NatWest, Sort Code: 60-04-16, Account Number: 94989168, Account Name: 4i Water Services Ltd

Subtotal: £695.30

TAX: £139.06

TOTAL: £834.36

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.

Cambridge Asbestos Removal Limited

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

VAT Invoice

INVOICE TO
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Cambs SG8 6DX
United Kingdom (GB)

INVOICE SI-20269086
DATE 31/07/2026
DUE DATE 14/08/2026

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Sales	To carry out management survey to Melbourn Allotments. £750 + VAT	20.0% S	1	750.00	750.00
SUBTOTAL						750.00
VAT TOTAL						150.00
TOTAL						900.00
BALANCE DUE						£900.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		150.00	750.00

Payment Terms are 14 days
There will be a 4% monthly interest added to late payments

Please make payment by BACS using the following account details:

Cambridge Asbestos Removal Limited
[Redacted]
[Redacted]

There will be an additional £4 charge for cheques

MA070 2627d) Pest Control

Pest control at The Moor continues to show evidence of reducing numbers of rabbits. Materials and equipment required for service to continue as below.

Purchased under delegated authority

Item	Cost ex VAT (with delivery as appropriate)	Total cost
Protective cap	£19.91	£23.89
Boots	£24.06	£28.87
Protective gloves	£12.49	£14.99
	Total £56.46	Total £67.75

Future works to be carried out at The Moor and Stockbridge Meadows.

Pest services noted that muntjak continue to be a problem at Stockbridge Meadows.

It should be noted that costs for replacement traps may be required at a future meeting due to MOPs tampering with traps used to carry out work.

Abi Williams

From: sales=steroplast.co.uk@web.steroplast.co.uk on behalf of Steroplast Healthcare
<sales@steroplast.co.uk>
Sent: 13 August 2026 10:27
To: Abi Williams
Subject: Invoice for your Steroplast Healthcare Limited order



Abi Williams,

Thank you for your order from Steroplast Healthcare Limited. If you have questions about your order, you can email us at enquiries@steroplast.co.uk or call us at +44 (0)161 902 3030.

Your Invoice #000021615 for Order #000024787

Billing Info

Abi Williams
Melbourn Parish Council
Melbourn Hub
30 High Street, Melbourn
Near Royston, South Cambridgeshire,
SG8 6DZ
United Kingdom
T: 01763263303

Shipping Info

Abi Williams
Melbourn Parish Council
Melbourn Hub
30 High Street, Melbourn
Near Royston, South Cambridgeshire,
SG8 6DZ
United Kingdom
T: 01763263303

Payment Method



Shipping Method

DPD - 1-2 Working Days - FREE
Shipping Promo (Orders over £40)

Items	Qty	Subtotal

iPAD SP1/SP2 AED Replacement Electrode SMART Pads- Dual Use Adult/Child - 1 Pair	1	£64.95
SKU: 1845		VAT @ £12.99
		Total £77.94

Subtotal	
Tax	
Grand Total	

About Us
Customer Service

+44 (0)161
902 3030

Steroplast Healthcare
Limited
Unit 2 Alpha Point
Bradnor Road
Manchester, M22 4TE,
United Kingdom

Monthly water situation report: East Anglia

1 Summary - July 2026

July was the driest month on record since 1871 for the majority of catchments in East Anglia. The average cumulative rainfall was 3mm with two catchments, North and South Essex receiving 1mm or less of cumulative rainfall for the month. The lack of rainfall has seen soil moisture deficit (SMD) increase by 5mm throughout July. River flows have also been impacted by the exceptionally low rainfall. Most sites are below normal, notably low or exceptionally low for the time of year. Groundwater levels have continued to decline in the majority of reporting sites for July 2026. Most sites are either below normal, notably low or exceptionally low for the time of year. Seven sites are recording as normal for the time of year, with Hindolveston being the only site recording exceptionally low. All reservoirs ended the month with levels below their respective target curves for the time of year with levels between 65% and 76% of the full storage capacity.

1.1 Rainfall

East Anglia received exceptionally low rainfall in July 2026 and was the driest July on record since 1871 for the majority of our catchments. July 2026 rainfall totals ranged from 1% to 9% of the long term average (LTA) for the month. The average rainfall across East Anglia for July 2026 was 3mm, which is 6% of the historic LTA. The lowest rainfall totals were recorded in North and South Essex with 1mm or less cumulative rainfall in July 2026. The highest rainfall totals were recorded in Broadland Rivers and Little Ouse and Lark, with roughly 5mm cumulative rainfall in July 2026. Over the past 3 months there has been exceptionally low rainfall in most of the catchments with 3 catchments, Upper Bedford Ouse, Lower Bedford Ouse and Little Ouse and Lark receiving notably low rainfall. Over the past 6 months, rainfall totals ranged from 55% to 75% of the LTA with the Upper Bedford Ouse being the only catchment to receive below normal rainfall. All other catchments have received notably low or exceptionally low rainfall for the past 6 months.

1.2 Soil moisture deficit and recharge

The soil moisture deficit (SMD) for East Anglia has increased during July 2026 from 118mm at the end of June to 123mm at the end of July. This is a 5mm deficit within the month of July. Roughly half of East Anglia catchments ended the month with soil moisture deficits that ranged between 6mm to 25mm below the LTA deficits for the month. The other half of the catchments ended the month with 26mm to 50mm below the LTA deficits for the month.

1.3 River flows

Following exceptionally low rainfall across all of East Anglia, the July 2026, month mean flow at all of the sites are below normal, notably low or exceptionally low for the time of year. Most of the exceptionally low river flow sites were situated within the chalk aquifer apart from the Bure, Colne and Tove. There have been 2 sites which have reached a record low mean flow, Northwold on the River Wissey and Ingworth on the River Bure. Northwold on the river Wissey mean flow for July was 0.27 cumecs which is 19% of the LTA and Ingworth on the River Bure mean flow for July was 0.45 cumecs which is 56% of the LTA.

1.4 Groundwater levels

Groundwater levels have continued to decline in the majority of reporting sites for which there is data available for July 2026. Most sites are either below normal, notably low or exceptionally low for the time of year. Seven sites recorded groundwater levels categorised as normal for the time of year, with Hindolveston being the only site recording exceptionally low for this time of year.

1.5 Reservoir stocks

All public water supply reservoirs have seen a decrease in storage for July 2026. At the end of the month, levels ranged from 65% to 76% of the full storage capacity. All reservoirs ended the month with levels below their respective target curves for the time of year.

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

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

*[SMD]: soil moisture deficits

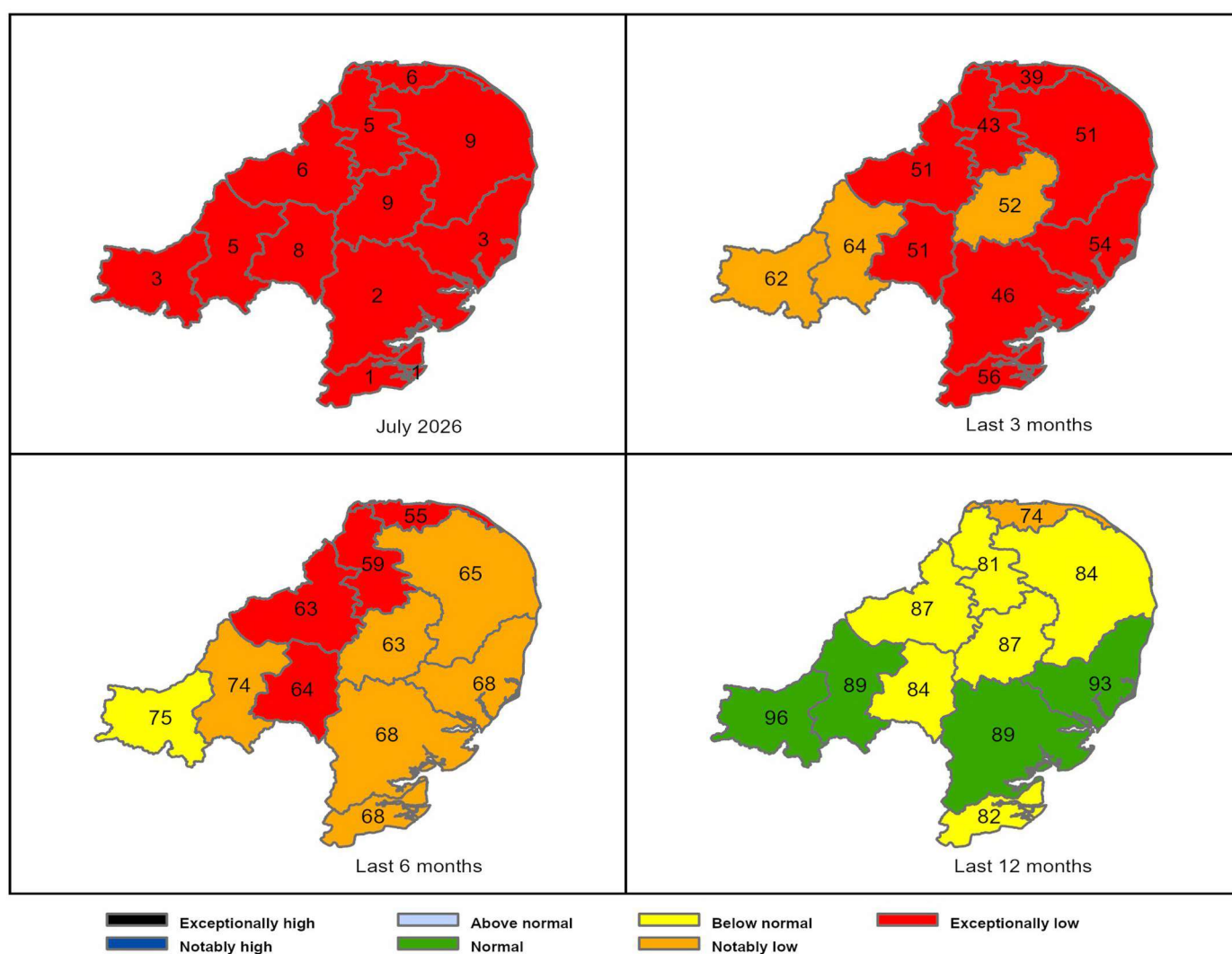
*[LTA]: long term average

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

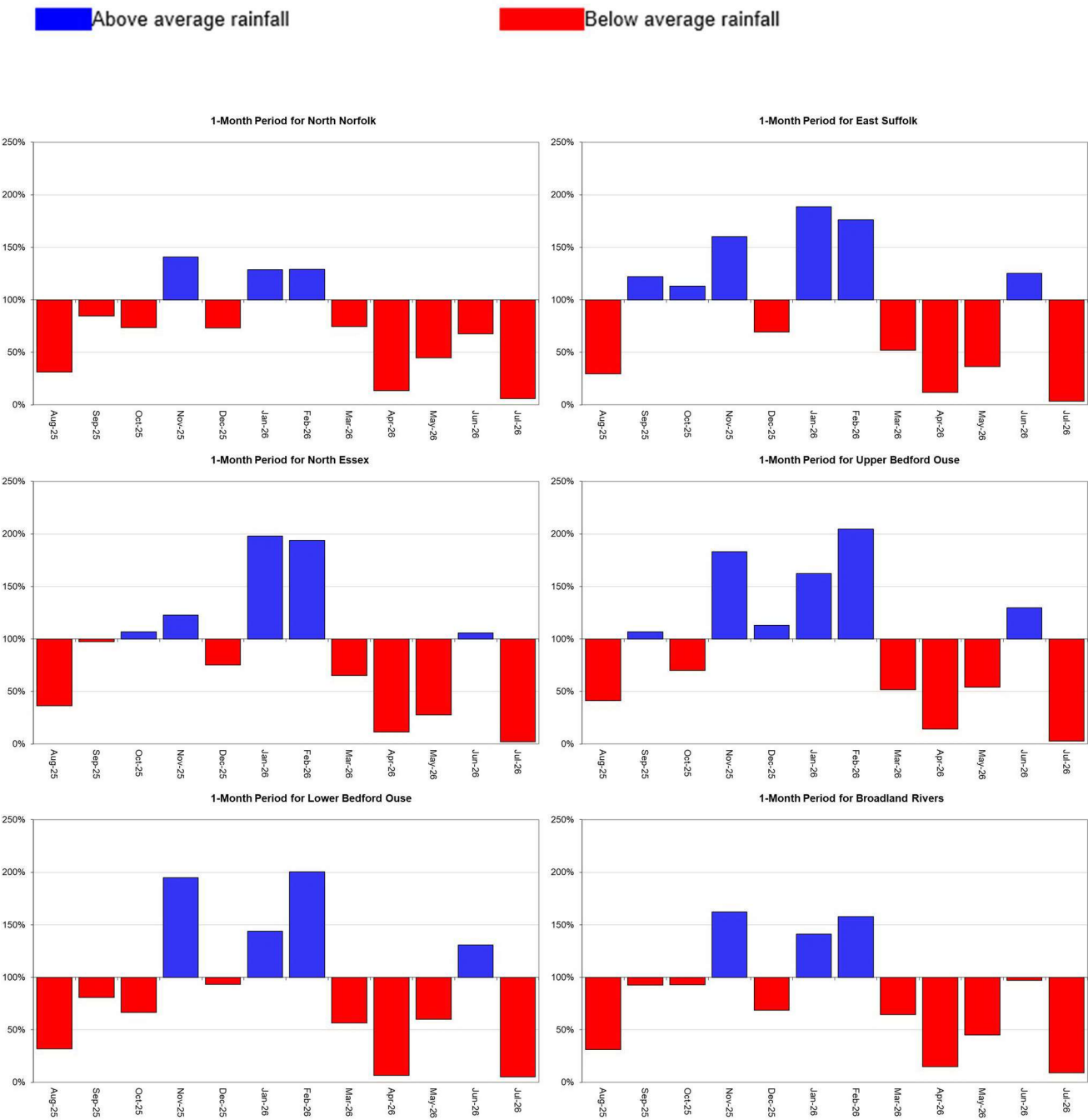
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 July 2026), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals.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

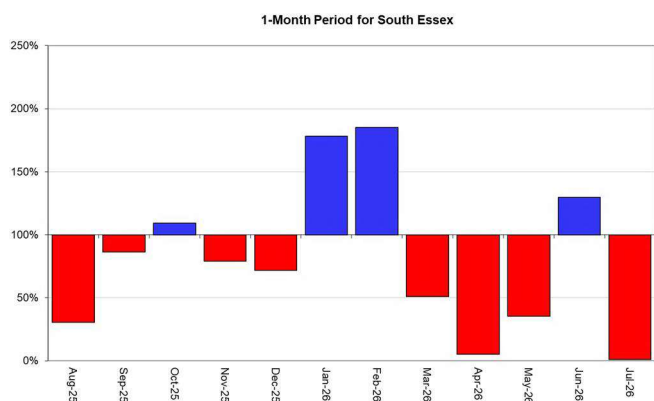
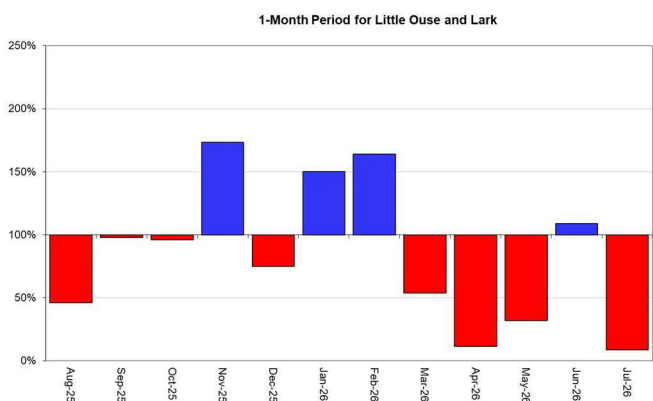
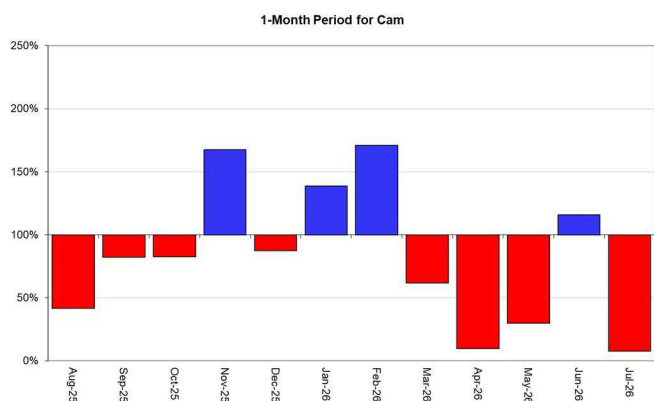
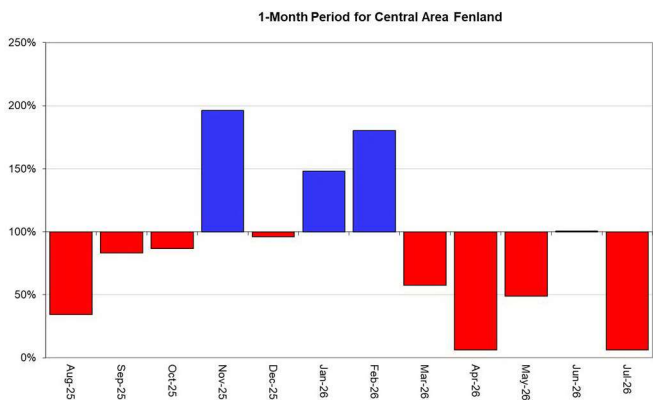
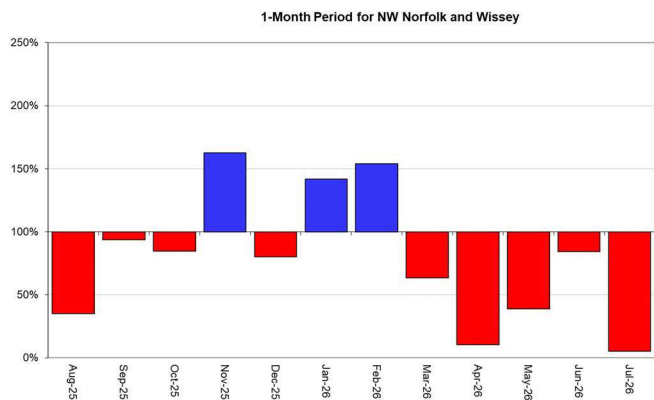


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2026). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

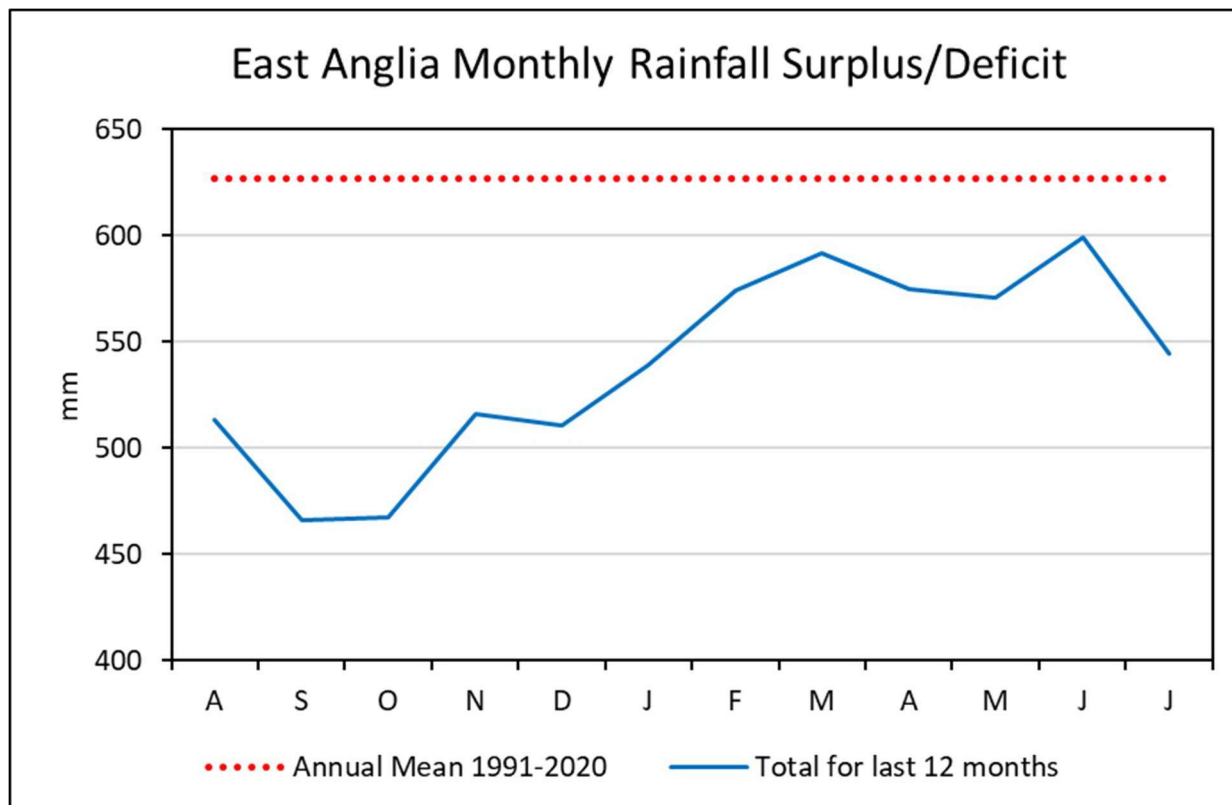
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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

2.3 Monthly rainfall surplus deficit chart



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

3 Soil moisture deficit

3.1 Soil moisture deficit map

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

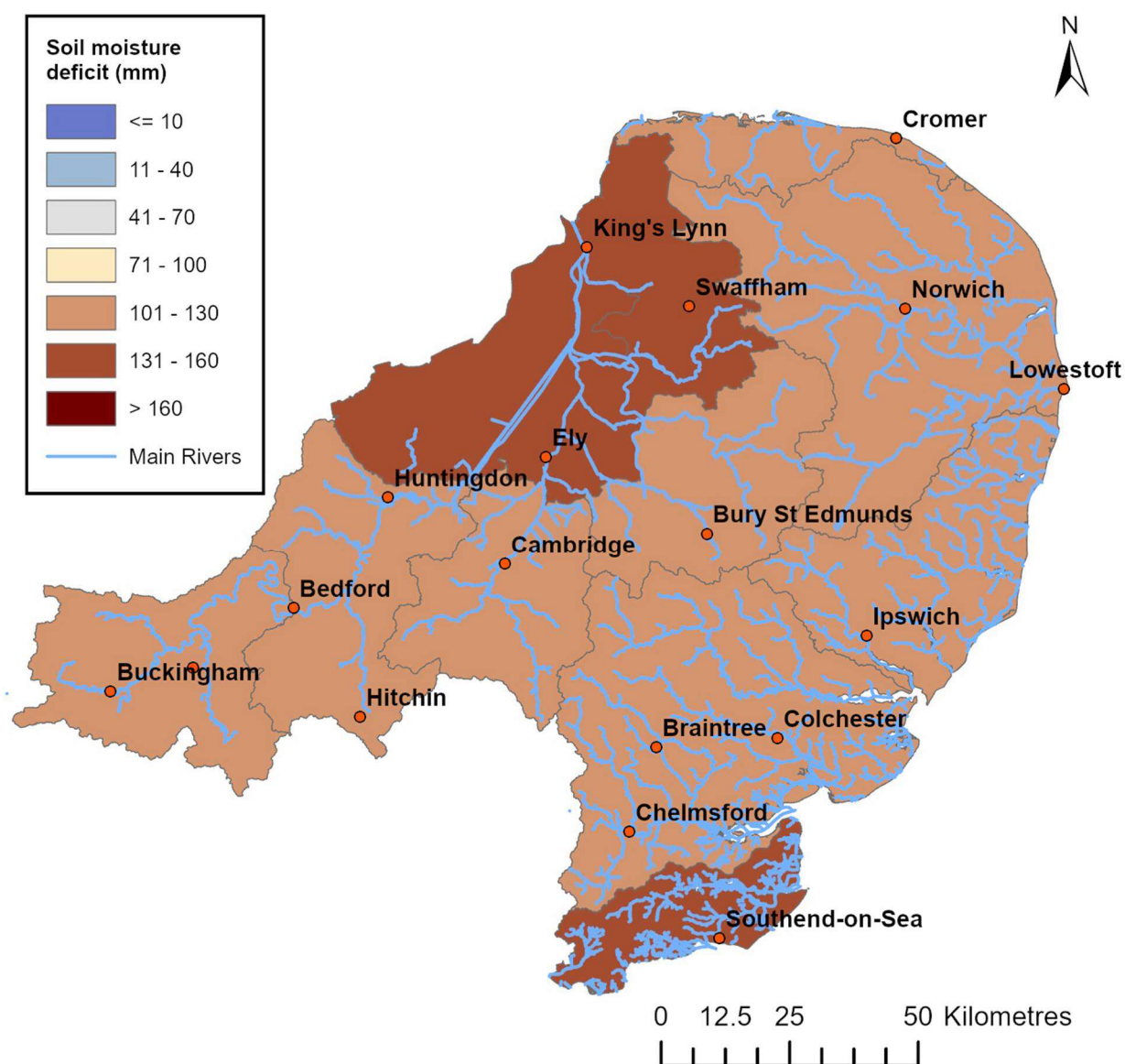
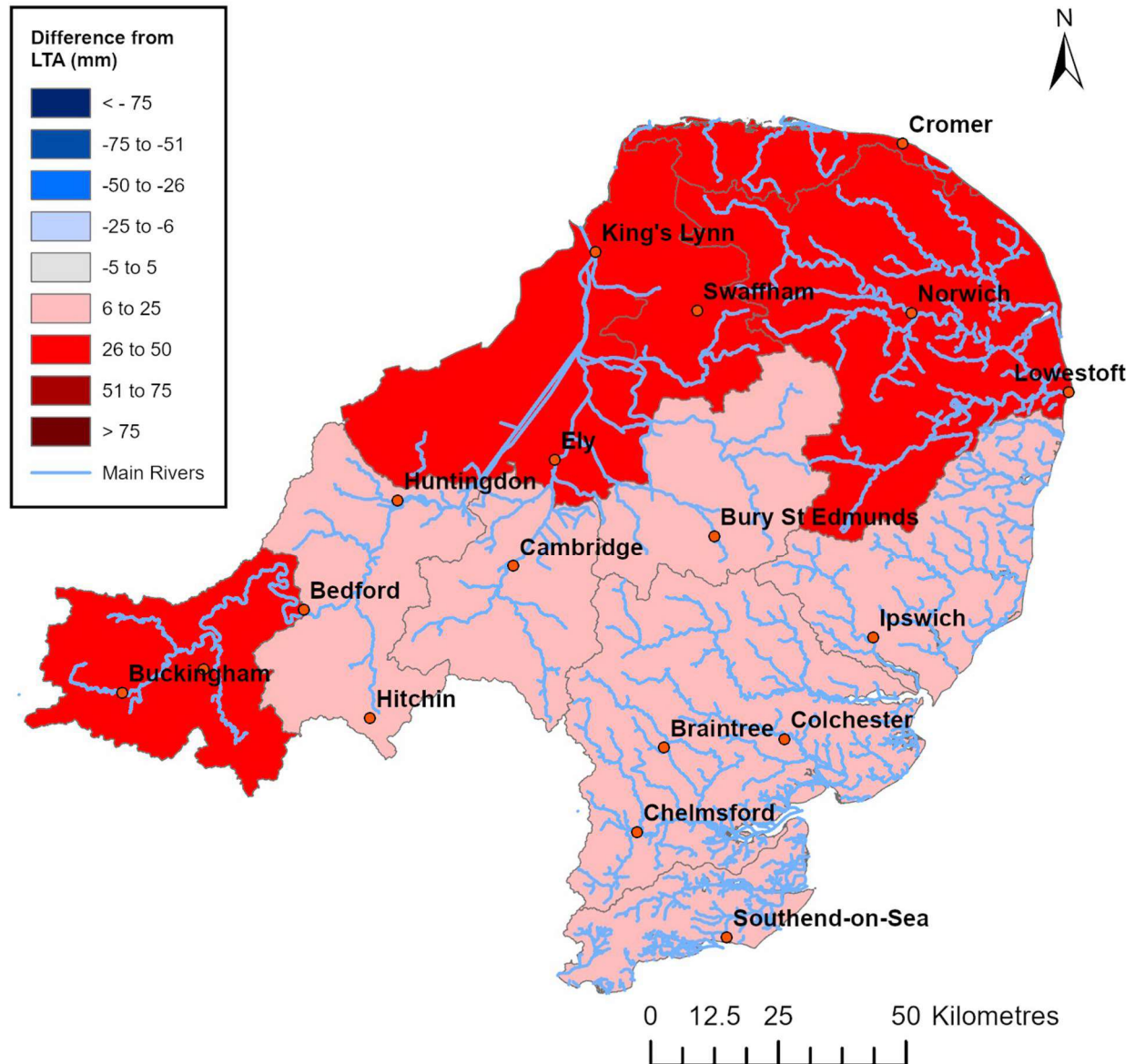


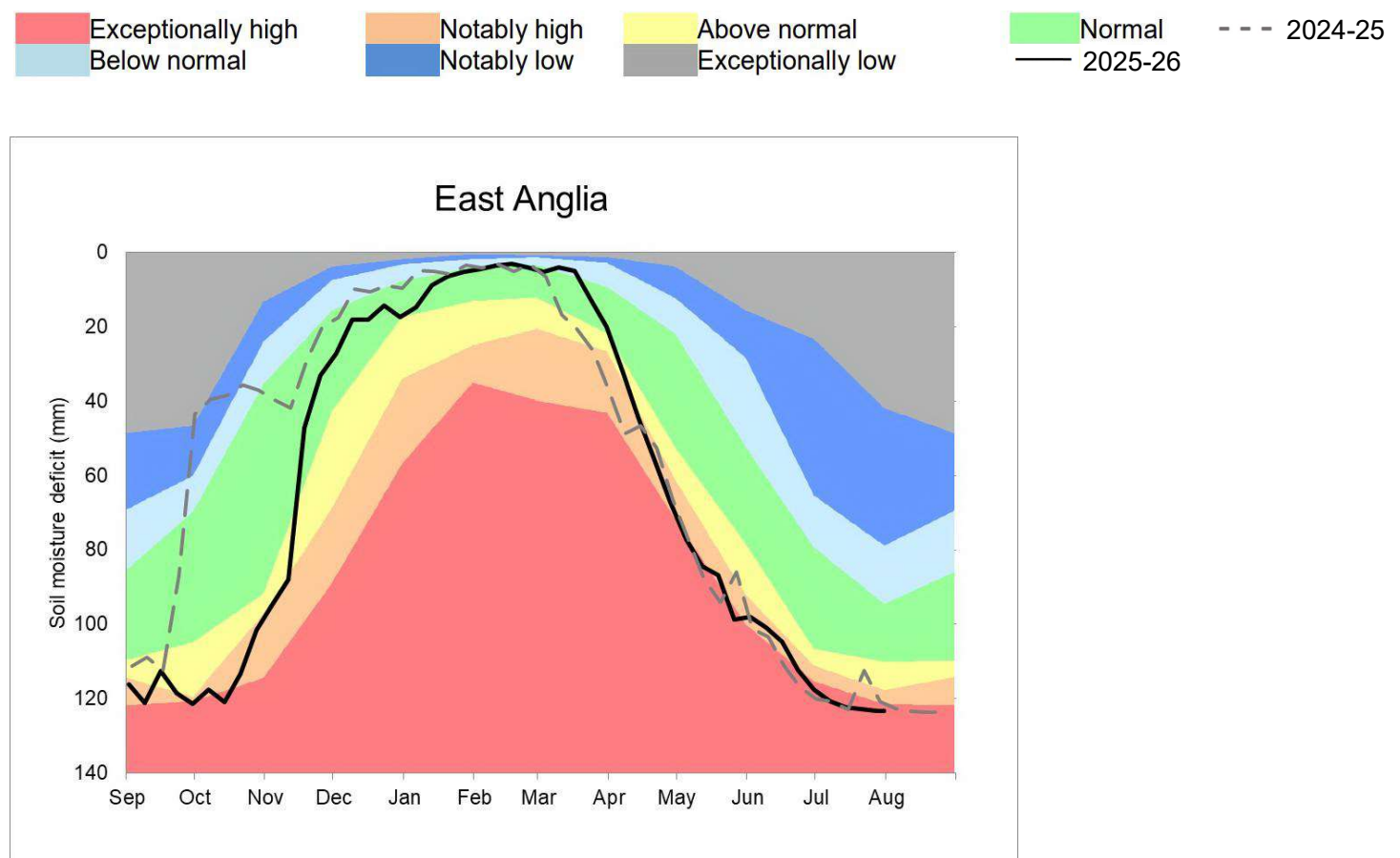
Figure 3.1b: A map displaying soil moisture deficit values (31 July 2026) relative to long term average end of July soil moisture deficit values for hydrometric catchments across East Anglia. Values based on the weekly MORECS data for real land use.



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

3.2 Soil moisture deficit charts

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

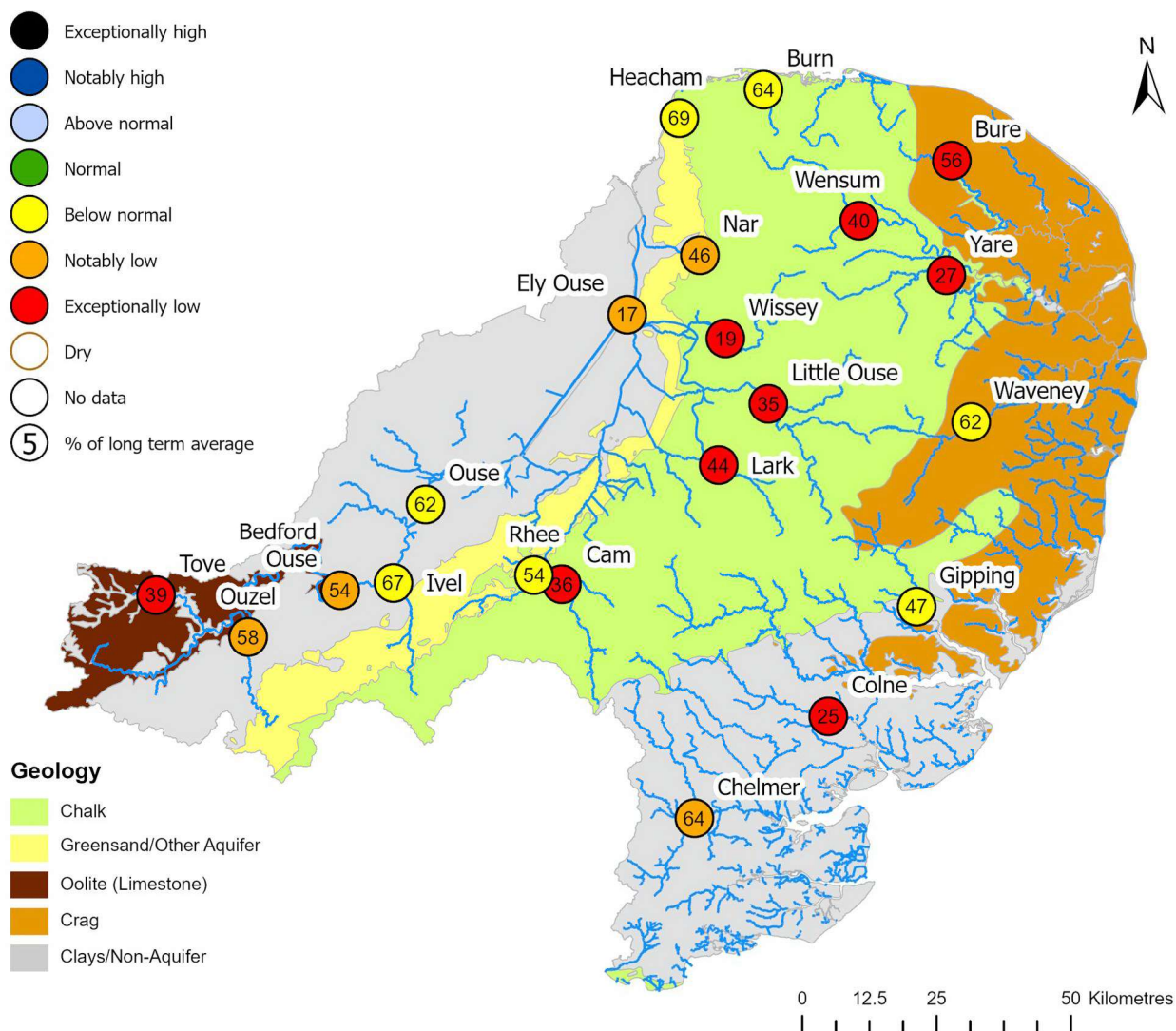


(Source: Met Office. Crown copyright, 2026). All rights reserved. Environment Agency, 100024198, 2026

4 River flows

4.1 River flows map

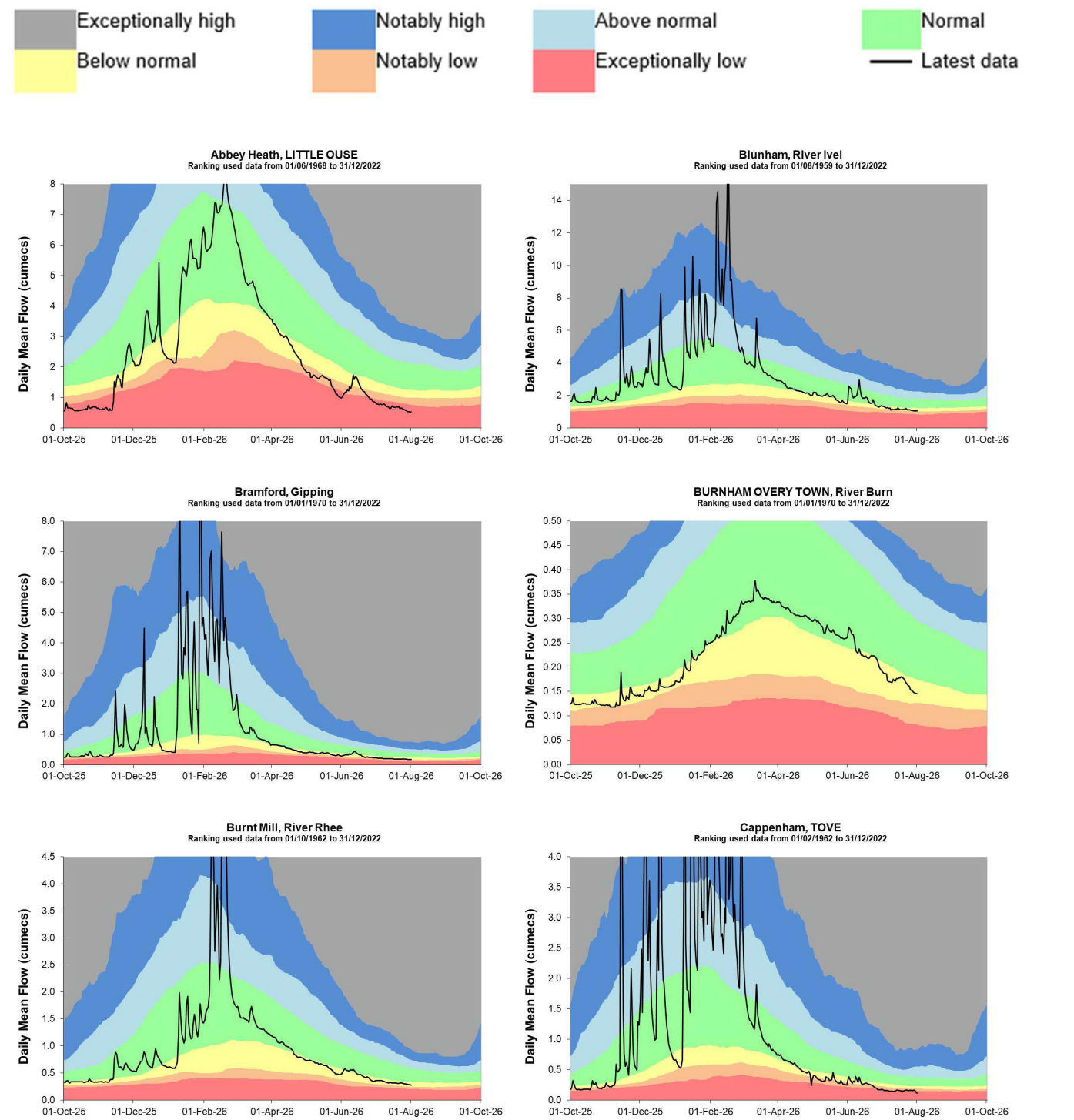
Figure 4.1: Monthly mean river flow for indicator sites for July 2026, expressed as a percentage of the respective long term average and classed relative to an analysis of historic July monthly means Table available in the appendices with detailed information.

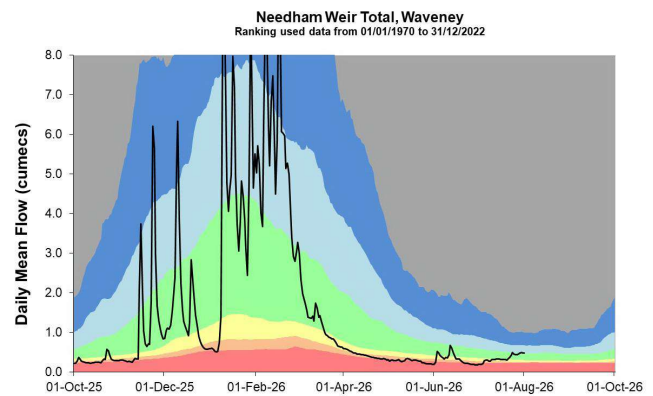
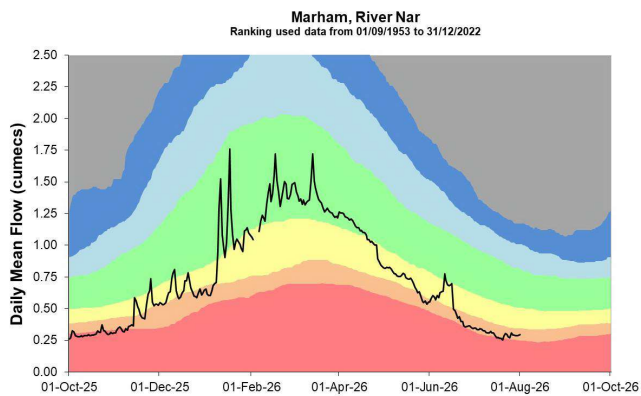
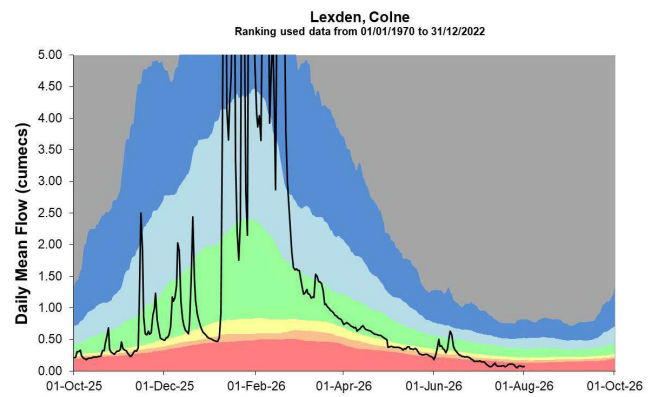
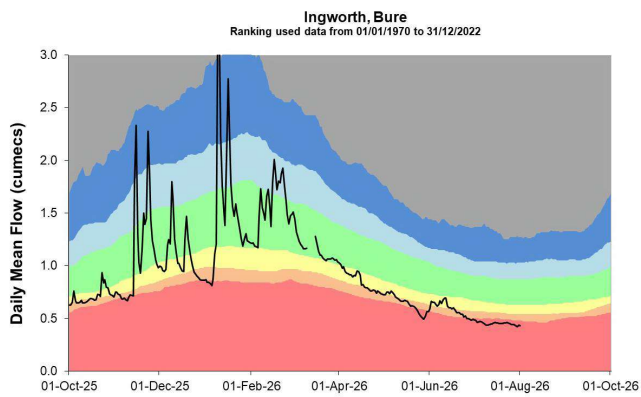
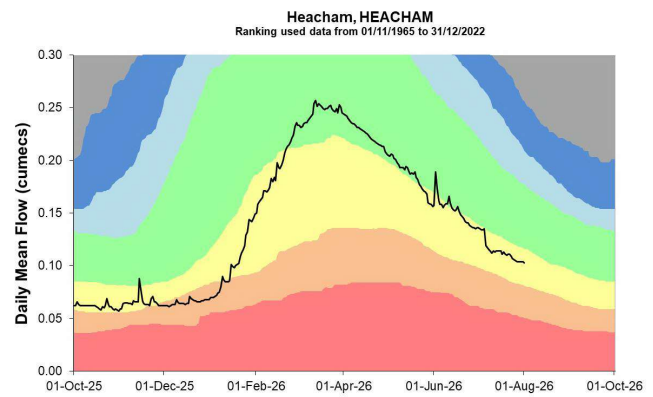
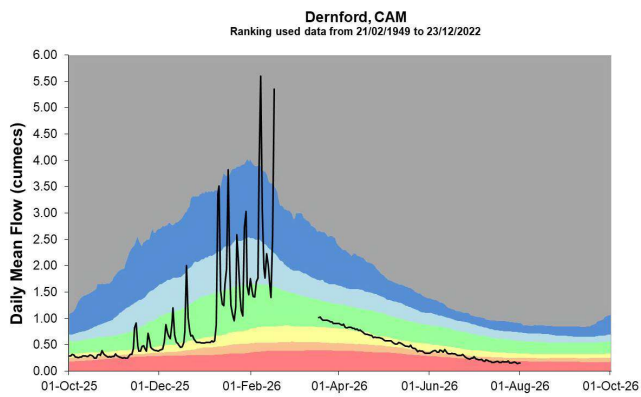
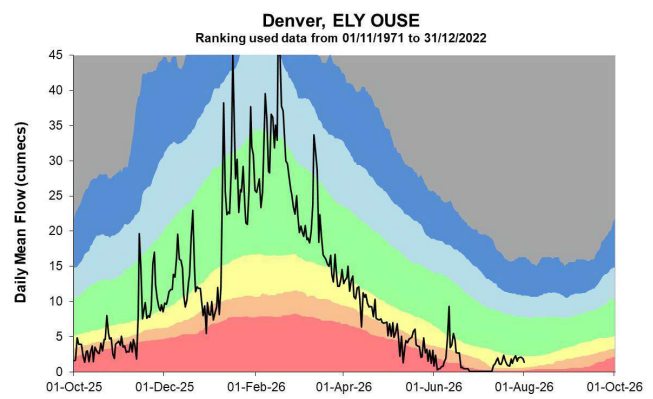
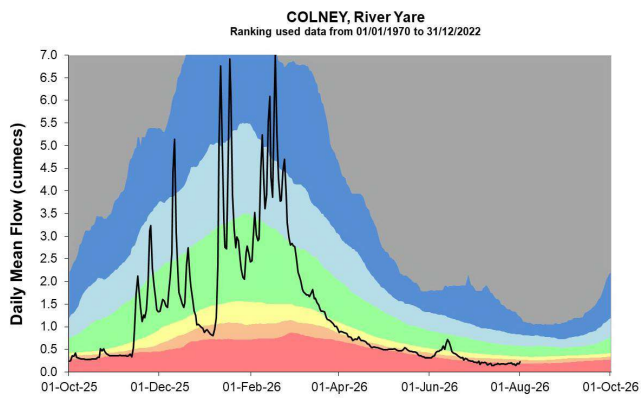


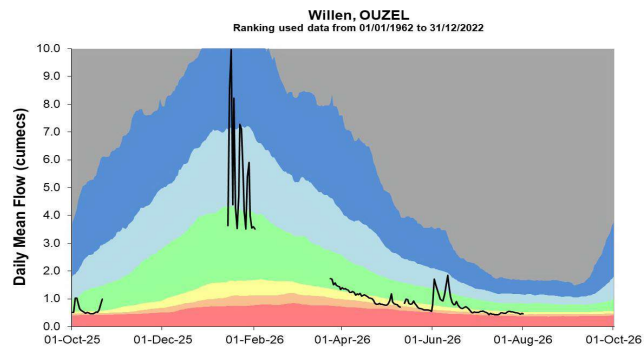
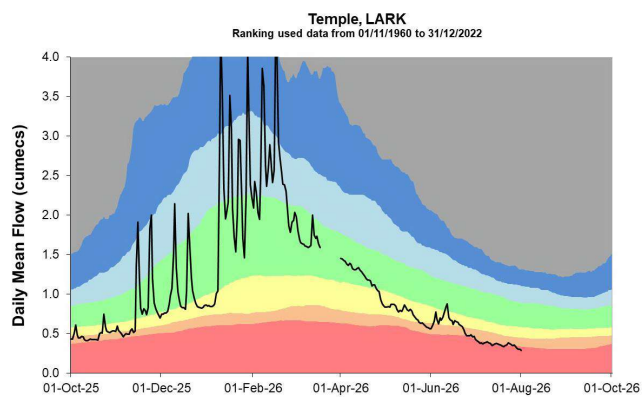
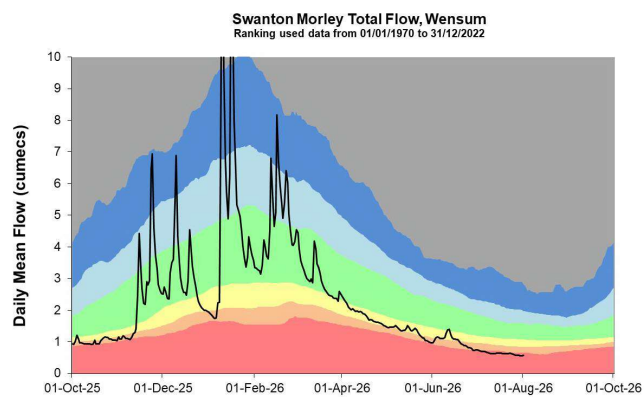
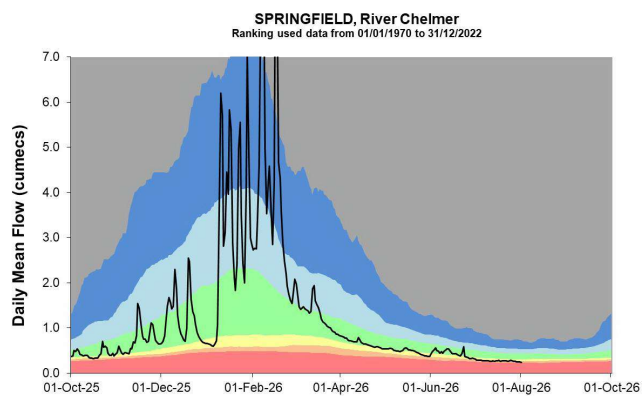
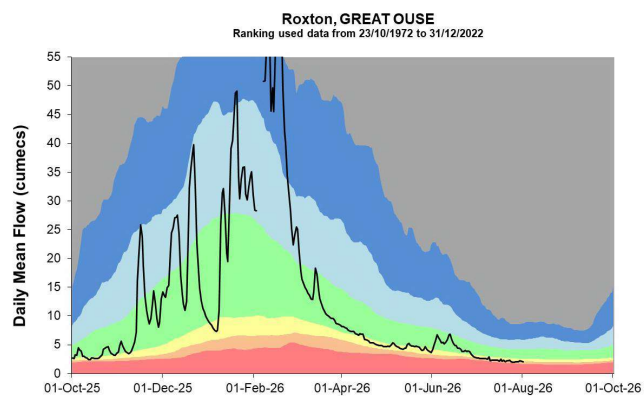
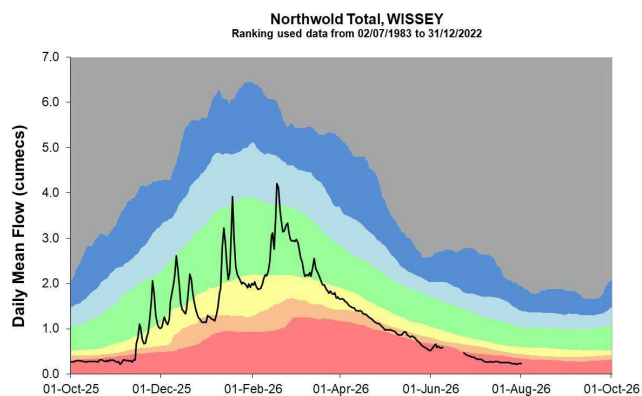
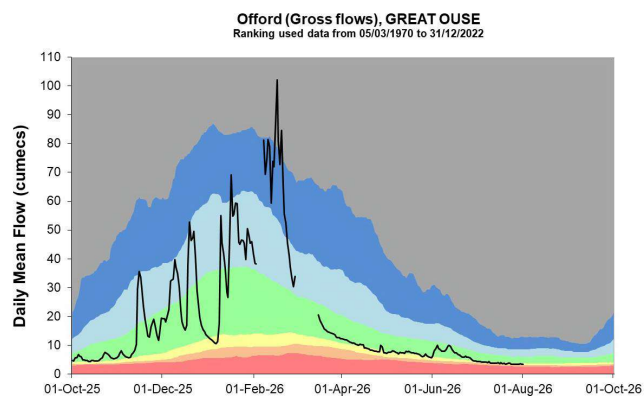
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

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.





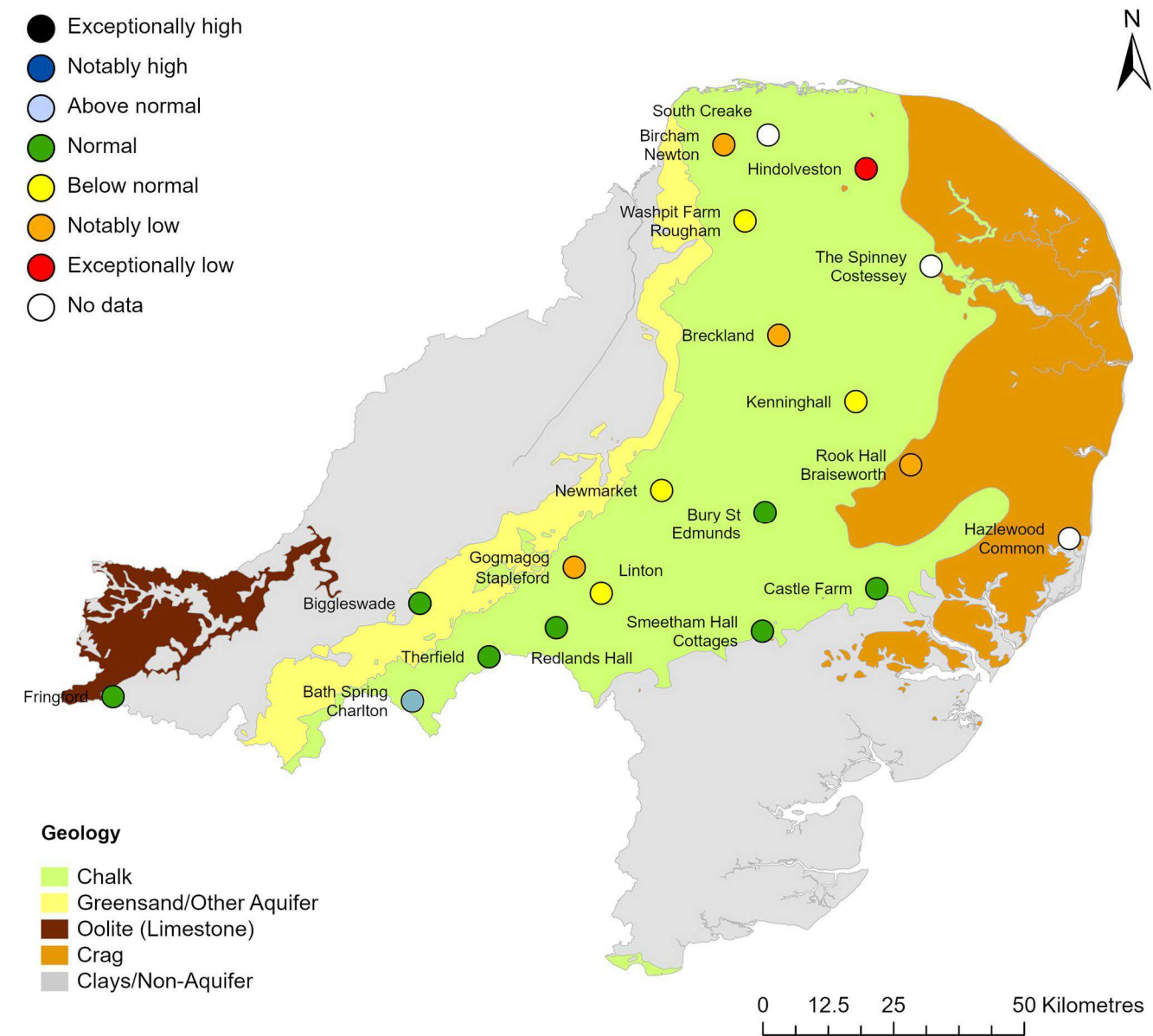


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

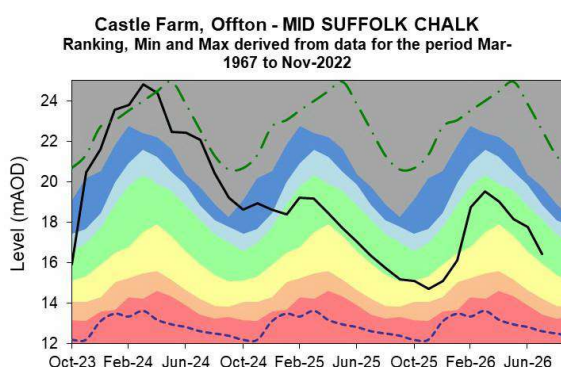
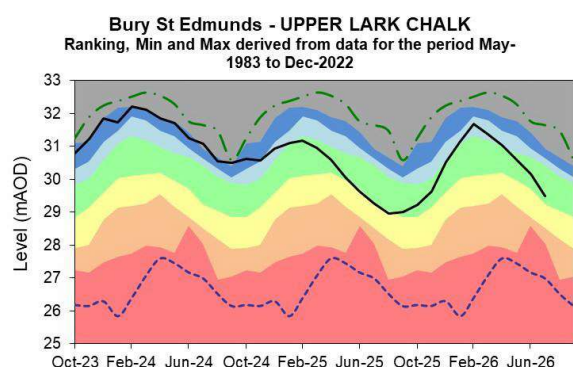
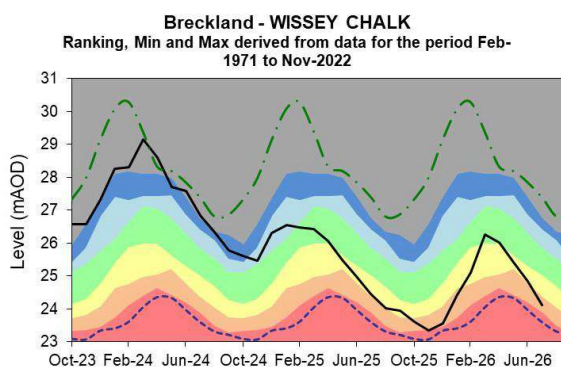
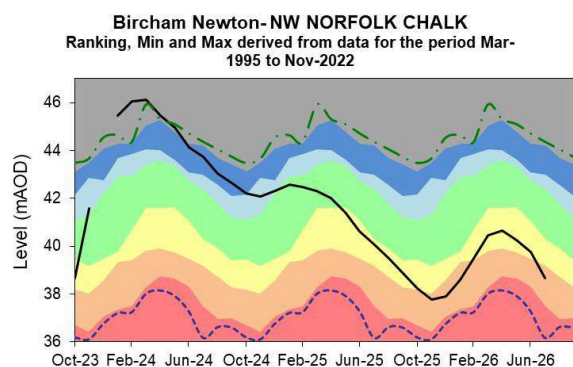
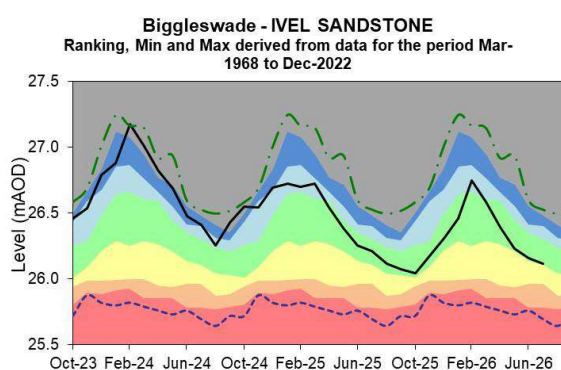
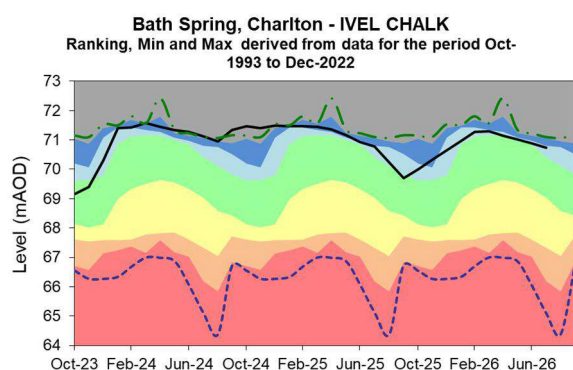
Figure 5.1: Groundwater levels for indicator sites at the end of July 2026, classed relative to an analysis of respective historic July levels. Table available in the appendices with detailed information.

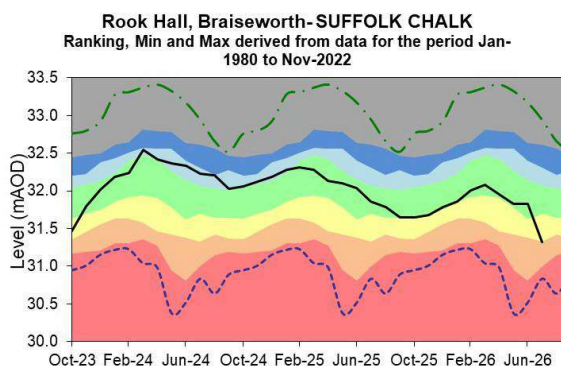
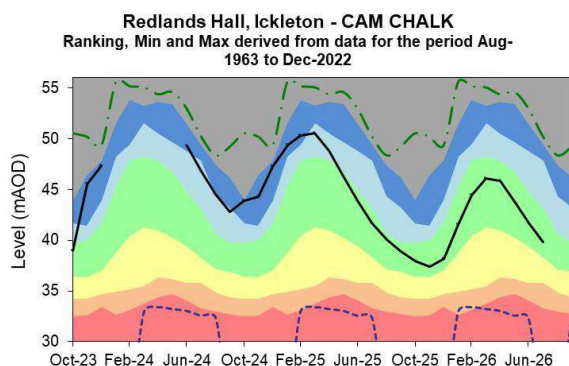
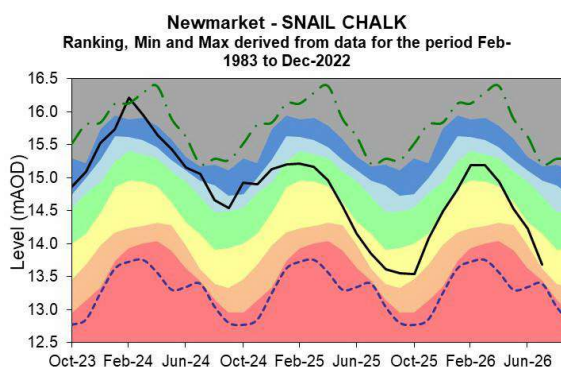
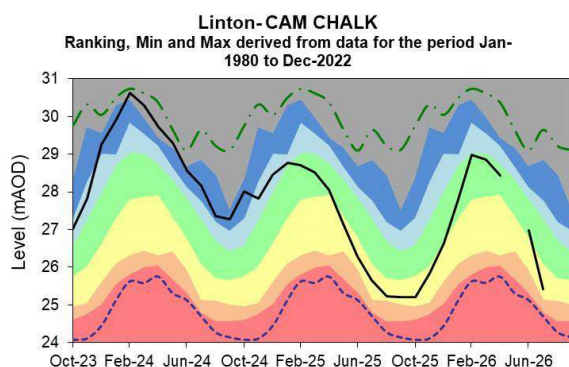
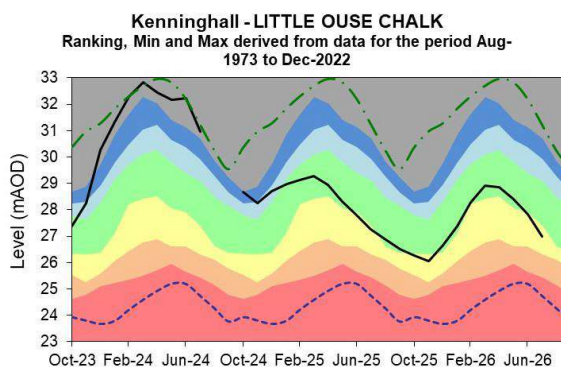
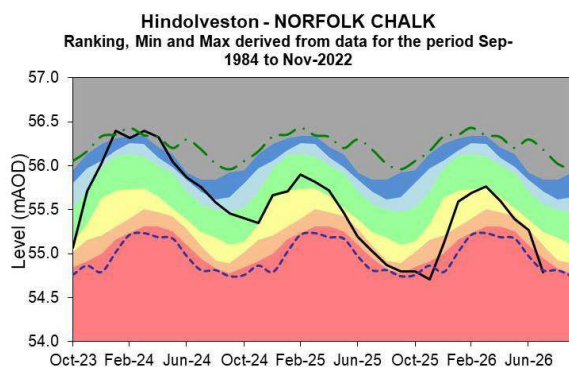
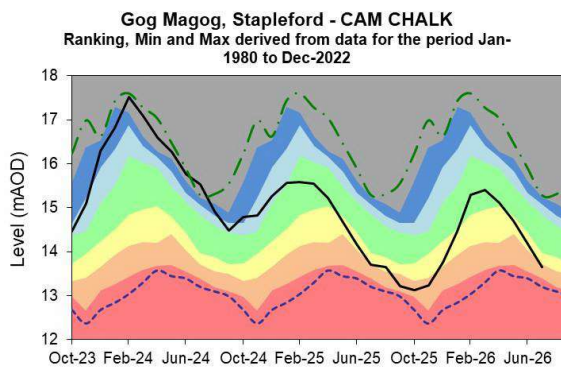
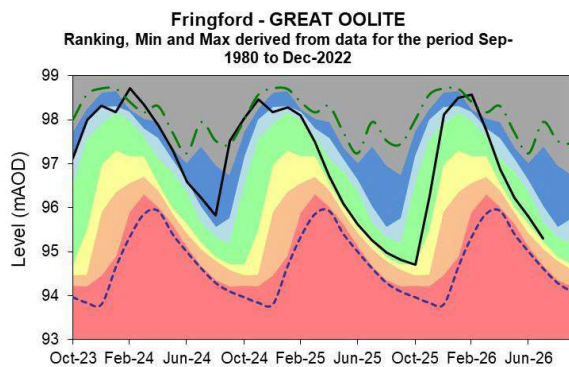


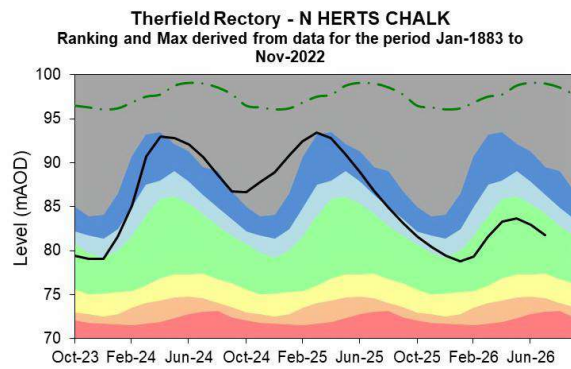
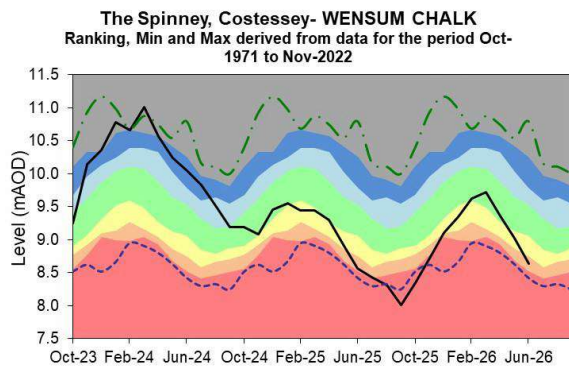
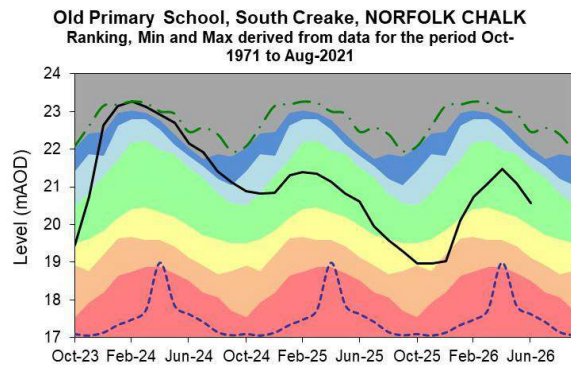
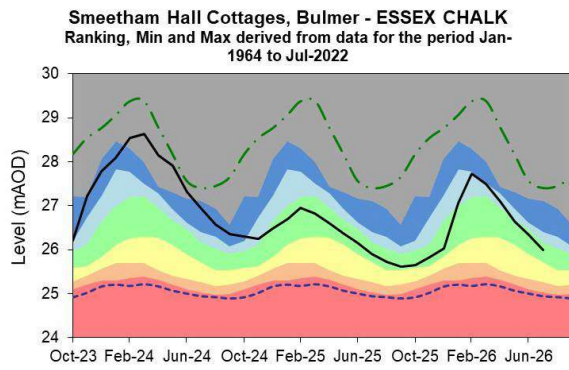
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

5.2 Groundwater level charts

Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 34 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



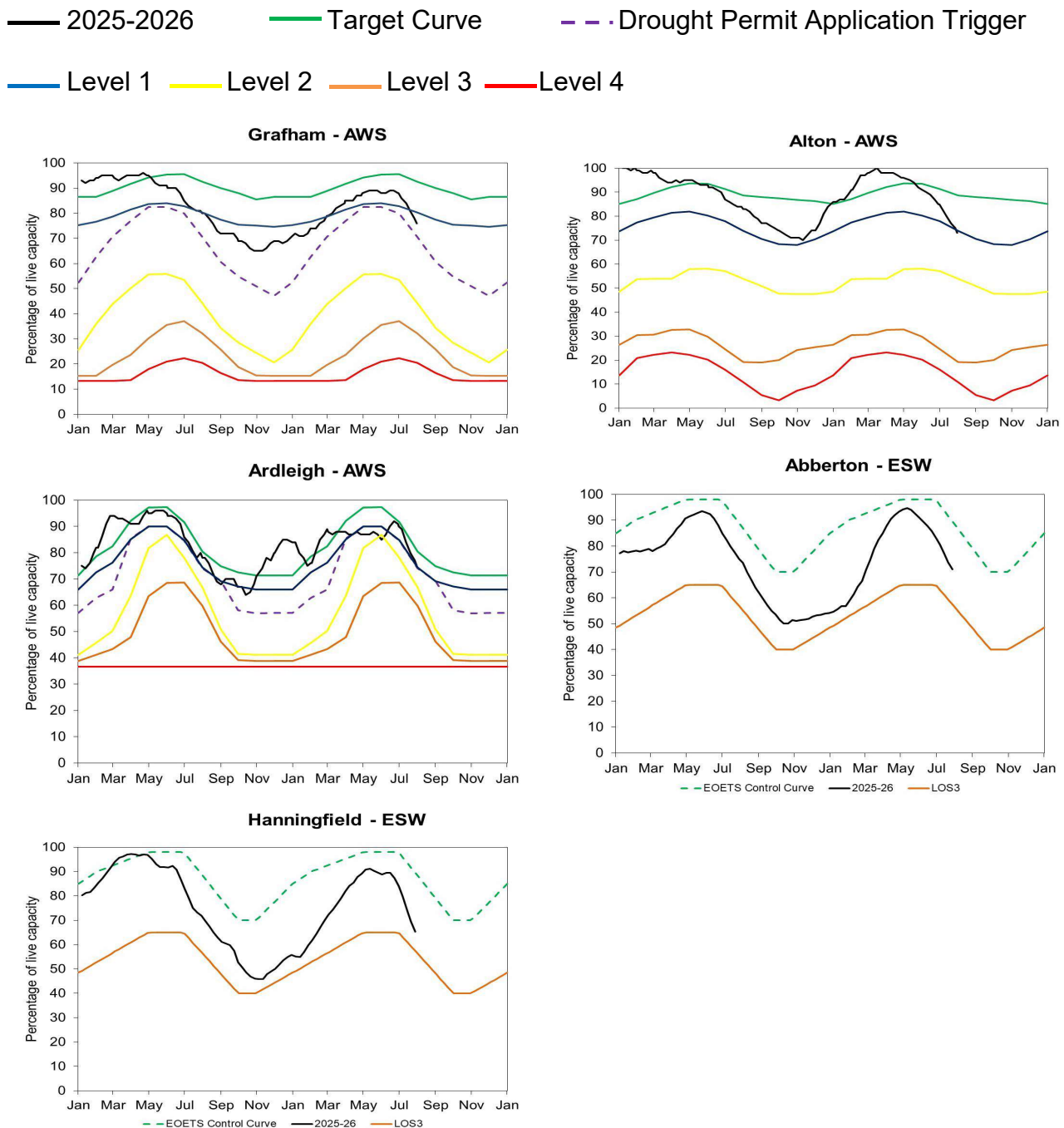




Source: Environment Agency, 2026.

6 Reservoir stocks

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



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

7 Glossary

7.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

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

Artesian

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

Artesian borehole

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

Cumecs

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

Effective rainfall

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

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	Jul 2026 rainfall % of long term average 1991 to 2020	Jul 2026 band	May 2026 to July cumulative band	Feb 2026 to July cumulative band	Aug 2025 to July cumulative band
Broadland Rivers	9	Exceptionally Low	Exceptionally low	Notably low	Below normal
Cam	8	Exceptionally Low	Exceptionally low	Exceptionally low	Below normal
Central Area	6	Exceptionally Low	Exceptionally low	Exceptionally low	Below normal
East Suffolk	3	Exceptionally Low	Exceptionally low	Notably low	Normal
Little Ouse And Lark	9	Exceptionally Low	Notably low	Notably low	Below normal
Lower Bedford Ouse	5	Exceptionally Low	Notably low	Notably low	Normal
North Essex	2	Exceptionally Low	Exceptionally low	Notably low	Normal
North Norfolk	6	Exceptionally Low	Exceptionally low	Exceptionally low	Notably low
Nw Norfolk And Wissey	5	Exceptionally Low	Exceptionally low	Exceptionally low	Below normal
South Essex	1	Exceptionally Low	Exceptionally low	Notably low	Below normal
Upper Bedford Ouse	3	Exceptionally Low	Notably low	Below normal	Normal

8.2 River flows table

Site name	River	Catchment	Jul 2026 band	Jun 2026 band
Abbey Heath	Little Ouse	Little Ouse	Exceptionally low	Notably low
Blunham	Ivel	Ivel	Below normal	Normal
Bramford	Gipping	Gipping	Below normal	Below normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Normal	Below normal
Cappenham	Tove	Tove	Exceptionally low	Below normal
Colney	Yare	Yare	Exceptionally low	Below normal
Denver	Ely Ouse	Cutoff and Renew Channel	Notably low	Exceptionally low
Dernford	Cam	Cam	Exceptionally low	Below normal
Heacham	Heacham	Heacham	Below normal	Below normal
Ingworth	Bure	Bure	Exceptionally low	Notably low
Lexden	Colne	Colne Essex	Exceptionally low	Notably low
Marham	Nar	Nar	Notably low	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Below normal	Notably low
Northwold Total	Wissey	Wissey	Below normal	Exceptionally low
Offord (gross Flows)	Great Ouse	Ouse Beds	Below normal	Normal
Roxton	Great Ouse	Ivel	Notably low	Normal
Springfield	Chelmer	Chelmer Upper	Notably low	Normal
Swanton Morley Total	Wensum	Wensum	Exceptionally low	Notably low
Temple	Lark	Lark	Exceptionally low	Below normal
Willen	Ouzel	Ouzel	Notably low	Normal

8.3 Groundwater table

Site name	Aquifer	End of Jul 2026 band	End of Jun 2026 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Notably low	Below normal
Breckland	Wissey Chalk	Below normal	Below normal
Bury St Edmunds	Upper Lark Chalk	Normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Notably low	Below normal
Hazlewood Common	East Suffolk Crag	No Data	No Data
Hindolveston	Norfolk Chalk	Exceptionally low	Notably low
Kenninghall	Little Ouse Chalk	Below normal	Below normal
Linton	Cam Chalk	Below normal	Normal
Newmarket	Snail Chalk	Below normal	Below normal
Old Primary School, South Creake	North Norfolk Chalk	No Data	Normal
Redlands Hall, Ickleton	Cam Chalk	Normal	Normal
Rook Hall, Braiseworth	East Suffolk Chalk	Notably low	Normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	No Data	Notably low
Washpit Farm, Rougham	North West Norfolk Chalk	Below normal	Below normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Normal	Normal

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

Date Sent: 03/08/2026

Quote Information

Client Ref: 143
Quote No: 8507
Surveyor: James Cantle
Site Ref: 7077
Order No:

Quote

Site Address Stockbridge Meadow, Melbourn

Item No	Item	Description Of Work	Value
1	Ash	Fell to ground level and remove all arisings. Cluster of 4x stems in the center of a coppice Branches, logs and green waste to be chipped and left on site.	£1,300.00
2	Ash	Remove lower deadwood from ash trees using a pole saw. Does not include full deadwood removal	£350.00

Total Value: £1,650.00
VAT (20%): £330.00
Total Inc VAT: £1,980.00

Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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

Work Schedule

Client Name:	Melbourn Parish Council	Contact Numbers:	Telephone: Mobile:
Site Contact Name:		Site Specific Ref No:	7077
Contact No:		Business Name:	Melbourn Parish Council
Site Address:	Stockbridge Meadow Melbourn		

Work Items

Quote Number: 8507

No: 1
Type: Ash
Cost: £1,300.00
Details: Fell to ground level and remove all arisings. Cluster of 4x stems in the center of a coppice Branches, logs and green waste to be chipped and left on site.



No: 2
Type: Ash
Cost: £350.00
Details: Remove lower deadwood from ash trees using a pole saw. Does not include full deadwood removal



Identifying OPM

- 1 They live almost exclusively in oak trees, which are identifiable by their distinctive leaves.
- 2 They move in nose-to-tail processions, in oak trees or on the ground, hence their name.
- 3 They often cluster together.
- 4 They build white, silken webbing trails and nests – usually dome or teardrop-shaped – on oak trunks and branches (not among the leaves).
- 5 The nests soon become discoloured.



If you see nests or caterpillars:

- Follow the advice in this leaflet for staying safe.
- Report it using our Tree Alert on-line reporting form at treealert.forestresearch.gov.uk; or
- e-mail it to opm@forestrycommission.gov.uk, or telephone it to 0300 067 4442.
- When submitting a report, please include photographs and location details.

But first, please:

- CHECK that they're in or near an oak tree – OPM caterpillars usually only attack other trees if they run out of oak leaves to eat.

For further information

For OPM tools and resources, visit
www.gov.uk/guidance/managing-oak-processionary-moth-in-england

Tel: 0300 067 4442

E-mail: opm@forestrycommission.gov.uk

Health information is available from NHS Choices at
nhs.uk/conditions/insect-bites-and-stings

The Forestry Commission will consider all requests to make the content of publications available in alternative formats. Please call 0300 067 4000.

For more information on tree pests and diseases, visit gov.uk/government/collections/tree-pests-and-diseases



Forestry Commission woodlands have been certified in accordance with the rules of the Forest Stewardship Council.



Published by Forestry Commission,
620 Bristol Business Park,
Coldharbour Lane, Bristol BS16 1EJ

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Oak Processionary Moth (OPM)



www.gov.uk/guidance/managing-oak-processionary-moth-in-england

Key facts

Caterpillars of the oak processionary moth (OPM) are a pest which can be a hazard to the health of oak trees, people and animals in this area.

Their tiny hairs can be blown about by the wind and cause itchy skin rashes, eye and throat irritations and, occasionally, breathing difficulties in people and animals.

The caterpillars eat oak leaves. Large numbers can strip whole trees bare, leaving them vulnerable to other threats.

OPM is a native species of southern Europe which was accidentally introduced to England.

Left uncontrolled, it would spread across much of Britain.

Our precious oak trees could be at risk, people could be deterred from visiting or working in woodlands, animals could be exposed to suffering, and control could become prohibitively expensive.

The Forestry Commission, local authorities and landowners are working hard to control this pest so that we can continue to safely enjoy our parks, gardens and woodlands. You can help by reporting signs of OPM to us. See the section headed **'If you see nests or caterpillars'** overleaf for reporting details.

Human and animal health

The caterpillars have thousands of tiny hairs which contain an irritating substance called **thaumetopoein**. Contact with the hairs can cause itching skin rashes and, less commonly, sore throats, breathing difficulties and eye irritations.

Henry Kuppen

Controlling OPM

Caterpillars start emerging in April from eggs laid in oak trees the previous summer. The most effective control method is to treat affected oak trees with insecticide during the spring and summer while the caterpillars are about.

With careful timing and application, the treatment products have minimal effects on other species. The preferred product is not known to harm people, pets, livestock and other animals. Most spraying is done from the ground and is supplemented by removing caterpillars' nests. This is most effectively done with vacuum equipment when the caterpillars are inside them resting or pupating into adult moths.

Infested trees are found by professional and volunteer surveyors, tree- and ground-care professionals, and members of the public reporting sightings. We use pheromone trapping in late summer to find adult moths, which provides clues to where we should look the following year.



OPM gets its name from the caterpillars' habit of moving in nose-to-tail processions, as in this picture.

Tree health



Forest Research

OPM caterpillars can be a hazard to oak trees because they feed on the leaves. Large populations can strip trees bare, leaving them vulnerable to other pests and diseases, and less able to withstand events such as drought and flood.



Protecting yourself

KNOW HOW to recognise oak trees, caterpillars, and their nests and trails (see pictures overleaf);

KEEP AWAY from caterpillars and nests.

TEACH your children to keep away.

KEEP your pets away. Caterpillars and nests can be on the ground, and animals can suffer considerable distress from hairs in their mouths and noses.

DO NOT try removing nests or caterpillars yourself – report them to the Forestry Commission (see next page), and visit www.gov.uk/guidance/managing-oak-processionary-moth-in-england for guidance.

SEE A PHARMACIST if you need relief from a skin or eye irritation following possible OPM contact.

SEE A GP or consult NHS111 if you have a serious allergic reaction.

CONTACT A VET if your pet has been affected.

Further health advice is available at nhs.uk/conditions/insect-bites-and-stings



The greatest risk period is June to August, but nests should always be avoided because they can contain thousands of shed hairs.

Our Ref: 26/02084/FUL
Your Ref: ST GEORGES ALLOTMENTS
MELBOURN

27 July 2026



Chairman Christopher Selway
on behalf of St Georges Allotment
Association

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

www.scambs.gov.uk | www.cambridge.gov.uk

Dear Chairman Selway

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Application for Planning Permission

Proposal: Installation of a waterless toilet cabin and the installation of new fencing and replace the current pedestrian and vehicle entrance gates

Site address: St Georges Allotment Gardens The Moor Melbourn Cambridgeshire

Your client: Deputy Clerk, Melbourn PC Alex Coxall on behalf of Melbourn Parish Council

Further in the above matter, please find enclosed our formal decision notice relating to your client's application for planning permission. Please be sure to remind your client that the scheme should be carried out in line with the approved plans. This will avoid the need for any enforcement action.

Making changes to the approved plans

In the event that you wish to change your proposal, please contact your case officer who will advise you on whether the change can be dealt with as a "non-material" or "material" amendment. In either case you will have to complete a form and provide fresh drawings.

Important information regarding conditions

If you have been granted Planning Permission / Listed Building Consent / Advertisement Consent you may wish to get started immediately, however it is always important to carefully read the decision notice in full before any work begins.

The majority of planning decisions have conditions attached. Some conditions request further information that requires approval by the Local Planning Authority before any

development takes place ('pre-commencement'). All conditions are set out on the decision notice.

Under Section 7 of the Planning (Listed Buildings and Conservation Areas) Act 1990, it is a criminal offence to carry out unauthorised works to a listed building. Under Section 9 of the Act, a person shall be guilty of an offence should they fail to comply with any condition attached to the consent.

How do I discharge the conditions

Please note that the process takes up to eight weeks from the date the Local Planning Authority receives a valid application. Therefore it is important to plan ahead and allow plenty of time before work is due to commence.

You need to fill in a form to submit your request to discharge conditions, and accompany the relevant details/samples. You can download the necessary form by using the following link: <https://www.greatercambridgeplanning.org>

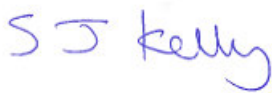
Alternatively you can submit an application to discharge the conditions through the Government's Planning Portal website: <https://www.planningportal.co.uk/applications>. Please note, The Planning Portal refers to it as 'Approval of details reserved by a condition'.

When the required information has been submitted you will receive a reference and an acknowledgement letter. Once the Local Planning Authority is satisfied that the requirement of the condition have been met you will receive a formal notification that the conditions have been discharged.

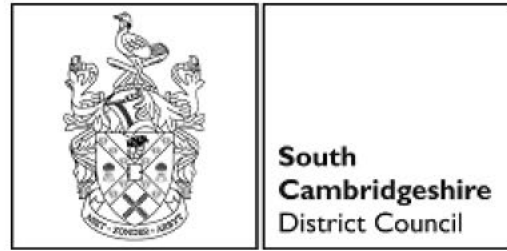
Appeals against conditions

You should also be aware that the applicant has the right to appeal against any conditions attached to this Notice, please see <https://www.gov.uk/appeal-planning-decision> for details. If you are concerned about any condition you should contact the case officer in the first instance for advice.

Yours sincerely



SJ Kelly
Joint Director For Planning & Economic Development For
Cambridge & South Cambridgeshire



Notice of Planning Permission

Subject to conditions

Reference 26/02084/FUL
Date of Decision 27 July 2026

Chairman Christopher Selway
on behalf of St Georges Allotment Association



The Council hereby GRANTS Planning Permission for:

Installation of a waterless toilet cabin and the installation of new fencing and replace the current pedestrian and vehicle entrance gates

at

St Georges Allotment Gardens The Moor Melbourn Cambridgeshire

In accordance with your application received on 3 June 2026 and the plans, drawings and documents which form part of the application.

Conditions

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans as listed on this decision notice.

Reason: In the interests of good planning, for the avoidance of doubt and to facilitate any future application to the Local Planning Authority under Section 73 of the Town and Country Planning Act 1990.

- 3 The materials to be used in the external construction of the development, hereby permitted, shall follow the specifications in accordance with the details specified within the approved plans and application form unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure the external appearance of the development does not detract from the character and appearance of the area in accordance with Policy HQ/1 of the South Cambridgeshire Local Plan 2018.

- 4 The gates hereby approved shall be hung to not open outwards and no part of any structure (including the foundations and footings for the proposed fence and its supports) shall overhang or encroach under or upon the adopted public highway.

Reason: In the interests of highway safety (NPPF 2024 Paragraph 116).

Biodiversity Net Gain Informative

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for development of land in England is deemed to have been granted subject to the condition (biodiversity gain condition) that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan, if one is required in respect of this permission, would be South Cambridgeshire District Council.

There are statutory exemptions, transitional arrangements and requirements relating to irreplaceable habitat which mean that the biodiversity gain condition does not always apply.

In the opinion of the South Cambridgeshire District Council (the local planning authority), one or more of the exemptions / transitional arrangements are considered to apply and a Biodiversity Gain Condition is not required to be approved before development is begun.

Informatives

- 1 The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage, or destroy the nest of any wild bird while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.

Trees, hedges and scrub are likely to contain nesting birds between 1st March and 31st August inclusive. Trees and scrub are present on the application site and are assumed to contain nesting birds between the above dates, unless a recent survey has been undertaken by a competent ecologist to assess the nesting bird activity on site during this period and has shown it is absolutely certain that nesting birds are not present.

Plans and drawings

This decision notice relates to the following drawings:

Reference/Document/Drawing Title	Date Received
ELEVATIONS AND FLOOR PLAN	03.06.2026
LOCATION PLAN	03.06.2026
SITE PLAN 1	03.06.2026
SITE PLAN 2	03.06.2026

It is important the development is carried out fully in accordance with these plans. If you are an agent, please ensure that your client has a copy of them and that they are also

passed to the contractor carrying out the development. A copy of the approved plan(s) is/are kept on the planning application file.

Authorisation

Authorised by:



SJ Kelly
Joint Director For Planning & Economic Development For
Cambridge & South Cambridgeshire

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

Date the decision was made: 27 July 2026

Working with the applicant

The LPA positively encourages pre-application discussions. Details of this advice service can be found at <https://www.greatercambridgeplanning.org>. If a proposed development requires revisions to make it acceptable the LPA will provide an opinion as to how this might be achieved. The LPA will work with the applicant to advise on what information is necessary for the submission of an application and what additional information might help to minimise the need for planning conditions. When an application is acceptable, but requires further details, conditions will be used to make a development acceptable. Joint Listed Building and Planning decisions will be issued together. Where applications are refused clear reasons for refusal will identify why a development is unacceptable and will help the applicant to determine whether and how the proposal might be revised to make it acceptable.

In relation to this application, it was considered and the process managed in accordance with paragraph 38 of the National Planning Policy Framework.

General Notes

This decision notice does not convey any approval or consent which may be required under any enactment, bye-law, order or regulation other than Section 57 of the Town and Country Planning Act 1990.

Your attention is specifically drawn to the requirements of the Equality Act 2010 and the Equality Act (Disability) regulations 2010, the British Standards Institution BS8300:2009 "Design of Buildings and their approaches to meet the needs of disabled people – Code of Practice" and to Approved Document 'M' "Access to and use of buildings", volumes 1 and 2 of the Building Regulations 2010 and to Approved Document 'B' "Fire Safety", volumes 1 and 2 of the Building Regulations 2010, in request of guidance on means of escape for disabled people. The development should comply with these requirements as applicable

It is an offence under Section 171 of the Highways Act 1980 to temporarily deposit building materials, rubbish or other things on the public highway or make a temporary excavation on it without the written consent of the Highway Authority. The Highway Authority may give its consent subject to such conditions as it thinks fit.

The applicant is reminded that under the Wildlife and Countryside Act 1981(Section 1) (as amended) it is an offence to take, damage or destroy the nest of any wild bird while that nest is in use or being built. Trees and scrub are likely to contain nesting birds between 1 March and 31 August. Trees within the application should be assumed to contain nesting birds between the above dates unless a survey has shown it is absolutely certain that nesting birds are not present.

Building Regulations

Your planning application may also require Building Regulations consent. Please follow the link below for more information and to make your application or call us on 0300 7729622 to discuss your project.

www.3csharedservices.org/building-control/what-are-building-regulations/

Appeals to the Secretary of State

The applicant has a right to appeal to the Secretary of State against any conditions of this planning permission, under Section 78 of the Town & Country Planning Act 1990. The appeal must be made on a form which may be obtained from:

The Planning Inspectorate,
Temple Quay House, 2 The Square, Temple Quay, Bristol. BS1 6PN
Telephone 0303 444 5000 or visit
<https://www.gov.uk/appeal-planning-decision>

If an enforcement notice is or has been served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: **28 days** of the date of service of the enforcement notice, **OR** within **6 months** (12 weeks in the case of a householder or minor commercial appeal) of the date of this notice, whichever period expires earlier.

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to him that the Local Planning Authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the Local Planning Authority based their decision on a direction given by him.

Purchase Notices

If the Local Planning Authority or the Secretary of State grants permission subject to conditions the owner may claim that he/she can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted. In these circumstances the owner may serve a purchase notice on the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

Before starting work

It is important that all conditions, particularly pre-commencement conditions, are fully complied with, and where appropriate, discharged prior to the implementation of the development. Failure to discharge such conditions may invalidate the planning permission granted. The development must be carried out fully in accordance with the requirements of any details approved by condition.

Street Naming and Numbering

In order to obtain an official postal address, any new buildings should be formally registered with South Cambridgeshire District Council. Unregistered addresses cannot be passed to Royal Mail for allocation of postcodes.

Applicants can find additional information, a scale of charges and an application form at <https://www.3csharedservices.org/building-control/street-naming-and-numbering/>. Alternatively, applicants can contact the Street Naming and Numbering Team by emailing: snn@3csharedservices.org.

Please note new addresses cannot be assigned by the Council until planning permission has been received.

Third Party Rights to challenge a planning decision

Currently there are no third party rights of appeal through the planning system against a decision of a Local Planning Authority. Therefore, if you have concerns about a planning application and permission is granted, you cannot appeal that decision.

Any challenge under current legislation would have to be made outside the planning system through a process called Judicial Review.

A 'claim for judicial review' includes a claim to review the lawfulness of a decision, action or failure to act in relation to the exercise of a public function, in this case, a planning decision. The court's permission to proceed is required in a claim for Judicial Review. A claim for Judicial Review is dealt with by the Administrative Court and if leave to judicially review a planning decision is granted, the Judicial Review will be decided by a judge at the High Court.

An application to Judicial Review a decision must be made within **6 weeks** of the decision about which you have a grievance being made. For further information on judicial review and the contact details for the Administrative Courts, please go to <http://www.justice.gov.uk/>

CAMBRIDGE ASBESTOS REMOVAL LTD
THE SPECIALISTS IN ASBESTOS



ASBESTOS MANAGEMENT SURVEY FOR ASBESTOS CONTAINING MATERIALS AT:



SITE ADDRESS:	Grays Allotment Site Melbourn Royston The Moor
SURVEY DATE	23.7.26
SURVEYOR NAME(S)	[REDACTED]
SURVEY REFERENCE	CAR/2026/280
EMAIL	[REDACTED]

CAMBRIDGE ASBESTOS REMOVAL LTD
THE SPECIALISTS IN ASBESTOS

CLIENT NAME, ADDRESS, CONTACT DETAILS
Alex Coxall
Melbourn Parish Council
30 High Street
Melbourn
assistantclerk@melbournparishcouncil.gov.uk

INSTRUCTING PARTY NAME, ADDRESS, CONTACT DETAILS
Alex Coxall
Melbourn Parish Council
30 High Street
Melbourn
assistantclerk@melbournparishcouncil.gov.uk

SITE ADDRESS, NAME AND CONTACT DETAILS
The Moor
Melbourn
Royston
assistantclerk@melbournparishcouncil.gov.uk

REPORT AUTHOR NAME, ADDRESS AND CONTACT DETAILS
Cambridge Asbestos Removal LTD
████████████████████
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██████████
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CAMBRIDGE ASBESTOS REMOVAL LTD
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CAMBRIDGE ASBESTOS REMOVAL LTD
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SECTION 1 EXECUTIVE SUMMARY

Site asbestos management survey consists of:

- Description of site :

The site consists of an allotment site with 7 plots. Asbestos debris found in various areas of the allotment plots.

AREA	COMMENTS	ACCESSED
	Sample taken, asbestos materials present	

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SECTION 2 SURVEY DRAWINGS/PHOTOGRAPHS

First floor

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DRAWINGS/PHOTOGRAPHS (Not to Scale)

Ground floor

- INSPECTION SAMPLE
- ASBESTOS PRESENT
- INACCESSIBLE AREAS
- NO ASBESTOS DETECTED IN SAMPLE

CAMBRIDGE ASBESTOS REMOVAL LTD

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SECTION 3 SURVEY OBJECTIVES

- Produce a report by qualified asbestos surveyors under HSE guidance contained in HSG264 Publication. Produce a report which contains identified and suspected asbestos based materials, including photographic records of asbestos occurrences where possible.
- To carry out a survey to ascertain the presence of asbestos based materials.
- To include a risk assessment for each sample

SECTION 4 SURVEY TECHNIQUES

- Materials of similar type were only occasionally sampled and it was assumed that other surfaces identical to where the sample was taken, was of similar composition.
- Photographs were taken at all of the sample locations. (unless otherwise stated)
- Samples are returned to the Main Laboratory for analysis.
- Asbestos Bulk Sample Analysis is conducted by using Polarised Light and Dispersion Staining Techniques.
- Dispersion Staining is used to describe the colour effects produced when a transparent colourless particle or fibre is immersed in a liquid having a reflective index near to that of the particle of fibre and is viewed under a microscope using transmitted light (based on HSE Publication MDHS 77)

CAMBRIDGE ASBESTOS REMOVAL LTD

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SECTION 5

SURVEY CAVEAT

- This report is based upon a non-destructive inspection of an unfamiliar site.
- During the course of the survey, all reasonable efforts were made to identify the physical presence of materials containing asbestos, within the areas of the building which are subject to future refurbishment works.
- It is known that asbestos materials are frequently concealed within the fabric of the building which are subject to future refurbishment works.
- It is known that asbestos materials are frequently concealed with the fabric of the buildings or within sealed building voids, so that it is not possible for regard the findings of any survey as being definitive.
- It must always remain a possibility that further asbestos containing materials may be found during refurbishment and demolition activities.
- For reasons set out in this report, the results cannot give an assurance that all asbestos materials have been found and must not be thought to do so.
- The nature of this survey was a non -destructive inspection at key locations of accessible voids and areas.
- From the evidence of the inspections and sampling and analysis undertaken , it is clear that asbestos containing materials are either present or within associated with various areas as detailed in the report.
- We recommend that samples be taken of suspect materials which may be uncovered within the listed areas or within the areas of the site which were not included in this survey.

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THE SPECIALISTS IN ASBESTOS

SECTION 6 SURVEY NOTES

- Whilst every effort was made to located the ceiling panels, wall partitions and other panels, which may have been constructed from asbestos boarding, non other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different specifications (including a mixture of asbestos and non asbestos) panels have been used in the same area.
- Only by sampling each panel would the composition of all the materials be known. This was not practical in terms of cost and time.
- No air monitoring was carried out whilst the survey was undertaken, and therefore care was taken not to cause any disturbance of fibre, or contamination of clean surfaces
- This report has been written with reference to the various Guidance Notes, issued and current at the date of this survey and describes circumstances at the site on the date of the survey carried out.
- Where similar items exist in the building only 1 or 2 samples have been taken to ascertain the material content. It was assumed that similar products were of the same material. Only random sampling was carried out.
- Any person undertaking work within the buildings should be told of the presence of asbestos. The briefing also applies to any person associated with the site including staff, subcontractors and others.
- The diagrams in this report are not to scale, and are illustrated only to indicate approximate locations. The descriptions used are for location identification purposes.
- All the recommendations described in this report are based upon assumptions made after consideration of the type of material, condition of the material, its location, analysis result and type of use the area is thought to be subjected to. However, statutory authorities or others could require amendments based on local knowledge, change in legislation, change of use or other conditions of criteria.
- Equipment, machinery, ducting etc were not moved, opened up or examined for the purpose of this investigation, except in the odd occasion where hatches were available.

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SECTION 7 SURVEY SUMMARY

- For positive identification of asbestos bearing materials, please refer to the individual sample data sheets.

SECTION 8 SURVEY RECOMMENDATIONS

- **MATERIAL ASSESSMENT AND ALGORITHM**

- The material assessment is an assessment of the condition of the Asbestos Containing Material (ACM) or the presumed ACM and the likelihood of it releasing fibres in the event of it being disturbed in some way.
- This material assessment will give a good guide to the priority for Management, as it will identify the materials, which will most readily release airborne fibres if disturbed.
- However, there are factors to taken into account when prioritising action. HSG264 recommends the use of an algorithm to carry out the material assessment and contains an example.
- The algorithm is a numerical way of taking in to account several influencing factors, giving each factor a score. These scores can then be totalled to give a material assessment score.
- The use of algorithms is not infallible but the assessment process is clear to see, so if discrepancies arise, it should be possible to back track through the assessment process to find the root of the error.
- The algorithm shown in HSG264 considers 4 parameters that determine the risk from ACM, that is the ability to release fibres if disturbed. These 4 parameters are:
- Product type, extent of damage, surface treatment, asbestos type
- Each of the parameters is scored and added to give a total score between 2 and 12:
- Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;
- Those with a score between 7 and 9 are regarded as medium risk;
- Materials with a score between 5 and 6 are low risk; and Scores of 4 or less are very low risk.

- PRIORITY ASSESSMENT AND ALGORITHM
- The material assessment identifies the high-risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action.
- Management priority must be determined by carrying out a risk assessment which will also take into account factors such as:
 - Maintenance activity;
 - Occupant activity;
 - Likelihood of disturbance;
 - Human exposure potential.
- THE RISK ASSESSMENT INCLUDES A MATERIAL ASSESSMENT AND A PRIORITY ASSESSMENT.
- THE MATERIAL ASSESSMENT LOOKS AT THE TYPE AND CONDITION OF THE ACM AND THE EASE WITH WHICH IT WILL RELEASE FIBRES IF DISTURBED.
- THE PRIORITY ASSESSMENT LOOKS AT THE LIKELIHOOD OF SOMEONE DISTURBING THE ACM.

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SURVEY RECOMMENDATIONS CONTINUED

The risk assessment can only be carried out with detailed knowledge of all the above. Although a surveyor may have some of the information which will contribute to the risk assessment and may be part of an assessment team, you, as the duty holder under CAW, are required to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

MAINTENANCE ACTIVITY

The first and most important factor which must be taken into consideration is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned.

Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

OCCUPANT ACTIVITY

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account.

For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

LIKELIHOOD OF DISTURBANCE

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability.

For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed.

The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

HUMAN EXPOSURE POTENTIAL

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

PRIORITY ASSESSMENT ALGORITHMS

Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies.

For this reason, it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment. There is no single set of factors that can be recommended that will apply equally to all types of premises.

Therefore, four general headings have been used and one or more factors can be taken into account and averaged under each heading to suit the circumstances. If you choose to use more than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

The scores from the material assessment (i.e. the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment.

Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example, a boiler house with asbestos pipe work insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition.

This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores.

If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand, you may decide that the poor condition of the ACM in the boiler house means that it should be done first. If the office was a classroom, the young age of the occupants may be a deciding factor.

Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgements.

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SECTION 8, ASBESTOS REGISTER

LOCATION	PRODUCT TYPE	EXTENT	ACCESS	CONDITION	SURFACE TREATMENT	ASBESTOS TYPE	SAMPLE NUMBER	MATERIAL RISK SCORE	PRIORITY RISK SCORE	TOTAL SCORE
Plot 7	Debris		Easy	Poor	Asbestos cement	Chrysotile	1	2	Low risk	2
Plot 3	Debris	N/A	N/A	N/A	NADIS	NADIS	2	0	0	0

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SECTION 9, SAMPLE INSPECTION RECORD

Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 7: Debris on floor	Treatment	Asbestos cement
Location id	1	Asbestos type	Chrysotile
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity		Priority risk score	2



Date:	23.7.26	Product type	N/A
Survey type:	Management	Damage	N/A
Area, Floor, Room, Product:	Plot 5 and 6	Treatment	No asbestos detected
Location id		Asbestos type	No asbestos detected
Location ref		Identification	No asbestos detected
Action	No action necessary	Material risk score	0
Material comments	No asbestos detected	Material risk band	0
Quantity		Priority risk score	0



Date:	23.7.26	Product type	N/A
Survey type:	Management	Damage	N/A
Area, Floor, Room, Product:	Plot 4	Treatment	No asbestos detected
Location id		Asbestos type	No asbestos detected
Location ref		Identification	No asbestos detected
Action	No action necessary	Material risk score	0
Material comments	No asbestos detected	Material risk band	0
Quantity		Priority risk score	0



Date:	23.7.26	Product type	N/A
Survey type:	Management	Damage	N/A
Area, Floor, Room, Product:	Plot 3: debris	Treatment	NADIS
Location id	2	Asbestos type	NADIS
Location ref		Identification	Identified
Action	No action necessary	Material risk score	0
Material comments	No asbestos detected in sample	Material risk band	0
Quantity		Priority risk score	0



Date:	23.7.26	Product type	N/A
Survey type:	Management	Damage	N/A
Area, Floor, Room, Product:	Plot 2	Treatment	No asbestos detected
Location id		Asbestos type	No asbestos detected
Location ref		Identification	No asbestos detected
Action	No action necessary	Material risk score	0
Material comments	No asbestos detected	Material risk band	0
Quantity		Priority risk score	0



Date:	23.7.26	Product type	N/A
Survey type:	Management	Damage	N/A
Area, Floor, Room, Product:	Plot 1	Treatment	No asbestos detected
Location id		Asbestos type	No asbestos detected
Location ref		Identification	No asbestos detected
Action	No action necessary	Material risk score	0
Material comments	No asbestos detected	Material risk band	0
Quantity		Priority risk score	0



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SECTION 10, EXCLUDED AREAS

The Following rooms / areas could not be accessed during the survey.

Asbestos Containing Materials (ACMs) should be deemed as being present in these areas until proven otherwise.

1:

BULK SAMPLE REPORT



ENVIRONMENTAL SOLUTIONS LTD

ATHENA ENVIRONMENTAL SOLUTIONS LTD
1 WALLS YARD, RIVERSIDE INDUSTRIAL ESTATE,
SOUTH STREET, ROCHFORD, ESSEX, SS4 1GR
Tel: 01268 761 171
Email: info@athena-env.co.uk
COMPANY REG NUMBER: 07376951
REGISTERED ADDRESS AS ABOVE



4696

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CERTIFICATE NUMBER:	ATH/26/07/1020	SITE ADDRESS:	MELBOURN ALLOTMENTS, THE MOOR, MELBOURN
DATE SAMPLED:	UNKNOWN	SITE REFERENCE:	N/A
NUMBER OF SAMPLES:	2	CLIENT /SURVEYOR:	CAMBRIDGE ASBESTOS REMOVAL
SAMPLES OBTAINED BY:	DELIVERED ON 27/07/26	CLIENT ADDRESS:	
		PHONE NUMBER:	
DATE ANALYSED AND BY:	27/07/26	Georgina Niles - Laboratory Analyst	
DATE ISSUED & AUTHORISED BY:	27/07/26	David Rogers - Technical Manager	
COMMENTS:			

RESULTS

SAMPLE NUMBER	CLIENT NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED	COMMENTS
1	1	DEBRIS PLOT 7	CHRYSTOLE	CEMENT
2	2	DEBRIS PLOT 3	NADIS	CEMENT

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ASBESTOS MANAGEMENT SURVEY FOR ASBESTOS CONTAINING MATERIALS AT:



SITE ADDRESS:	The Moor Allotment Site Melbourn Royston
SURVEY DATE	23.7.26
SURVEYOR NAME(S)	[REDACTED]
SURVEY REFERENCE	CAR/2026/279
EMAIL	[REDACTED]

CAMBRIDGE ASBESTOS REMOVAL LTD
THE SPECIALISTS IN ASBESTOS

CLIENT NAME, ADDRESS, CONTACT DETAILS
Alex Coxall
Melbourn Parish Council
30 High Street
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SITE ADDRESS, NAME AND CONTACT DETAILS
The Moor
Melbourn
Royston
assistantclerk@melbournparishcouncil.gov.uk

REPORT AUTHOR NAME, ADDRESS AND CONTACT DETAILS
Cambridge Asbestos Removal LTD
████████████████████
████
████████
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SECTION 1 EXECUTIVE SUMMARY

Site asbestos management survey consists of:

- Description of site :

The site consists of an allotment site with 46 plots. Asbestos debris found in various areas of the allotment plots.

AREA	COMMENTS	ACCESSED
	Sample taken, asbestos materials present	

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SECTION 2 SURVEY DRAWINGS/PHOTOGRAPHS

First floor

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DRAWINGS/PHOTOGRAPHS (Not to Scale)

Ground floor

- INSPECTION SAMPLE
- ASBESTOS PRESENT
- INACCESSIBLE AREAS
- NO ASBESTOS DETECTED IN SAMPLE

CAMBRIDGE ASBESTOS REMOVAL LTD

THE SPECIALISTS IN ASBESTOS

SECTION 3 SURVEY OBJECTIVES

- Produce a report by qualified asbestos surveyors under HSE guidance contained in HSG264 Publication. Produce a report which contains identified and suspected asbestos based materials, including photographic records of asbestos occurrences where possible.
- To carry out a survey to ascertain the presence of asbestos based materials.
- To include a risk assessment for each sample

SECTION 4 SURVEY TECHNIQUES

- Materials of similar type were only occasionally sampled and it was assumed that other surfaces identical to where the sample was taken, was of similar composition.
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- Samples are returned to the Main Laboratory for analysis.
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CAMBRIDGE ASBESTOS REMOVAL LTD

THE SPECIALISTS IN ASBESTOS

SECTION 5

SURVEY CAVEAT

- This report is based upon a non-destructive inspection of an unfamiliar site.
- During the course of the survey, all reasonable efforts were made to identify the physical presence of materials containing asbestos, within the areas of the building which are subject to future refurbishment works.
- It is known that asbestos materials are frequently concealed within the fabric of the building which are subject to future refurbishment works.
- It is known that asbestos materials are frequently concealed with the fabric of the buildings or within sealed building voids, so that it is not possible for regard the findings of any survey as being definitive.
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- We recommend that samples be taken of suspect materials which may be uncovered within the listed areas or within the areas of the site which were not included in this survey.

CAMBRIDGE ASBESTOS REMOVAL LTD

THE SPECIALISTS IN ASBESTOS

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- Whilst every effort was made to located the ceiling panels, wall partitions and other panels, which may have been constructed from asbestos boarding, non other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different specifications (including a mixture of asbestos and non asbestos) panels have been used in the same area.
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- Equipment, machinery, ducting etc were not moved, opened up or examined for the purpose of this investigation, except in the odd occasion where hatches were available.

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THE SPECIALISTS IN ASBESTOS

SECTION 7 SURVEY SUMMARY

- For positive identification of asbestos bearing materials, please refer to the individual sample data sheets.

SECTION 8 SURVEY RECOMMENDATIONS

- **MATERIAL ASSESSMENT AND ALGORITHM**

- The material assessment is an assessment of the condition of the Asbestos Containing Material (ACM) or the presumed ACM and the likelihood of it releasing fibres in the event of it being disturbed in some way.
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 - Likelihood of disturbance;
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CAMBRIDGE ASBESTOS REMOVAL LTD

THE SPECIALISTS IN ASBESTOS

SURVEY RECOMMENDATIONS CONTINUED

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OCCUPANT ACTIVITY

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account.

For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

LIKELIHOOD OF DISTURBANCE

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability.

For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed.

The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

HUMAN EXPOSURE POTENTIAL

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

PRIORITY ASSESSMENT ALGORITHMS

Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies.

For this reason, it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment. There is no single set of factors that can be recommended that will apply equally to all types of premises.

Therefore, four general headings have been used and one or more factors can be taken into account and averaged under each heading to suit the circumstances. If you choose to use more than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

The scores from the material assessment (i.e. the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment.

Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example, a boiler house with asbestos pipe work insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition.

This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores.

If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand, you may decide that the poor condition of the ACM in the boiler house means that it should be done first. If the office was a classroom, the young age of the occupants may be a deciding factor.

Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgements.

CAMBRIDGE ASBESTOS REMOVAL LTD

THE SPECIALISTS IN ASBESTOS

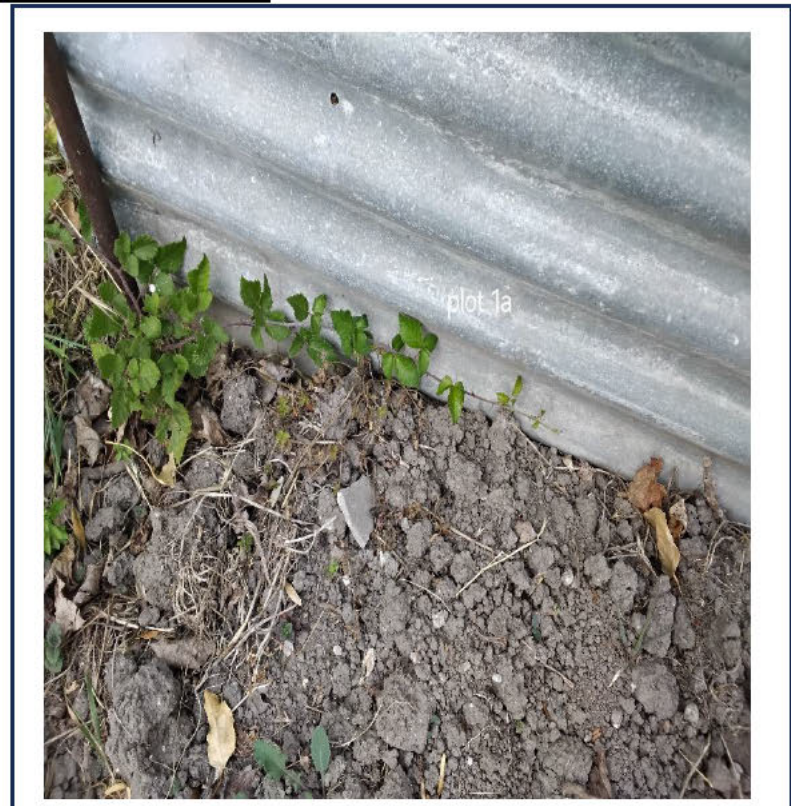
SECTION 8, ASBESTOS REGISTER

LOCATION	PRODUCT TYPE	EXTENT	ACCESS	CONDITION	SURFACE TREATMENT	ASBESTOS TYPE	SAMPLE NUMBER	MATERIAL RISK SCORE	PRIORITY RISK SCORE	TOTAL SCORE
Plot 1 - 10	Debris		Easy	Poor	Asbestos cement	Chrysotile Amosite	1	2	Low risk	2
Plot 11 - 23	Debris		Easy	Poor	Asbestos cement	Chrysotile Amosite	2	2	Low risk	2
Plot 22 - 44	Debris		Easy	Poor	Asbestos cement	Chrysotile Amosite	3	2	Low risk	2

CAMBRIDGE ASBESTOS REMOVAL LTD
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SECTION 9, SAMPLE INSPECTION RECORD

Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 1A/1B: Various debris throughout plot	Treatment	Asbestos cement
Location id	1	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity		Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 1A/1B: Various debris throughout plot	Treatment	Asbestos cement
Location id	1	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity		Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 1 – 10: Various debris T/O plots	Treatment	Asbestos cement
Location id	2	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity		Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 11-23: Various debris T/O plots	Treatment	Asbestos cement
Location id	3	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 19	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 11-23: Various debris T/O plots	Treatment	Asbestos cement
Location id	4	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 20	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 11-23: Various debris T/O plots	Treatment	Asbestos cement
Location id	5	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 21	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 11-23: Various debris T/O plots	Treatment	Asbestos cement
Location id	6	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 23	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	7	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 25	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	8	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 27	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	9	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 29	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	10	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Medium risk
Quantity	Specific photo took on plot 30	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 30: Asbestos cement fence panels	Treatment	Asbestos cement
Location id	11	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement sheeting	Material risk band	Low risk
Quantity	Specific photo took on plot 30	Priority risk score	2



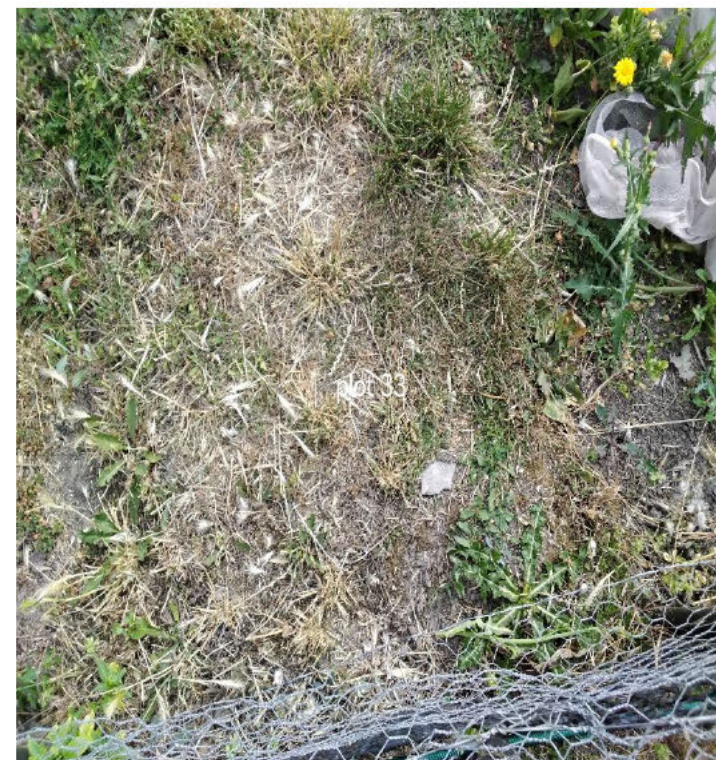
Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	12	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 30	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	13	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 32	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	14	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 33	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	15	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 33	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	16	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 35	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	17	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 39	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	18	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 41	Priority risk score	2



Date:	23.7.26	Product type	Asbestos cement
Survey type:	Management	Damage	Medium damage
Area, Floor, Room, Product:	Plot 24-44: Various debris T/O plots	Treatment	Asbestos cement
Location id	19	Asbestos type	Chrysotile Amosite
Location ref		Identification	Identified
Action	Remove	Material risk score	2
Material comments	Asbestos cement debris	Material risk band	Low risk
Quantity	Specific photo took on plot 44	Priority risk score	2



CAMBRIDGE ASBESTOS REMOVAL LTD
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SECTION 10, EXCLUDED AREAS

The Following rooms / areas could not be accessed during the survey.

Asbestos Containing Materials (ACMs) should be deemed as being present in these areas until proven otherwise.

1:

BULK SAMPLE REPORT



ENVIRONMENTAL SOLUTIONS LTD

ATHENA ENVIRONMENTAL SOLUTIONS LTD
1 WALLS YARD, RIVERSIDE INDUSTRIAL ESTATE,
SOUTH STREET, ROCHFORD, ESSEX, SS4 1GR
Tel: 01268 761 171
Email: info@athena-env.co.uk
COMPANY REG NUMBER: 07376951
REGISTERED ADDRESS AS ABOVE



4696

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CERTIFICATE NUMBER:	ATH/26/07/1019	SITE ADDRESS:	MELBOURN ALLOTMENTS, THE MOOR, MELBOURN
DATE SAMPLED:	UNKNOWN	SITE REFERENCE:	N/A
NUMBER OF SAMPLES:	3	CLIENT /SURVEYOR:	CAMBRIDGE ASBESTOS REMOVAL
SAMPLES OBTAINED BY:	DELIVERED ON 27/07/26	CLIENT ADDRESS:	
		PHONE NUMBER:	
DATE ANALYSED AND BY:	27/07/26	Georgia Rice - Laboratory Analyst	
DATE ISSUED & AUTHORISED BY:	27/07/26	Mark Rogers - Technical Manager	
COMMENTS:			

RESULTS

SAMPLE NUMBER	CLIENT NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED	COMMENTS
1	1	DEBRIS PLOT 1-10	CHRYSTILE/AMOSITE	CEMENT
2	2	DEBRIS PLOT 11-23	CHRYSTILE/AMOSITE	CEMENT
3	3	DEBRIS PLOT 24-44	CHRYSTILE/AMOSITE	CEMENT

Assistant Clerk

From: [REDACTED]
Sent: 28 July 2026 16:12
To: Assistant Clerk
Subject: Re: Allotment sites - Asbestos Survey and removal
Attachments: Melbourn Allotments.pdf; Melbourn Allotments Grays.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Alex

See attached reports. First of all, There was very minimal asbestos in the Grays allotments. So that is not so big a deal.

As for the Large allotment site, we already know there is a lot of asbestos debris here, and as we know aswell, the earth gets moved a lot, so the asbestos found last year wont necessarily be in the same place as it was.

The left hand side of the allotments (Plots 1 - 22), there was asbestos found in pretty much every plot, some has a very tiny amount, and some have more. Some of the allotments have the earth covered over with tarpaulins and materials to stop weeds coming through, so there may be more under there, but of course we cant remove them to check.

As for the other side of the allotments (25- 46) This side was a lot worse, with a lot more debris on every plot. We havent taken a photo of every single bit of debris on the site, as the report would be so long it would not be practical to read or understand. Its best to presume there is asbestos debris on every plot, which there probably is.

It will be worth having another pick of the site, as there are some areas which do require attention. I do remember us picking the site a few years ago, and I do specifically remember the right hand side of the allotment site had a lot more debris than the left hand side.

If you would like us to do a pick of the site, let us know

Regards

On 21/07/2026 3:13 pm, [REDACTED]:

Hi Alex

That should work, i have a survey at 8am, may be a little later than 9am though, if I have your number i can call ahead

Regards

On 21/07/2026 3:07 pm, Assistant Clerk wrote:

Perfect, what time? I can do 9am?

MA073 2627d) St Georges Allotments Levelling Quotes

For health and safety and access purposes for plot holders, contractors, Allotment Association, and MPC staff, it has been suggested that the rear pathways that adjoin the B plots on the southern side of the site (which were cleared of foliage in 2025) should be levelled and cleared to re-establish the walkway. There are several steep mounds, deep holes, debris and other trip hazards.

Both Herts and Cambs and Majestic have quoted for the work; a comparison is below:

Herts & Cambs	Majestic
£1480.00 + VAT	£1900 + VAT
• Clear boundary of vegetation • Remove dead elder tree on the corner • All piles of spoil to be levelled out/ moved using a digger in accordance with ground levels • Litter pick • Any buried large or specific items of waste that surface, may removal may need to be quoted for separately. • Area left clean and tidy	• Supply a suitably sized excavator (digger) and experienced operator. • Clear a 2-metre-wide pathway along the allotment boundary. • Remove and consolidate bulky green waste, including vegetation, brash, and other organic material obstructing the proposed pathway. • Spread any suitable composted material generated on site to create a level and even pathway where practicable. • Leave the pathway clear, accessible, and graded to provide a continuous 2-metre-wide route. • Remove any unsuitable waste material from site unless otherwise instructed by the client. • Reinstate any areas disturbed during the works to a tidy condition.

Recommendation:

Instruct Herts & Cambs to complete the work at a cost of £1,480 + VAT, to be taken from the unplanned maintenance budget.

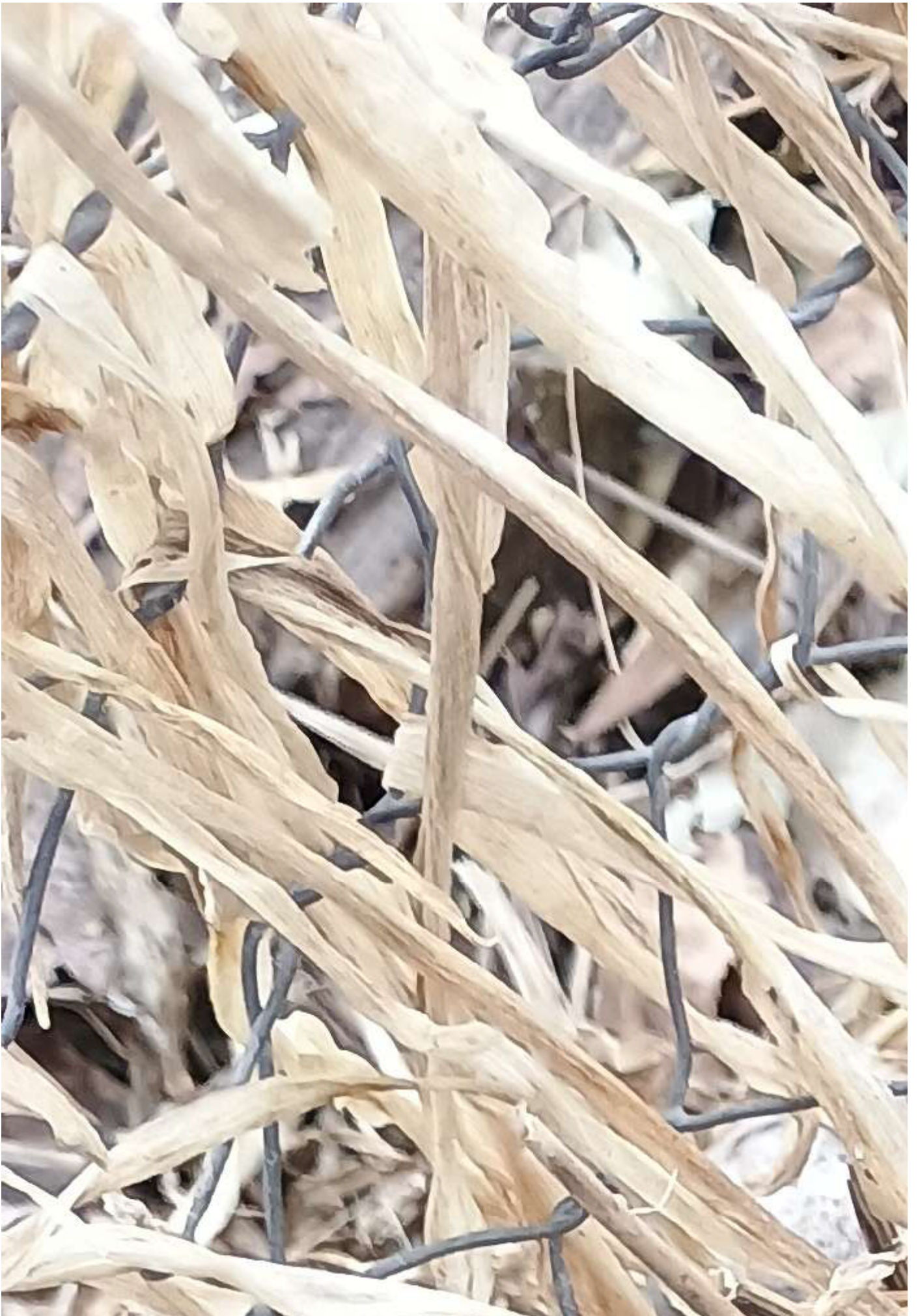
Assistant Clerk

From: [REDACTED]
Sent: 05 August 2026 16:41
To: Assistant Clerk
Subject: Re: Cambridge Water Hosepipe Ban Guidance

Follow Up Flag: Follow up
Flag Status: Completed

Dear Alex.

Not sure how much Chris (allotment chairman), has reported back to you, but three of us have had our hoses cut off that come out near the standpipe on the road, and all the attachments on both taps have been removed.



From the WhatsApp group, at least 2 other plots have had their hoses stolen.

Nothing you can do I know, but just want the council informed as to the issues we are experiencing currently.

We do abide by the rules and for some “do gooder” or moron as they are being referred to, to prevent using our hoses is just not on.

Very unhappy about allotments right now.

Kind regards



On 4 Aug 2026, at 16:09, Assistant Clerk
<assistantclerk@melbournparishcouncil.gov.uk> wrote:

Dear Plot Holders,

As many of you will be aware, Cambridge Water has introduced a Temporary Use Ban (hosepipe ban).

We have received a number of questions about what is and isn't permitted, and there has understandably been some confusion. To help clarify things, we've put together the attached guidance summarising the restrictions that apply to allotment plots.

Please note that these restrictions are set by **Cambridge Water**, not Melbourn Parish Council. Our role is simply to ensure that everyone using the allotments is aware of the current rules.

The attached poster explains:

- what you **can** still do,
- what you **must not** do, and
- the exemptions that may apply to some plot holders.

We would be grateful if you could also help us spread the word. If you're part of an allotment WhatsApp group, or know a plot holder who doesn't receive our emails, please consider sharing the attached poster with them. The more people who see it, the fewer misunderstandings there should be.

Thank you for your understanding and cooperation while these temporary restrictions are in place, and for helping to conserve water during this exceptionally dry period.

Kind regards,

Alex Coxall | Deputy Clerk

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

01763 263303 (option 3)

| assistantclerk@melbournparishcouncil.gov.uk | melbournparishcouncil.gov.uk

My working hours are: Mon – Thursday 9.30am – 2.30pm

Parish Office opening hours: Mon, Tue, Wed, Fri – 10am – 4pm. Thursday CLOSED.

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You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

<  Temporary Hosepipe Ban Melbourn Parish Council Allotments .jpg >

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	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
Village Car Park	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
War Memorial	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Littlehands and Access Way	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
New Rec. Ground	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
Clear Cres. Play Park	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Orchard Road Cemetery	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
New Road C/metry	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Old Recreation Ground	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Pavilion	29-6-26 S	6-7-26 S	15-7-26 S	20-7-26 S	
All Saints' C/Yard	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Jubilee Orchard	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Armingford Cres.	29-6-26 S	6-7-26 S	15-7-26 S	20-7-26 S	

MELBOURN PARISH COUNCIL

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Pavilion Defibrillator	29-6-26	8.	6-7-26	8.	15-7-26	8.	20-7-26	8.
Doctors Surgery Defibrillator	29-6-26	8.	6-7-26	8.	15-7-26	8.	20-7-26	8.
Beechwood Avenue	29-6-26	8.			15-7-26	8.		
Millennium Copse	29-6-26	8.			14-7-26	8.		
Worcester Way	29-6-26	8.	6-7-26	8.	15-7-26	8.	20-7-26	8.
Allotments	29-6-26	8.						
Fire Engine Shed							20-7-26	8.
Chalkhill Barrow			6-7-26	8.				
Elm Way			6-7-26	8.				
Stockbridge M.					16.2.			

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	29-6-26 df			
			6-7-26 df			
			15-7-26 df			
			20-7-26 df			
				20-7-26 df		
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			20-7-26 df	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)		Wardens				20-7-26 df
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				

Pavilion water 15/6/26 SG:4-39-8.

3 Month report - Damage, vandalism and ASB

01/05/2026	The Moor car park	3 x smashed lights	Cllr	Vandalism	Yes	35/33412/26	No response as yet - gathering quotes for replacement.
02/05/2026	The Moor	Report of hoax call claiming someone has been shot - sent our air ambulance etc	PCSO	ASB			Hoax call.
03/05/2026	The Moor	Another hoax call made claiming someone had been stabbed.	PCSO	ASB			Hoax call.
04/05/2026	The Moor	Tree / wood set on fire	Cllr	Fire damage			Fire service attended. Wardens to clear debris.
04/05/2026	Station Road	Break in at 7-9 Station Road. People gained entry and smashed windows.	PCSO	Property damage			Wardens cleared glass. Scene of crime investigations.
04/05/2026	The Moor	Allotments - trespassing by youths looking for another route through. Suspicious behaviour around neighbouring property.	MOP	Other			No action at this time.
07/05/2026	The Moor	Evidence of deodorant cans being set in fire.	MOP	Fire damage			Cleared in bin.
08/05/2026	The Moor	ASB from 4pm onwards - screaming and swearing.	MOP	ASB			Reported as repeated behaviour. MOP should report to school.
09/05/2026	Station	ASB - kids jumping on tracks at railway station.	MOP	ASB			No action at this time.
10/05/2026	The Moor	Two bikes in the river mel and memorial bench moved.	MOP	ASB			Bench to be put back and chase owners about ground anchors - MPC to provide?
13/05/2026	The Moor	Burnt out transit van dumped to rear of allotments. TTP Security called fire service around 01.30am.	MOP x 5	Fire damage			Reported to Cambridgeshire Police. Awaiting action.
25/05/2026	The Moor / High Street	Bin top removed	Cllr	Property damage			Wardens looking for bin. Warden located bin and replaced.
27/05/2026	The Moor	Fire in bin	SCDC	Fire damage			SCDC waste can not empty bin - Wardens cleared. SCDC request action.
29/05/2026	London Way	Flytipping of fridge freezer / fridge and microwave	Litter Picker	Fly tipping			Reported to SCDC MLLWNLZD
30/05/2026	The Moor (45)	Fire on property - hedge demolished. Fire Engine unable to access due to parked cars.	Warden	Fire damage			Need further details before action. Contact Fire Service for follow up re parking.
10/06/2026	Worcester Way	Den building materials dumped in woods - collected by Wardens and reported to SCDC.	Warden	Fly tipping			Reported to SCDC GVRRRPGC
12/06/2026	John Impey Way	Garden waste dumped	Litter Picker	Fly tipping			Reported to SCDC GPVZTXHZ
15/06/2026	The Moor	Youth setting fire to things, abusive when approached	Cllr	ASB			Cllr reported to 101.
19/06/2026	The Moor	Damaged bin on New Rec	MOP	Property damage			SCDC requested action - suggested fireproof dog poo bin. Warden righted bin and replaced.
19/06/2026	The Moor	Damage to top of memorial bench	MOP	Property damage			Wardens looking at repair - possible replacement of bench.
19/06/2026	High Street	Manhole cover collapse.	MOP	Other			Reported to 101 and waterboard - protective action taken, awaiting response.
22/06/2026	High Street	Smashed window in phone box	Warden	Property damage			22/06 - reported to BT. 26/06 - repaired by BT.
29/06/2026	High Street	Bike - left at phone box	Wardens	Other			Bike recovered, stored in the workshop.
29/06/2026	High Street	Theft report from Co-op	MOP	Theft			Reported to PCSO - no action taken by Co-op
29/06/2026	Village wide	Egging people and property	MOP	ASB			PCSO aware.
15/07/2026	The Moor	Graffiti on shelter.	Wardens	Property damage			Shelter has been kept clear of graffiti until a recent spate of activity. Address with the school in case they know the culprits.
17/07/2026	Vicarage Close Footpath/ CCC Field	Abandoned bike (larger child carrier dutch bike)	MOP	Theft			Understood that the bike had been used the night before to attempt to damage property. Owner found and bike returned.
17/07/2026	Station Road	Flytipping - duvet and metal frame (signage)	Litter Picker	Fly tipping			Reported via SCDC fly tipping web page - NLXCPVPQ
21/07/2026	Clear Crescent	Offensive graffiti on play equipment reported	MOP	Graffiti			Wardens to clear ASAP
22/07/2026	The Moor	Fire set in woodland.	Cllr	Fire damage		35/55886/26	Fire service attended. Wardens to check for debris. No viable line of enquiry.
27/07/2026	The Moor	Door handle to the pavilion broken off.	MOP	Property damage			Handle retrieved. Wardens fixed and replacement ordered.
28/07/2026	New Road	Flytipping - mattress	Litter Picker	Fly tipping			Reported to SCDC PGVSDVZC
02/08/2026	Station Road	Field fire	MOP	Fire damage			Fire service responded.
02/08/2026	The Moor - play park	Graffiti on play equipment	MOP	Graffiti			Reported to wardens for removal.
03/08/2026	Vicarage Close	Ongoing ASB and welfare concerns	MOP	ASB			Meeting with Community Safety team to discuss actions with resindets. Follow up in place.
03/08/2026	The Moor	Fire in bin	Wardens	Fire damage			No response needed.
03/08/2026	Orchard Rad Cemetery	Young kids using it as a playground and pulling flowers from graves.	MOP	ASB			No evidence of who. MPC to post on social media about recent events to highlight problems to parents / carers that may be unaware.
06/08/2026	St Georges Allotments	Report of 3 hoses cut off the tap attachments, with attachments removed.	Plot Holder	Property damage / Theft			Reported to office. Reporter encouraged to ask others to report.
09/08/2026	Stockbridge Meadows	Fire lit - no reports at the time. Reported on Monday AM	Wardens	Fire damage			Wardens assessed the area. Further reports on 12/08 followed up and continued watch placed on area.

MA095 2627a) Cambridge Road / Hale Close – Trees

UPDATE – August 2026

- Resident has proceeded with works to protect their property.
- Tree line would benefit from investigation to plan for any further works needed.

To be considered:

- Committee proceed with tree inspection at a cost of £300 to receive a report of any concerns.

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

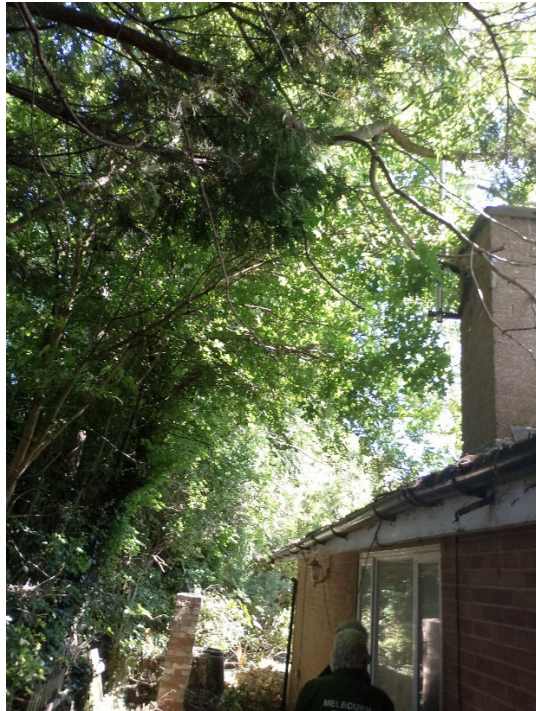


Resident raised concern about the trees along Cambridge Road causing issues with the property and obtaining insurance. Request for works to trees to clear property line.

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

Awaiting quote.

MA070 2627a) Cambridge Road / Hale Close – Trees



MA095 2627b) Greengage Rise – Trees

UPDATE – August 2026

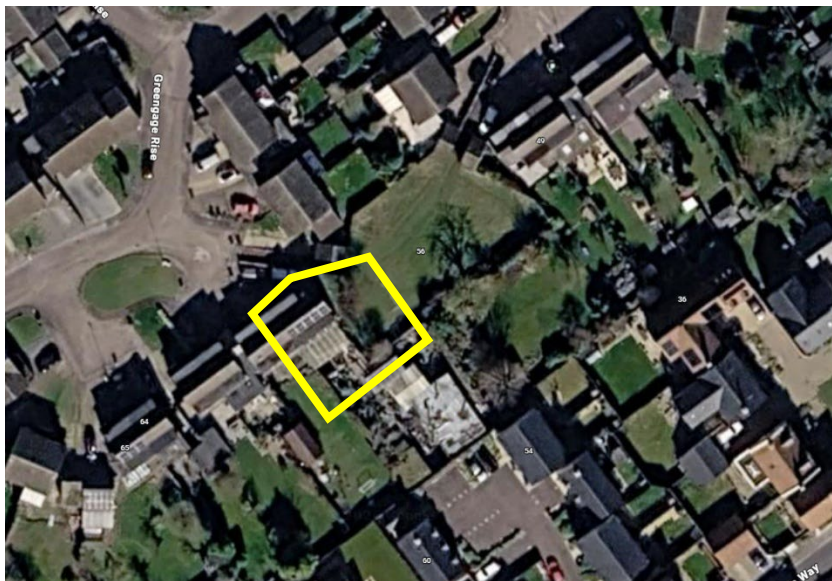
- Resident has proceeded with superficial works to trees to protect their property.
- Office has spoken to legal representative for the land transfer – they have confirmed that the best course of action is to contact developer (Taylor Wimpey) and push to progress with land transfer – highlighting the concern over the trees.

To be considered:

- Committee proceed with a tree inspection at a cost of £300 to receive a report of any concerns.
- Committee to wait for action from developer on land transfer before proceeding with any reports or work to trees.

July 2026

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



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

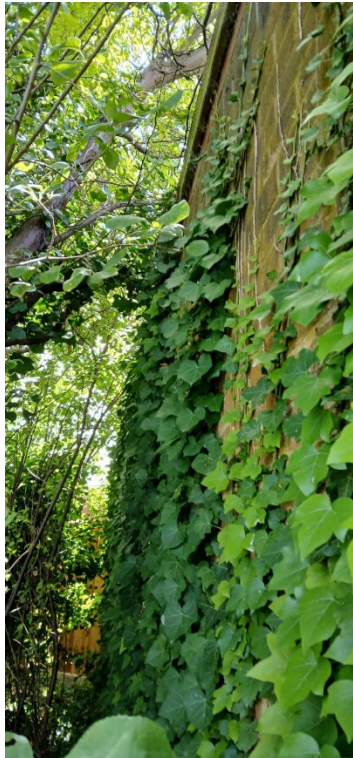
Arborist contacted – due to proximity to house they have requested a report before quoting for works due to possibility of structural issues.

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

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

Awaiting quote.

MA053 2627b) Greengage Rise – Trees



EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 August 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
Weight restriction signage missing - New Road	Resident	Continued complaints about over limit vehicles entering the village from A5050	CCC confirmed sign to be replaced. 12 week check (1 Sep 2026)	CCC
Overgrown hedging along Royston Road	Resident	Ongoing complaints and safety issues with overgrown vegetation making the path impassable along Royston Road - users having to walk in the road etc.	Written to owners with no response. Contacts compliance officers who have agreed works should be carried out as soon as possible. Awaiting works 01/07/26	CCC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 August 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
Barriers at Little Hands	Wardens	Fire door barriers to be installed.	DC to confirm location for barriers with Wardens.	Office / Wardens
ROSPA	Office	Ongoing actions following ROSPA inspections.	DC to work with Wardens to complete / assign works.	Office / Wardens

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

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

MA080 2627a) Cremated remains bases

August 2026

Stone maison raised concern that the cremated remains memorial bases at New Road do not conform to the NAMM Regulations (National Associate of Memorial Masons).

Clerk met with stone maisons onsite to discuss the issue.

The concern is that the bases are not the required thickness to hold the memorials as defined in our regulations.

- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.

Extract from Melbourn Parish Council regulations

The stone masons believe that, according to the NAMM Regulations, the maximum height of memorial for the bases we currently use should be up to 625mm.

The NAMM Regulations allow for stone maisons to affix to any bases as long as the Cemetery owner so long as the Cemetery Authority approves the installation.

6.9 Masons may be required to provide a foundation as specified by a particular Cemetery Authority. Some Authorities install or provide their own foundations and the mason must comply with the instructions for that Cemetery. In any of these cases the Cemetery must accept responsibility for any structural parts of the foundation which they supply or for their own foundation specifications that they require masons to comply with on which they fix memorials.

Extract from NAMM Regulations

Conclusion

- On this occasion the memorial was made incorrectly and had to be re-sized for the memorial base. This was an issue with the stone maisons approval.
- MPC have introduced a new form to ensure this does not happen again.
- This is the first time a stone maison has had issue with the memorial foundations.
- Stone maison in question has installed previously without issue.

Suggestion

- Proceed with cremated remains memorial bases as installed – if required a written disclaimer can be provided to the maison if necessary.
- Going forward, when new cremated remains bases are installed, ensure thickness of base complies with current NAMM Regulations.

MA081 2627b) Clover Way – fire concern



25 July 2026 – Contact from resident

I am not sure who I should be contacting with regards to the land directly in front of the Hopkins Homes site. I am unsure who is responsible for the cutting and maintenance of this area. I am particularly concerned due to the tinder dry condition of this land, the extensive growth of the vegetation and the potential fire risk to the properties, 2,4,6, and 8 Clover Way. It will only take a dropped cigarette to set this area alight. In addition, there are extensive road works planned from 3rd August to 1st September directly in front of these properties and this area of land. It would only take a spark from machinery, kerb stone cutting etc, to cause a fire. This is now becoming a fire hazard to both life and properties.

Your advice or information as to who I should contact with regards to this risk would be appreciated.

27 July 2026 – response

The Parish Council is responsible for maintaining this land. The area forms part of a strategic greenbelt space and is managed in a way that supports biodiversity, which is why it is maintained as a wildflower and wildlife area rather than being regularly mown.

I appreciate your concerns regarding the exceptionally dry conditions and the potential fire risk to nearby properties, particularly with the forthcoming roadworks in the area. I have passed your comments to our grounds maintenance contractor for review and will ask that the area is inspected to determine whether any additional management measures are appropriate at this time.

I would also note that there is a paved area between the wildflower section and the adjacent properties. This creates a valuable separation between the vegetation and the homes, which helps to mitigate the risk of fire spreading directly to properties. Whilst I appreciate this does not remove the risk, I hope it provides some reassurance that there is a physical break between the vegetation and the residential properties.

MA081 2627b) Clover Way – fire concern

Thank you for bringing this matter to our attention. If we receive any further information or recommendations following the inspection, I will let you know.

27 July 2026 – response from contractor

We have had this in the past on other sites and do appreciate residents concerns.

The areas are extremely dry and this raises concerns about cutting at the moment due to machines being engine powered and the heat this creates. If cut to early the flowers are unable to seed and this could have a impact on how successful the area is next year.

I would recommend cutting a little early towards end of September to give time to seed and also I would imagine get some rain to mitigate the fire risk when cutting.

Kind of your call as if it did catch fire it would not be a positive event.

Sorry I have no clear answer.

Response

Under advice from current and alternative contractors it was decided to not proceed with a cut at this time – although this would reduce the risk of fire it also carries a high risk by undertaking the cut. A dynamic risk assessment of the area was carried out – hardstanding in front of the properties should provide enough of a firebreak to protect the properties.

Committee to consider any further actions at this time.

MAINTENANCE CONTRACT QUOTATION

Quotation No : **00110482**

Billing Address :

**Melbourn Parish Council
Melbourn Community Hub, 30 High Street
Melbourn
Cambridgeshire
SG8 6DZ
UK**



Middlesex House,
Meadway Corporate Centre,
Stevenage SG1 2EF
Tel: 0800 212 380

Contact: **Alex Coxall**

Contact Email: assistantclerk@melbournparishcouncil.gov.uk

Re: **Melbourn Community Hub SG8 6DZ - 26/27**

Expert Access Solutions thanks you for the opportunity of submitting this quotation for the provision of service maintenance for your assets listed below

Cover:

Total Excluding VAT : **£518.17**

Contract period : **1 Year**

PPM visits per year : **2**

Contract Includes:

- Basic Adjustments to ensure doors are working to required standards
- Check compliance of assets to industry standards
- A report outlining any major defects or upgrades that are required to ensure that the door functions correctly and safely
- Contractual Call-out Rates
- Individual checklist - including asset tag and condition report

To accept this Service Contract please send your purchase order to contracts@expertaccess.co.uk referring to Quotation number and the option required. Quotations are valid for 90 days from quotation date. Your Contract will be automatically renewed on an annual basis, unless instructed otherwise in writing.

Unless expressly agreed otherwise, this quotation does not include Expert Access Solutions managing, administering, or maintaining any customer or third-party portals. For full terms & conditions please contact our customer excellence team – callout@expertaccess.co.uk

I would like to thank you for allowing us the opportunity to supply you with a price for your Service Contract, should you have any further requirements or any questions please feel free to contact either myself or alternatively your local Salesperson who will be pleased to help.

Yours Faithfully

Service Sales - Expert Access Solutions Ltd

MAINTENANCE CONTRACT QUOTATION – Asset Information

Asset Number	Product Name	On-Site Location
440328277	Auto Swing Door Single	Main Entrance Outer
440328278	Auto Swing Door Single	Main Entrance Inner
440328279	Auto Swing Door Single	Rear Entrance / Exit

Certificate of Analysis



Customer

4I Water Services
Unit 17 Woolpit Business Park
BSE
IP30 9UP
United Kingdom

Sample Date:* 24/07/2026
Sample Received: 25/07/2026
Analysis Commenced: 25/07/2026
Analysis Complete: 04/08/2026
Order No:* 16815
Job No: 26-026851

Site Name:* Sports Pavillion

Sampled By:* CF

Lab Sample Number	Sample Description*	Deviation Codes	Other ID*	Sample Type*	Sampled Time*	Temp*	CIO2	Final Legionella cfu (10 days) cfu/volume MM-004	Interim Legionella cfu (5 days) cfu/volume MM-004	Limit of Detection cfu/1000ml MM-004	Volume Filtered ml MM-004
1801795	Furthest HWS Sentinel (NOT BLENDED) kitchenette		1 MPC SP	DW	1155	53.8	N/A	Not Detected	Not Detected	50	1000

Approved by:



Date of Issue: 04/08/2026

Tests marked \$ in this report are subcontracted. Tests marked X are out of specification. Tests marked # in this report are not included in the UKAS Accreditation Schedule for our Laboratory. Deviations may affect result validity; Codes: A - No Sample Date provided, B - No Sample Time Provided, C - Sample provided in wrong container, D - Storage temperature, F - Exceeds Sampling to Receipt Time, G - Sample Tested Outside of Permitted Times, H - Samples incubated outside of time period. Sampling, opinions and interpretations expressed herein are outside the scope of UKAS accreditation. Method details and performance characteristics are available on request. < = Less than, > = greater than. All client supplied data is outside our scope and can affect the validity of results. This includes sampling date/time, sample location and items marked *. TVC analysis with results >3000cfu/ml and Pseudomonas species >100cfu/100ml are regarded as an estimate determined by calculation. Please refer to your SLA/supplementary documentation regarding Statements of Conformity and Decision rules applied. Please refer to your UoM supplementary documentation regarding Uncertainty of Measurement for all analytical methods. Results relate only to the items tested. Results apply to the sample(s) as received. Sampling procedures employed are outside the scope of this UKAS accreditation. This certificate shall not be reproduced, except in full, without permission of the laboratory. Registered in England and Wales No. 11506820.

Testing Laboratory

Alpha Scientific, Kent Science Park, Sittingbourne, ME9 8HL E: commercialtesting@adey.com T: 01795 859 623



8901

Page: 1 of 1

Assistant Clerk

From: [REDACTED]
Sent: 16 July 2026 14:06
To: Assistant Clerk
Subject: RE: PAT testing & fire risk assessment at Melbourn Pavilion

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

Thank you for your email into the office, the risk assessment enquiry has been forwarded to my colleague [REDACTED] who will get back to you.

The cost for Pat testing is;
Attendance is £29.50 plus vat
£4.25 per item plus vat

Do you deal with the Melbourn Community Hub as the fire extinguishers are overdue their annual service ?

Kind regards

[REDACTED]
Assistant



01733 248100 | 01733 233254
newflame.co.uk | thistlesecurity.com
Carlton House, 18 Willow Road, Yaxley, Peterborough, PE7 3HT

Your opinion matters to us!



From: Info <info@newflame.co.uk>
Sent: 16 July 2026 13:46
To: [REDACTED]
Subject: FW: PAT testing & fire risk assessment at Melbourn Pavilion

From: Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>
Sent: 16 July 2026 13:31
To: Info <info@newflame.co.uk>
Subject: PAT testing & fire risk assessment at Melbourn Pavilion

Good Afternoon,

We need to arrange PAT testing at our pavilion and workshop, but also potentially a Fire Risk Assessment.

Would you be able to quote for these? Please let me know what information you need.

Thank you

Best wishes

Alex Coxall | Deputy Clerk

Melbourn Parish Council

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

01763 263303 (option 3) | assistantclerk@melbournparishcouncil.gov.uk | melbournparishcouncil.gov.uk

My working hours are: Mon – Thursday 9.30am – 2.30pm

Parish Office opening hours: Mon, Tue, Wed, Fri – 10am – 4pm. Thursday CLOSED.

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You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

Assistant Clerk

From: [REDACTED]
Sent: 13 August 2026 08:23
To: Assistant Clerk
Subject: RE: fire risk assessment at Melbourn Pavilion

Hi Alex

Thank you for your enquiry.

A Fire Risk assessment at Melbourn Sports Pavilion, The Moor, Melbourn, SG8 6ED (also includes the small workshop in the village). would be £435 +vat. The following items are assessed: -

Fire Hazards & Their Elimination or Control

Electrical Sources of Ignition
Smoking
Arson
Portable Heaters & Heating Installations
Cooking
Lightning
Other Significant ignition Sources
Housekeeping
Fire Protection Measures, Fire Alarm & Emergency Lighting ETC
Manual Fire Extinguisher Appliances
Other Relevant Fixed Systems

Management of Fire Safety

Procedures & arrangement for Fire Safety
Management
Training & Drills
Testing & Maintenance
Record

Once completed we will send you an electronic copy which, is in 2 parts.

- The Fire Risk Assessment report
- Action plan

If you have any questions, don't hesitate to ask.

Kind Regards

[REDACTED]
Operations Manager