

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

A meeting of the Maintenance Committee held on Thursday, 16 June 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Barley, Barnes, Clark, Kilmurray

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Maureen and Les Brierley (RMRG)

MA024/22 To receive and approve apologies for absence

Steve Pitman had given apologies for absence.

MA025/22 To receive any Declarations of Interest and Dispensations

None received.

MA026/22 To approve the minutes of the Maintenance Committee Meeting held on 18 May 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 18 May 2022 as an accurate record.

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

MA027/22 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 in attendance.

MA028/22 Finance Matters:

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

The report was received.

MA029/22 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2022

Noted that rain fall and river levels are low. The report was received.

- b) To receive a report from River Mel Restoration Group

Representatives thanked the Parish Council for the grant awarded to support repairs to the access point to the River Mel. Requested permission to carry out the remedial works between 7-9 July. Gravel and oak beams will be delivered this week. Pavilion will be used as a well-being base.

Rob Mungovan has contacted the Parish Council and RMRG to update on a further project to clear scrub on the field behind MVC. Seeking grant funding from Cambridge Water.

Noted that Rob Mungovan is still to carry out half a day's work on the River – to be arranged.

ACTIONS:

- Clerk to contact HCGM to request that they cut the nettles along the new fencing on the bank of the River Mel, as planned as part of the recent works.
- Warden to provide plastic fencing netting to RMRG.

- c) To consider a quotation for 'no littering' signs to be displayed along the River Mel

Update was provided as to discussions with Meldreth Parish Council. RMRG representatives in Meldreth have clarified where the proposed 'no littering' signs will be placed (not to include Melwood).

ACTIONS:

- Clerk to contact Meldreth Parish Council to check if they wish their contact details to be included on the signs to be supplied to them.
- Cllr Barnes to provide updated sign with Melbourn Parish Council and phone number, also River Mel Restoration Group details.

It was RESOLVED to provide updated details for the sign to Unlimited Logos and to approve their quotation for post mounted 10 signs in the sum of £210 + VAT.

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

..... Dated

Once signs are ready, RMRG to install the signs along the River Bank (3 signs to be placed along the bank in Meldreth as agreed).

- d) To receive any other updates and consider actions

RMRG and the Melbourn Warden reported on a very useful meeting with the warden from Fowlmere RSPB at Stockbridge Meadows. Further update to be provided at MA031/22.

MA030/22 Allotment Matters:

- a) To welcome the Chair of the Allotment Association

To be deferred.

- b) To consider quotations for removal of asbestos

Discussion with regard to further reports of asbestos-type material on the allotments. Noted that advice from NALGS was to take a proactive approach with regular inspections by a registered contractor. Two quote for inspection and removal were considered.

It was RESOLVED to approve the quote from Cambridge Asbestos for inspection, removal and disposal of up to 100kg of asbestos in the sum of £795 + VAT.

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

Noted that annual inspections and removal/disposal should be precepted for in future.

- c) To consider quotations to remove brambles

Item to be deferred.

- d) To receive any updates and consider actions

There was nothing further to discuss.

MA031/22 Stockbridge Meadows:

- a) To receive any other updates and consider actions

Discussion as to very useful meetings with the warden from RSPB Fowlmere and a representative from Natural England (NE). NE representative indicated that they would support the Parish Council with a grant to produce an updated management plan for Stockbridge Meadows. This would be necessary for registering the area as a nature reserve. A variety of other support and potential grant funding may also be accessed through NE. **ACTION:** Assistant to Clerk to contact Natural England to thank them for their visit and progress discussion with regard to management plan.

RMRG noted that the pond identified for possible grant funding under the FWAG scheme appears to be all the criteria. NE also indicated they would be happy to support this project. **ACTION:** Clerk to contact FWAG to progress this

Noted that NE had indicated mowed pathways should be 2 meters in width. Discussion as to the impact on wildlife currently in the path borders. Advice to be sought from NE as to the best time of year to cut a wider path. Deferred to a future meeting.

Noted that a willow overhanging the boardwalk which will require attention before the boardwalk is replaced (Cllr Travis to provide a photo). **ACTION:** Assistant to Clerk to seek advice and quotes for work.

Noted that RMRG require a new wheelbarrow. **ACTION:** Wardens to purchase.

MA032/22 Stockbridge Meadows Boardwalk Project

- 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 – MA032/22b

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the following item would be discussed in camera.

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

- b) To discuss and consider tenders received – **TO BE HELD IN CAMERA**

This item was discussed in camera.

- c) Motion to re-open the meeting to Public and Press

It was RESOLVED that the meeting should come out of camera.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

- d) To receive any updates and consider actions

There was nothing further to discuss.

MA033/22 Governance Matters:

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

The weekly inspection reports were received.

- b) To consider any updates on vandalism in the Parish

The updated vandalism sheet was received. Noted with regret that trees recently planted by Shires had been damaged. Also noted that groups continued to gather on The Moor play park late at night causing a disturbance.

- c) To receive an update on the small electrical appliance bin

Awaiting a second quote. District Council have indicated they will pay for the works to prepare the proposed location on the car park. Noted that the location will require means for anchoring the bin.

- d) To receive an update with regard to the Daily Mile

Living Sport are arranging for the distance markers to be mounted on metal posts. To be installed when they are returned.

- e) To receive any other updates and consider actions

There was nothing further to discuss.

MA034/22 Cemetery Matters:

- a) To consider a quotation for emptying the soil store

It was RESOLVED to approve the quote from Herts & Cambs Ground Maintenance in the sum of £400 + VAT.

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

- b) To receive any other updates and consider actions

There was nothing further to discuss.

MA035/22 Village Maintenance Matters:

- a) To note expenditure on remedial works to pitches on the New Rec

Expenditure in the sum of £580 + VAT for remedial works to the pitches on the New Rec was noted.

- b) To consider quotations for work at 83 High Street

Discussion with regard to works required to be undertaken.

It was RESOLVED to approve the quote from Barley Maintenance in the sum of £202.80 + VAT to relocate existing bench and install the new Jubilee bench at 83 High Street.

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

It was RESOLVED to approve the quote from Peter Moxham to cut back the overgrown plants and shrubs in 83 High Street in the sum of £300.

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

ACTION: Wardens to clear debris while the gardening work is being carried out.

It was noted that a volunteer has kindly come forward to maintain the garden at 83 High Street.

- c) To receive any other updates and consider actions

A member noted that the bin at the corner of Maple Way and Orchard Road was always overflowing and suggested that a larger bin would be more suitable in that location.

ACTIONS:

- Warden to identify other bins that are not fit for purpose and may require replacement.

- Assistant to Clerk to seek prices for replacing existing bins with larger versions preferably with covers.

MA036/22 Worcester Way

- a) To receive an update on repairs to the fence at Worcester Way
Noted that the fence has now been repaired. No further action required.
- b) To receive an update with regard to clearance of debris from woodland behind Worcester Way
Noted that the clearance of debris has been completed. Area to be monitored going forward.
- c) To receive any other updates and consider actions
There was nothing further to discuss.

MA037/22 Pavilion Matters:

- a) To receive an update with regard to installation of Wi-Fi at the pavilion
Quote for installation of antennae to be obtained. MVC to remove all hardware that had been installed when they occupied the building.
- b) To receive an update with regard to Legionella testing
Assistant to Clerk to meet with contractor to discuss remedial works required. Ongoing.
- c) To receive any other updates and consider actions
Noted that the external decoration of the pavilion has now been completed.

MA038/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing
Report has been sent directly to Littlehands for attention.
- b) To receive an update with regard to the replacement windows
Deferred to future meeting – 3 quotes to be obtained for consideration.
- c) To consider quotes for repair to gate post in car park
Two quotes were considered.
It was RESOLVED to approve the quote from Barley Maintenance in the sum of £528.51 for repairs to the gate posts in Littlehands car park.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider quotes for re-routing down pipe
Two quotes were considered.
It was RESOLVED to approve the quote of Barley Maintenance in the sum of £520.88 to reroute the downpipe and apply anti-vandalism paint.
Proposed by Cllr Barnes, seconded by Cllr Barley. All in favour.
- e) To receive any updates and consider actions
There was nothing further to discuss.

MA039/22 Policies and Risk Assessments

- a) To consider any updates and consider actions
There was nothing to discuss.

MA040/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions
Equipment is currently being manufactured. Awaiting a date for the pre-start meeting – hopefully in July. Work should commence 3-4 weeks after this.
ACTION: Parish Office to check date of the Bowls Club Centenary celebrations to avoid disruption to them on the day.

MA041/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
Site meeting with Betongpark scheduled from 27 June. Waiting to hear from Clarke and Kent to schedule site meeting.

MA042/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Track behind allotments	BD	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. Some now filled - large pothole on bend still to be done. CL re-reported - Highways advised work will be done within 12 weeks (5/1/22). ACTION: Work should be carried out within 12 weeks	CL
2	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. ACTION: Assistant to Clerk to arrange for electrician to inspect. Timer re-set. Assistant to Clerk has requested electrician to quote for changing sensors. Awaiting quote.	Wardens
3	Moss on footpaths in Bramley Avenue	Resident	Reported to SCDC street sweeping team with request that this is cleared when they visit zone 3. Resident reported some moss has been removed but SCDC vehicle too big to access area properly. Take off list - no further action. CL to advise residents this is SCDC responsibility. CL to report to SCDC. Highways will do tree work and make repairs to the footpath (email 24/5).	CL
4	Tree on Beechwood open space overhanging and damaging fence	Resident	Roots of the tree are damaging concrete fence posts. Fence required regular repair/replacement. CL requested residents to send photos. ACTION: Warden to provide photos. Resident contacted the office after the meeting. SM to arrange for tree company to inspect and advise. CL has requested tree inspector to give advice on this tree. Argenta to inspect 17/6	CL
5	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	Wardens ? CL
6	Bus shelter	Resident	Graffiti and litter. Wardens have cleaned. Shelter to be repainted. CL to discuss repainting with IC and TC	Wardens
7	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'	CL
8	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta to inspect on 17/6	CL
9	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo	CL/SM
10	Millennium Copse	SAH	Trees damaged. Wardens to inspect. KR will removed damaged lower branches	CL/SM
11	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways	CL
12	New Road / Carlton Rise	Resident	Broken drain cover - has been reported to Highways	CL
13	The Moor (opposite Moorlands)	Resident	Damaged 'duck' sign. Has been reported to Highways	CL
14	Cut back footpath along Bowls Green to New Rec	Resident	Nettles need cutting back so that the footpath can be used. Wardens to strim back	Wardens
15	High Street	Resident	Hedge to the rear of Rupert Neve Close - overgrowing the footpath. Reported to Highways for cutting.	CL/SM
16	The Moor (Old Rec)	Resident	Trees on the Old Rec along the footpath of The Moor - low hanging branches need to be cut back. Pedestrians having to step in to the road	Wardens

MA043/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted the overgrown hedge on the High Street (rear of Rupert Neve Close). Clerk noted this has been reported to County Highways.

MA044/22 To note date of next meeting: Thursday, 21 July 2022

The date of the next meeting was noted as Thursday, 21 July 2022.

The meeting ended at 11:40

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday, 18 May 2022 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Barley, Barnes, Clark, Kilmurray

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), Keith Rudge (Warden), Peter Bradley (RSPB)

MA001/22 To receive nominations to elect a Chair of the Maintenance Committee

Cllr Travis was nominated as Chair of the Maintenance Committee. No other nominations were received.

It was:

RESOLVED to accept the nomination of Cllr Travis as Chair.

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

MA002/22 To receive nominations to elect a Vice Chair of the Maintenance Committee

Cllr Clark was nominated as Vice Chair of the Maintenance Committee. No other nominations were received.

It was:

RESOLVED to accept the nomination of Cllr Clark as Vice Chair.

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

MA003/22 To receive and approve apologies for absence

Apologies had been noted from Maureen and Les Brierley and Steve Pitman.

MA004/22 To receive any Declarations of Interest and Dispensations

None received.

MA005/22 To approve the minutes of the Maintenance Committee Meeting held on 21 April 2022

It was:

RESOLVED to approve the minutes of the Maintenance Committee meeting on 21 April 2022 as an accurate record.

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

MA006/22 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 none in attendance.

MA007/22 Finance Matters:

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

Due to year end, there was no finance report available.

MA008/22 Conservation Matters:

- a) To welcome representatives from RSPB and to receive an update on current projects

Chair welcomed Peter Bradley, Senior Site Manager, RSPB Fowlmere. Mr Bradley updated the committee on recent projects and activities. Ian Weller the new warden is involved with managing habitats. Reported that a new boardwalk has been installed. Cattle have been introduced to the reserve with 'no fence grazing'. Wildlife is doing well with the exception of turtle doves (this is a widespread problem). Currently recruiting volunteers for the welcome hut. Noted concerns over river levels. EA currently pumping water in. Ongoing project to reprofile ditches. Hoping to install a dry composting toilet later in the year. Mr Bradley extended an invitation for councillors to visit the reserve to meet the new warden. It was suggested that Mr Bradley might also visit Stockbridge Meadows.
ACTION: Clerk to contact to arrange follow up site meetings.

Chair thanked Mr Bradley for taking the time to update the meeting.

- b) To receive the EA Monthly situation report for April 2022

..... Dated

The report was received.

- c) To receive a report from River Mel Restoration Group

There was no representative in attendance. Noted that criteria for FWAG pond project has been forwarded on to RMRG to see if the suggested location in Stockbridge Meadows is suitable. Noted that the suggestion of Back Lane does not appear to be suitable.

- d) To consider approving design of a no littering sign to be displayed along the River Mel

Cllr Barnes was thanked for her work on designing a very attractive poster. A member queried where the posters would be displayed. If in Melwood, then permission from Meldreth Parish Council should be sought. Queries also raised with regard to printing and contact details to be included on the poster.

ACTIONS:

- Clerk to contact Meldreth Parish Council to seek permission to put signs up.
- Clerk to get quotes for producing A4 metal signs to be installed on posts.
- Clerk to check with RMRG where (and how many) signs should be displayed.

- e) To receive any other updates and consider actions

There was nothing further to report.

MA009/22 Stockbridge Meadows

- a) To consider various maintenance issues reported

A resident had reported rabbit holes on the pathway. Noted that the wardens fill holes when noted on inspections. However, this is a wildlife area and visitors should take care when visiting.

- b) To receive any other updates and consider actions

Noted that contractors carried out selective weed spraying around new memorial bench. Wardens are cutting weekly to prevent nettle growth.

MA010/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on tender responses

Deadline for tenders 20 May. Further report to be available once tenders have been opened.

- b) To receive any updates and consider actions

A member suggested asking Peter Bradley, RSPB for some guidance on the cost of materials for their boardwalk replacement. This information could be useful when considering tenders. **ACTION:** Clerk to contact Peter Bradley.

MA011/22 Allotment Matters:

- a) To receive any updates and consider actions

Noted that Chair of the Allotment Association hopes to attend the June meeting. Plot inspections are now being carried out regularly. Noted that asbestos type material has been discovered on two plots. Suggested that any quote should be circulated for email decision rather than wait for the next Maintenance meeting. **ACTION:** Assistant to Clerk to arrange for Cambridge Asbestos to visit site and quote for removal.

Noted that reports of groups gathering in the old orchard behind the allotments had been received.

ACTION: Assistant to Clerk to report to police via 101.

MA012/22 Governance Matters:

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

The reports were received. **ACTION:** Cllr Barley and Cllr Alexander to arrange to accompany Keith Rudge on a routine weekly inspection.

- b) To consider any updates on vandalism in the Parish

The report was noted. PC Lynch recently visited the office. Has arranged Coffee with a Cop at the Hub on 22 June at 10.30. Information to be shared widely.

A member noted disturbances on The Moor playpark and suggested that the gates should be secured at 20:00 to prevent access to the area. Discussion with regard to need for people to have access to the playpark in the evenings as the area is intended for use by children under 11. Signage indicates

playpark has specified opening times. Further incidents to be monitored and recorded. **ACTION:** Assistant to Clerk contact other local parish councils to see what their policy on access to playpark is.

- c) To consider a request to place a skip on Rose Lane

Concern with noted with regard to damage to the verge, obstruction of sight lines for motorists, access by skip lorry on delivery and collection.

It was:

RESOLVED to advise the resident that permission to site a skip on the verge adjacent to their property was not granted.

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

- d) To consider suggested locations for a small appliance bin

District Council have indicated that our suggested location is not suitable and has suggested alternative locations. Noted that there may be some funding available to adapt an area to meet criteria. Concern was noted that fly tipping may occur. District Council will provide information to the public on what may be disposed of and will arrange for any items fly tipped to be collected.

ACTIONS: Clerk to advise SCDC that, if they are prepared to cover the cost of making the grassed area suitable (ie concrete base and dropped kerb), the small appliance bin could be positioned there for the three month trial.

- e) To receive an update with regard to the Daily Mile

Launch of the initiative scheduled for 14 June. Distance markers and other signage have been delivered. Concern noted that the markers are not robust, will quickly become damaged/broken and that installation would not proceed unless this aspect could be improved. **ACTION:** Clerk to contact organisers to express concerns and request more robust signage and posts for installation.

- f) To receive any other updates and consider actions

MA013/22 Cemetery Matters:

- a) To receive an update on maintenance required at New Road Cemetery

Report on wardens inspection was noted. Trees will be ordered for planting in the autumn. Concern was raised that the mound requires cutting and weed spraying. No further action on replacement of wooden edging on the path to the mound. **ACTION:** Clerk to check that cuts on the mound are being carried out in accordance with the schedule in the contract. Also to chase up quote for emptying soil store.

- b) To receive any other updates and consider actions

Noted that a request has reported people gathering in the cemetery and has requested pedestrian gates to be secured overnight. Committee was disinclined to approve the request.

MA014/22 Village Maintenance Matters:

- a) To consider and discuss the RoSPA inspector's report for play equipment

Summary of the inspector's report was considered. Noted there would be no inspection of The Moor due to pending refit.

ACTIONS:

- Wardens to carry out minor repairs.
- Assistant to Clerk to obtain quotes for other repairs.

- b) To consider approving additional 'no dogs' signs at various locations

ACTION: Assistant to Clerk to request Unlimited Logos to produce signs with fixing brackets.

It was:

RESOLVED to approve expenditure up to £150 for 4 signs.

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

- c) To consider a request from District Council for tree watering volunteers

Noted that there are various young trees in the village that will require watering over the summer.

ACTION: Clerk to contact local resident to see if they can help with watering new tree to be planted at Clear Crescent.

- d) To receive an update with regard to emergency entrance at the New Rec

Noted that groove have been filled with hardcore as a temporary measure. Quotes being sought to progress more permanent repair and reconfiguring downpipe.

- e) To receive any other updates and consider actions

Warden extended an invitation to new cllrs to take a tour of the village. Various complaints with regard to some verges was noted. These do not appear to be included in grass cutting contract.
ACTION: Clerk to ascertain who is responsible.

Item to be included on June agenda to discuss reconfiguring layout of existing bench and installation of Jubilee bench at 83 High Street.

MA015/22 Worcester Way

- a) To consider and discuss a request with regard to the open space

Request has been received to make more of the open space. **ACTION:** Clerk to write to residents of adjacent roads to seek views on what they would like to see on the open space.

- b) To receive an update on damage to the fence at Worcester Way

ACTION: Wardens to inspect fence to see what repairs have been made, once the area has been cleared.

- c) To consider a quotation to clear debris from woodland behind Worcester Way

It was:

RESOLVED to accept the quote from Steve Coken in the sum of £520 to clear the area behind the fence with Worcester Way.

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

ACTION: Clerk to write to residents advising once the area has been cleared.

MA016/22 Pavilion Matters:

- a) To receive an update on cleaning arrangements

Noted that a new cleaner has been found for the pavilion.

- b) To receive an update with regard to external decoration of the pavilion

Noted that contractor will carry out the work by the end of May.

- c) To receive an update with regard to installation of wi-fi at the pavilion

Costs of antennae estimated to be iro £300/400 + VAT (quotes to be sought). Looking for a local contractor to quote to fit aerial. Ongoing.

- d) To receive an update with regard to Legionella testing

Risk assessment and samples taken. Awaiting report.

- e) To consider quotations for replacement water boiler

ACTIONS:

- Assistant to Clerk to check prices of water boilers to ensure no increase since quotes were obtained.

- Assistant to Clerk to seek installation costs for the water boiler to be approved by full Council.

It was:

RESOLVED to recommend to full Council to replace the water boiler with a Lincat EB4FX 15ltr unit to be funded from s106 monies.

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

- f) To receive any other updates and consider actions

ACTION:

- Wardens to ensure heating is switched off over the summer months.

- Assistant to Clerk to obtain quote for emptying septic tank before winter.

MA017/22 Littlehands Matters:

- a) To receive an update with regard to Legionella testing

Risk assessment and samples taken. Awaiting report.

- b) To consider a request for additional warning signage for uneven surfaces in the car park

Noted that there is signage on display. No further signage to be obtained.

- c) To receive any updates and consider actions

Arrangements have been made for window companies to quote for replacement windows.

MA018/22 Policies and Risk Assessments

- a) To consider any updates and consider actions

There was nothing to consider.

MA019/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

Awaiting dates for pre-start meeting.

MA020/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

Arrangements being made for design and installation companies to visit potential sites.

MA021/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 May 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Track behind allotments	CL	Potholes filled but one large pothole left. CL raised with Highways. Highways Officer has confirmed they will repair. Update from Highways - work to be carried out within 12 weeks. Potholes have been marked for works. Some now filled - large pothole on bend still to be done. CL re-reported - Highways advised work will be done within 12 weeks (5/1/22). ACTION: Clerk to continue to chase	CL
2	Flower tubs around cross	Resident	Need a volunteer to take this on. JT has ordered materials to refurbish tubs. Cllr Davey has kindly offered to take this on. Ongoing.	JT / TD
3	Lights on footpath to pavilion	GC	Not coming on at night. Timer to be reset. ACTION: Assistant to Clerk to arrange for electrician to inspect. Timer re-set. Assistant to Clerk has requested electrician to quote for changing sensors. Awaiting quote.	Wardens
4	Jubilee Orchard	Wardens	First tree behind pavilion dead. SP has removed. Needs to be replaced. Victoria Plum. Keith to do this in the autumn	Wardens
5	Moss on footpaths in Bramley Avenue	Resident	Reported to SCDC street sweeping team with request that this is cleared when they visit zone 3. Resident reported some moss has been removed but SCDC vehicle too big to access area properly. Take off list - no further action. CL to advise residents this is SCDC responsibility. CL to report to SCDC	CL
6	Tree on Beechwood open space overhanging and damaging fence	Resident	Roots of the tree are damaging concrete fence posts. Fence required regular repair/replacement. CL requested residents to send photos. ACTION: Warden to provide photos. Resident contacted the office after the meeting. SM to arrange for tree company to inspect and advise. CL has requested tree inspector to give advice on this tree. Awaiting date for inspection.	CL
7	Beechwood Avenue (New Road end)	Resident	Street signs need attention. CL reported to District	Wardens ? CL
8	Pavilion	Cleaner	Urinals not flushing properly. Wardens aware and will fix. Ongoing	SP
9	Pillar wobbly - gate to Little Hands Car park	GC	The pillar that supports the gate to Little Hands Car park is wobbly. Wardens to investigate ACTION: Parish Office seeking quotes for replacement post	CL/SM
10	Bus shelter	Resident	Graffiti and litter. Wardens have cleaned. Shelter to be repainted	Wardens

11	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'	CL
12	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. CL to write to Sheene Mill	CL
13	Jubilee Orchard	KR	Area needs to be cut - nettles very high. CL has requested contractor to attend	CL
14	Clear Crescent play park	Resident	Yellow bar from play equipment reported to be broken. Wardens have located yellow bar and will replace.	Wardens
15	Allotments	Plot holder	Asbestos found on allotment. SM to seek quote for removal and disposal	SM

MA022/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting
There was nothing to discuss.

MA023/22 To note date of next meeting: Thursday, 16 June 2022
The date of the next meeting is Thursday, 16 June

End of Meeting: 11:58

Melbourn Parish Council
Maintenance Expenditure Tracking 2022/23
(Actuals based on paid invoices)

EDGE Code	Budget 2022/23	Actual to date (31/05/22)	Committed	Balance	Notes
	£	£	£	£	
Budgeted expenditure (included in Precept)					
<u>Conservation:</u>					
1000 Allotments - water (2 meters)	790		84	706	
1000 Allotments - plot clearance/maintenance	600		140	460	Asbestos removal
1000 Allotments - unplanned e.g. asbestos removal	500			500	
1100 Conservation - Christmas tree and plants for tubs	300	61		239	
1100 Conservation - tree survey	650			650	
1100 Conservation - tree works	4,850	125		4,725	
1100 Conservaion - emergency tree works	3,000			3,000	
1100 Conservation - tree planting	2,000	96		1,904	
1100 Conservation - donation to fund tree planting	500			500	Donation - Not in precept but included as a reminder for spending on trees in 2022/23
1100 Conservation - unplanned	500	35	335	130	Replace Orchard Lectern panel
1150 Stockbridge Meadows - path cutting and rolling	300			300	
1150 Stockbridge Meadows - unplanned	500			500	
	14,490	317	559	13,614	
<u>Cemeteries</u>					
2000/1 Orchard Road - electricity	330	21		309	
2000/1 Orchard Road - water	100	48	48	3	Inv for 2021/22 water not recd until 2022/23
2000/1 Orchard Road - unplanned (eg path cleaning)	400			400	
2000/2 New Road - water	100		41	59	
2000/2 New Road - tree & hedge work, soil store, path edging	1,000			1,000	
2000/2 New Road - unplanned	500		7	493	
2000/2 New Road - headstone bases and installation	1,300			1,300	
	3,730	70	96	3,564	
<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000 Playground - ROSPA	220	123		98	
3000 Playground - play area maintenance, equipment repair/renewals	1,500	729		771	Agility trail pole repair
3000 Playground - tree work/edging	1,000			1,000	
3000 Playground - unplanned	200			200	
3200 Recreation Ground - electricity	370	69		301	
3200 Recreation Ground - pest treatment	650			650	
3200 Recreation Ground - unplanned	500			500	
3400 Pavilion - cleaning	1,000	51	84	865	
3400 Pavilion - electricity	2,400	229	13	2,157	
3400 Pavilion - water	100			100	
3400 Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	600		321	279	Septic tank
3400 Pavilion - drain clean	300			300	
3400 Pavilion - legionella assessment	300			300	
3400 Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	400			400	
3400 Pavilion - unplanned repairs & renewals	1,000		18	983	
3400 Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000			2,000	
	12,540	1,202	435	10,903	
<u>Finance & General Purpose</u>					
4300/2 Wardens' materials (mower fuel, spare parts, materials)	500	127	62	310	
4300/3 Wardens' equipment	500			500	
4300/4 Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	935	30	435	Insurance £571; road tax £290
4900 Parish Clock - service	200			200	
4900 Parish Clock - repairs	200			200	
5000/9 Litter picking	4,000	224	80	3,696	
7100 Car park workshop - water	175	11		164	
7100 Car park workshop - electricity	2,700	70		2,630	
7100 Car park workshop - PAT testing	30			30	
7100 Car park - unplanned	500			500	
	10,205	1,368	173	8,665	
<u>Highways</u>					
8000 Highways - brown tourist info signs re Stockbridge Meadows (b/fwd from 2020/21 budget)	200	-		200	
	200	-	-	200	
<u>Rental Property</u>					
9000 Rental Property - Littlehands annual drain cleaning	470			470	
9000 Rental Property - unplanned	1,000			1,000	
9000 Rental Property - projects (window replacement)	4,000			4,000	
	5,470	-	-	5,470	
Total Maintenance (excluding grounds maintenance contracts)	46,635	2,956	1,263	42,416	
<u>Grounds Maintenance Contracts</u>					
1200 Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	7,470		-	
1200 Grass cutting contract - extra cuts x 2	1,200			1,200	
1300 Public Open Space - maintenance (£460 per month)	5,520	920		4,600	
1300 Public Open Space - extra cuts x 3	900			900	
1300 Public Open Space - additional work (leaf/hedge works etc)	1,250			1,250	
2100 Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870	812		4,058	
2100 Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200 Recreation Grounds (£755 per month)	9,060	1,510		7,550	
3200 Recreation Grounds - extra cuts (£130 x 4)	520			520	
	31,870	10,712	-	21,158	

Monthly water situation report

East Anglia

Summary – May 2022

May was a normal month with an average of 39 mm rainfall, 84% of the Long-Term Average (LTA) falling across the region. Across the catchments, rainfall varied between 70-105% of the LTA, meaning rainfall was classified as normal in all catchments. The longer-term rainfall totals are showing an east-west divide, with western catchments generally receiving more rainfall than eastern catchments. As a result of the normal levels of rainfall, SMD has remained at notably high levels following the dry April. Furthermore, 48% of river flow indicator sites are now at below normal levels, with another 38% of indicator sites at notably low or exceptionally low levels. 57% of the river indicator sites saw their classification drop during May. 72% of groundwater indicator sites are now at normal levels with the remaining 28% of indicator sites at below normal levels, this is a deterioration from the April report where only 5% of indicator sites were at below normal levels. Most reservoirs in the area are currently operating at or above their normal operational curves.

Rainfall

Overall, East Anglia received normal amount of rainfall in May, with an average rainfall recorded 39 mm which was 84% of the LTA. Most catchments experienced normal rainfall with the lowest rainfall total in the North Norfolk catchment with 35 mm (70% LTA) and the NW Norfolk and Wissey catchment with 36 mm (70% LTA) classifying them as normal. Slightly higher rainfall totals occurred in southern catchments such as the South Essex catchment with 47 mm (105% LTA) and the North Essex with 43 mm (97% LTA) classifying them as normal. The rainfall accumulated for the past 3 months is showing an east-west divide, with western catchments generally receiving below normal levels of rainfall whilst the eastern catchments have received notably low levels of rainfall. The 6-month total is showing a similar divide, with North and western catchments receiving normal levels of rainfall whilst the eastern and southern catchments have received below normal levels. The 12-month total is showing normal to below normal levels.

Soil Moisture Deficit/Recharge

SMD remained notably high for the first part of May with the overall value increasing from 58 mm to 92 mm by the end of May reaching normal values in response to the increased warming and reduced rainfall. These SMD levels responded consistently across the region except for a few slightly higher levels around the coast.

River Flows

Following the normal levels of rainfall in May, 48% of indicator sites are at below normal levels, 29% are at notably low levels, 14% are at normal levels and 9% are at exceptionally low levels. 57% of the indicator sites have seen their river flow classification drop from April to May, most notably at Tove and Waveney which have dropped to exceptionally low levels for the time of year. The remaining 43% of indicator sites have remained at the same classification. The observed decreases are a delayed impact of the dry April (particularly the latter half of April) which meant rivers started the month of May at low flows.

Groundwater Levels

In Response to the normal levels of rainfall in May, 78% of indicator sites have unchanged classifications from the April report. The remaining 22% of indicator sites have seen their overall classification slightly worsen. The decreases observed are likely due to the delayed impact of the exceptionally dry April. 72% of indicator sites ended may at normal levels whilst the remaining 28% of sites were at below normal levels.

Reservoir Storage/Water Resource Zone Stocks

As of the end of May, Grafham, Ardleigh and Hanningfield are all operating around their normal operational curves. Abberton is slightly above its normal operational curve whilst Alton is slightly below its normal operational curve. Abberton and Ardleigh are both classified as at above normal levels, Grafham and Hanningfield are both at normal levels whilst Alton is at Below Normal levels.

Environmental Impact

Groundwater support scheme operations has increased slightly throughout May. The Rhee groundwater support scheme ended May with 1 of the 8 pumps operating (was zero pumps operating at the end of April). The Lodes-Granta groundwater support scheme had 4 of the 6 pumps operating by the end of May (Compared to 2 at the end of April). All other pumping operations including the Thet and Little Ouse and the Hiz are not operating.

Forward Look

Probabilistic ensemble projections for river flows at key sites

June 2022: Gipping, Stiffkey, Ivel and Kym are all showing an increased probability of normal flows. The three sites on the Ouse are all showing an increased probability of less than normal flows.

September 2022: All sites are showing an increased probability of normal flows. The only exceptions are the Ely Ouse and Stiffkey which are showing an increased probability of below normal flows.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2022: All sites are showing an increased probability of normal levels. The only exception is Redlands, which is showing an increased chance of below normal levels.

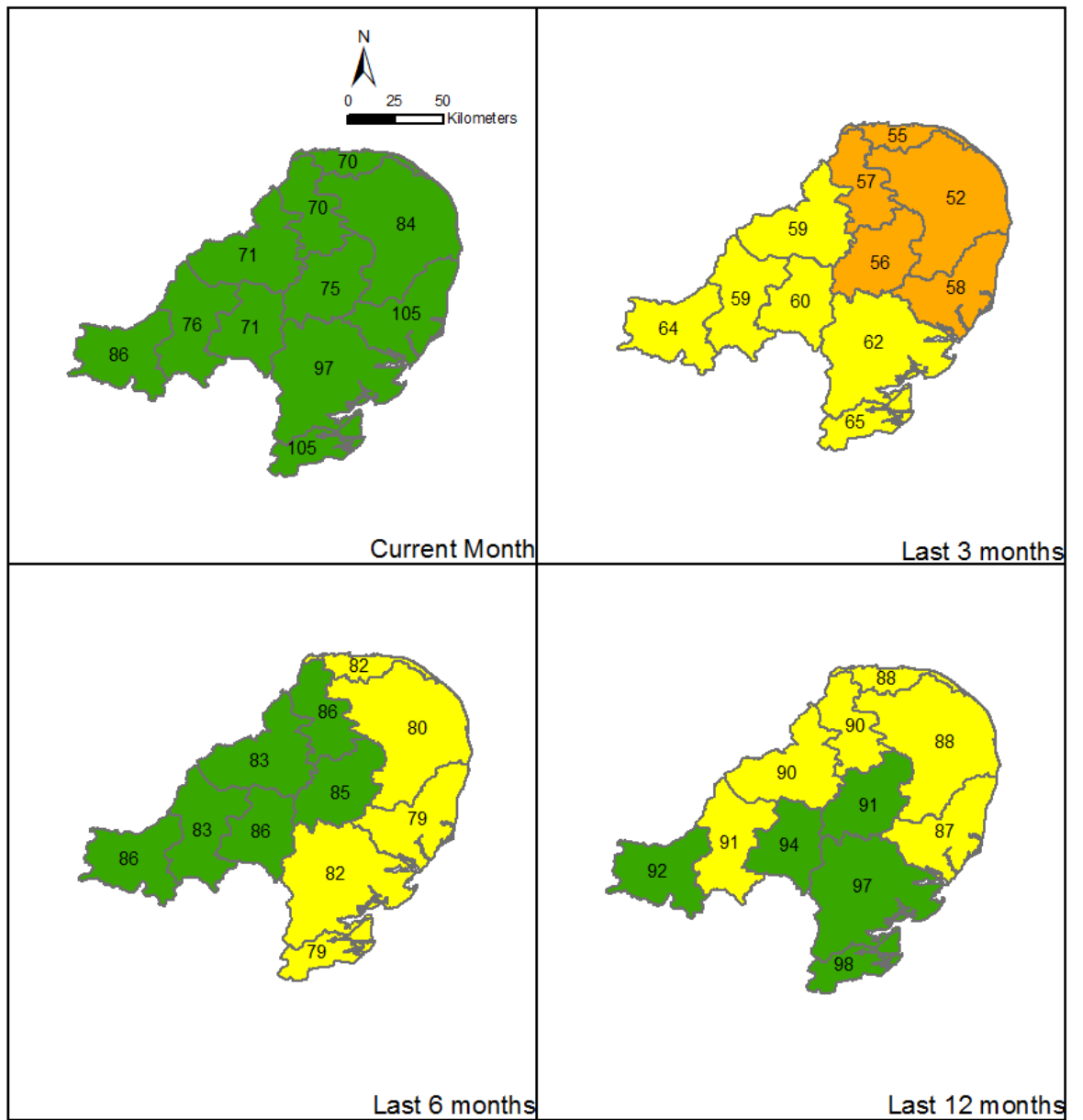
March 2023: Redlands, Newmarket, Bury St Edmunds, Kenninghall and Bircham Newton all have increased probabilities of lower-than-normal levels. Therfield is showing an increased chance of normal levels whilst Washpit and Smeetham are both in line with the expected probability.

Author:

[Hydrology and Operations](#) Contact details: 03708506506

Rainfall

May 2022



- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low

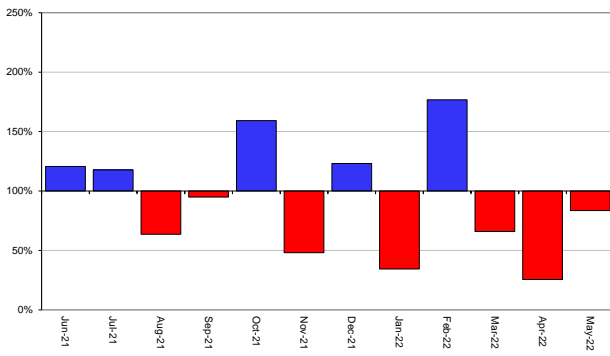
Rainfall expressed as percentage of 1961-1990 Long Term Average for the specified duration. Classes derived from data for the period 1891 to 2017 based on the HadUK dataset (Met Office © Crown Copyright)

Total rainfall for hydrological areas across England for the current month, the last three months, the last six months, and the last 12 months, classed relative to an analysis of respective historic totals. Final HadUK data based on the Met Office 1 km gridded rainfall dataset derived from rain gauges (Source: Met Office © Crown Copyright, 2021). Provisional data based on Environment Agency 1 km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2021.

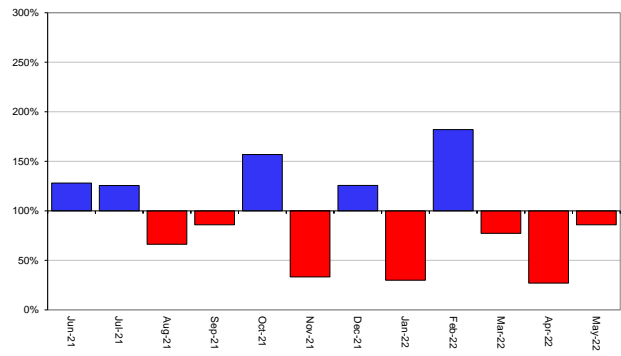
Above average rainfall

Below average rainfall

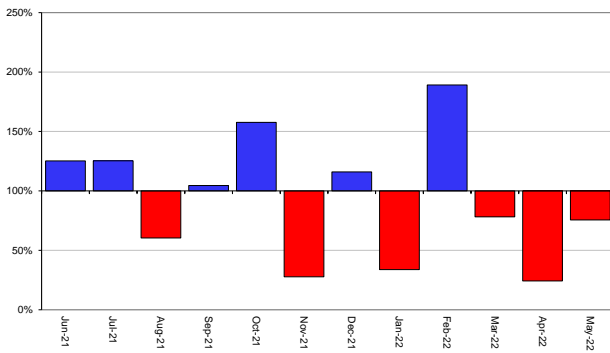
1-Month Period for East Anglia



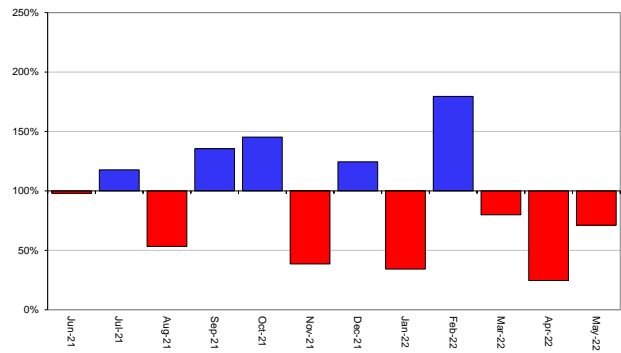
1-Month Period for Upper Bedford Ouse



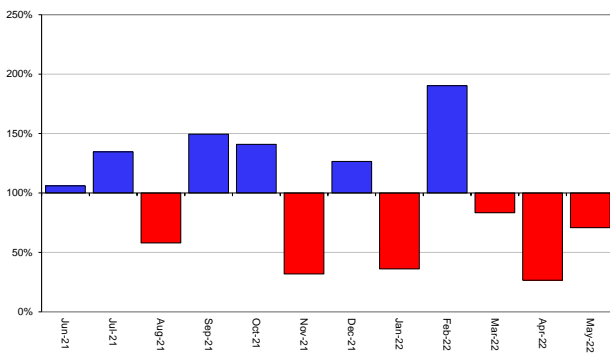
1-Month Period for Lower Bedford Ouse



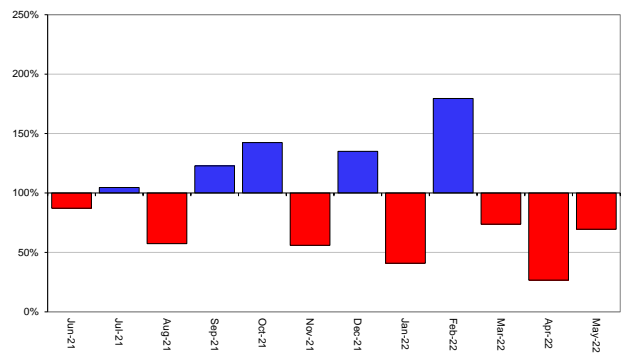
1-Month Period for Central Area Fenland



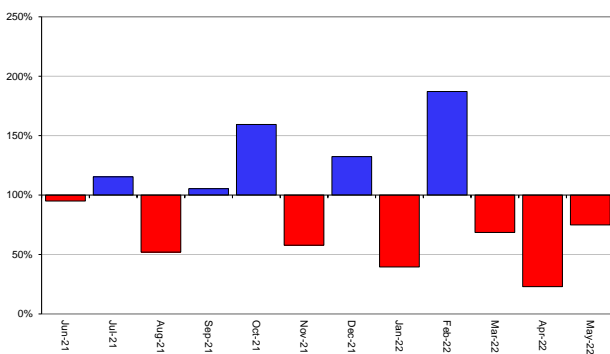
1-Month Period for Cam



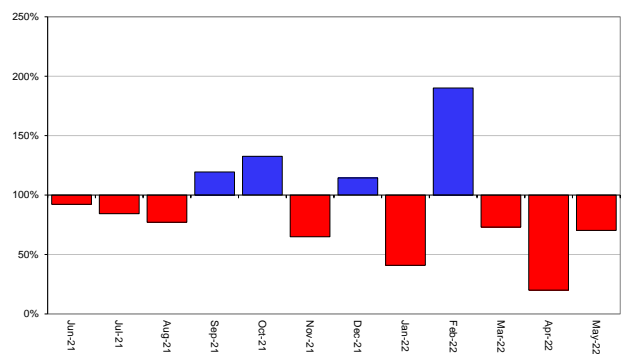
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark

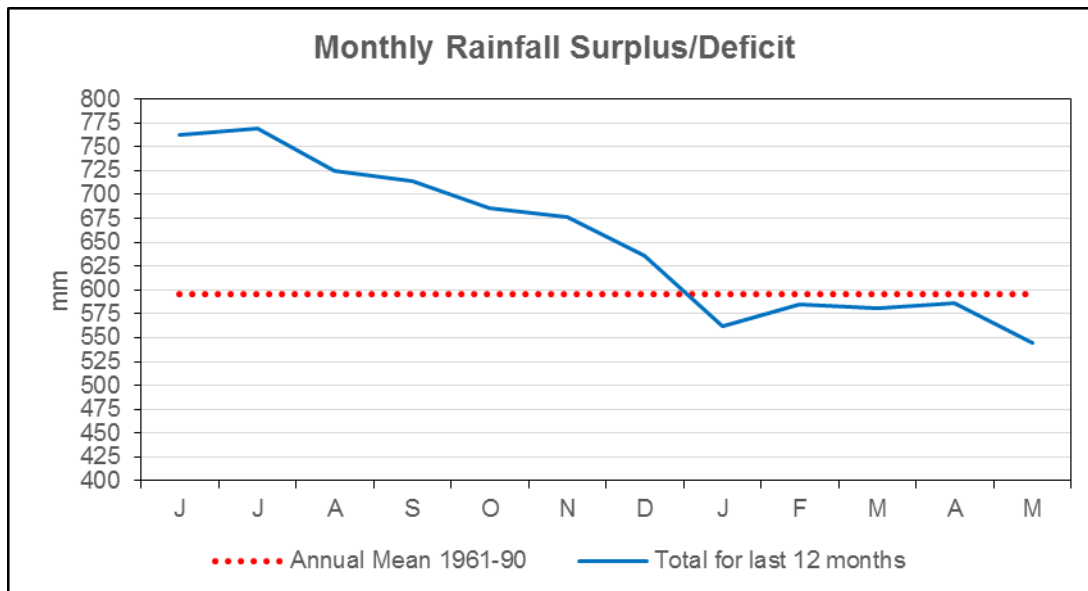
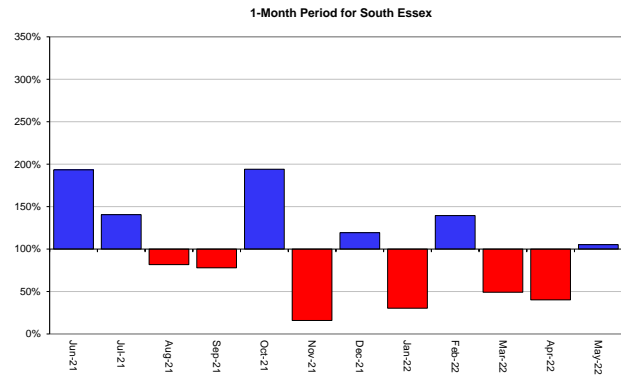
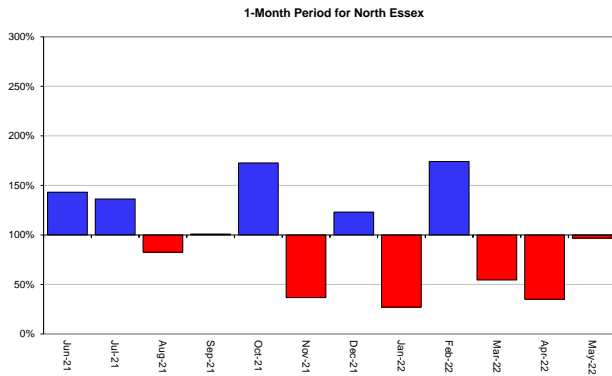
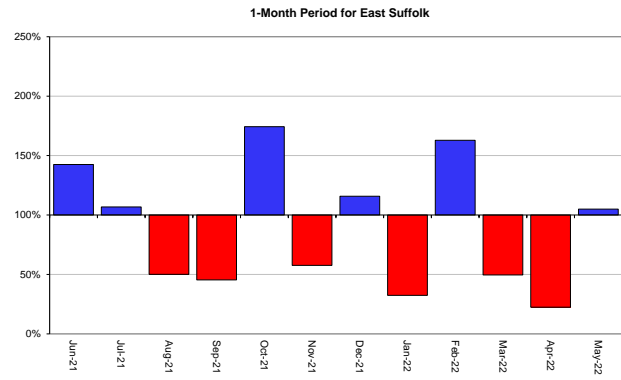
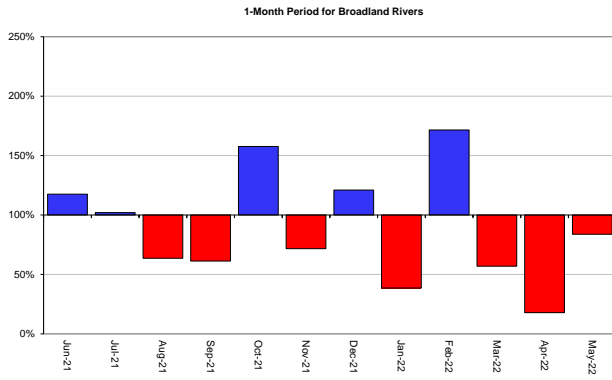


1-Month Period for North Norfolk

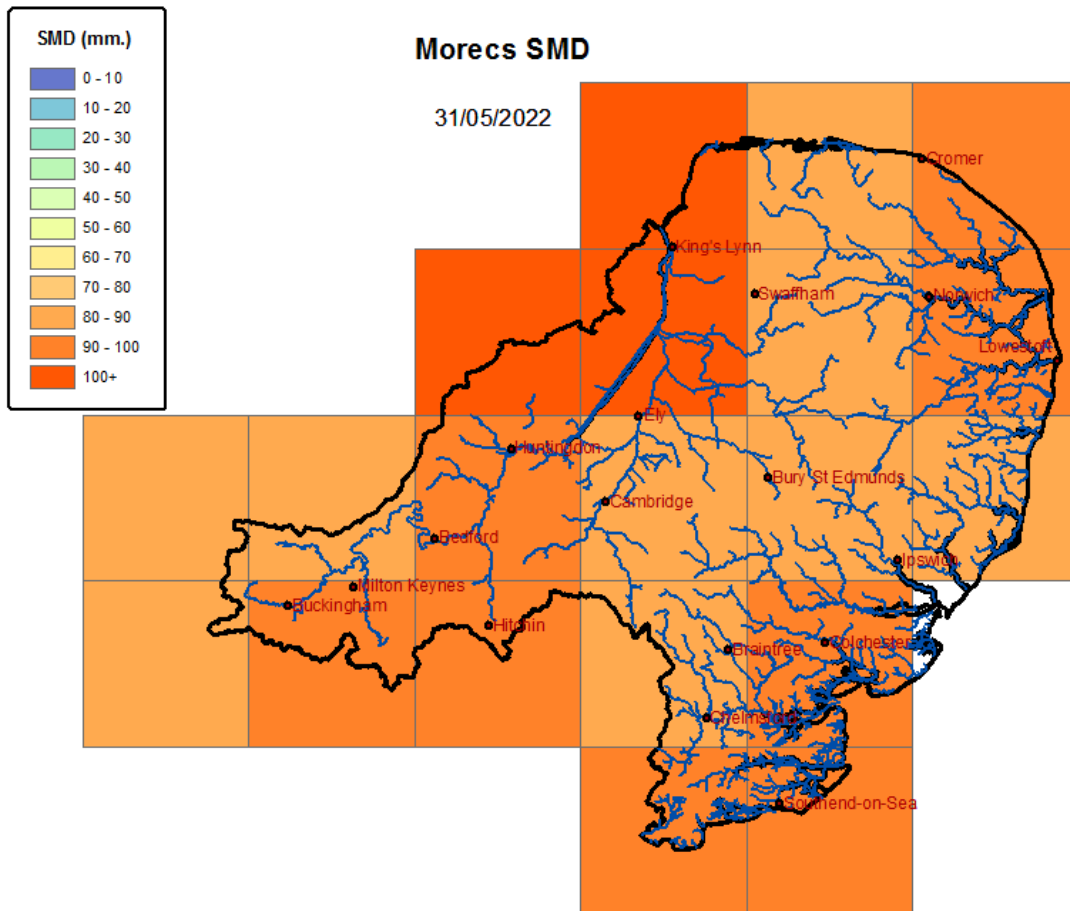


Above average rainfall

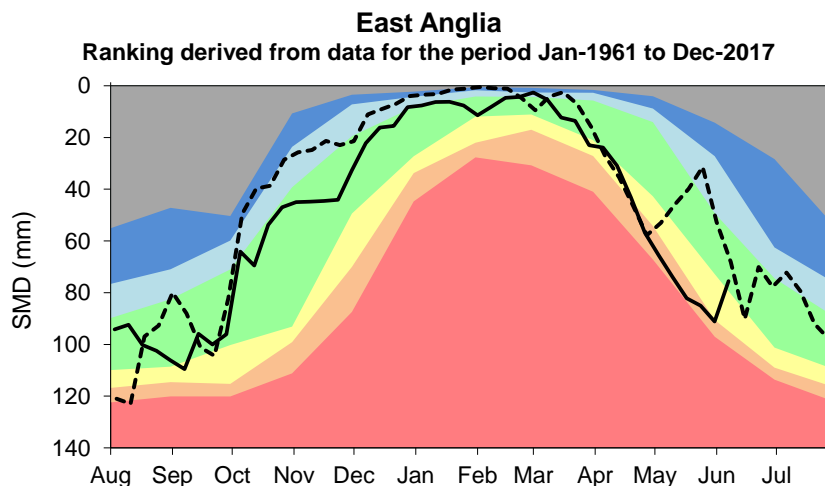
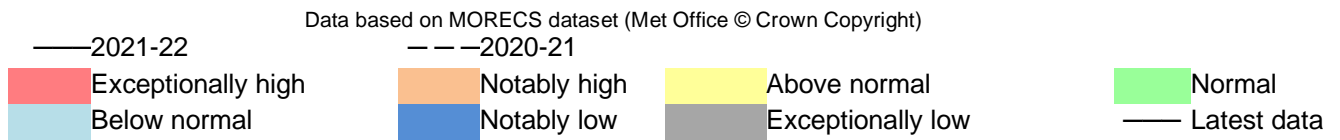
Below average rainfall



Soil Moisture Deficit

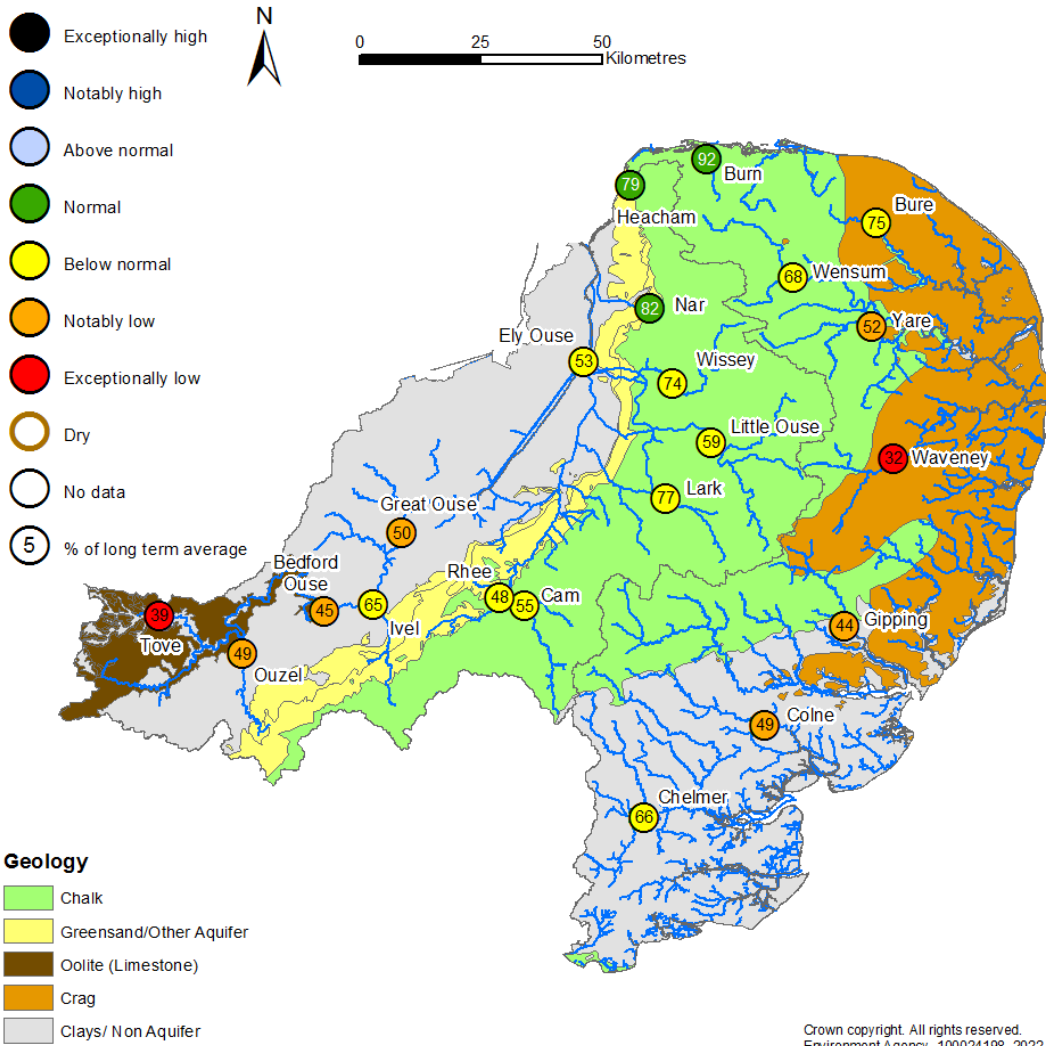


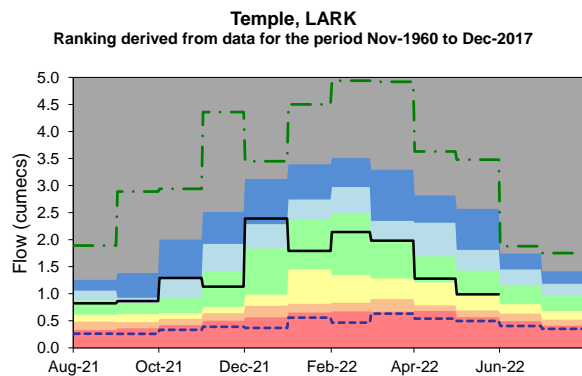
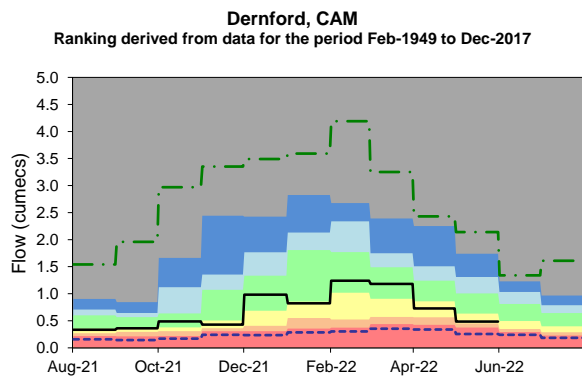
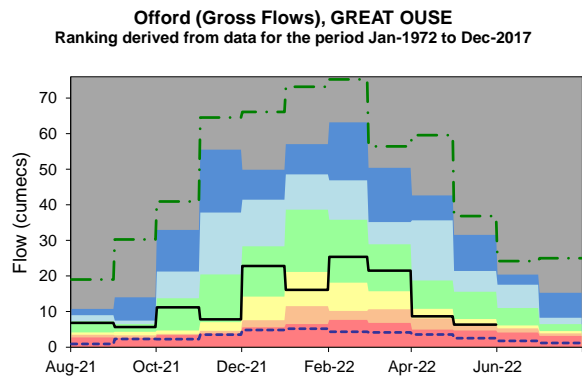
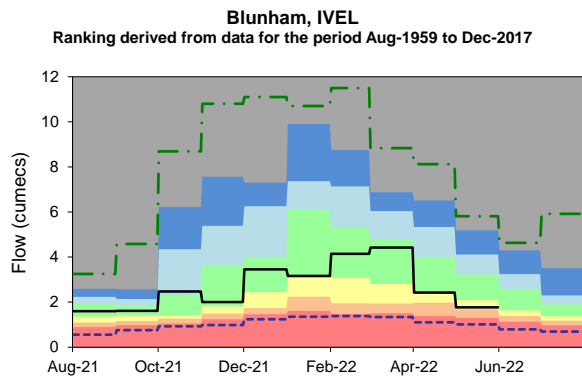
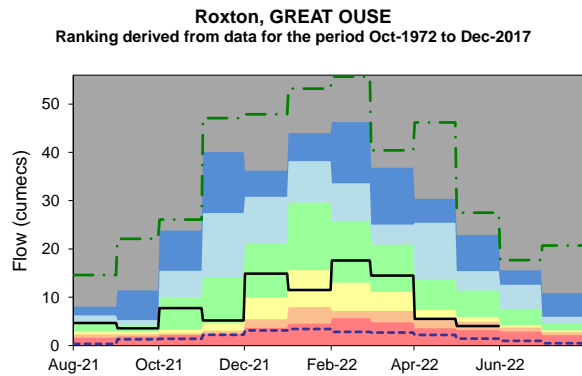
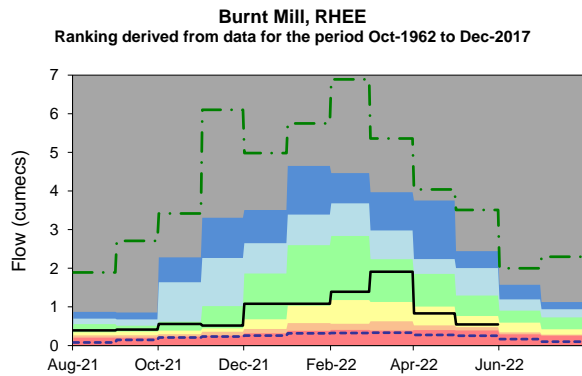
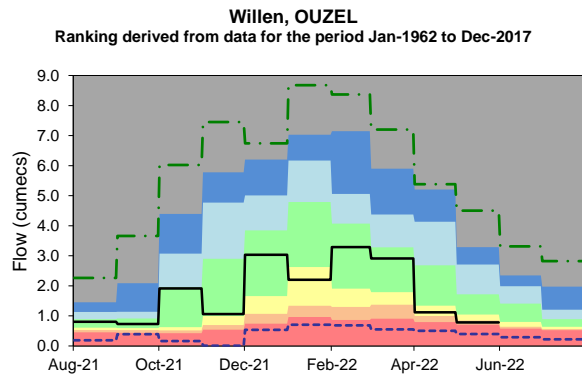
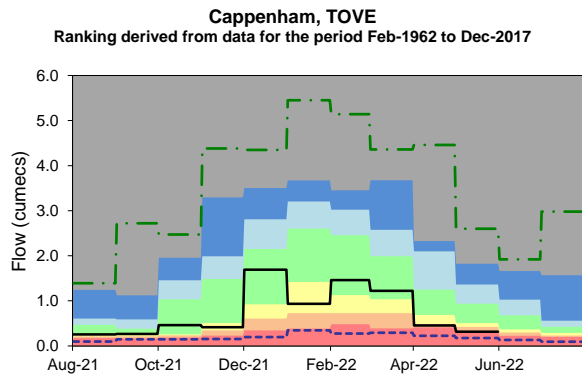
Data based on MORECS (Met Office © Crown Copyright)



River Flow

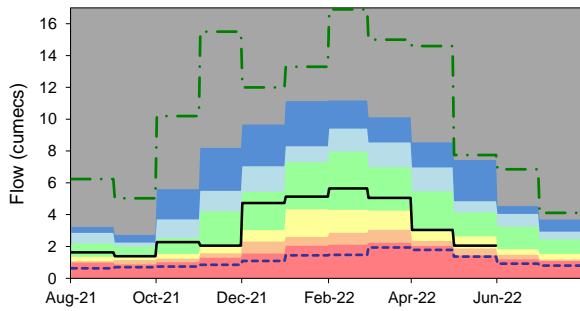
May 2022



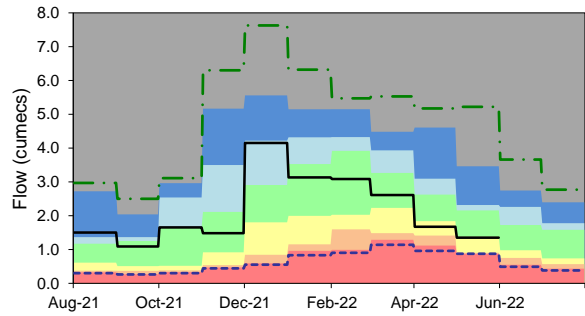




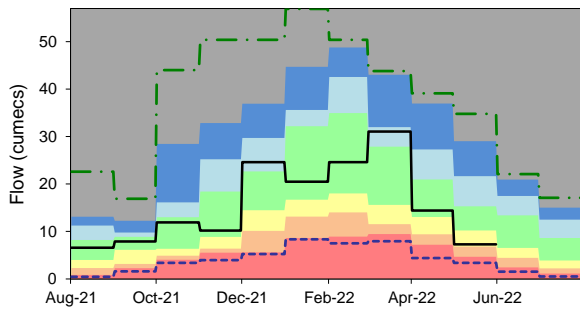
Abbey Heath, LITTLE OUSE
 Ranking derived from data for the period Jun-1968 to Dec-2017



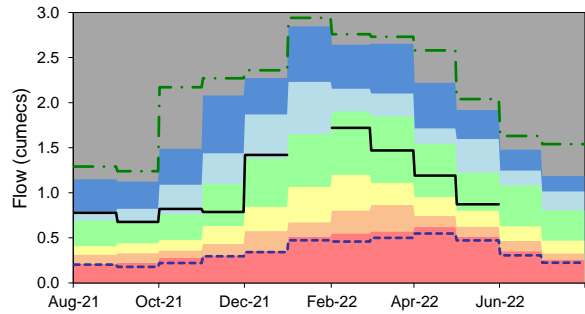
Northwold Total, WISSEY
 Ranking derived from data for the period Jul-1983 to Dec-2012



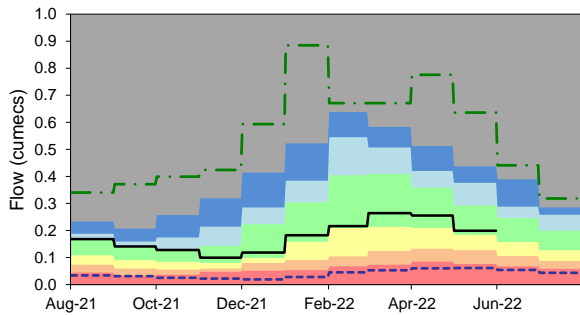
Denver, ELY OUSE
 Ranking derived from data for the period Nov-1971 to Dec-2017



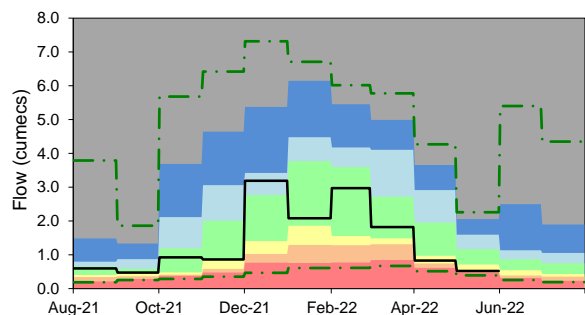
Marham, NAR
 Ranking derived from data for the period Apr-1982 to Dec-2017



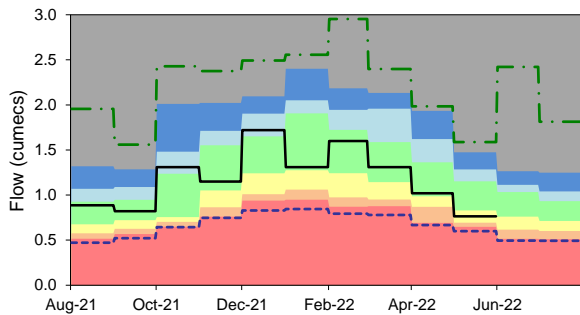
Heacham, HEACHAM
 Ranking derived from data for the period Nov-1965 to Dec-2017



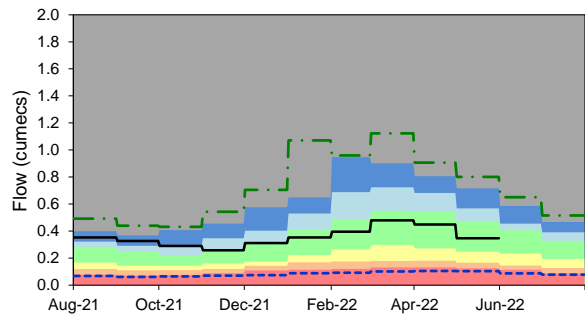
Colney, YARE
 Ranking derived from data for the period Jan-1970 to Dec-2017



Ingworth, BURE
 Ranking derived from data for the period Jan-1970 to Dec-2017

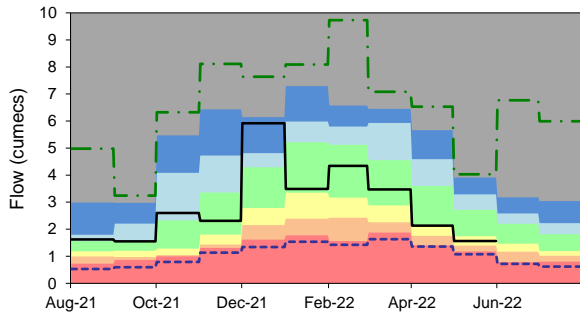


Burnham Overy, BURN
 Ranking derived from data for the period Jan-1970 to Dec-2017

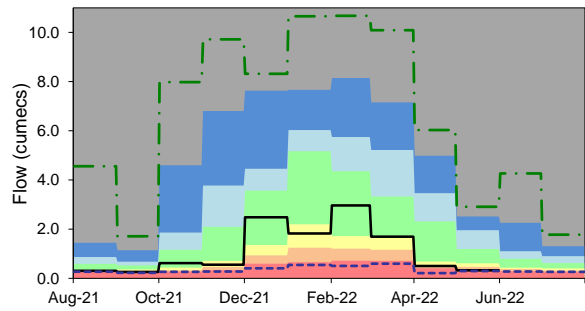




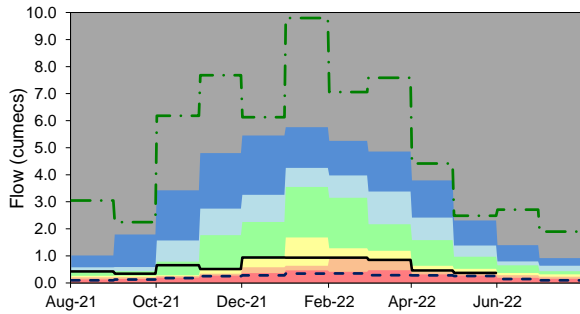
Swanton Morley Total, WENSUM
Ranking derived from data for the period Jan-1970 to Dec-2017



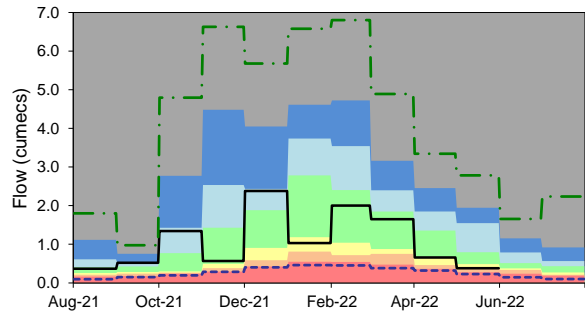
Needham Weir Total, WAVENEY (LOWER)
Ranking derived from data for the period Jan-1970 to Dec-2017



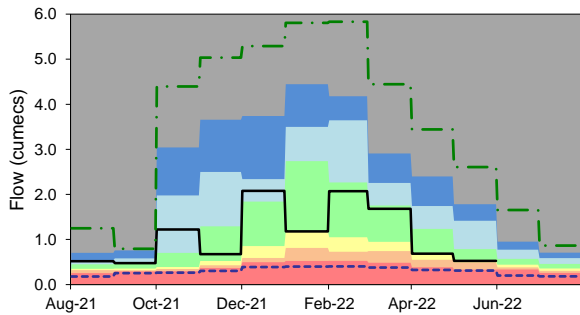
Bramford, GIPPING
Ranking derived from data for the period Jan-1970 to Dec-2017



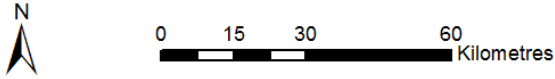
Lexden, COLNE
Ranking derived from data for the period Jan-1970 to Dec-2017



Springfield, CHELMER
Ranking derived from data for the period Jan-1970 to Dec-2017



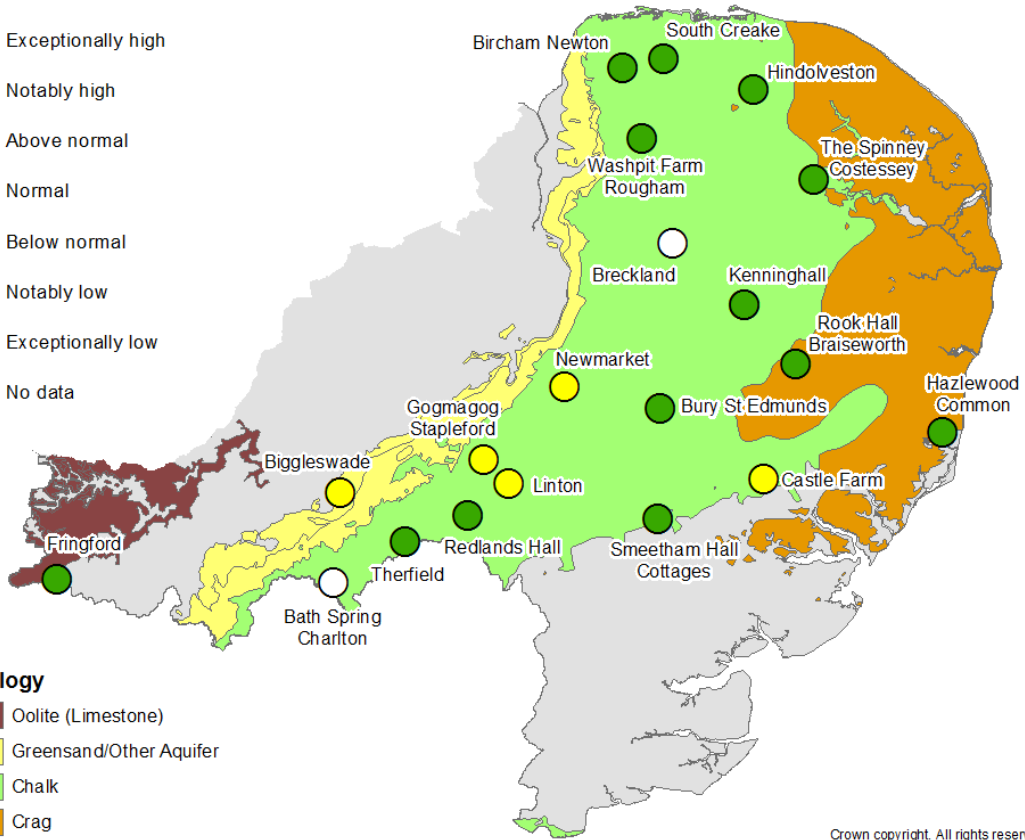
Groundwater Levels May 2022



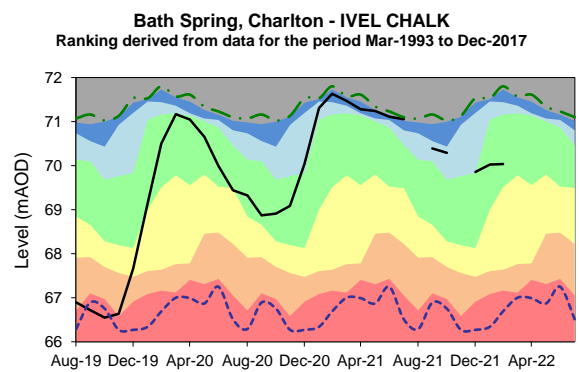
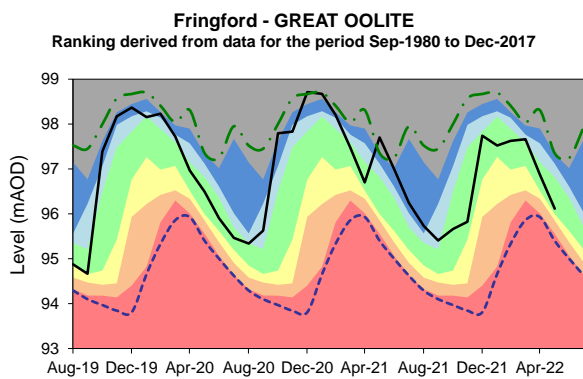
- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data

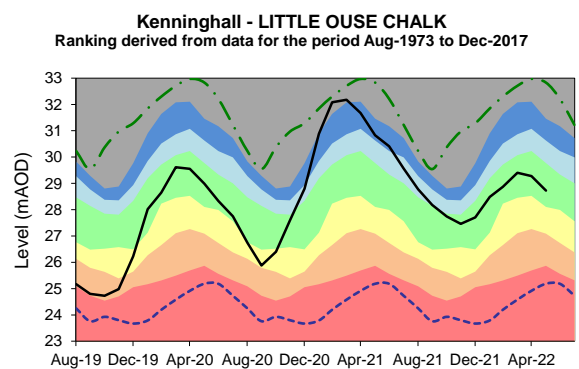
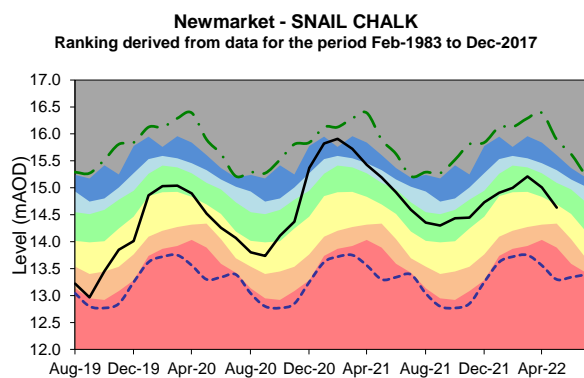
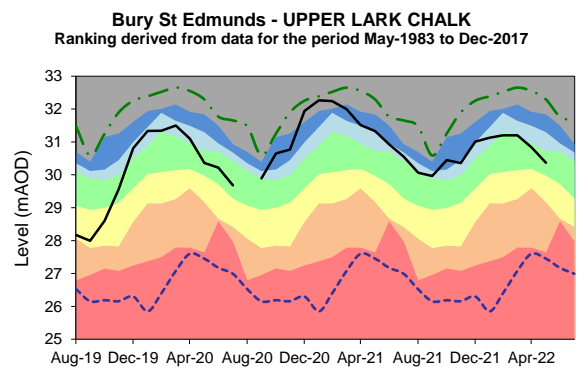
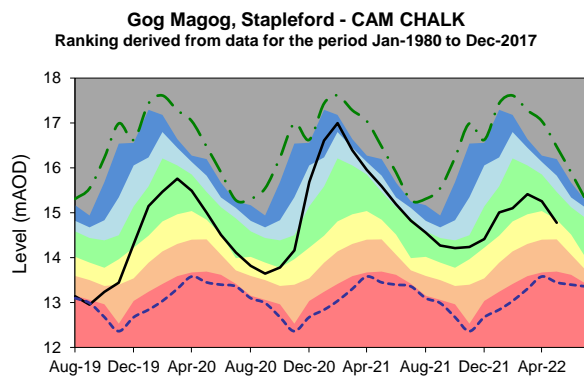
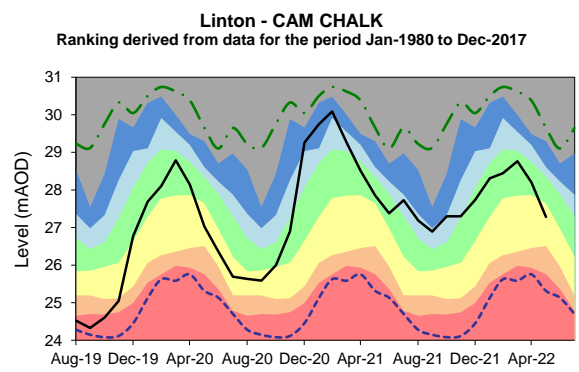
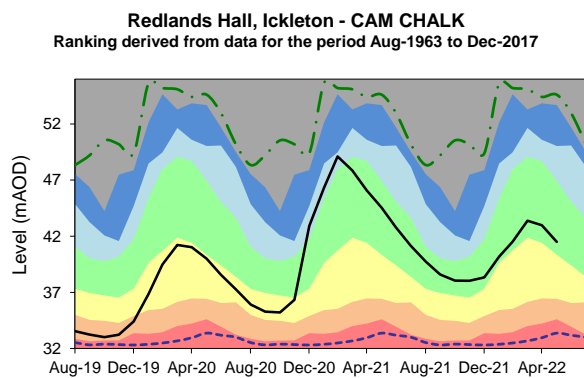
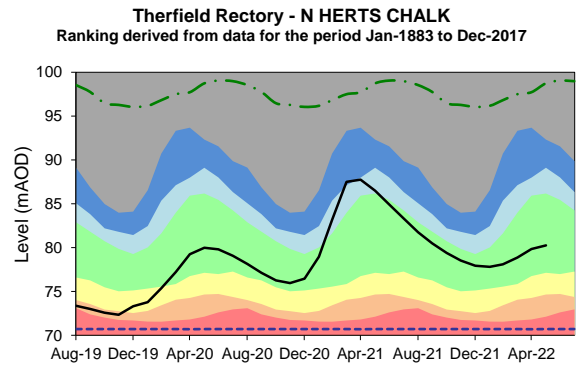
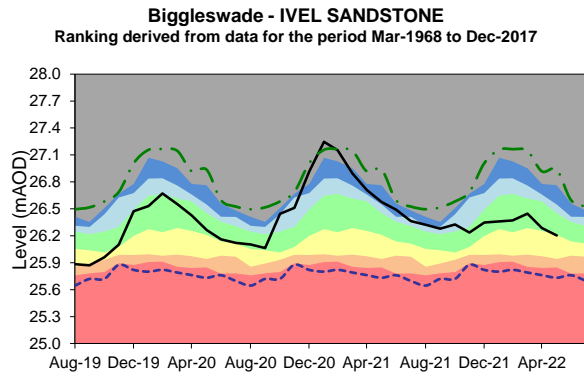
Geology

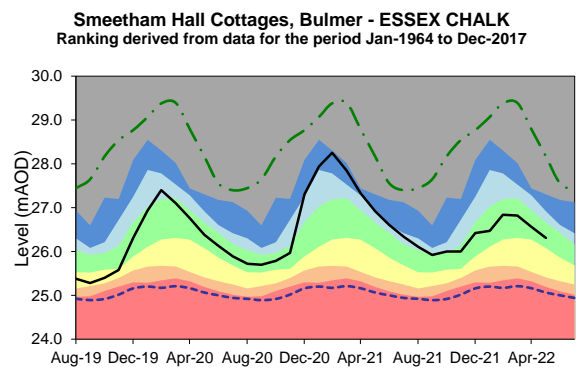
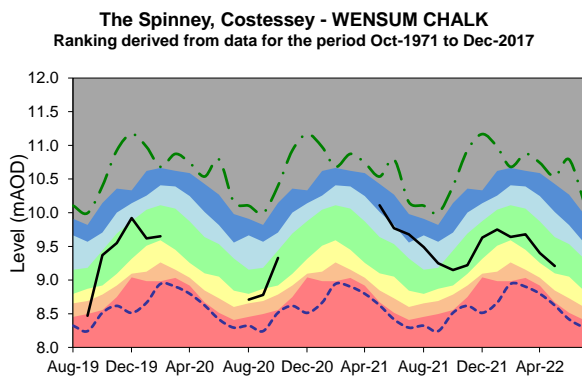
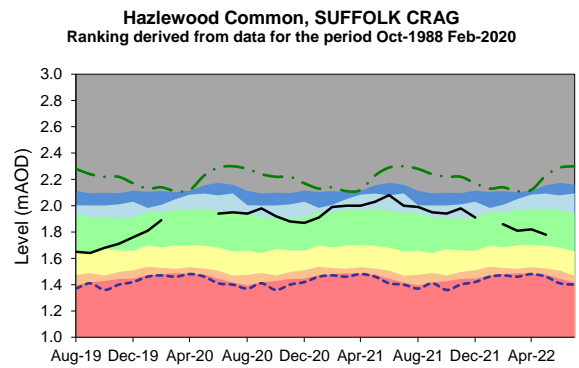
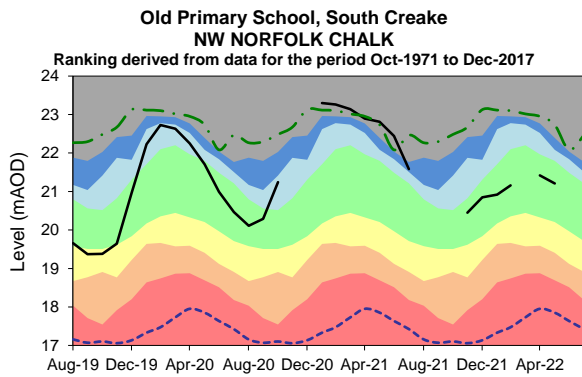
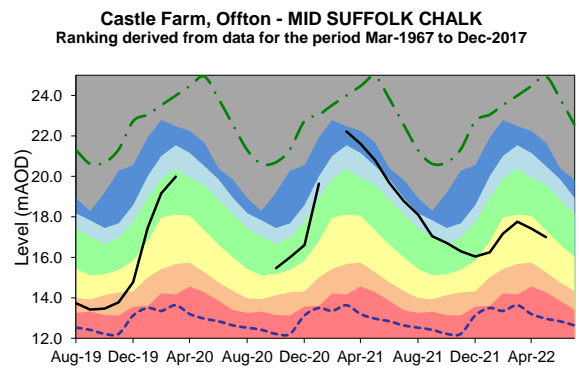
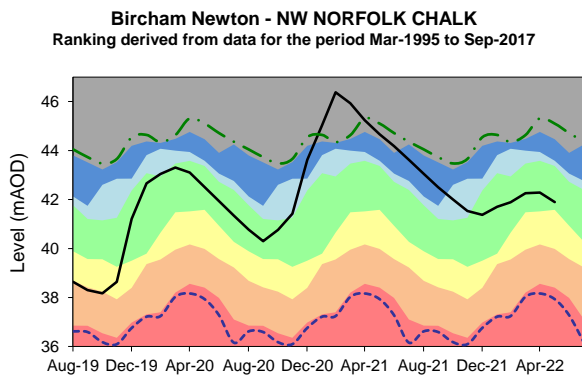
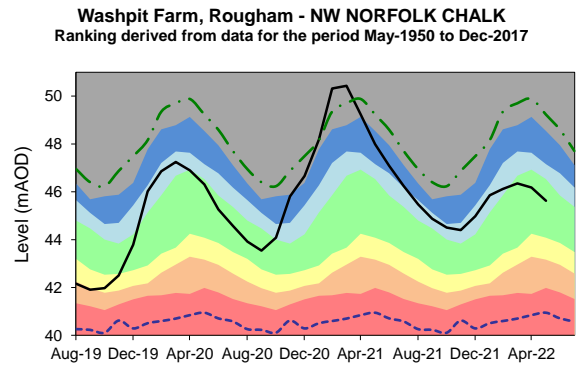
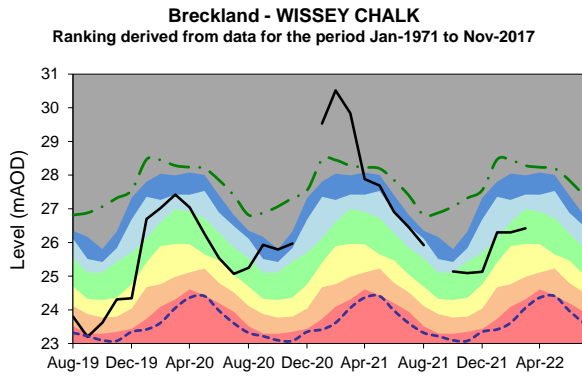
- Oolite (Limestone)
- Greensand/Other Aquifer
- Chalk
- Crag
- Clays/Non Aquifer

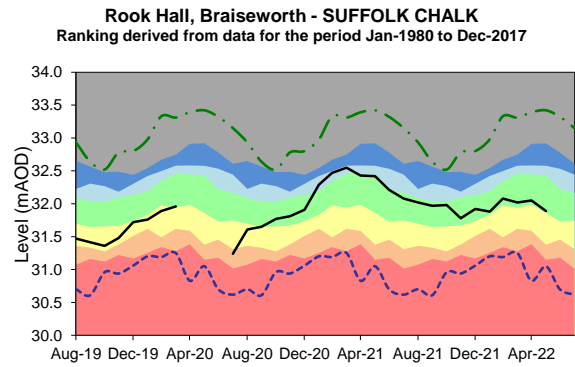
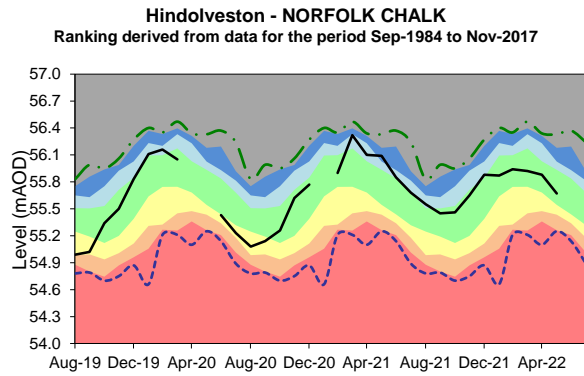


Crown copyright. All rights reserved.
Environment Agency, 100024198, 2022





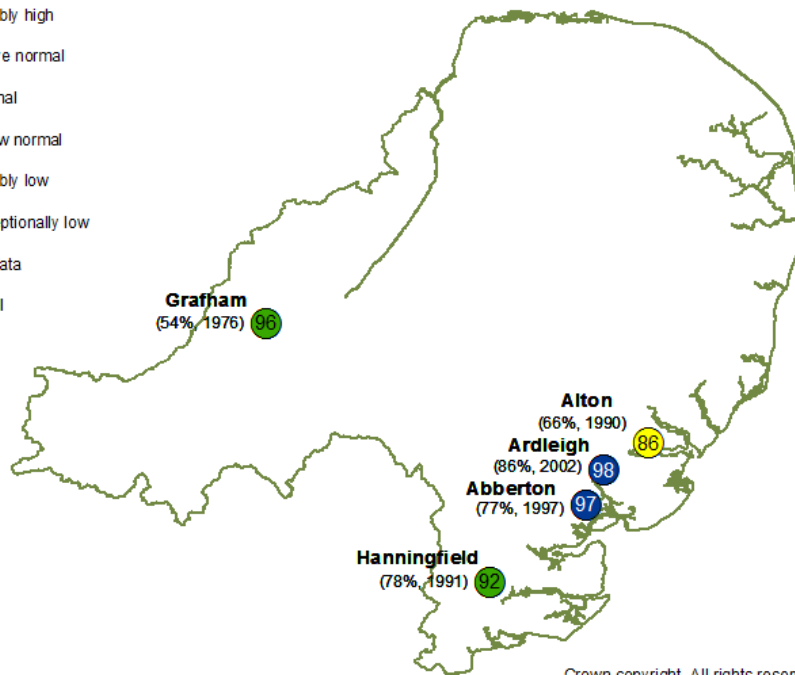




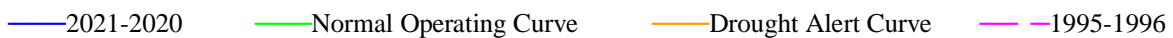
Reservoir Stocks May 2022

May 2022

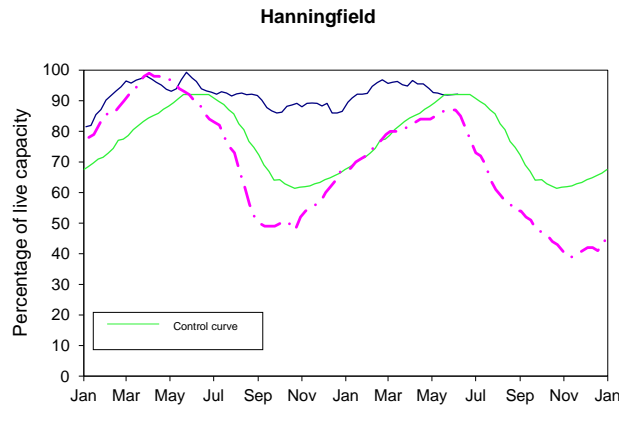
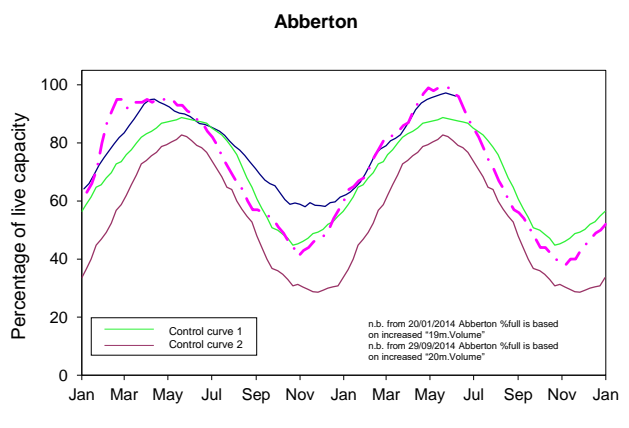
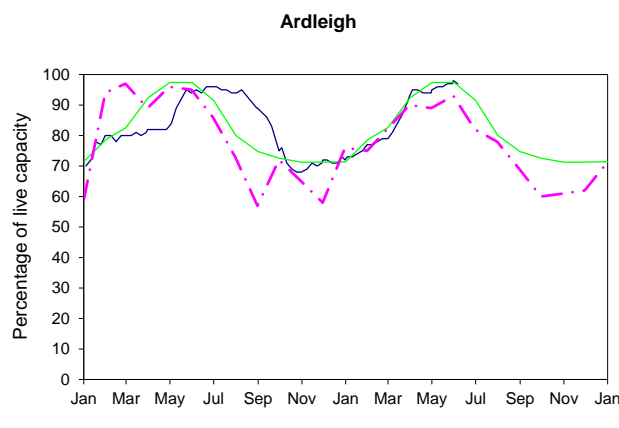
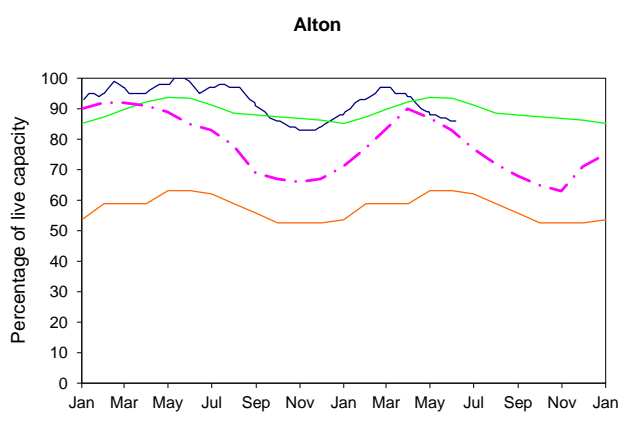
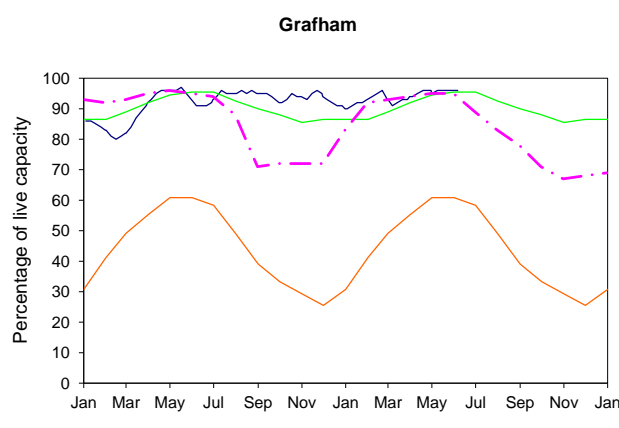
End of month reservoir levels expressed as percentage full.



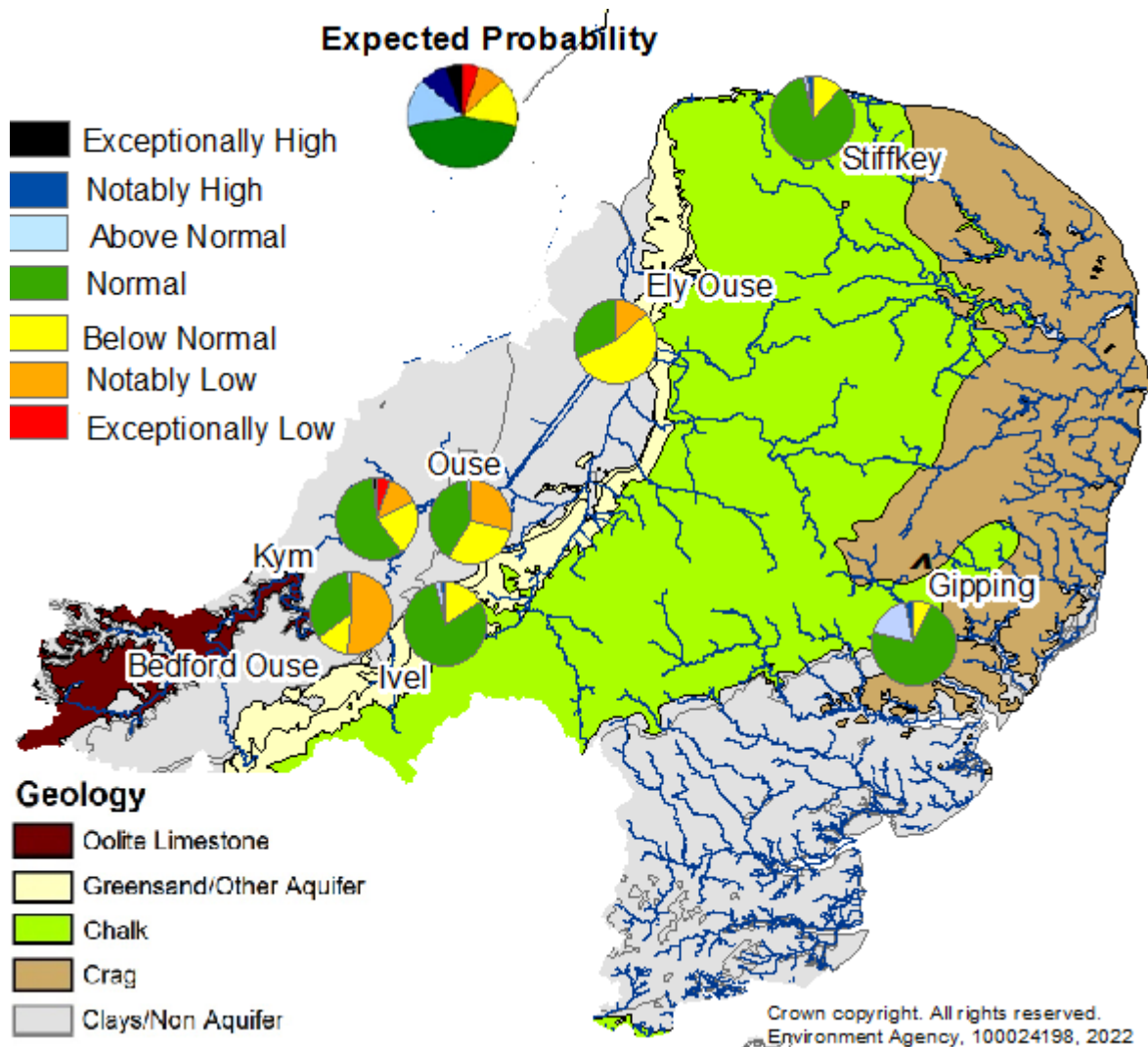
Crown copyright. All rights reserved.
Environment Agency, 100024198, 2022



— 2021-2020 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996



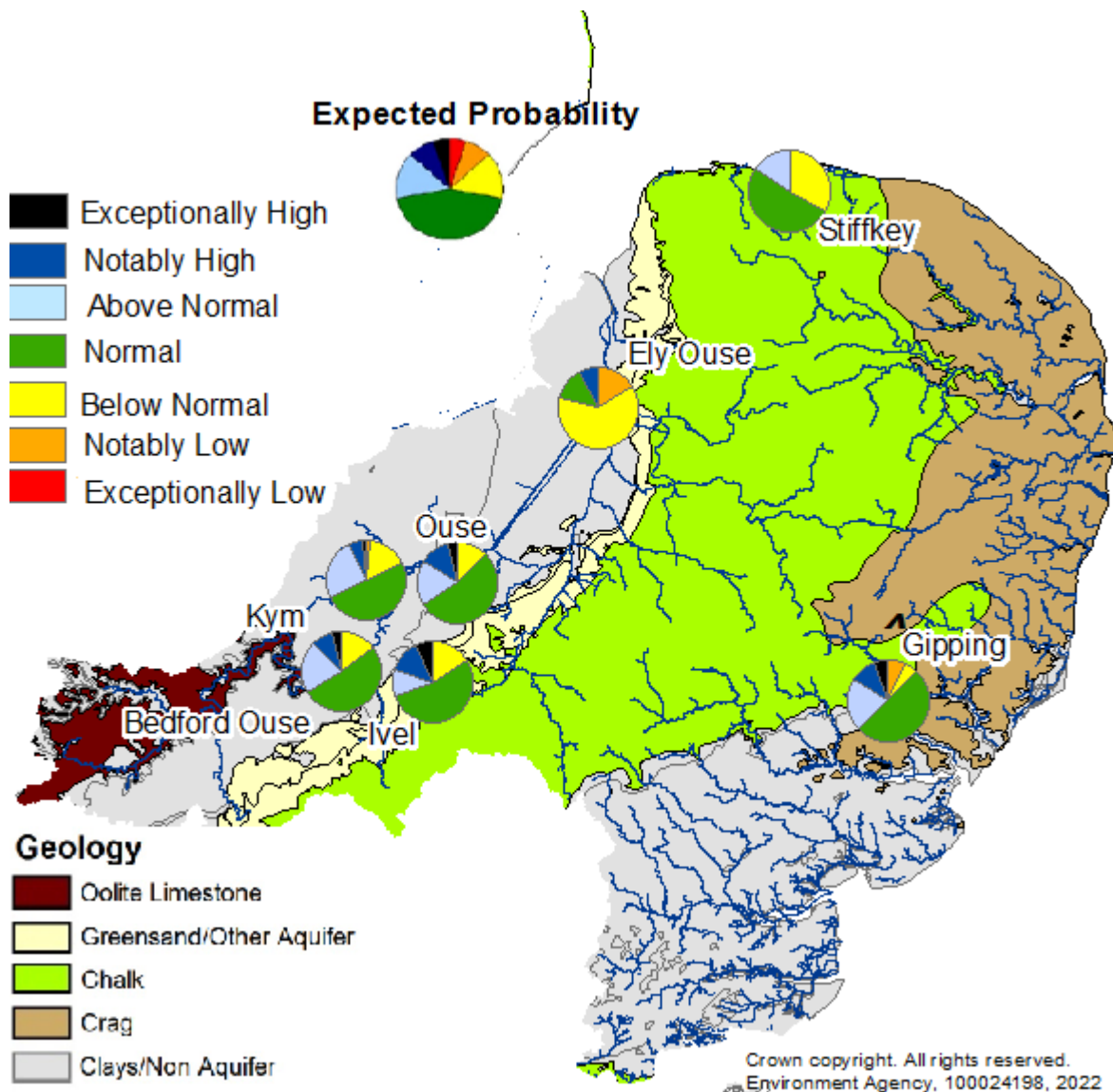
Forward Look – River Flows



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

Probabilistic ensemble projections of river flows at key indicator sites in June 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021.

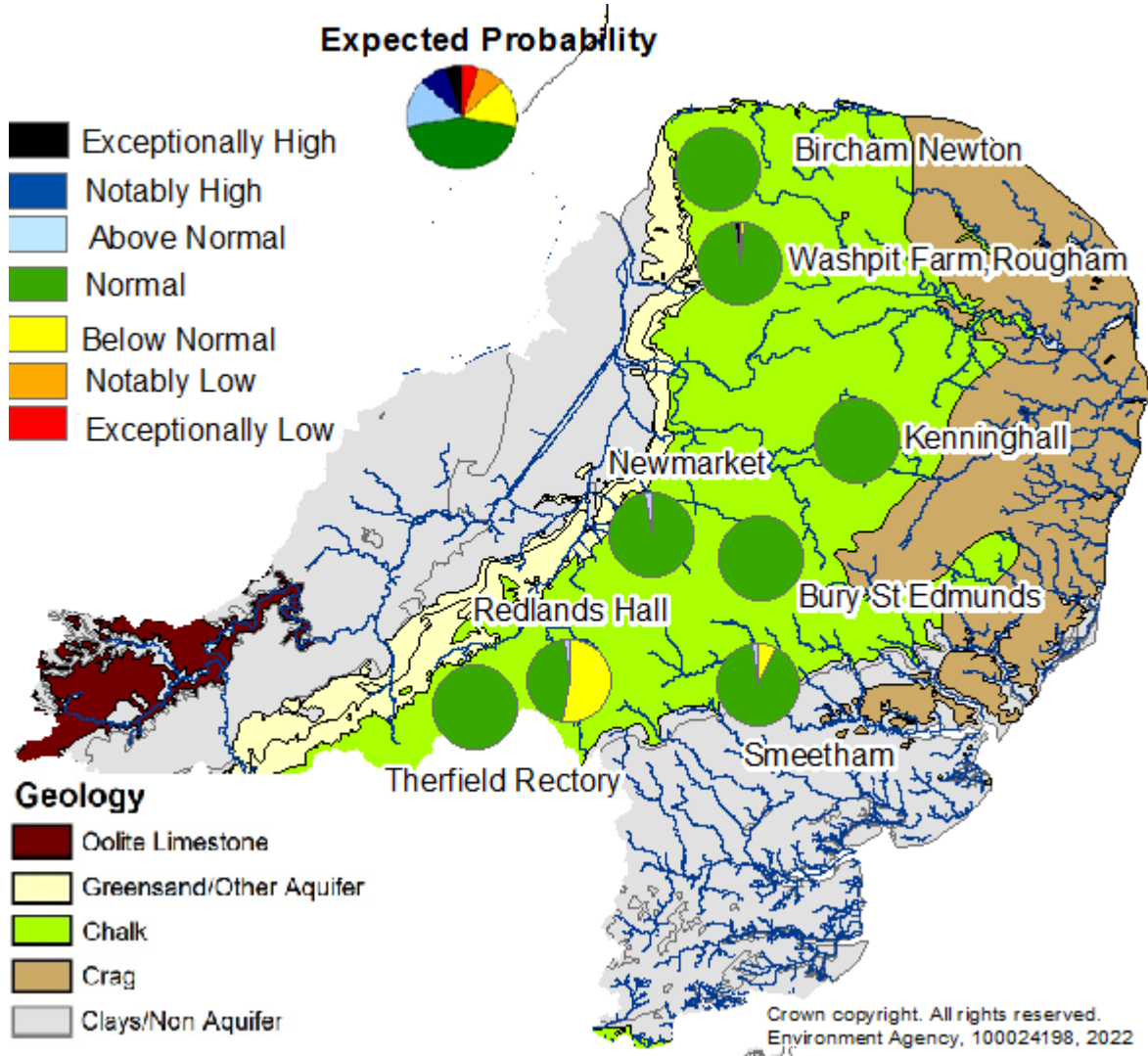
^ "Naturalised" flows are projected for these sites'



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

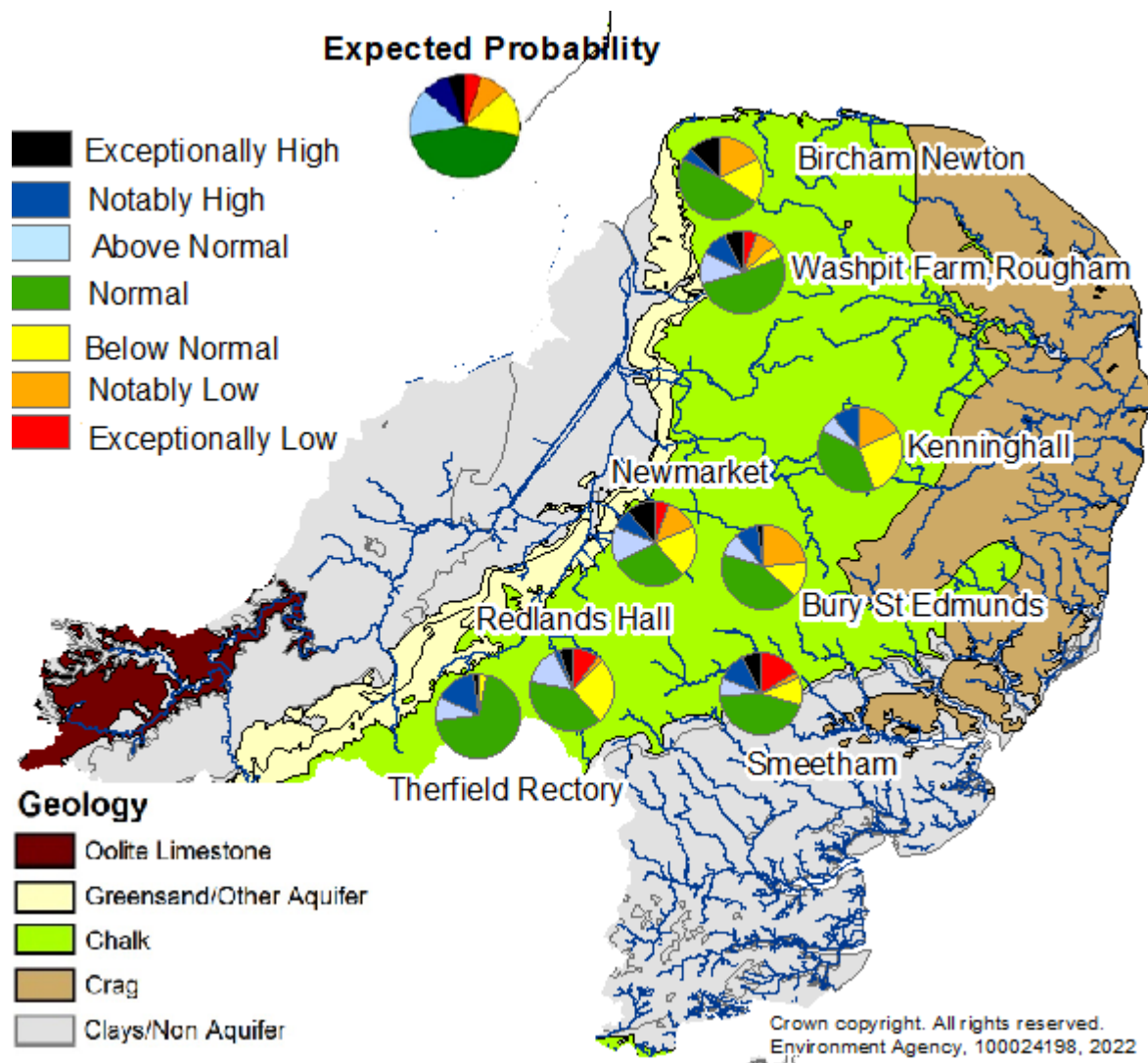
Probabilistic ensemble projections of river flows at key indicator sites in September 2022. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021

Forward Look – Groundwater



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

Probabilistic ensemble projections of groundwater levels at key indicator sites for end of September 2022. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2022.



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

Probabilistic ensemble projections of groundwater levels at key indicator sites for end of March 2023. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2022.

Glossary

Term

Definition

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 ³ s ⁻¹)
Effective rainfall	The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).
Flood Alert/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.
Groundwater level	The water level measured in the aquifer at a borehole, which may include the impacts of artificial influences.
Long term average (LTA)	The arithmetic mean calculated from the historic record, usually based on the period 1961-1990. 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 x 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 (e.g. storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.
River Flow	The flow in the river measured at a gauging station which includes the upstream impact of artificial influences.
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).

Categories

Exceptionally high	Value likely to fall within this band 5% of the time within the historic record.
Notably high	Value likely to fall within this band 8% of the time within the historic record.
Above normal	Value likely to fall within this band 15% of the time within the historic record.
Normal	Value likely to fall within this band 44% of the time within the historic record.
Below normal	Value likely to fall within this band 15% of the time within the historic record.
Notably low	Value likely to fall within this band 8% of the time within the historic record.
Exceptionally low	Value likely to fall within this band 5% of the time within the historic record.

220616 Visual (Melbourn Parish Council)

Material: Arlon Self Adhesive Vinyl - Airflow / 3mm rigid composite board

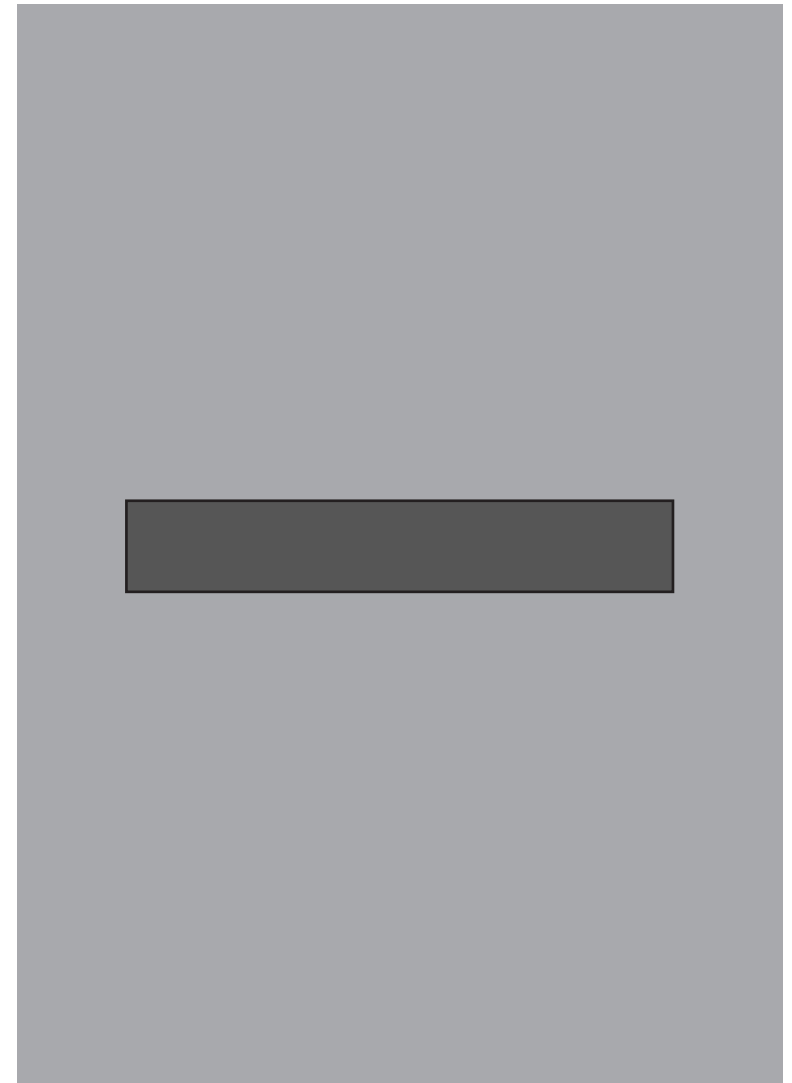
Size: 210mm wide x 297mm high

Colour: CMYK

Finish: Printed to face with gloss laminate seal

C/w: 200mm wide channeling and universal fixings

Note: Artwork not final



JOB DETAILS & QUOTATION

DATE: 09th June 2022

TITLE: Our Ref: JN 220616 / Your Ref: Melbourn Parish Council - Signs

MATERIAL: Arlon Self-adhesive vinyl – Airflow / 3mm rigid composite

SIZE: 210mm wide x 297mm high

COLOURS: Printed CMYK

QUANTITY: See below

FINISH: Signs printed to face with gloss laminate seal as per visual PDF

NOTES: Signs to be collected from Unlimited Logos upon completion

SUB TTL:	x5 £125.00+VAT (£25 each)	x10 £210.00+VAT (£21 each)
-----------------	-------------------------------------	--------------------------------------

Please be aware that payment is required upon completion/collection

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us, **in order to acknowledge approval.**

This quotation is based on information received and is subject to final sight of artwork.
This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

**MAKE PAYMENT BY BACS TO: BARCLAYS BANK, SORT CODE: 20-17-20, ACCOUNT NUMBER:63840964
ACCOUNT NAME: MR T R FULTON T/A UNLIMITED LOGOS LTD**

=== ALL MAJOR CREDIT CARDS ACCEPTED ===

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf 16/5	run 23/5	30/5 run	Sf. 6/6.	
Village Car Park	Sf 16/5	run 23/5	30/5 run	Sf 6/6.	
War Memorial	run 16/5	run 23/5	30/5 run	Sf. 6/6.	
Littlehands and Access Way	run 16/5	run 23/5	30/5 run	Sf 6/6.	
New Rec. Ground	run 16/5	run 23/5	31/5 Sf.	Sf. 6/6.	
Clear Cres. Play Park	run 16/5	Sf 23/5	31/5 Sf.	Sf. 6/6.	
Orchard Road Cemetery	run 16/5	Sf 23/5	31/5 Sf	Sf. 6/6.	
New Road C/metry	Sf 16/5	Sf 23/5	30/5 run	Sf. 6/6	
Old Recreation Ground	Sf 16/5		30/5 run		
Pavilion	Sf 16/5		30/5 run		
Stockbridge M.	run 16/5		30/5 run		
Worcester Way	run 16/5		30/5 run		
BMX Site (Summer & only if open)	run 16/5		30/5 run		

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	run 16/5		run 30/5	
All Saints' CYard	run 16/5		run 30/5	
Jubilee Orchard	run 16/5		run 30/5	
Fire Engine Shed				sl 16/6
Armingford Cres.				sl 16/6
Beechwood Avenue		sl 23/5		
Chalkhill Barrow		sl 23/5		
Elm Way		sl 23/5		
Millennium Copse		sl 23/5		

MELBOURN PARISH COUNCIL

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	16/5 23/5 28/5 6/6			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
04/10/2021	Bowls Club	Multiple attempts to break in to the changing rooms. They have reported to police under ref 35/67543/21.	Resident			Reported to police via 101 online - incident number INT/35/9FBK/5102021
05/10/2021	Pavilion	Broken Window	Warden			SM has obtained quote
12/10/2021	PCSOs visited Hub.	Requested more details re Bowls Club damage. CL has passed on contact details and requested regular patrols in the village.				
15/12/2021	Medcalf Way / Palmers Way cnr	Resident reported noise from young people gathering on the bench. Also noted drug use. CL advised that all incidents should be reported to the police.	Resident			
17/01/2022	Orchard Road Cemetery	Further reports of gatherings in the cemetery including noise and drug use.				CL reported to police via 101 (ref BOS-1591-22-3535-B20) and also emailed PCSOs. Resident requested to report every incident via 101 and also to let the parish office know so that we can follow up. Email from PCSO to say she has visited the resident. Those involved have been identified and will be spoken to via MVC
13/02/2022	Moat Lane	Property eggs by youths. CCTV images captured and incident reported to police via 101	Resident			Incident number BOS-4301-22-3535-B20. CL reported to 101 and directly with PCSOs (14/2/22)
15/03/2022	Millennium Copse	Report of youths climbing on to the container - making noise	Resident			CL discussed with resident. Resident is generally unhappy about the container being on the New Rec. CL advised that the container belongs to the Fete Committee and may store some sports equipment for local teams. CL advised that we cannot take action but suggested that this could be logged via 101 online.
28/03/2022	Notice board near Hub	graffiti drawn on notice board with marker pen.	SM			Wardens removed the graffiti
18/04/2022	New Road Cemetery	Report of a group of youths hanging out in New Road Cemetery making noise and causing a disturbance	Resident			Reported to PCSO by CL and requested patrols. Resident has requested for the cemetery gates to be locked at night.
13/05/2022	Allotments	An allotment holder reported that youths have been hanging out at far end of allotments. Reportedly smoking cannabis	Resident			SM to inform allotment holders about coffee with a cop and to remind holders to report anything of concern to Parish Office.
18/05/2022	New Rec	Bin damaged by fire	GC			Reported to maintenance.
18/05/2022	Track Behind allotments	Cars behind allotment late at night reportedly drug dealing	GC			SM to report on 101 online

MELBOURN PARISH COUNCIL

Maintenance Committee Meeting : 16 June 2022

MA033/22c) update on small electrical appliance bin

Following the last Maintenance meeting, it was agreed that the grassed area is the best location for the bin, but work needs to be done on this area to make it suitable.

Quotes are being sought to install a base for the bin near the path in the corner of the grassed area in the car park. The work needed is for a level concrete base to be laid flush with the path so there is no drop from the base to the path.

One quote has been received so far and SCDC are happy to cover the price quoted, but the office would like to obtain a second quote. The second quote is currently being sought.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

6th May 2022

Dear Claire

As requested we are quoting to empty the soil store in New Rd Cemetery, we would use tractor & trailer as apposed to a lorry to reduce damage to the grass as previously.

The area would be left clean & tidy

Total for works £400.00 x Vat per base

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

Kind Regards

Justin Willmott

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



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

30th May 2022

Dear Claire

As we discussed, the ground round the goal mouths has really worn down, this has caused quite a dip. I have been asked by the football clubs if we could add extra soil & seed the wider areas when we do the goal mouth repairs.

Supply topsoil & seed, prepare the ground ready, rake & level soil out to allow us to then seed the areas & cover over with soil

We would fence the areas off afterwards

THIS NEEDS TO BE DONE ASAP OVER THE NEXT WEEK to ensure areas are ready for the new season

Total for works £580.00 x Vat

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

Kind Regards

Justin Willmott

BARLEY PROPERTY MAINTENANCE.

14 BANKSIDE, THE HIGH STREET
BARLEY, HERTFORDSHIRE.
SG8 8HU.
TEL: 07971 069449/01763 849238.
EMAIL: parttdarren@yahoo.co.uk

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

PARISH CLERK
MELBOURN PARISH COUNCIL
30 THE HIGH STREET
MELBOURN.
SG8 6DZ.

ESTIMATE

Quotation	QT1139
Date	28/05/2022
Our Ref.	BENCHES.
Cust Ref.	BENCHES.
Terms	COMPLETION.

Description	Amount
TO: RELOCATE EXISTING BENCH AND INSTALL NEW JUBILEE BENCH.	£12.80
FIXINGS:	£190.00
LABOUR:	
Remarks	
ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT. THE CO-OPERATIVE BANK. SORT CODE: 08-90-66. ACC NO: 08207672.	
	Sub Total £202.80
	VAT £40.56
	Total £243.36



QUOTE

Sophie

Date
15 Jun 2022

Expiry
8 Jul 2022

Quote Number
QU-0002

Peter Moxham
33 Greenbanks
Melbourn
Royston
Cambridgeshire
SG8 6AS
GBR

Description	Quantity	Unit Price	Amount GBP
-------------	----------	------------	------------

1. Tidy up gardens at 83 Melbourn High Street. Cut back / trim shrubs. Clear back floor and remove weeds at ground level. Light prune / remove lowest branches of Cherry tree at rear of gardens to let more light in and create a safer and more pleasant working environment for volunteers also let more light and room for Viburnum next to it which are in flower and attract pollinators / bees and the like.	1.00	300.00	300.00
---	------	--------	--------

Green waste managed to fit in x1 / x1 bulk bags for removal by Parish Council and bags returned to Peter Moxham please - no cost charged for this and saves MPC £100 - £120 for removal.

Weed in between existing plants, flowers and shrubs. Create a smarter garden with existing plants to manage going forwards by volunteers. Full Bags to be left at rear out of view for Collection and return by MPC.

Total cost £300 and return to trim budlea once flowered (flowering now)

I can commence on Thursday 23/6 if approved.
No VAT is to be added. Non VAT company.

Quote includes labour and fuel / oil, blades and tools.

Peter Moxham.

Subtotal	300.00
TOTAL NO VAT	0.00
TOTAL GBP	300.00

RISK ASSESSMENT REVIEW & WATER HYGIENE SURVEY



Sports Pavilion



4i Water Services Ltd
Unit 17a Woolpit Business Park,
Woolpit, Bury St Edmunds,
Suffolk, IP30 9UP
Tel 01359 242000
Company Reg. No. 04391787



RISK ASSESSMENT
&
WATER HYGIENE SURVEY

Customer/Client	Melbourne Parish Council
Site Address	The Sports Pavilion The Moor Melborne SG8 6DZ
Telephone Number	01763263303
Date of Survey	11/05/2022
Assessor	Paul Sanders
Date of next survey due	13/05/2024 or as required.

Any further information regarding this report is available on request from:



UNIT 17 WOOLPIT BUSINESS PARK

WOOLPIT

BURY ST EDMUNDS

SUFFOLK

IP30 9UP

T: +44 (0)1359 242 000

M: +44 (0)7713 113 720

F: +44 (0)1359 244 405

W: www.4iwaterservices.co.uk

SCOPE OF SURVEY

Introduction

1. Responsibility Structure
2. Client Information
3. Executive Summary
4. Drinking/Potable Water: Assessment
5. Cold Water Storage Vessel: Assessment
6. Hot Water Storage Vessels/Calorifiers/Combi Boilers/Point of Use Water Heaters: Assessment
7. Redundant Pipework, Dead Legs, Showers and Water Regulations: Corrective Action Log
8. Water Systems: Recommended Testing & Maintenance Programs
9. Detail on Recommendations
10. Risk Scale
11. Corrective action guidelines
12. Water Systems: Microbiological Activity Action Levels
13. Schematic Drawings
14. Action in the event of a suspected Legionella Outbreak

INTRODUCTION

OVERVIEW

The regulations in respect of “Reducing the Risk of Legionnaires Disease” are made up of:

- Health & Safety at Work Act 1974
- ACOP (L8) The Prevention or Control of Legionnaires Disease
- Management of Health & Safety at Work Regulations 1999
- Notification of Cooling Towers/Evaporative Condensers Regulation 1992
- COSHH Regulations 2002
- BS 8584:2016
- BS 8580:2010
- The Water Supply (Water Quality) Regulations 2000
- HTM 00 –
- HTM 04 – 01: Safe Water in healthcare premises. Part B: Operational Management.
- Health Building Note (HBN) 00-09 Infection Control in the built environment.
- HTM 07-04 Water Management and water efficiency – best practice advice for the healthcare sector
- HSG 274 part 2

The provisions of these acts are, as far as reasonably practicable, to ensure health and safety.

Reasonably practicable involves taking precautions proportionate to the risk.

High risk systems such as cooling towers may require costly preventative measures to reduce the risk of Legionnaires Disease.

LEGAL REQUIREMENTS

- Identify and assess sources of risk.
- Prepare a scheme for preventing or controlling the risk.
- Implement, manage and monitor the precautions.
- Keep records of the precautions.
- Appoint a person to be managerially responsible and a statutory duty holder (on-site nominated person). These people can be the same person and nominate duties to other employees.

The first step must be to carry out a “suitable and sufficient” risk assessment.

The assessment must include:

- An assessment of the risk to health and identified measures to be taken.
- Consideration of replacement/substitution to prevent the risk.
- Where prevention is not reasonably practicable, engineering measures to control exposure; e.g. drift eliminators.
- Other measures to reduce risk e.g. biocide treatment unit.
- A management regime to ensure continual compliance and regular reviews.
- Consideration of relevant site-specific requirements, induction procedures, access permits and permits to work and reporting emergencies & security.

The Notification of Cooling Towers & Evaporative Condensers Regulations 1992 requires that all towers be registered with the Local Authority.

This document has been produced using the best information available at the time of the assessment. Whilst every effort has been made to ensure its accuracy, 4i Water Services Ltd takes no responsibility for any unforeseen omissions, relating to equipment and systems that we were not made aware of at the time of the survey.

1. RESPONSIBILITY STRUCTURE

MANAGEMENT REGIME

OVERALL RESPONSIBLE PERSON (Duty Holder)

The Parish Council

NOMINATED (ON-SITE) RESPONSIBLE PERSON

Steven Pitman

ON SITE MAINTENANCE

No incumbent specialist

WATER TREATMENT CONTRACTOR

No Incumbent Specialist

CLEANING AND DISINFECTION CONTRACTOR

No Incumbent Specialist

NOMINATED AUTHORITIES

	NAME	ADDRESS	TELEPHONE
OVERALL RESPONSIBLE PERSON	The Parish Council	30 High Street Melbourn SG8 6DZ	01763263303
NOMINATED RESPONSIBLE PERSON	Claire Littlewood	As Above	As Above
ENGINEERING SITE MAINTENANCE	Site Staff	-	-
LOCAL COUNCIL	As Above	-	-
WATER TREATMENT CONTRACTOR	No Incumbent Specialist	-	-

2. CLIENT INFORMATION

2.1 What you must do

Set out below are the main duties imposed on the employer by the ACOP (L8) which interprets the Health and Safety at Work Act 1974

To comply with their legal duties, employees and those with responsibilities for the control of the premises.

- Identify and assess the source of risk
- Prepare a scheme for preventing or controlling the risk
- Implement, manage and monitor precautions
- Keep records of the precautions
- Appoint a person to be managerially responsible

The Code and Guidance also set out the responsibilities of suppliers of service such as water treatment and maintenance of manufactures

Importers, suppliers and installers.

The ACoP applies to the control of legionella bacteria, in any undertaking involving a work activity managed by you or on your behalf. It applies to premises controlled in connection with a trade, business or other undertaking where water is used or stored.

2.2 Residential accommodation: Landlords

Landlords who provide residential accommodation, as a Duty Holder, have a legal duty to ensure that the risk exposure to tenants, residence, guests and customers to is properly assessed and controlled.

They can carry out a Risk Assessment themselves if they are competent, or employ somebody who is.

Where a Managing (or Letting) Agent is used, the Management Contract should clearly specify who has responsibility for maintenance and safety checks, including managing the risk from legionella. If no contract/agreement/specification of responsibility is in place the duty in most cases will be with the Landlord.

For most residential settings, the Risk Assessment may show the risk is low, in which case no further action may be necessary e.g. housing units with small domestic type water systems where water turnover is high.

Simple control measures can help manage the risk of exposure to legionella and should be maintained, such as:

- Flushing out the system before letting the property.
- Avoiding debris getting in to the system (e.g. ensure cold tanks, where fitted have a tight fitting lid)
- Setting control parameters (e.g. setting the temperatures of the calorifiers to ensure water is stored at 60.0c)
- Making sure any identified redundant pipework is removed.
- Advising tenants to regularly clean and disinfect shower heads and hoses.

Landlords should inform tenants of the potential legionella risk and advise on any actions to be undertaken where appropriate. Tenants should advise the landlord if the hot water is not heating properly or if there are any other problems with the system, so that appropriate action can be taken.

Dwellings that are vacant for extended periods should have all outlets flushed on a weekly basis. During periods of non-occupancy, draining the system should be considered.

It may be impracticable to risk assess every individual residential unit, e.g. Housing Associations or Councils. A representative proportion of the premises should initially be assessed, on the basis of similar design, size, age and water supply, with the entire estate eventually assessed on a rolling programme of work.

2.3 Shared Premises

Duty Holders who have control of premises and water systems have a responsibility to those who are not their employees, but who use those premises. An assessment must be carried out to identify, assess and properly control the risk exposure to legionella bacteria from work activities and water systems on the premises.

In Estates Management, several Duty Holders may occupy one building. In such cases, duties and responsibilities should be identified through an explicit agreement. Where an agreement is not in place or does not specify who has responsibility, the duty is placed on whoever has control of the premises, or part of the premises.

Where employers share premises or workplaces, the Management of Health and Safety at Work Regulations 1999, regulation 11 requires that they cooperate with each other to ensure their respective obligations are met.

2.4 Special considerations for healthcare and care homes

Special consideration should be given to patients or occupants within health care premises, residential or care homes where they may be exposed to a range of potential sources of waterborne infections, e.g. patient ventilation humidification systems.

Both the relative risk of legionella assessment infection, scalding and any additional measures that may be required to effectively manage those risks should be considered.

Health Technical Memorandum HTM 04-01 2016 advises that the water used for direct contact with augmented care patients, (i.e. where medical/nursing procedures render the patients susceptible to invasive disease from the environmental and opportunistic pathogens) is, either:

- i. Water where testing has shown absence of *Pseudomonas Aeruginosa*; or
 - ii. Water supplied through a POU filter; or
 - iii. Sterile water (for example, for skin contact for babies in neonatal intensive care units).
- Hot water should be distributed so that it reaches the outlets including sentinel points at 55.0c within one minute and returns to the calorifier at 50.0c or above.
 - Inappropriate uses of water in an augmented care setting should also be considered and appropriate action, e.g. use of ice machines, drinking water fountains, bottled water dispensers.
 - Consider the implementation of Water Safety Plans (WSP). This should be applied proportionately depending on the setting.

2.5 Log Books

It does not matter what monitoring activities you carry out or how successful they are, if they are not logged in a specific log book or computerised system, they are not deemed to have been done at all.

The Log Book or Written Control Scheme should be specific or tailored to the system covered by the Risk Assessment and should include the following information.

- **The purpose of scope**
- **Details of the Risk Assessment**
This must be current, including a schematic and clearly defined lines of communication.
- **The Management structures**
Including details of the Duty Holder, Responsible Person(s) and all allocation of responsibilities and the communication pathway.
- **Up-to-date Schematic Plan**
Showing the layout of the systems(s) and its location within the surrounding premise. this should identify piping routes, storage and header tanks, calorifiers and relevant items of plant, especially water softeners, filters, strainers, pumps, dosing systems and all other water outlets.
- **Procedures of safe operation on the system/plant**
Including safe start up and shut down procedures.

An operation manual should be available for each individual system.

Cooling system operation manuals should be even more detailed and are vital in the safe operation of these types of systems.

Responsibilities of site and contractors.

- **Details of precautionary measures implemented**
Precautions in place to prevent or minimise risk associated with the system.
- **Monitoring, Inspection, Test and check results.**
A record of all results including signatures, dates and what was actioned when out of specification.

A record of analyses (as appropriate).

An asset inspection record, including subsequent remedial actions.

A record of cleaning and disinfection, including detail of chlorination levels, temperatures (during pasteurisation) and certification.

Personnel training record.

- **Remedial Action.**
To be taken in the event the scheme is shown not to be effective, including Control Scheme review and any modifications made.
- **Health and Safety information.**
Including details on storage, handling, use and disposal of any chemical used in both the treatment of the system and testing of the system water;
- **Incident Plan, which covers the following situation:**
Major system failure, e.g. chemical system failure.

Very high levels or repeat positive water analyses for legionella.

An outbreak of legionellosis, suspected or confirmed as being centred at a site or believed to be in an area which includes site.

Risk Assessments and Control Schemes should be kept whilst current and for 2 years after that period. Monitoring results should be retained for 5 years.

2.6 Managing Risk

As an employer, or person in control of premises, you must appoint someone competent to help you meet your health and safety duties, i.e. take responsibility for managing the Control Scheme. A Competent or Responsible Person is someone with the necessary skills, knowledge and experience to manage and control the scheme effectively, you could appoint one, or a combination of:

- Yourself.
- One or more workers.
- Someone from outside your business.

If there are several people responsible for managing the risk, e.g. because of shift-work pattern, you need to make sure that everyone knows what they are responsible for and how they fit into the overall risk management or the system.

If you decide to employ contractors to carry out water treatment or other work, it is still the responsibility of the competent person to ensure that the treatment is carried out to the required standards. Remember before you employ a contractor you should be satisfied that they can carry out the work you want to the standard that you required.

2.7 Preventing or controlling the risk

On a practical level you should:

- Ensure that the release of water spray is properly controlled.
- Avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms.
- Ensure water cannot stagnant anywhere in the system by keeping pipework length as short as possible or remove redundant pipework.
- Avoid material that encourage the growth of legionella (The Water Fittings and Materials Directory references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme);
- Keep the system and the water in it clean.
- If necessary, treat water to either kill legionella (and other micro-organisms) or limit their ability to grow.

2.8 Record Keeping

If you have more than five employees you have to record any significant findings, including any group of employees identified by it as being particularly at risk and steps taken to prevent or control risks.

If you have less than five employees, you do not need to write anything down, although it is still useful to keep a written record of what you have done.

Risk Assessment records should be retained throughout the period for which they remain current and for at least two years after that period. Monitoring records should be retained for at least five years.

2.9 Audit of Records

An audit is the inspection or examination of the water system records to evaluate or improve the appropriateness, safety, efficiency. This is normally carried out by an independent body.

The audit should ensure that precautions continue to be carried out and that adequate information is available. A record of the assessment and precautionary measures and treatments should be kept. All records should be signed by those people performing the various tasks assigned to them.

- Reviewing the current Risk Assessment to determine whether it remains valid.
- Appraisal of the Management Plan.
- Appraisal of the maintenance, testing monitoring and inspection records.
- Appraisal of the training record and competence checks of site and service provider.
- Appraisal of the safe operation of the system.

On an operational basis the following components of the water system may require particular attention.

Hot Water Calorifiers /Cylinders Log

- The ACOP (L8) requires that the flow and return temperatures are taken from each water heater e.g. calorifier on a monthly basis.
- Temperatures should be recorded from the nearest and sentinel outlets on a monthly basis and this should be recorded on the Hot Water Outlet Log.
- All bacteria tests and cleaning/chlorination should be certificated and should be recorded on the certificate of disinfection.
- Any remedial action required which are taken to resolve identified failures should be recorded on the maintained log.
- Analysis of water samples for legionella should be carried out by a UKAS accredited laboratory. The interpretation of any results should be carried out by experienced microbiologists.

Cold Water Storage Cistern Log

- All cold-water storage cisterns should be inspected, cleaned and disinfected (if required) on a 12-monthly basis.
- Any faults identified as a result of this inspection should be rectified and be recorded on the maintenance log.
- Details of cleaning and disinfection together with associated bacteriological testing should be certified and recorded on the appropriate log sheet.
- Temperatures in excess of 20.0c are considered to fail recommendations of the HSE.

Hot and Cold-Water Outlet Log, Sentinel Outlets

- The temperatures from the sentinel hot and cold-water taps should be tested monthly. Action is required if the hot water temperature does not reach 50.0c (55.0c in healthcare premises) at the outlet after one minute of operation of the tap. The cold water outlet temperature should not exceed 20.0c after two minutes operation of the tap.

Hot and Cold-Water Outlet Log

- The control of legionella recommends that a representative number of hot and cold-water sentinel outlets are checked for temperature on a rotational basis annually.
- The temperature should be recorded (via surface probe) on the pipework prior to any thermostatic mixing valve (TMV). The temperature should be >50.0c (55.0c in health care premises) and <20.0c
- Analysis of water samples for legionella and total viable count (TVC), should be carried out by a UKAS accredited laboratory.
- The interpretation of any results should be carried by an experienced microbiologist.

Little Use Outlets Weekly Flushing Regime

- The ACOP (L8) requires that on a weekly basis little used outlets are flushed through and purged to drain. In health service premises (HTM 04-01 Part B) requires that, on a twice weekly basis, little used outlets are either flushed through and purged to drain immediately before use, without release of aerosol.

3. EXECUTIVE SUMMARY

3.1 BUILDING AND SYSTEM OPERATION DESCRIPTIONS

This report is based on physical observations of the water systems operating within **The Sports Pavilion**

This particular building is not being used on a daily basis and therefore the majority of the water systems are only used during the football season and a youth club each week, also ad hoc higher for functions over a weekend.

When areas of the building become unfrequented, there is cause for concern with regard to stagnation of the water within the system pipe work and fittings. Stagnated systems create an environment conducive with the multiplication of bacteria and other micro-organisms, particularly when elevated ambient temperatures or trace heating' cause the water to become tepid.

The users of this building are of all ages and as such some visitors may be in a High-risk category for susceptibility to legionella bacteria.

This site relies on town mains supply for domestic cold-water services.

3.2 MAINS WATER SERVICES

There is a total of 1 mains water service(s) located on site.

3.3 COLD WATER STORAGE TANKS/VESSELS

There are no Cold-water storage vessel(s) located on site.

3.4 HOT WATER STORAGE VESSELS/CALORIFIERS

There is a total of 2 hot water storage vessel(s)/calorifiers(s) located on site.

There is a total of 1 low capacity/point of use water heater(s) located on site.

3.5 SHOWERS

There are 10 showers located on site that require regular cleaning and disinfection as recommended within the ACOP L8 check list 2 specification. See section 8 - Water Systems: Recommended Testing & Maintenance Programs if applicable.

3.6 This water system was identified overall as a **Medium** risk system with regards to the proliferation of water borne bacteria and in particular Legionella. This rating is because **of the following**

- **Ensure hot water is stored at 60 °C**
- **The cylinders are still under 60°C**
- **Showers located on site**
- **Weekly flushing and cleaning is taking place due to a cleaner being employed to flush outlets and showers on a weekly basis.**
- **Initiate a formal thermal control regime**
- **A formal regime is in place.**
- **Initiate a formal water hygiene regime**
- **A formal regime is in place.**
- **Have LP samples taken**
- **Samples have been taken.**
- **Disinfect HWSV on an annual basis**
- **This has not been done.**
- **Fit automatic flushing valves to expansion vessels**
- **This has not been done. A faulty expansion vessel was found on calorifier 2**
- **Consider fitting destrat pumps to calorifiers to avoid tepid water in the base of each cylinder as there is no return on the hot water system.**
- **Service all TMVs on an annual basis**
- **This has not been done.**
- **Install insulation to all pipework in the building where required**
- **No insulation has been fitted**
- **Legionella Awareness Training is required for staff**
- **Twisted flexi hoses in evidence**

Full ACOP L8 recommendations on the following pages

3.7 POST - ASSESSMENT AUDIT

SUBJECTS REVIEWED	YES/NO	COMMENTS	DATE ACTIONED
RISK ASSESSMENT			REVIEWED
Are the current system details correct?	YES	Available within this Assessment	11/05/2022
Is there a current up to date cold water cistern/tank survey?	No water tanks found	Available within this Assessment	
Is there a current photograph of the cistern/tank(s)?	N/A	Available within this Assessment	
Is there a current up to date hot water survey?	YES	Available within this Assessment	
Is there a current photograph of the calorifier/water heater(s)?	YES	Available within this Assessment	
Are the schematic drawing details correct?	YES	Available within this Assessment	
Does the assessment need up dating?	NO	Available within this Assessment	
LOG BOOK			
Is the maintenance schedule up to date?	NO		
Are the Responsible Person details up to date?	YES		
Is the training log up to date?	NO		
Have any training requirements been identified?	YES		
Is there an annual review of the system?	YES		
Are the disinfection procedures being followed?	NO		
Are all the log sheet entries up to date?	YES		
Has any remedial works been identified and recorded?	YES		
Has identified remedial work been rectified?	NO Not All		
Are outlets cleaned/disinfected on a minimum of annually and certified?	YES		
Has the system been tested for legionella and certified?	YES		
Has the annual mains water analysis been recorded and certified?	NO		
SUMMARY OF COMPLIANCE WITH ACOP			
Has the system been adequately risk assessed?	YES	Available within this Assessment	
Is the scheme satisfactory for minimising the risk?	YES		
Has the scheme been fully implemented?	NO		
Are the records being kept up to date by all responsible/competent personal?	YES		
Does the scheme effectively function in line with the requirements of the ACOP (L8)?	NO		

Client is to fill in actioned section to conform to current legislation.

4.

DRINKING/POTABLE WATER: ASSESSMENT

Drinking/Potable Water Was Found

DRINKING/POTABLE WATER			
BUILDING	Sports pavilion		
BUILDING SUPPLY	Town Mains		
SENTINAL OUTLET TEMPERATURE (°C) After 2 mins	LOCATION	TEMP (°C)	
	kitchen	14 Compliant	
	Ladies w/c	15 Compliant	
	Gents w/c	15 Compliant	
ADDITIONAL INFORMATION	A formal hygiene monitoring regime is in operation Monthly Thermal Monitoring Is In Place		
LEGIONELLA RISK LEVEL	B		
RECOMMENDATIONS	No.	Priority	Date Comp
SEE SECTION 9 FOR CORRESPONDING DETAIL	RS.01 - Fit automatic 3 port flushing valves to purge the potential dead leg caused by the unsatisfactory pipe work configuration and expansion vessel internal bladder.	P2	
	RS.03 - Complete a monitoring regime on the domestic cold-water services outlets to include monthly monitoring of the 'control method' as a minimum.	P1	On Going
	RS.05 - Consider the introduction of an annual water sample and analysis for the drinking water supply quality standard.	P2	
	RS.08 - Ensure that any scaled outlets are de-scaled and disinfected on a regular basis.	P1	On Going

	RS.13a - Install suitably approved insulation to the domestic mains cold water pipework throughout the building.	P1	
RISK EVALUATION WITH ADDITIONAL CONTROL COMPLETE	A		

PHOTOGRAPHS



The pavilion



Cylinder 1 expansion vessel fit flushing valve



Insulate mains pipe work
TMVs NOT SERVICED



Cylinder 2 expansion vessel fit flushing valve
FAULTY EXPANSION VESSEL

According to medical experts, drinking water contaminated with Legionella is not expected to allow the development of Legionnaires Disease. There are, however, other bacteria that can colonise water systems and lead to other levels of risk to employees and others.

5.

COLD WATER STORAGE VESSELS: ASSESSMENT

No Cold Water Storage Vessels Were Found

6.

HOT WATER STORAGE VESSELS/CALORIFIERS/COMBI BOILERS/POINT OF USE WATER HEATERS: ASSESSMENT

Hot Water Storage Vessels/Calorifiers/Combi Boilers/Point of Use Water Heaters Were Found

HOT WATER STORAGE VESSELS/CALORIFIERS/COMBI BOILERS/POINT OF USE WATER HEATERS		
Building	Sports pavilion	Sports pavilion
Designation – Asset ID No.	01/01	02/01
Outlets Served	See Schematic Home changing room + showers Gents w/c + disabled w/c kitchen	See Schematic Ladies w/c Away team changing room + showers
Vessel – Type and Manufacturer	Vaillant Mains Fed unvented	Vaillant Mains Fed unvented
Location on Site	kitchen Plant Room	kitchen Plant Room
Heating Supply	Both Direct and Indirect	Both Direct and Indirect
Material of Construction	Steel	Steel
Vent Pipe Fitted	N/A	N/A
Unit and Outlets Clearly Labelled	Cylinder No Pipework No	Cylinder No Pipework No
Insulation Type	Manufacturers	Manufacturers
Accessibility for Servicing	Access Hatch Not Fitted N/A	Access Hatch Not Fitted N/A
Make Up Water Source	Mains	Mains
Outlet Size and Location	22mm Top	22mm Top
Drain Size and Location	1/4" Drain Cock Bottom	1/4" Drain Cock Bottom
Cold Water Supply Size and Location	22mm Bottom	22mm Bottom
Water Capacity (L)	300 litres	300 litres
Temperature on Gauge (°C)	Gauge Not Fitted	Gauge Not Fitted
Temperature Flow (°C)	35	35

Temperature Return (°C)	N/A		N/A	
System Recirculated	No		No	
Destratification Pump Installed	No		No	
Drain Water Condition	Not Taken		Not Taken	
General Shower Condition	Clean		Clean	
Shower Heads Cleaned and Disinfected	Records Available		Records Available	
Showers – Frequency of Use and Flushing Regimes	WEEKLY FLUSHING Records Available		WEEKLY FLUSHING Records Available	
SENTINAL OUTLET TEMPERATURE (°C) After 1 min	LOCATION	TEMP (°C)	LOCATION	TEMP (°C)
	kitchen	35 Non compliant	Ladies w/c	35 Non Compliant
	Gents w/c post tmv	29 Non compliant	Away changing rm	32 Non Compliant
	Home change rm post tmv	28 Non compliant		
ADDITIONAL INFORMATION	A formal hygiene monitoring regime is in operation Monthly Thermal Control		A formal hygiene monitoring regime is in operation Monthly Thermal Control	
LEGIONELLA RISK LEVEL	C		C	







...Continued Below...

RECOMMENDATIONS	No.	Priority	Date Comp
SEE SECTION 9 FOR CORRESPONDING DETAIL	RH.50 - Investigate the low hot water temperature at the sentinel far point s supplied from the hot water system.	P1	
	RH.52 - Where no access/ inspection hatch is installed, disinfect the calorifier on an annual basis, and undertake water sampling and analysis for specific legionella bacteria annually	P1	
	RH.53 - Consider the installation of an anti-stratification circulating pump and system to ensure tepid temperatures do not exist within the base of the vessel/s. Chemical cleaning / disinfection may be required prior to installation.	P1	
	RH.63 - Ensure that all outlets and particularly showers are operated under a controlled and approved method on a minimum basis of weekly with record available in the site log book "Vacant Rooms"	P1	
	RH.58 - Remove centralised Thermostatic mixing valve (TMV) and install a single individual TMV to each area of use.	P1	
	RH.61 - Ensure appropriate operational and hygiene regime.	P1	
	RH.64 - Ensure that all outlets are operated on a minimum basis of weekly including holiday periods with record available in the site log to prove flushing is undertaken.	P1	On going

	RH.66 - Ensure that hot water is stored at a minimum temperature of 60°C and that return temperatures are at a minimum of 50°C.	P1	
	RH.67 - Establish a monitoring regime where the hot water storage calorifier/s flow and return and 'sentinel' outlet temperatures are logged on a minimum of a monthly basis.	P1	
	RH.70 - Take samples from the hot water storage vessel/s/system/s and undertake analysis for specific legionella bacteria.	P1	18/02/21 11/05/22
	RH.78a - Install suitably approved insulation to the domestic hot water pipe work throughout building.	P1	
	RH.79a - Service all TMV's annually taking account of any manufacturer's recommendations.	P1	
RISK EVALUATION WITH ADDITIONAL CONTROL COMPLETE	A		

...Continued Below...

PHOTOGRAPHS

		
	<p>Centralised TMV fitted behind panel in disabled w/c</p>	<p>2x TMVs that supply showers</p>
		
	<p>Typical clean shower head</p>	<p>Clean shower outlet</p>
		
	<p>Hwsv 01</p>	<p>Hwsv 02 Faulty expansion vessel</p>

...Continued Below...


PHOTOGRAPHS



As there is no return pump existing pipework could be fitted with De-strat pumps so that luke warm water does not accumulate in the base of the water heaters



Old and twisted flexi hoses

COMBI BOILERS/WATER HEATERS			
Building	Sports Pavilion	Location	kitchen
System	Mains	Asset ID No.	POU 1
Manufacturer	Redring	Feed	Mains
Header Condition	n/a	Thermostat	N/A
Outlet Temperatures (°C)	Location		Temperature (°C)
	Wash hand basin		41
Blender Valve Location(s)	N/A	Unused Pipe Work	N/A
Shower Condition	Showers Not Fitted		
PHOTOGRAPHS			
			
	POU fitted over basin		
Additional Information			
LEGIONELLA RISK LEVEL	A		

RECOMMENDATIONS	No.	Priority	Date Comp
SEE SECTION 9 FOR CORRESPONDING DETAIL	RWH 81 - Establish a monitoring regime where the hot water heater/s temperatures are logged on a minimum of a monthly basis.	P1	On going
	RWH 83 - Ensure appropriate operational and hygiene regime.	P1	On going
	RWH 84 - Ensure that all outlets and particularly showers are operated under a controlled and approved method on a minimum basis of weekly with record available in the site log book.	P1	On going
RISK EVALUATION WITH ADDITIONAL CONTROL COMPLETE	A		

7.

REDUNDANT PIPEWORK/DEAD LEGS/LITTLE USED AREAS

No Redundant Pipework/Dead Legs/Little Used Areas Were Found

8.

WATER SYSTEMS: RECOMMENDED TESTING & MAINTENANCE PROGRAMS

GENERAL RISK POTENTIAL

Where Hot and Cold-Water taps do not allow spray or fine mist droplets to form, the potential risk from Legionella is very small, when such droplets are allowed to form, then the risk level increases substantially.

The water temperature and the tap design are the most significant factors in the variation of risk.

Hot water outlets should achieve temperatures of at least 50°C within one minute of running. Cold water outlets should achieve temperatures of 20°C or less within two minutes of running.

Temperatures outside this range provide a suitable environment for the proliferation of a number of different types of bacteria, including Legionella.

Where hot water temperatures are limited by thermostatic mixing valves, which are located near to the outlets, it is important that the water supplied to these valves meets these temperature levels.

Pipe work and outlets such as Showers and Spray Type Mixer Taps represent a risk that is dependant to a large extent on the condition of the Hot and Cold-water Storage Vessels and Calorifiers. However, the risk can vary dependant on the general circumstances of particular outlets and design features regarding pipe work.

According to medical experts, drinking water contaminated with Legionella is not expected to allow the development of Legionnaires Disease. There are, however, other bacteria that can colonise water systems and lead to risk to employees and others.

Hot outlets supplied by locally mounted electric water heaters/combination and electric instantly heated showers are all low risk systems especially when supplied, in most cases they are, by mains water. However, these units should be maintained according to the manufacturer's recommendations to ensure safe and efficient operation.

Scaled and dirt on taps and shower heads also provide a breeding ground for many types of bacteria including Legionella. All outlets should be regularly maintained to keep them free from scale and dirt.

HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

SERVICE	TASK	FREQUENCY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water.	ANNUALLY
	Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis.	ANNUALLY
	Check temperatures in flow and return at calorifiers.	MONTHLY
	Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare)	MONTHLY
COLD WATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	ANNUALLY
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	BI-ANNUAL
	Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps.	MONTHLY
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses.	AS NECESSARY
LITTLE-USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	WEEKLY

HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

FREQUENCY	CHECK	ACQUIRED STANDARD		NOTES
		COLD	HOT	
MONTHLY	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required.
	If fitted, input to TMV's on sentinel basis.		The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to water heater/calorifier.		Outgoing water should be at least 60°C and the return at least 50°C.	If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system.
BI-ANNUAL	Incoming cold-water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel.
ANNUALLY	Representative number of taps on a rotational basis.	The water temperature should be below 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.

9. DETAIL ON RECOMMENDATIONS

DETAIL ON RECOMMENDATIONS	
DRINKING/POTABLE WATER	
RS.01	In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Re-install the expansion vessel as close to the pipe work it supports and upright to reduce the dead leg length and install automatic flushing valves to reduce the chance of stagnation within. This action will greatly improve any control regime put in place.
RS.01a	The water system has been visually assessed for non-metallic materials that may be used in items such as inline valves, test points and flexible hoses. They should be replaced according to the guidance in safety alert DH (2010) 03 – ‘Flexible water supply hoses’
RS.02	Where not all cold-water taps are supplied by suitable drinking water it is advisable to label the appropriate outlets. Where the majority is suitably supplied an alternative may be to label the non-suitable outlets.
RS.02a	Water softener - Check weekly but may depend on the size of the vessel and the rate of salt consumption. Service and disinfect the softener/s annually or according to manufactures guidelines.
RS.03	Good operational practice and the Approved Code of Practice L8 require that monitoring is completed in order to ensure that the control method remains satisfactory. The monitoring should be completed by a suitably competent person and results, including a written report annually, should be logged.
RS.03a	It is recommended within the ACOP that any non-compliant materials are removed and replaced with a WRAS approved product.
RS.04	Where hose reels are in situ and are not regularly used they should be flushed through to prevent stagnation of the water that they hold. This should be completed by an approved method that minimises the amount of water aerosol produced.
RS.05	It is considered as good practice that bacteriological quality of drinking water is monitored. The results should validate the water to be within the parameters of the EC Directive and also within Industry Recognised Standards.
RS.06	To eradicate the possibility of back flow contamination of the mains potable water supply we recommend double check valves are installed to all hose tap unions and any other outlets that may have, or already has a hose attached.
RS.07	Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.
RS.08	Some tap outlets have a build-up of scale present that can harbour bacteria including Legionella, E. coli and Coli forms, these outlets should be de-scaled on a regular basis to reduce the risk of contamination to the water they produce. Installing a water softener is another option to eradicate outlet scaling issues.
RS.09	Pipe work ‘dead legs’ are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions. The ‘dead leg’ should be removed back to source and the source pipe be capped or ‘pieced through’ so as not to leave any pipe spigot. If the dead leg is a faulty outlet then repair and bring back into service.
RS.10	To eradicate the possibility of bacterial contamination of the mains potable water supply we recommend double check valves are installed as close to the source of the Mains supply to the Primary Heating System. Because of the nature of the primary heating system it will utilize very little water thus allowing the mains water supply to become an acting dead leg that may become colonized with pathogenic bacteria such as Legionella.

DETAIL ON RECOMMENDATIONS
DRINKING/POTABLE WATER
RS.10a - CAT 4 backflow protection - To eradicate the possibility of chemical contamination of the mains potable water supply we recommend a category 4 RPZ is installed to the Primary Heating System quick fill pipework.
RS.11 - To eradicate the possibility of back flow contamination of the mains potable water supply ensure all hoses are removed from any outlet that has one attached. An AA air gap is also known as a 'fluid category 5', fluid representing a serious health hazard because of the concentration of pathogenic organisms, radioactive or very toxic substances, including any fluid that contains: faecal material or any human waste, butchery or any other animal waste, or pathogens from any other sources.
RS.12 - Hoses attached to any tap outlets without back flow protection pose a risk of category five water siphoning back through the hose and contaminating the water supply. We recommend total removal of the hose after each use or the installation of a double check valve as a minimum requirement.
RS.13 - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions.
RS.13a - The mains cold water pipework requires suitable and approved insulation to reduce thermal gain. Poor insulation is likely to be problematic during the summer period and in any warm ambient environment, as the temperature would be likely rise to above the 20°C maximum recommended within ACOP L8 for stored cold water. Temperatures of cold-water services above 20°C, particularly approaching tepid levels, would create a major factor in allowing bacteria and other micro-organisms to multiply to harmful levels.
RS.14 - The traditional approach to control legionella is temperature, to aid the monitoring regime currently in place we highly recommend the installation of a continuous biocide treatment device, obviously there are a number of commercial systems available on the market, for example ozone and UV treatment, Ionization and the most common Chlorine Dioxide. Chlorine Dioxide is an oxidizing biocide capable of reacting with a wide range of organic substances. Levels of just 0.5mg/l can, if properly managed, be effective against planktonic and sessile legionella in hot and cold-water systems.
RS.14a - Due to the specific nature of this particular water system the conditions will provide an environment in which micro-organisms can proliferate. Remove all disused pipes and dispose.

DETAIL ON RECOMMENDATIONS**DOMESTIC COLD-WATER STORAGE**

RC.15 - Where sediment, scale or other debris have contaminated a storage vessel they will provide shelter and nutrition for bacteria and other micro-organisms, which can then potentially multiply to harmful levels. ACOP L8 advises that cold water storage tank/s are inspected regularly and cleaned as required. The tanks should be maintained free from debris or contamination. If they are not, they should be cleaned and chlorinated along with all down services.

RC.15a - The water system has been visually assessed for non-metallic materials that may be used in items such as inline valves, test points and flexible hoses. They should be replaced according to the guidance in safety alert DH (2010) 03 - 'Flexible water supply hoses'

RC.16 - Internal corroded surfaces are unhygienic by their nature, as they provide shelter and nutrition for bacteria, and also pose the threat of total perforation and leakage potentially causing water damage. Approved Code of Practice L8 and BS6700:1997 specifications additionally refer to corroded surfaces as unsuitable for water storage. The corroded surfaces should be refurbished with a WRAS approved system that offers value and longevity of service.

RC.16a - Valves are not identified – Label valves and compile an identification chart.

RC.17 - Consider vessel refurbishment by carefully treating corroded surfaces with WRAS approved coating or consider vessel replacement with GRP tank that is correctly sized and compliant with water supply regulations. The latter may prove to be more cost effective and provide greater life expectancy than corrosion treatment. This project will require the attention of a suitably competent and experienced mechanical engineer, in order to determine the most effective method of completion.

DETAIL ON RECOMMENDATIONS	
DOMESTIC COLD-WATER STORAGE	
RC.17a	The cold-water storage vessel temperature has become elevated. A common cause for this is the hot water from the calorifier is venting back in the tank or a thermal mixing valve may have failed. This condition will favour the potential multiplication of bacteria and other micro-organisms. Fit a check valve on the supply directly before the cold water enters the calorifier, service all TMV's.
RC.18	The existing domestic cold-water storage vessel/s is/are beyond repair and refurbishment and the site still requires water storage capacity. Therefore, new replacement WRAS approved and appropriately sized vessel/s should be installed in accordance with BS6700:2006 specification. This project will require the attention of a suitably competent and experienced mechanical engineer, in order to determine the most effective method of completion.
RC.19	The existing domestic cold-water storage vessel/s is/are beyond repair and refurbishment and stored water may not be required as part of this system. This project will require the attention of a suitably competent and experienced mechanical engineer, in order to determine the most effective method of completion.
RC.19a	The use of uncapped PVC-U pipes (or similar) within cold water storage tanks as support structure for the lid is likely to lead to stagnation and harbouring of harmful micro-organisms.
RC.20	The cold-water storage vessel Cover/s require any area where the ingress of air borne debris, rodents and insects to be sealed using a suitable material this will reduce cross contamination and greatly improve water quality.
RC.21	To estimate the storage vessel/s retention time a 'drop test' should be under taken, alternatively a water meter can be installed and utilized to acquire the same result. If the vessel/s are found to be over capacity as thought the vessel will need to be down sized to achieve a retention time of <24 hours or complete vessel/s removal and converted to mains supply is an option.
RC.22	The cold-water storage vessel/s require/s suitable and approved tight fitting cover/s with screened breather to protect water from contamination from airborne debris, insects and rodents.
RC.23	The cold-water storage vessel/s require/s suitable and approved insulation to reduce thermal gain. Poor insulation is likely to be problematic during the summer period and in any warm ambient environment, as the temperature would be likely rise to above the 20°C maximum recommended within ACOP L8 for stored cold water. Temperatures of cold-water services above 20°C, particularly approaching tepid levels, would create a major factor in allowing bacteria and other micro-organisms to multiply to harmful levels.
RC.23a	The cold-water storage pipework requires suitable and approved insulation to reduce thermal gain. Poor insulation is likely to be problematic during the summer period and in any warm ambient environment, as the temperature would be likely rise to above the 20°C maximum recommended within ACOP L8 for stored cold water. Temperatures of cold-water services above 20°C, particularly approaching tepid levels, would create a major factor in allowing bacteria and other micro-organisms to multiply to harmful levels.
RC.24	Internal surfaces of storage vessel/s will become contaminated by moisture caused by condensation if there is no ventilation within them. A breather vent is therefore required to be installed within the cover and this requires an approved screen to prevent the possible ingress of insects, rodents or birds.
RC.25	Some tap outlets have a build-up of scale present that can harbour bacteria including Legionella, E. coli and Coli forms, these outlets should be de-scaled on a regular basis to reduce the risk of contamination to the water they produce.
RC.26	It is possible for insects, rodents or birds to ingress the storage vessel/s via the overflow pipe. It is therefore required that an approved fitting is installed to provide a screen and therefore prevent potential access.
RC.27	It is recommended in the Water Regulations 1999 that a warning pipe with insect screen is installed to any cold-water storage vessel with more than 1000 litres capacity. This pipework must be clearly visible or have some other form of alarm to ensure that any overflow situation can be attended and rectified

DETAIL ON RECOMMENDATIONS	
DOMESTIC COLD-WATER STORAGE	
RC.28	Unsatisfactory positioning of the overflow pipe may cause unnoticeable water consumption or even a major flooding! Warning pipes must be clearly visible or have some other form of alarm to ensure that any overflow situation can be attended and rectified.
RC.29	If the vent pipe discharges water this can cause contamination of the vessel and also will raise the temperature of the stored cold water towards tepid levels. External discharge will prevent this occurrence and the tundish should be positioned in a visible location.
RC.30	Where cold water storage vessels are linked in series and there is little water demand then stagnation may occur. We recommend a drop test should then be undertaken to ascertain the retention time of the vessels water usage over a 24hr period, if the results suggest there is a low water demand we recommend total removal of the effected vessel and the pipe work repositioned accordingly. If the vessels capacity is used within the 24hr period then a second ball valve is to be installed to the effected vessel and pipe work repositioned into a parallel configuration. Ensure inlet ball valves are balanced prior to re-commissioning to create even water flow through each vessel.
RC.31	Where the cold-water storage vessels are incorrectly linked and there is little water demand then stagnation within the second vessel may occur. We recommend a drop test should then be undertaken to ascertain the retention time of the vessels water usage over a 24hr period, if the results suggest there is a low water demand we recommend total removal of the second vessel and the pipe work repositioned accordingly. If the vessels capacity is used within the 24hr period then a second ball valve is to be installed to the second vessel and pipe work repositioned into a parallel configuration. Ensure both inlet ball valves are balanced prior to re-commissioning to create even water flow through each vessel.
RC.32	A gap around the vent pipe caused by allowing too much tolerance when installing through the cover, will allow ingress of airborne debris and insects. Where the gaps are significant, rodents and birds may also be able to enter the vessel/s.
RC.33	Where site stored water is supplying water used for drinking purposes, it is recommended within BS6700:2006 specification and as good practice, that the bacteriological quality is monitored. The results should be within the parameters of the EC Directive or the interpretation of these known as the Industry Recognised Standards.
RC.34	Where cold water pipe work runs in close proximity to hot water/heating system pipe work or just a warm ambient atmosphere and is not adequately insulated then thermal heat gain will occur. This condition will favour the potential multiplication of bacteria and other micro-organisms such as Legionella. All affected areas should be lagged accordingly not to allow these conditions to occur.
RC.35	Due to the physical situation it can be extremely difficult and therefore time consuming to trace pipe work runs and to identify all associated outlets particularly where there is limited site experience available and no previous reliable drawing or schematics.
RC.36	Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions. The 'dead leg' should be removed back to source and the source pipe be capped or 'pieced through' so as not to leave any pipe spigot.
RC.37	Good operational practice and the Approved Code of Practice L8 requires that monitoring and inspection is completed in order to ensure that the operational condition of domestic cold-water vessels remains satisfactory. The monitoring should be completed by a suitably competent person and results, including a written report monthly, should be logged.
RC.38	Good operational practice and the Approved Code of Practice L8 require that monitoring is completed in order to ensure that the control method remains satisfactory. The monitoring should be completed by a suitably competent person and results, including a written report annually, should be logged.
RC.39	We recommend that the pipe work is repositioned so that the inlet and outlet pipes are at opposed ends of the vessel or that an internal 'sparge pipe' is fitted to the outlet. This will ensure that the flow of water is throughout the vessel from inlet to outlet and therefore avoiding partial stagnation.

DETAIL ON RECOMMENDATIONS

DOMESTIC COLD-WATER STORAGE

RC.40 - During periods of high ambient temperatures, the incoming town mains water temperature can approach or exceed the Approved Code of Practice L8 recommended maximum temperature of 20°C, for storage and delivery. During these periods the water temperature should not exceed 25°C and this may require additional flushing to be undertaken to ensure high throughput of water or additional insulation of storage vessels and pipe work to resist heat gain.

RC.41 - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions.

RC.42 - The resin beds of base exchange water softeners potentially provide a breeding ground for bacteria to inhabit and multiply within. It is therefore important that these are disinfected as part of an annual maintenance regime. This will also follow requirements detailed within the Approved Code of Practice L8. The choice of disinfectant to be used and the required strength of solution should be taken into account to prevent damage to the resin.

RC.43 - Where the water is used for drinking purposes it is recommended within BS6700:2006 specification and as good practice that the bacteriological quality is monitored. The results should validate the water to be within the parameters of the EC Directive and also Industry Recognised Standards.

RC.44 - Warning pipes or overflow pipes when warning pipes not fitted, must be clearly visible or have some other form of alarm to ensure that any overflow situation can be attended and rectified.

RC.45 - Where hose reels are in situation and are not regularly used they should be flushed through to prevent stagnation of the water that they hold. This should be completed by an approved method that minimises the amount of water aerosol produced.

RC.46 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.

RC.47 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Re-install the expansion vessel as close to the pipe work it supports and upright to reduce the dead leg length and install automatic flushing valves to reduce the chance of stagnation within. This action will greatly improve any control regime put in place.

RC.48 - During periods of high ambient temperatures, the domestic down water service temperature can approach or exceed the Approved Code of Practice L8 recommended maximum temperature of 20°C, for storage and delivery. During these periods the water temperature should not exceed 25°C and this may require additional flushing to be undertaken to ensure high throughput of water or additional insulation of storage vessels and pipe work to resist heat gain. Other underlying factors may cause temperatures to rise to unsatisfactory margins such as hot water venting back in to vessel/s via expansion pipes or faulty non return valves letting by.

RC.49 - Where the outlets of the vessels join to the down services, if one vessel connection is closer, this vessel will become the main supply vessel. This will result in the demand on the second vessel to be minimal thus becoming stagnated. The ball valve in both vessels will need to be balanced to allow vessels to fill simultaneously, eliminating the chance of stagnation to occur or to bring one of the vessels off line.

RC.49a - Because of long pipework runs on the cold-water system temperatures are exceeding the recommended temperature guidelines of <20.0°C after 2 minutes running time. Install automatic purging valve/s at the sentinel far points to aid water flow or introduce a daily flushing regime to ensure fresh water reaches these points.

DETAIL ON RECOMMENDATIONS

HOT WATER STORAGE

RH.50 - Where temperature is used as the means of controlling Legionella the hot water circulation loops far point/s (Sentinel point/s) should reach 50.0°C after 1-minute flushing period (55.0°C Healthcare). If the required temperature is not achieved after this time, as in this case a control measure will need to be implemented. Simple daily flushing of the outlet/s can be carried out, Trace heating can be installed or outlet/s can be cut back to the supply they support and point of used water heater utilised if they are found to be supplied from a long pipework configuration.

RH.50a - The water system has been visually assessed for non-metallic materials that may be used in items such as inline valves, test points and flexible hoses. They should be replaced according to the guidance in safety alert DH (2010) 03 – 'Flexible water supply hoses'

RH.51 - Hot water storage calorifiers can become internally contaminated with sediment, debris and, in hard water areas, lime scale. These deposits will provide shelter and nutrition for bacteria and other micro-organisms which can then potentially multiply to harmful levels, particularly where tepid water temperatures prevail. Annual internal inspection and cleaning of the vessel/s is good maintenance practice and required within the Approved Code of Practice L8.

RH.52 - Hot water storage calorifiers can become internally contaminated with sediment, debris and, in hard water areas, lime scale. These deposits will provide shelter and nutrition for bacteria and other micro-organisms which can then potentially multiply to harmful levels, particularly where tepid water temperatures prevail. Where no access/ inspection hatch is installed, disinfect the calorifier on an annual basis, and undertake water sampling and analysis for specific legionella bacteria annually at each sentinel point from the associated system.

RH.53 - The base of the calorifier/s may harbour elevated levels of bacteria due to the potential for tepid temperatures and contamination by sediment, debris and lime scale deposits. Where there is no way of regularly inspecting the interior of the vessel/s then alternative precautionary action needs to be undertaken.

RH.54 - In hard water areas lime scale deposit will slowly build up on shower heads. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the shower itself this is always an area of concern and regular decaling and disinfection is required.

RH.55 - In hard water areas lime scale deposit will slowly build up spray tap outlets. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the outlet itself this is always an area of concern. Regular decaling and disinfection of this particular type of outlet is recommended.

RH.56 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Re-install the expansion vessel as close to the pipe work it supports and upright to reduce the dead leg length and install automatic flushing valves to reduce the chance of stagnation within. This action will greatly improve any control regime put in place.

RH.57 - It is Imperative that the dual secondary duty pump sets are alternated on a minimum of a weekly basis to allow for fresh water flow through to the duty pump to reduce pathogenic bacteriological harbourage that can occur if unattended.

RH.58 - Thermostatic mixing valves (TMV's) should be sited as close as possible to the point of use. Ideally, a single TMV should not serve multiple tap outlets but, if they are used, the mixer pipework should be kept as short as possible.

RH.59 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Install a WRAS approved accumulator vessel on pressure-boostered hot or cold-water services with a diaphragm which is accessible for cleaning.

RH.60 - Where shower fittings become disused due to lack of maintenance i.e. (Broken shower heads and leaking shower pipes). this will create conditions that will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient condition

RH.61 - Ensure this unit is maintained in accordance with the manufacturer's recommendations, the discharge points are free of lime scale deposits and that water temperatures are satisfactory. ACOP recognizes temperatures greater than 45°C as a level at which legionella bacteria cannot multiply. Therefore, where the unit is supplied directly by town mains, used regularly and does not supply shower facilities, a storage temperature of 50°C will be an adequate control while reducing the risk of scalding to the users. A Thermostatic Mixer Valve could be considered for installation to further reduce scalding risks or to allow an increase stored temperature to 60°C.

DETAIL ON RECOMMENDATIONS

HOT WATER STORAGE

RH.62 - In hard water areas lime scale deposit will slowly build up on shower heads. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the shower itself this is always an area of concern and regular decaling and disinfection is required.
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RH.63 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.

RH.64 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.

RH.65 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising or falling towards tepid levels.
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RH.66 - Stored hot water temperatures are not consistent with the recommended required parameters for the control of <i>L. pneumophila</i> , where temperature is the chosen method of control. Temperatures of stored hot water are recommended to be a minimum of 60°C with outlet and secondary return temperatures to be a minimum of 50°C. However, elevating the stored water temperature can increase the risk of scalding and suitable control measures should be implemented.
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RH.67 - Good operational practice and the Approved Code of Practice L8 require that monitoring is completed in order to ensure that the control method remains satisfactory. The monitoring should be completed by a suitably competent person and results, including a written report monthly, should be logged.

RH.68 - It is imperative that the secondary hot water service return circuit is in constant circulation so that hot water can be provided to the associated outlets at a minimum of 50.0°C after 1-minute operation time. If the circuit temperatures reach tepid levels this may allow for bacteriological colonisation or other micro-organisms including Legionella to multiply to harmful levels.

RH.69 - Where hot water temperatures are at potentially scalding levels then action should be taken to reduce risk. As a minimum temperature warning signs can be fitted, however the installation of Thermostatic Mixing Valves or as an alternative bacteriological control regime can be considered.

RH.70 - Take sample directly from the hot water storage vessel drain point, where no drain is available for water quality inspection samples should be taken from the closest representative outlet on a minimum of once annually and analysis undertaken for specific legionella bacteria.

RH.71 - Some tap outlets have a build-up of scale present that can harbour bacteria including Legionella, <i>E. coli</i> and <i>Coli</i> forms, these outlets should be de-scaled on a regular basis to reduce the risk of contamination to the water they produce.

DETAIL ON RECOMMENDATIONS

HOT WATER STORAGE

RH.72 - Where temperature is used as the means of controlling legionella, the hot water circulating loop should be designed to give a return temperature to the calorifier of 50°C or above. The pipe work branches to individual hot outlets should be sufficient size to enable the water in each of the hot outlets to reach 50°C within 1 minute of turning on the tap. The installation of a secondary duty pump to the return pipework to the calorifier will create a constant loop of hot water at the required temperature.

RH.73 - Where hot water temperatures are at potentially scalding levels then action should be taken to reduce risk. Install Thermostatic Mixing Valves at all area as detailed within this report.

RH.74 - It is recommended that the hot water is to be stored at 60°C and distributed so that it reaches a temperature of 50°C within one minute at the outlets. Ensure the manually activated timer circuit is removed from the domestic hot water storage calorifier.

RH.75 - Timer switches allow the vessel/s to cool to temperatures unacceptable for the control of legionella. Temperatures of between 20°C and 45°C favour the growth of bacteria. Ensure the timer control is removed and vessel heated to at least 60°C constantly.

RH.76 - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions.

RH.77 - Where a drain is available from the Calorifiers/Hot water storage vessels they should be flushed/purged until clear on a quarterly basis and records kept to prove this action is carried out.

RH.77a - Valves are not identified - Label valves and compile an identification chart.

RH.78 - The hot water storage vessel/s require/s suitable and approved insulation to reduce thermal loss. Poor insulation is likely to be problematic and will increase fuel or electricity consumption.

RH.78a - The hot water pipework requires suitable and approved insulation to reduce thermal heat loss. Poor insulation is likely to be problematic and will increase fuel or electricity consumption.

RH.79 - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions. The 'dead leg' should be removed back to source and the source pipe be capped or 'pieced through' so as not to leave any pipe spigot.

RH.79a - Where integral, inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions. There is further information in paragraphs 2.152–2.168 of HSG274 Part 2.

RH.80 - It is recommended within the ACOP that the hot water is to be stored at 60°C and distributed so that it reaches a temperature of 50°C within one minute at the associated outlets. If the temperature is allowed to fall below this specified margin it raises concern for bacterial infiltration and colonisation. Ensure the timer circuit is removed from the domestic hot water storage calorifier so that the water is heated to >60°C constantly, this will suppress the growth of any pathogenic bacteria.

RH.80a - It is recommended within the ACOP that any non-compliant materials are removed and replaced with a WRAS approved product. In this case the contaminated water coming from this particular outlet is caused by cast iron pipework within the system, heavily corroded pipework will act as a nutrient for Legionella bacteria and greatly increases the RISK associated with this system.

DETAIL ON RECOMMENDATIONS

HOT WATER STORAGE

RWH. 81 - Good operational practice and the Approved Code of Practice L8 require that monitoring is completed in order to ensure that the control method remains satisfactory. The monitoring should be completed by a suitably competent person and results, including a written report monthly, should be logged.

RWH. 82 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Re-install the expansion vessel as close to the pipe work it supports and upright to reduce the dead leg length. Some unit types will also have additional purge valves installed so the vessel/s can be regularly flushed to reduce the chance of stagnation within. This action will greatly improve any control regime put in place.

RWH. 83 - Ensure this unit is maintained in accordance with the manufacturer's recommendations, the discharge points are free of lime scale deposits and that stored water temperatures are satisfactory.
ACOP recognizes temperatures greater than 45°C as a level at which legionella bacteria cannot multiply. Therefore where the unit is supplied directly by town mains, used regularly and does not supply shower facilities, a storage temperature of 50°C will be an adequate control bacteria while reducing the risk of scalding to the users. A Thermostatic Mixer Valve could be considered for installation to further reduce scalding risks or to allow an increase stored temperature to 60°C.

RWH. 84 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures falling towards tepid levels.

RWH. 85 - ACOP recognizes temperatures greater than 45°C as a level at which legionella bacteria cannot multiply. Currently the heater/s is/are faulty and not producing hot water at the required temperature repair heater/s and maintain temperature of >50°C.

RWH. 86 - In hard water areas lime scale deposit will slowly build up on shower heads. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the shower itself this is always an area of concern and regular descaling and disinfection is required.

RWH. 87 - Water heaters of this type typically contain a small integral header tank (usually around 15 litres). The total volume is usually less than 50 litres. The cold water Cistern temperatures may often become elevated therefore increasing the level of risk. These heaters usually serve more than one outlet. Ensure that they are maintained in accordance with the manufacturer's guidelines and that they heat water to at least 60°C. Include these assets within the ongoing temperature monitoring program and record all actions within the site logbook. The cold water header tank should be regularly inspected and cleaned and disinfected as required.

RWH. 88 - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions.

The 'dead leg' should be removed back to source and the source pipe be capped or 'pieced through' so as not to leave any pipe spigot.

RWH. 88a - The hot water pipework requires suitable and approved insulation to reduce thermal heat loss.

RWH. 89 - Thermostatic mixing valves (TMV's) should be sited as close as possible to the point of use. Ideally, a single TMV should not serve multiple tap outlets but, if they are used, the mixer pipe work should be kept as short as possible.

RWH. 89a - Some tap outlets have a build-up of scale present that can harbour bacteria including Legionella, E.coli and Coli forms, these outlets should be de-scaled on a regular basis to reduce the risk of contamination to the water they produce.

RWH. 89b - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions.

10. RISK SCALE

The description below is a guideline to the interpretation of the Risk Level Evaluation, as this procedure may be subjective based on professional training and experience.

RISK LEVEL	CATEGORY DESCRIPTION
A	Very Good Control of Water Quality and Very Low Risk.
B	Above Average Control of Water Quality and Low/Medium Risk.
C	Average Control of Water Quality and Medium Risk.
D	Below Average Control of Water Quality and Medium/High Risk.
E	Generally Poor Control of Water Quality and High Risk.

11. CORRECTIVE ACTION TIMELINES

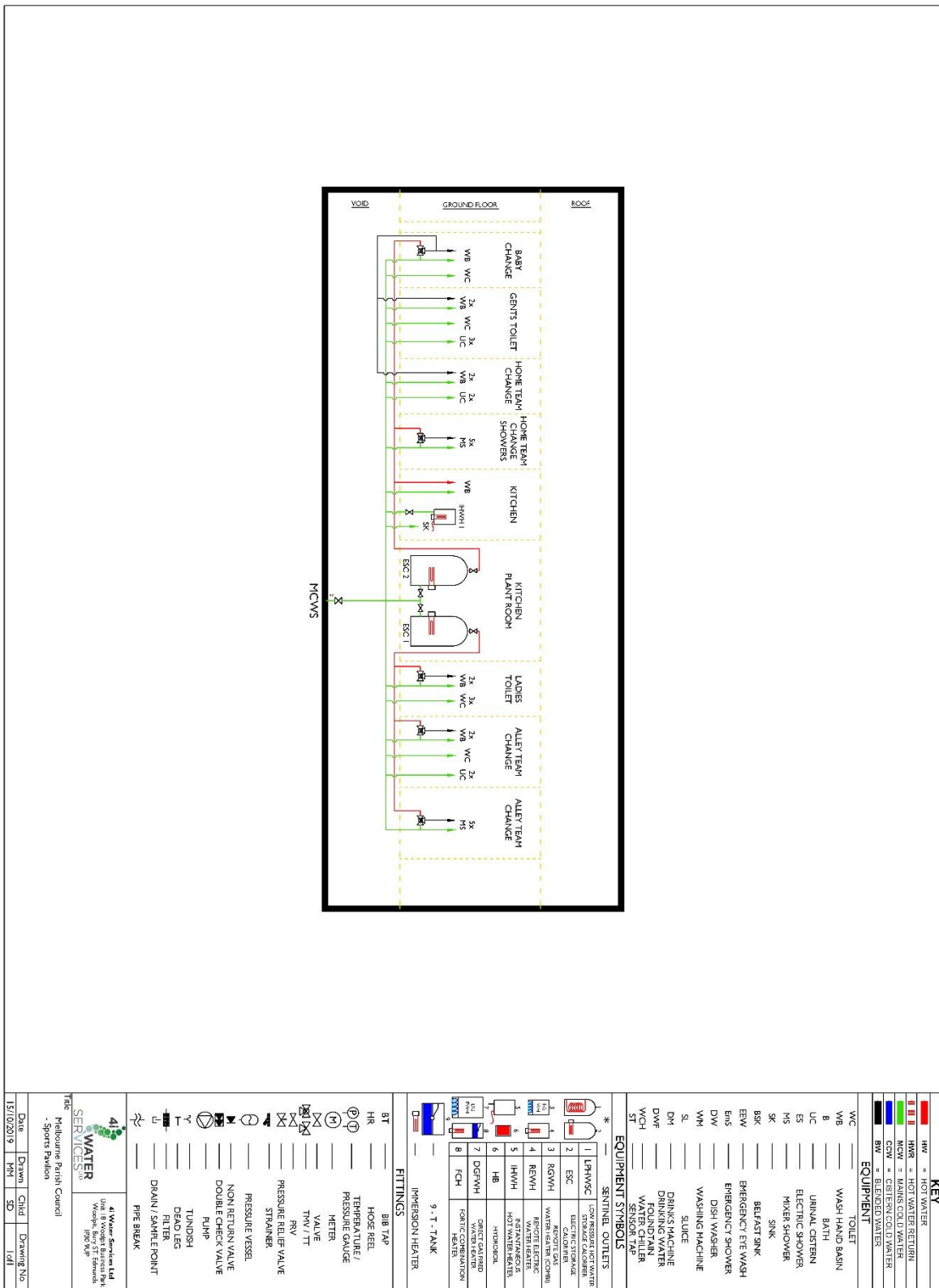
It is considered that the following action points should be implemented in order to reduce risk from Legionella. The timescales for the completion of the action points is determined by the priority rating. The timescales below are for guidance only; it is recommended that the action points are completed according to their risk rating. These timescales are given only as a guide to assist implementation; even so, it is recommended that the work be carried out as soon as reasonably practicable.

PRIORITY	DETAIL ON PRIORITY
P1 HIGH	To be completed as soon as reasonably practicable. These are urgent and important actions and directly related to a loss of control and exposure to unacceptable levels of risk.
P2 MODERATE	To be completed within 1 month. These are matters which relate to accepted standards, code of practice and legal requirement. These actions should be targeted for completion within a month or phased over a 3-month period if appropriate.
P3 LOW	To be completed within 6 months. These are actions which represent or suggest minor improvements to existing procedures or conditions in line with best practical guidance.

12. HOT AND COLD-WATER SERVICES - MICROBIOLOGICAL ACTIVITY ACTION LEVELS

LEGIONELLA BACTERIA Cfu/Litre	ACTION REQUIRED
All sample 0	No action required.
One or two samples more than 10 but less than 100	<p style="text-align: center;">Resample immediately</p> <p>If similar count is found. Review control measures and identify any necessary remedial action e.g. flushing</p>
Most samples more than 100 but less than 1000	<p style="text-align: center;">System may be colonised (at low level).</p> <ol style="list-style-type: none"> 1. Consider disinfecting the system. 2. Review control measures. 3. Identify any necessary remedial action.
Any samples more than 1000	<p style="text-align: center;">System may be colonised.</p> <ol style="list-style-type: none"> 1. Resample immediately. 2. Consider disinfecting the system. 3. Immediate review of control measures. 4. Identify any necessary remedial action.

13. SCHEMATIC DRAWINGS



All schematics are drawn using the best available information at the time of the assessment. Whilst every effort has been made to ensure the schematic diagrams are accurate, 4i Water Services do not guarantee their accuracy.

14. ACTION TO BE TAKEN IN THE EVENT OF LEGIONELLA CONTAMINATION

Legionella in Hot and Cold-water Storage Vessels

The nominated Responsible Persons(s) should be informed of the serotype and number of bacteria.

Implement cleaning and disinfection of the vessel and all the associate services leading from the vessel. Care must be taken particularly to clean and disinfect shower heads.

Re-test the system following cleaning and disinfection.

Re-assess the routine maintenance regime/system design.

Suspected Case of Legionnaires Disease

The nominated Responsible Persons(s) should be informed of the serotype and number of bacteria if known at the time. Also advise of the number of suspected cases where they are.

The nominated Responsible Person(s) will inform the Environmental Health Officer/Health and Safety Executive and ask for their immediate advice and assistance. It is normal for them to send a team to investigate and rectify the problem. It is important for them to be able to trace where the disease has come from.

DO NOT DRAIN ANY SYSTEM UNTIL TOLD TO DO SO, BUT DO ISOLATE THEM FROM SERVICE.

DO NOT SPEAK TO ANYONE ABOUT THE PROBLEM OTHER THAN THE NOMIATED CONTACTS OR 4i WATER SERVICES REPRESENTATIVE.

DO NOT MAKE CONTACT WITH THE PRESS.



Legionella Control Association

A Code of Conduct for Service Providers

Certificate of Registration

This is to certify that the following company has submitted a registration under the Conditions of Compliance as laid out in the LCA's Code of Conduct for Service Providers

Name of Company: **4i Water Services Ltd**

Registration Number: **2010/2125** Certificate valid until: **31st August 2022**

Registration under the following services categories:

(1) Legionella Risk Assessment Services

1.1 Hot and Cold Water Services

1.4 Healthcare Risk Assessment

(2) Water Treatment Services

2.1 Hot and Cold Water Systems Water Treatment

(3) Hot and Cold Water Monitoring and Inspection Services

(4) Cleaning and Disinfection Services

4.1 Hot and Cold Water Systems Disinfection

(7) Legionella Monitoring Services

7.1 Sampling

7.4 Interpretation of Analysis

(8) Plant and Equipment Services

8.1 Design and Supply

8.2 Installation

8.3 Servicing/maintenance

8.4 Refurbishment

This Certificate is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php



Signed:

Chairman, Executive Committee

Certificate Secretary



Legionella Control Association Limited. www.legionellacontrol.org.uk

Registered in England and Wales No. 8502723

The legal duty to comply with relevant health and safety legislation (including avoidance or control of risk to exposure to Legionella bacteria) rests solely with the statutory dutyholder, being either the employer or the person in control of the premises or systems where any relevant risk is present, and this cannot be delegated. Specific functions (e.g. carrying out risk assessment) can be delegated and the Legionella Control Association (LCA) Code of Conduct is designed to help service providers, who also have duties under health and safety legislation, to establish appropriate management systems for the prevention or control of risk from Legionella bacteria. The LCA assesses the management systems of LCA members upon initial registration, reviews annually upon re-registration, and re-assesses by annual company audits. The LCA cannot and does not carry out other regular supervision of its members' commitments to the Code of Conduct nor their compliance with other LCA guidelines. A valid LCA certificate of registration (which is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php) confirms only that a service provider has satisfied LCA requirements at registration and its most recent company audit. It does not confirm the service providers' actual or continuing compliance with their commitments to the LCA Code of Conduct and/or other LCA guidelines. The LCA does not approve specific products or services as being effective in controlling Legionella or verify the competence of service providers' staff and sub-contractors, which is the duty of the service provider and the statutory dutyholder. The LCA accepts no liability for any omission or any act carried out in reliance on the LCA Code of Conduct or other LCA guidelines, or any loss or damage resulting from non-compliance with such documents.



BARLEY PROPERTY MAINTENANCE.

14 BANKSIDE, THE HIGH STREET
BARLEY, HERTFORDSHIRE.
SG8 8HU.
TEL: 07971 069449/01763 849238.
EMAIL: parttdarren@yahoo.co.uk

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

PARISH CLERK
MELBOURN PARISH COUNCIL
30 THE HIGH STREET
MELBOURN.
SG8 6DZ.

ESTIMATE

Quotation	QT1140
Date	28/05/2022
Our Ref.	NURSERY GATE.
Cust Ref.	NURSERY GATE.
Terms	COMPLETION.

Description	Amount
TO: REMOVE AND REFIT IRON GATE AT LITTLE HANDS NURSERY.	
POST FIXING:	£12.96
SAND/CEMENT:	£15.55
LABOUR:	£500.00
Remarks	Sub Total £528.51
ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT. THE CO-OPERATIVE BANK. SORT CODE: 08-90-66. ACC NO: 08207672.	VAT £105.70
	Total £634.21

BARLEY PROPERTY MAINTENANCE.

14 BANKSIDE, THE HIGH STREET
 BARLEY, HERTFORDSHIRE.
 SG8 8HU.
 TEL: 07971 069449/01763 849238.
 EMAIL: parttdarren@yahoo.co.uk

VAT REG NO: 362 7825 75.

Sold To

MR SIMON CROCKER

PARISH CLERK
 MELBOURN PARISH COUNCIL
 30 THE HIGH STREET
 MELBOURN.
 SG8 6DZ.

ESTIMATE

Quotation QT1138
 Date 28/05/2022
 Our Ref. NURSERY/DRAINAG
 Cust Ref. NURSERY/DRAINAG
 Terms COMPLETION.

Description	Amount
TO: SUPPLY AND FIT APPX 11MTRS X 110MM DOWN PIPE.	
X11 MTRS 110MM DOWN PIPE:	£104.94
X2 110MM PUSH FIT BRANCH CONNECTORS:	£23.98
X5 110MM RETAINERS:	£11.96
ANTI VANDALISM PAINT (YOU TO SUPPLY US TO APPLY.)	
LABOUR:	£380.00
Remarks	
ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT. THE CO-OPERATIVE BANK. SORT CODE: 08-90-66. ACC NO: 08207672.	
	Sub Total £520.88
	VAT £104.18
	Total £625.06