

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 17 November 2022 at 09:30
in the Dickens Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

In attendance: Claire Littlewood (Parish Clerk), Keith Rudge and Steve Pitman (Wardens), Maureen and Les Brierley (RMRG), Chris Selway (Allotment Association)

MA106/22 To receive and approve apologies for absence

Apologies were received from Cllr Barley with acceptable reasons given.

It was RESOLVED to approve Cllr Barley's apologies for absence.

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

MA107/22 To receive any Declarations of Interest and Dispensations

None received.

MA108/22 To approve the minutes of the Maintenance Committee Meeting held on 20 October 2022

It was RESOLVED to approve the minutes of the Maintenance Committee meeting held on 20 October 2022 as an accurate record.

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

MA109/22 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.

MA110/22 Finance Matters:

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

It was noted that 7 months into the current year, maintenance spend currently stands at £22,983 from a budget of £46,135.

MA111/22 Conservation Matters:

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

The report was received.

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

New 'No littering' signs are being displayed at various locations. Noted that the sign under the A10 bridge has been removed and should be retrieved and re-fixed in place. Thanks were noted to Cllr Barnes for her work designing the sign.

Outstanding work on the bank of the River Mel by the new picket fence will be carried out next week. It is too early to measure the success of the project and a survey for water voles could be undertaken in the spring. The work along the river bank has been well received by members of the public.

RMRG attended recent zoom meet with Anglian Water. Work to measure bacterial content in the River Mel ongoing.

Also seeking a progress on supply of water to the River from The Bury. Future meeting to be arranged with attendance from RMRG and Cam Valley representatives.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA112/22 Allotment Matters:

- a) To receive the asbestos survey

The asbestos survey report has been received. Overall risk is identified as very low. Annual inspection of the allotments is recommended.

ACTIONS:

- Assistant Clerk to request NSUK to carry out a soil sample to check for loose fibres in the soil.

..... Dated

- Assistant Clerk to revisit Asbestos Management Plan to set out a procedure for dealing with fragments and to discuss further with Allotment Association.

- b) To receive any updates and consider actions

Monthly allotment inspection was carried out on 16 November. Plots are generally in good order.

[09:50 Chris Selway, Allotment Association left the meeting.]

MA113/22 Stockbridge Meadows:

- a) To receive an update on management plan

No progress to report at this time. **ACTIONS:** Clerk to discuss with RMRG and wardens.

- b) To receive an update on FWAG pond project

Representative from FWAG visited Stockbridge Meadows and indicated that the site appears suitable for reinstating the pond. Preliminary work includes digging a 1 metre test pit to check that the ground will hold water. May require lining with clay as artificial liners are not permitted. FWAG suggested speaking to local developers to see if they have surplus clay they could provide. FWAG will re-inspect next year to assess. **ACTION:** Clerk to seek quotes for preliminary trench digging work.

[Cllr Travis left the room briefly]

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA114/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress

Installation of the new boardwalk is complete. A suggestion was made that a bench be fixed in place on the viewing platform. **ACTION:** Clerk to seek quotes for a suitable recycled plastic bench. Noted that the application for Amey grant funding was unsuccessful. Official opening event to be organised in the spring.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA115/22 Governance Matters:

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

The inspection reports were received. There was discussion regarding mould in the home changing room at the pavilion. This is most likely due to poor ventilation. **ACTION:** Assistant to Clerk to have the roof inspected for leaks and also seek advice and quotes for improved ventilation.

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

The updated vandalism sheet was considered. It was noted that Coffee with a Cop event on 15 November appeared to be well attended.

- c) To receive any other updates and consider actions

There was nothing further to discuss.

MA116/22 Cemetery Matters:

- a) To consider quotations for tree work in Orchard Road Cemetery

Two quotes were considered.

It was RESOLVED to approve the quotation number 2027 from Shelford Trees in the sum of £400 + VAT.

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

- b) To receive any other updates and consider actions

A request to place a bench in New Road Cemetery has been received. **ACTION:** Wardens to check if the location is suitable. Resident has indicated that he has a bench and if necessary will arrange for a base to be installed.

Noted that cars are still parking in the cemetery overnight. **ACTION:** Parish office to write to residents on the cemetery access road requesting that they should not park in the cemetery and that the gates may be locked at any time.

Noted reports had been received that levels on a number of plots had dropped and needed topping up. To be monitored.

MA117/22 Village Maintenance Matters:

- a) To consider quotations for alternative surfacing under the Rocket Chair in Clear Crescent
Various quotes offering different solutions were considered. A further quote is outstanding. To be deferred for consideration by full Council on 28 November 2022.
- b) To consider quotations for repairs to fencing in Worcester Way
Two quotes were considered.
It was RESOLVED to recommend to full Council the quote from Huntree Fencing for Palisade security fencing in the sum of £925 + VAT.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- c) To receive an update regarding rabbit control on the rec
Noted that ferreting to address the problem with rabbits on the recs is ongoing. **ACTION:** Assistant Clerk to request ferreting to be carried out on Stockbridge Meadow as well.
- d) To consider actions to keep dogs out of the Moor Play Area
There is an ongoing problem with people disregarding 'no dog' signs on The Moor play park. It was noted that this is a health and safety matter that needs to be addressed.
ACTIONS:
 - Assistant to Clerk to get quotes for signage that provides more information about the dangers of dog faeces in play areas
 - Cllr Barnes to design a more eye-catching sign for the play areas.
- e) To consider quotation for tree inspection
It was RESOLVED to approve the quotation from Argenta Trees for 2023 tree inspections in the sum of £809.80 + VAT to be included in the 2023/24 precept.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- f) To receive any other updates and consider actions
There was nothing further to discuss.

MA118/22 Pavilion Matters:

- a) To receive an update regarding installation of wi-fi
Options regarding connecting the pavilion to the internet were discussed. Costs likely to be in the region of £1,000 – further information required.
ACTIONS:
 - Clerk to follow up with Littlehands to address concerns over security of data.
 - Cllr Kilmurray to seek more detail regarding costs.
- b) To receive an update regarding remedial works from legionella risk assessment.
TMV servicing has been booked – date to be advised. Seeking quotes for thermometer to carry out water testing.
- c) To consider quotations for supply and installation of clock restart motor
One quote for installation of a re-start motor has been received.
It was RESOLVED that the quote from Smith of Derby for supply of the motor and electricians quote for installation to be referred to full Council for consideration.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To consider quotations for Fire Alarm and emergency lighting inspections
It was RESOLVED to accept the quotation number 121823 from Prestige in the sum of £255 + VAT for twice yearly servicing of fire alarm and emergency lighting and fire extinguishers at the pavilion.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- e) To consider quotations for Fire Extinguisher Maintenance
See MA118/22d) above
- f) To receive any other updates and consider actions

Wardens reported that heating controls require re-setting. **ACTION:** Assistant Clerk to arrange for Shelford Heating to attend on site to re-set the controls with wardens in attendance.

MA119/22 Littlehands Matters:

- a) To receive the flat roof inspection report
The report was received. **ACTION:** Assistant Clerk to request contractor to inspect damp area on the exterior of the building (front, right hand side).
- b) To consider retrospective approval for drainage works
It was RESOLVED to approve the quotation from Drain Doctor for investigation of the drains at Littlehands and The Moor play park in the sum of £107 + VAT.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- c) To receive any updates and consider actions
There was nothing further to discuss.

MA120/22 Policies and Risk Assessments

- a) To consider any updates and consider actions
There were no policies or risk assessments for discussion.

MA121/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions
The official opening of the play park had taken place on 5 November. There was a good turnout and the park is being well used. Noted that the project had been well managed with a successful outcome. Painting of the horse is still to be completed. **ACTION:** Assistant Clerk to seek quotes for building up edges around manhole on the play park to create a level surface and avoid trip hazards.

MA122/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
The online survey is now live and will remain open until 31 December. Approximately 50 responses received to date. **ACTION:** Parish office to continue to promote the survey.

MA123/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 November 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'. CL has requested JW to cut side of the hedge now. Height to be reduced after nesting season. Work now complete. ACTION: Follow up with HCGM to cut back tall hedge to the rear of play park. Work is being scheduled by contractor	CL
2	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill	CL
3	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up	CL/SM
4	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. Highways have confirmed that the sign will be replaced. Wardens to check if the sign has been repaired	CL
5	Norgetts lane	Resident	Bench along Norgetts Lane need repairing. Further investigations required - deferred	SM

			To be included in review of all benches in the village.	
6	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
7	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work	CL/SM
8	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath. ACTION: Clerk to meet with contractors to discuss scope and costs of work. Footpath to be re-tarmaced. Additional block paving to be installed from rear of war memorial to footpath.	CL
9	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
10	Telephone box on The Cross	Resident	In very poor condition. Is it used? Can it be removed? Listed telephone box - BT requested to repair and tidy up. BT has confirmed they will carry out necessary repairs	Maintenance Committee
11	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition.	JH
12	pavilion	Wardens	Post behind pavilion needs repair	Wardens
13	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
14	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. Wardens to re-paint	Wardens
15	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase	CL
16	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
17	Vicarage Close	Residents	Reports that road sweeper attended w/c 17/10 but did not sweep the road properly. Road is currently covered with leaves. SM has reported to SCDC. Next Zone 3 visit between 21/11 - 4/12.	SM
18	Wardens Workshop	Wardens	Heater is not working. SM to report to electrician that carried out the installation. Reinspection to be arranged with wardens in attendance.	SM
19	Tree Back Lane	Resident	Tree reported to look at risk of falling. SK to inspect. SK identified that tree is on PBH Engineering land. SK spoke to them and they will sort.	SK
20	Graffiti on brick work - l/h side of pavilion	Resident	Wardens to clean off	Wardens
21	rear of 65 Orchard Road, Maple Way/ Orchard Road Pavement	GA	considerable leaf fall which is making pavements slippery. SCDC to be in the village 21/11-4/12. Request to be made for leaf clearance	SCDC

MA124/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Noted various road works including closure of the A10 at Foxton level crossing. **ACTION:** Clerk to share details via social media.

MA125/22 To note date of next meeting: Thursday, 17 November 2022

It was noted that the agenda item incorrectly refers to the date of the November meeting. The date of the next meeting is **15 December 2022**.

The meeting ended at 11:20

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 20 October 2022 at 09:30
in the Pavilion, The Moor, Melbourn

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

In attendance: Claire Littlewood (Parish Clerk), Steve Pitman (Wardens), Maureen and Les Brierley (RMRG),
Chris Selway (Allotment Association)

MA086/22 To receive and approve apologies for absence

Apologies received from Cllr Barnes with acceptable reasons given.

It was RESOLVED to approve Cllr Barnes apologies for absence. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

Apologies were also noted from Keith Rudge.

MA087/22 To receive any Declarations of Interest and Dispensations

None received

MA088/22 To approve the minutes of the Maintenance Committee Meeting held on 18 August 2022

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 18 August as an accurate record.

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

MA089/22 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.

MA090/22 Finance Matters:

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

Spending excluding contracts is currently at c.45% of total budget for the first 6 months of the year. Noted overspends on pitch maintenance and asbestos removal.

MA091/22 Conservation Matters:

- a) To receive the EA Monthly situation report for August and September 2022

The report was received. The impact on water levels from lack of rain over the summer is not as serious as thought. Noted that water levels will recharge over the winter but that in the meantime chalk streams are suffering.

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

Reported that upper reaches of the River Mel are dry. EA have advised that they are withdrawing support. Noted that mitigation for the river is not currently fit for purpose. EA are carrying out a feasibility study. Waiting to hear from EA when study is completed.

Noted that brambles along the bank of the River Mel have been cleared. This work has been carried out with support from Rob Mungovan. Rob Mungovan (Wild Trout Trust) has secured Pebble grant funding of £10,000.

Noted that clearance of the bank along the outside of the picket fence by HCGM has not yet been done. **ACTION:** Clerk to follow up with HCGM.

- c) To receive any other updates and consider actions

There was nothing further to report.

MA092/22 Allotment Matters:

- a) To receive an update on advice from NALC

Based on NALC advice, two companies have been approached to quote for an asbestos survey. The survey should identify the material on the allotments and give a view as to safety. Noted the importance of seeking clear guidance on safe disposal of fragments of asbestos-type material.

..... Dated

- b) To consider quotations for an asbestos survey

It was RESOLVED to accept the quotation for an asbestos management survey from NSUK in the sum of £225 + VAT.

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

Noted that the survey should clearly identify the level of risk for anyone handling the material.

- c) To receive any updates and consider actions

Allotment Association have recently carried out plot inspections. Generally, plots are well worked. Noted that the pile of chippings is spreading on to the central drive.

ACTIONS:

- Assistant Clerk to write to plot holders where plots require attention.
- Assistant Clerk to request contractor ensures chipping are deposited within designated area.

MA093/22 Stockbridge Meadows:

- a) To receive an update on nature reserve registration

Noted that we have most of the information required to make the application but work is needed on the Management Plan. It was suggested that Natural England be approached for their input and also to follow up on possible sources of grant funding to help with this. **ACTION:** RMRG to start working on a first draft of the Management Plan. Wardens to be invited to give their views. Suggested that Rob Mungovan may be able to help. Draft plan to be sent to Natural England for comments.

- b) To receive any other updates and consider actions

RMRG noted that FWAG have raised some queries with regard to pond project. Noted that if the application is successful, any pond would need to be fenced – this will be covered within project costs. This project would complement any Management Plan as it relates to Great Crested Newts.

A resident has offered to plant a young Sycamore in Stockbridge Meadows. Concern was noted about the spread of self-seeding and overshadowing the wild flower area. Suggested that there may be more appropriate locations for a Sycamore. To be considered further before responding to resident.

MA094/22 Stockbridge Meadows Boardwalk Project

- a) To receive an update on project progress

The update followed a site visit on Monday. Installation of the boardwalk is complete apart from raised edges which are still to be fitted. It is hoped this will be completed by end November. Discussion with regard to an official opening of the boardwalk to take place early in 2023.

- b) To receive any updates and consider actions

There was nothing further to discuss.

MA095/22 Governance Matters:

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

The inspection reports were received.

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

The vandalism report was noted. **ACTION:** Clerk to contact Meldreth Parish Council with regard to a incident reported on the footpath to the station.

- c) To note correspondence relating to new Fen reservoir

This was noted.

- d) To receive any other updates and consider actions

There was nothing further to discuss.

MA096/22 Cemetery Matters:

- a) To receive an Arboricultural report

The report was received. The report was commissioned following concern raised for Sycamores adjacent to Medcalfe Way. Quotes for this work is discussed at MA096/22b). **ACTION:** Assistant Clerk to seek quotes for trees numbered 18 and 38 in the report.

- b) To consider quotations for tree work

It was RESOLVED to approve the quotation from Shelford Trees in the sum of £1,200 + VAT. Proposed by Cllr Clark, seconded by Cllr Barley. All in favour.

- c) To receive any other updates and consider actions

A member noted that cars are left in New Road Cemetery car park overnight. When observed, wardens are putting a note on the cars advising that this is not a public car park. To be monitored.

MA097/22 Village Maintenance Matters:

- a) To consider quotations for cleaning the War Memorial on The Cross

Noted that there is no access to a tap on site. **ACTION:** Assistant to Clerk to see if Suffolk Brick & Stone can carry out the work using a bowser.

It was RESOLVED to approve the quote of Suffolk Brick & Stone in the sum of £645 + VAT, subject to them being able to carry out the work using a bowser. If access to a tap is required, HCGM should be instructed to carry out the work as per their quote for £400 + VAT. Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

- b) To consider quotations for works to The Moor play park entrance

It was RESOLVED to approve the quote from Kettering Playsafe (subject to confirm that their quote includes removal of the handrail) up to a total of £2,000 + VAT to be funded from s106 monies. Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

- c) To consider retrospectively approving expenditure with regard to pitch maintenance

It was RESOLVED to retrospectively approve expenditure on pitch maintenance in the sum of £300 + VAT.

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

- d) To consider quotations for repairs to fencing at Worcester Way

Discussion with regard to further repairs required and most appropriate materials for damaged fence. **ACTION:** Assistant Clerk to clarify specification for fence and seek further quotes.

- e) To consider quotations for tree work at Thatcher Stanfords Close

It was RESOLVED to approve the quote from Herts & Cambs Grounds Maintenance in the sum of £390 + VAT.

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

- f) To consider quotation for play bark for Clear Crescent play area

Discussion with regard to a more long-term solution. **ACTION:** Assistant Clerk to seek quotes for some form of soft surface to be installed.

- g) To consider quotations for clearance of Water Lane verge

Noted that whilst this verge is the responsibility of the Highways Department, the Highways Officer has indicated that he would reimburse the Parish Council if we arrange for the work to be carried out.

It was RESOLVED to approve the quote from CGM in the sum of £455 + VAT.

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

- h) To receive any other updates and consider actions

Due to heavy rains, flooding was noted in various parts of the village. **ACTION:** Clerk to contact District Cllrs to seek support in having gullies cleared.

MA098/22 Pavilion Matters:

- a) To receive an update with regard to installation of wi-fi

An update was received. Various options for locating antennae were considered including church tower and Littlehands. Pole on church tower would not be visible from ground level. A member that the church is a listed building and permission would be required.

ACTIONS: Clerk to discuss the possibility of a broadband link with Littlehands. Should this option be unsuccessful the Clerk to contact the vicar with regard to placing equipment on the church tower.

- b) To consider quotations for TMV servicing

It was RESOLVED to approve the quote from 4i in the sum of £575 + VAT.

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

- c) To consider quotations for supply and installation of clock restart motor

To be deferred pending receipt of quotes.

- d) To receive any other updates and consider actions

There was nothing further to discuss.

MA099/22 Littlehands Matters:

- a) To receive any updates and consider actions

ACTION: Wardens to repaint a wooden panel on the side of the building.

MA100/22 Policies and Risk Assessments

- a) To consider approving the Policy and Procedure for Appointment of Contractors

It was RESOLVED to recommend the draft Policy and Procedure for Appointment of Contractors to full Council for approval.

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

- b) To consider any updates and consider actions

There was nothing further to discuss.

MA101/22 Melbourn Play Parks Working Party (MPPWP)

- a) To receive any other updates and consider actions

Installation of equipment is complete. Awaiting receipt of ROSPA safety inspection report. Rocking Horse still to be repainted – work will be done on site. Arrangements for official opening underway.

MA102/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

A meeting was held on 17 October. Various locations discussed. Fields In Trust have indicated that a skate park could be installed on the Old Rec. Preparation underway for an online survey and public consultation. Discussions with regard to formation of a user group to help with fundraising.

MA103/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 October 2022				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'. CL has requested JW to cut side of the hedge now. Height to be reduced after nesting season. Work now complete. ACTION: Follow up with HCGM to cut back tall hedge to the rear of play park.	CL
2	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill	CL
3	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up	CL/SM
4	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. Highways have confirmed that the sign will be replaced. Parish Office to chase	CL
5	The Moor (opposite Moorlands)	Resident	Damaged 'duck' sign. Has been reported to Highways. Reported again 3/8/22. Follow up	CL
6	Norgetts lane	Resident	Bench along Norgetts need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred	SM

7	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
8	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. Discussed at MA097/22g)	CL/SM
9	Orchard Road Cemetery	Police	Security light to be repaired. Wardens to action	KR
10	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath	CL
11	Bench on The Cross under tree	GC	Requires cleaning. Wardens to action	KR
12	War memorial	GC	Requires cleaning. Quotes for pressure washing to be considered at Oct Maintenance Committee meeting. Discussed at MA097/22a)	CL
13	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
14	Worcester Way	KR	Chain link fence damaged and requires repair. SM seeking quotes Discussed at MA097/22d)	SM
15	Telephone box on The Cross	Resident	In very poor condition. Is it used? Can it be removed? Listed telephone box - BT requested to repair and tidy up	Maintenance Committee
16	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition.	CL/JH
17	Thatcher Stanfords - hedge to the rear of Grays allotments	SAH	Hedge needs cutting back. KR to inspect and advise. Awaiting quotes for cutting back Discussed at MA097/22e)	KR
18	Pavilion	SAH	Picnic bench has been moved from rear patio of the pavilion to the youth shelter. Needs to be put back. Very heavy. Leave where it is a monitor	Wardens
19	Container on New rec	Resident	Reports of anti-social behave and climbing on container. Wardens to paint on anti-climb paint	Wardens
20	pavilion	Wardens	Post behind pavilion needs repair	Wardens
21	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported	SM
22	Littlehands	GC	Wooden panelling on cricket store side of littlehands requires maintenance. Discussed at MA099/22a)	Wardens
23	Path to pavilion	GC/ Wardens	Lights along footpath still not working after sensor changing. SM to speak to electrician.	SM

MA104/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Further remedial work to football pitches was discussed. Advice from specialist contractor is needed to help plan and cost the work. Could be precepted in 2023/24.

MA105/22 To note date of next meeting: Thursday, 17 November 2022

The next meeting will take place on Thursday, 17 November 2022.

The meeting ended at 11:22

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

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2022/23 £	Actual to date (31/10/22) £	Committed £	Balance £	Notes
			Paid	Unpaid		
	<u>Conservation:</u>					
1000	Allotments - water (2 meters)	790	386		404	
1000	Allotments - plot clearance/maintenance	600			600	
1000	Allotments - unplanned e.g. asbestos removal	500	1,155	225	(880)	Asbestos removal; asbestos survey
1100	Conservation - Christmas tree and plants for tubs	300	203	19	78	Compost/begonias
1100	Conservation - tree survey	650	605		45	
1100	Conservation - tree works	4,850	3,771	335	744	Clearing woodland Worcester Way £1,106/83 High St £300/pollard silver maples £1,150/fallen branch £100/
1100	Conservation - emergency tree works	3,000			3,000	Holly tree £240/Ash Grove x 2 £750/Elm Way £335
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	805	115	(420)	Replace Orchard Lectern panel/rabbits/waste bag clearance/littering signs/ferreting nets
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - unplanned	500	185		315	Sign
		13,990	7,206	694	6,090	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	330	101	9	220	
2000/1	Orchard Road - water	100	97		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	400		600	Soil store £400
2000/2	New Road - unplanned	500	7		493	
2000/2	New Road - headstone bases and installation	1,300			1,300	
		3,730	646	9	3,075	
	<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	150		850	Lift crowns silver birch trees Moor Play Area
3000	Playground - unplanned	200			200	
3200	Recreation Ground - electricity	370	116	9	245	
3200	Recreation Ground - pest treatment	650			650	
3200	Recreation Ground - unplanned	500	2,171		(1,671)	Additional work to goal mouths/pitches + signs
3400	Pavilion - cleaning	1,000	303	107	590	
3400	Pavilion - electricity	2,400	651		1,749	
3400	Pavilion - water	100	41		59	
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	323		(23)	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	400		23	378	
3400	Pavilion - unplanned repairs & renewals	1,000	963		37	Defibrillator Instalation £620 plus signage (approved MPC); replace TMV under sink
3400	Pavilion - external redecoration (b/fwd from 2020/21 budget)	2,000	2,200		(200)	
		12,540	5,891	139	6,511	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	500	363	52	85	
4300/3	Wardens' equipment	500	183		317	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	1,120		280	Insurance £571; road tax £290
4900	Parish Clock - service	200			200	
4900	Parish Clock - repairs	200			200	
5000/9	Litter picking & warden cover	4,000	2,157	401	1,442	Includes sickness cover for wardens (£529)/continued warden cover (£452)
7100	Car park workshop - water	175	101	7	67	

7100	Car park workshop - electricity	2,700	384	149	2,167	
7100	Car park workshop - PAT testing	30		23	8	
7100	Car park - unplanned	500	465		35	Electrical works in workshop
		10,205	4,772	632	4,801	
	<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		107	363	Inspection
9000	Rental Property - unplanned	1,000	844	163	(7)	Legionella assess/Downpipe/roof insp & repair
9000	Rental Property - projects (window replacement)	4,000	3,625		375	
		5,470	4,469	270	731	
	Total Maintenance (excluding grounds maintenance contracts)	46,135	22,983	1,743	21,408	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	4,358		3,113	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	3,220		2,300	
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	2,841		2,029	
2100	Cemeteries - extra cuts (£360 x 3)	1,080			1,080	
3200	Recreation Grounds (£755 per month)	9,060	5,285		3,775	
3200	Recreation Grounds - extra cuts (£130 x 4)	520			520	
		31,870	15,703	-	16,167	

Monthly water situation report

East Anglia

Summary – October 2022

Rainfall during October showed a distinct split between wetter conditions in the west of East Anglia and approximately average rainfall in the east. Most of the rain fell on or after the 19th of October, following a fairly-dry start to the month. Rainfall was centred on the Bedford Ouse in particular, and the flow response led to average flows for the month rising to the Normal range for October in that catchment. However, much of the response was from urban runoff, and receded before the end of the month. Elsewhere, flow responses to the lower rainfall totals were also largely confined to urban runoff. Although those responses led to the flow indicator sites generally rising above the drought triggers overall, baseflows remained low, particularly in the east and north of the Area where the rainfall and soil moisture deficits remained larger at the end of October. The Area remains in drought status.

Rainfall

The first half of the month was dry, with typically only 20 – 30 per cent of the long-term average monthly rainfall up to the 16th of October. The second half of the month saw a change towards much wetter conditions nationally, with a succession of frontal systems bringing in wet weather from the Atlantic. The highest totals in East Anglia were recorded in the west, and came largely from a single event on the 19th - 20th October. Several individual raingauges in the Bedford Ouse catchment recorded totals in excess of 30 mm during that event. Totals were much lower in the eastern catchments of Norfolk, Suffolk and Essex. The rest of the month was frequently wet with rainfall on most days, but with lower totals from individual events.

Soil Moisture Deficit/Recharge

The soil moisture conditions showed a significant wetting through the month. The Met Office MORECS grid squares covering the southwest of the East Anglia area ended the month with a soil moisture deficit of around 50 mm or lower, comfortably within the Normal range for the end of October. A larger deficit remained in Norfolk and the eastern sides of Suffolk and Essex.

River Flows

There was a wide variation in flow response across the Area's rivers. There was a significant response to the rainfall event of the 19th – 20th October in the Bedford Ouse catchment due largely to urban runoff. By contrast, rivers in Norfolk that received slightly below-average monthly rainfall continued to record mean flows for the month that are categorised as Notably Low or Exceptionally Low. In Essex, significant transfer from the Ely Ouse to Essex Transfer Scheme (EOETS) elevated flows in the Stour and Blackwater. Other Essex rivers also have lower contributions from baseflows than the Norfolk rivers, and some urban runoff elevated flows relative to the long-term averages.

Groundwater Levels

Groundwater levels generally continued to recede during October. Recovery in levels is unlikely until local soil moisture deficits fall below around 30 - 40 mm, although some response to heavy rainfall can be seen at some sites from bypassing recharge while the MORECS soil moisture deficit remains higher. The Gog Magog borehole water level began recovering from the start of September, probably due to a local abstraction ceasing. Groundwater levels ended October generally in the range of Normal to Notably Low.

Reservoir Storage/Water Resource Zone Stocks

Grafham, Ardleigh and Hanningfield reservoirs all showed some recovery in levels towards the end of October, coinciding with the wetter end to the month. Alton Water and Abberton also both showed signs that levels were no longer being drawn down at the end of the month.

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

Environmental Impact

Transfers from the Ely Ouse to the River Stour / River Blackwater were being utilised to maintain the public water supply intakes close to full capacity, within operational constraints. River support schemes operated on the Rhee and Lodes-Granta. The Great Ouse Groundwater Scheme (GOGS) boreholes on the River Thet were switched off on the 14th of October.

Forward Look

Probabilistic ensemble projections for river flows at key sites

The rainfall-runoff modelling is showing an increased probability of Below Normal and Notably Low flows being recorded in December 2022. Any signal for March 2023 is weak under the current initial conditions.

Probabilistic ensemble projections for groundwater levels in key aquifers

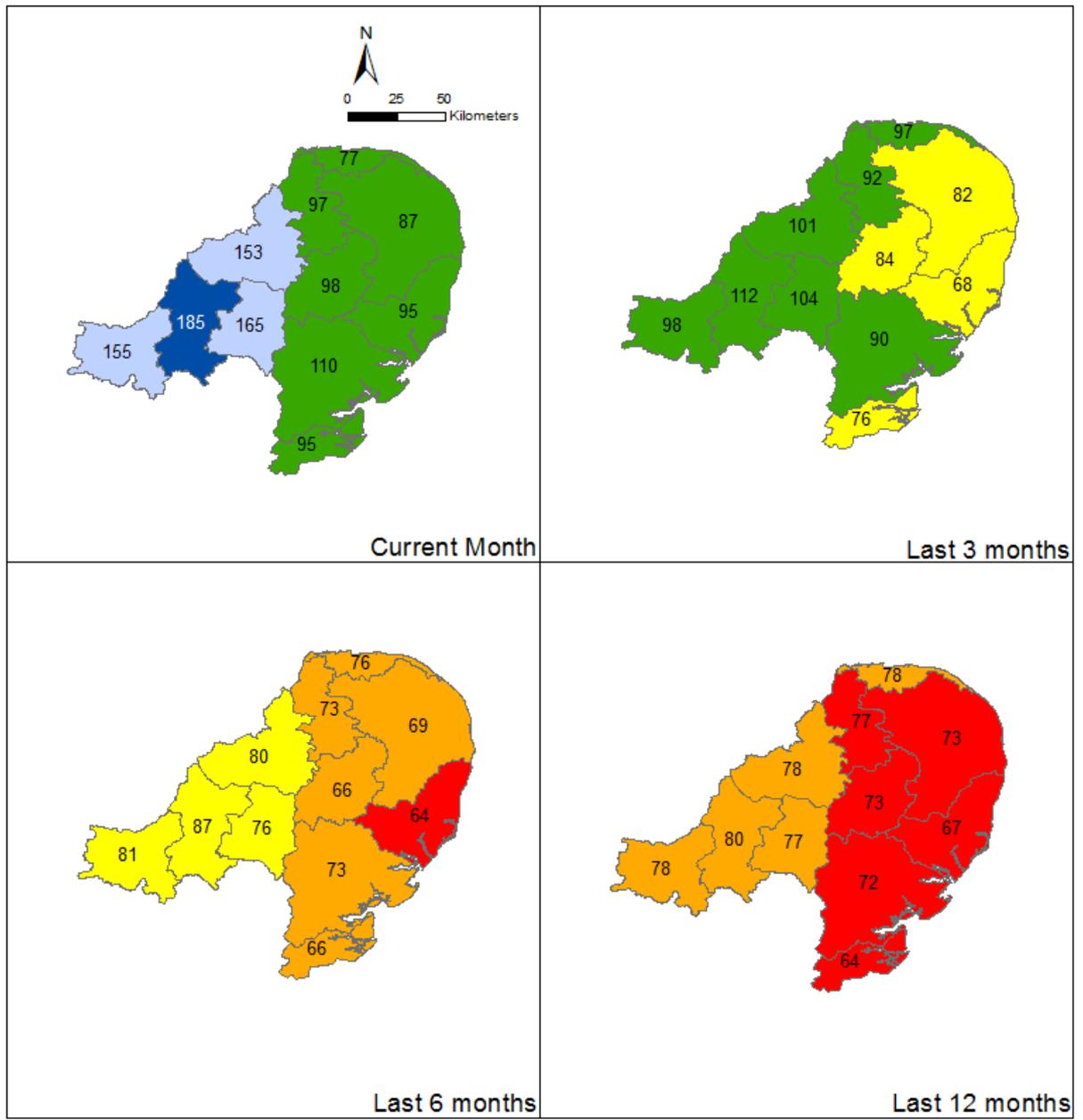
The groundwater projections are showing an increased risk of levels being in the lower categories by March 2023.

Author: [Hydrology and Operations](#)

Contact details: 07584 333881

Rainfall

October 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)

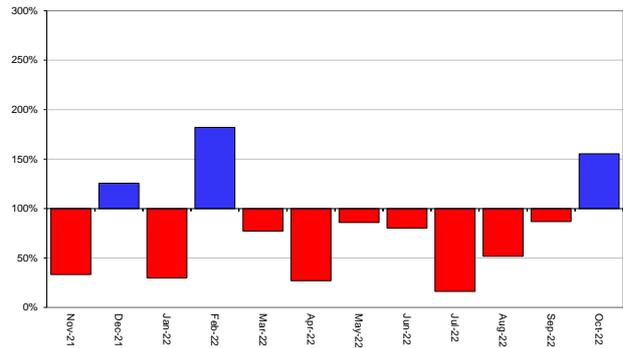
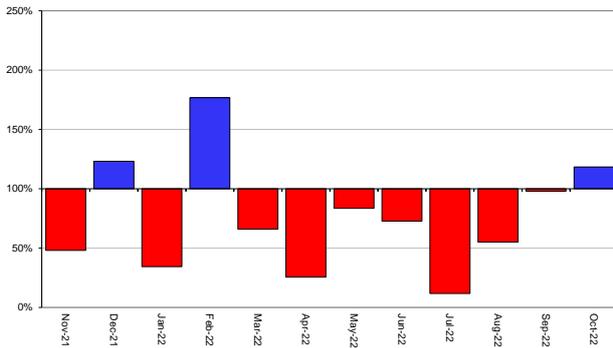
Total rainfall for hydrological areas across England for the current month, the last three months, the last six months, and the last 12 months, classed relative to an analysis of respective historic totals. Final HadUK data based on the Met Office 1 km gridded rainfall dataset derived from rain gauges (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

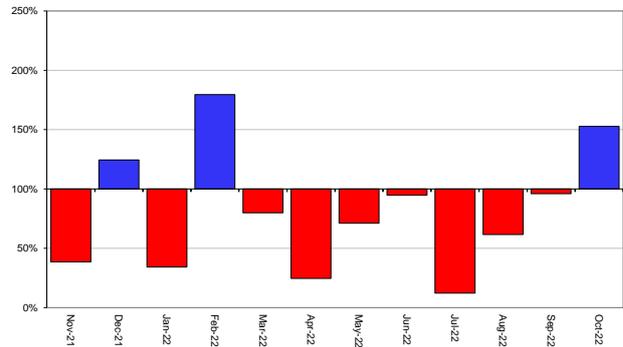
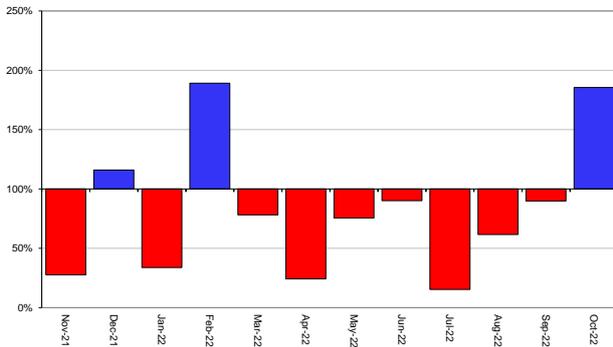
1-Month Period for East Anglia

1-Month Period for Upper Bedford Ouse



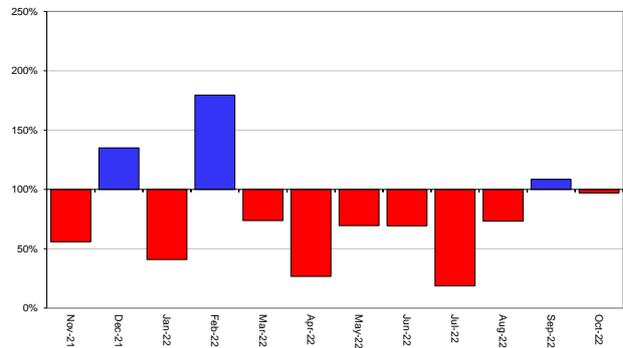
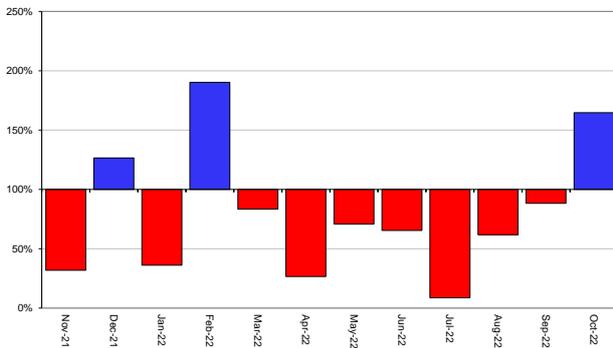
1-Month Period for Lower Bedford Ouse

1-Month Period for Central Area Fenland



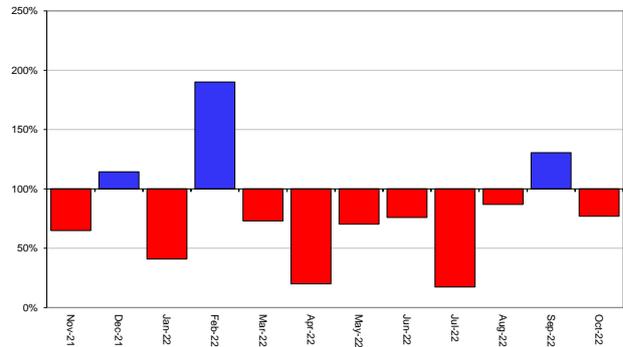
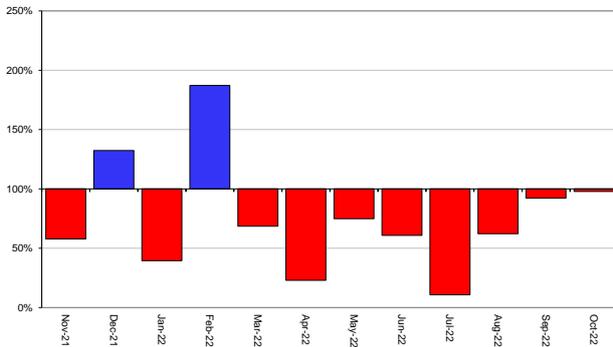
1-Month Period for Cam

1-Month Period for NW Norfolk and Wissey



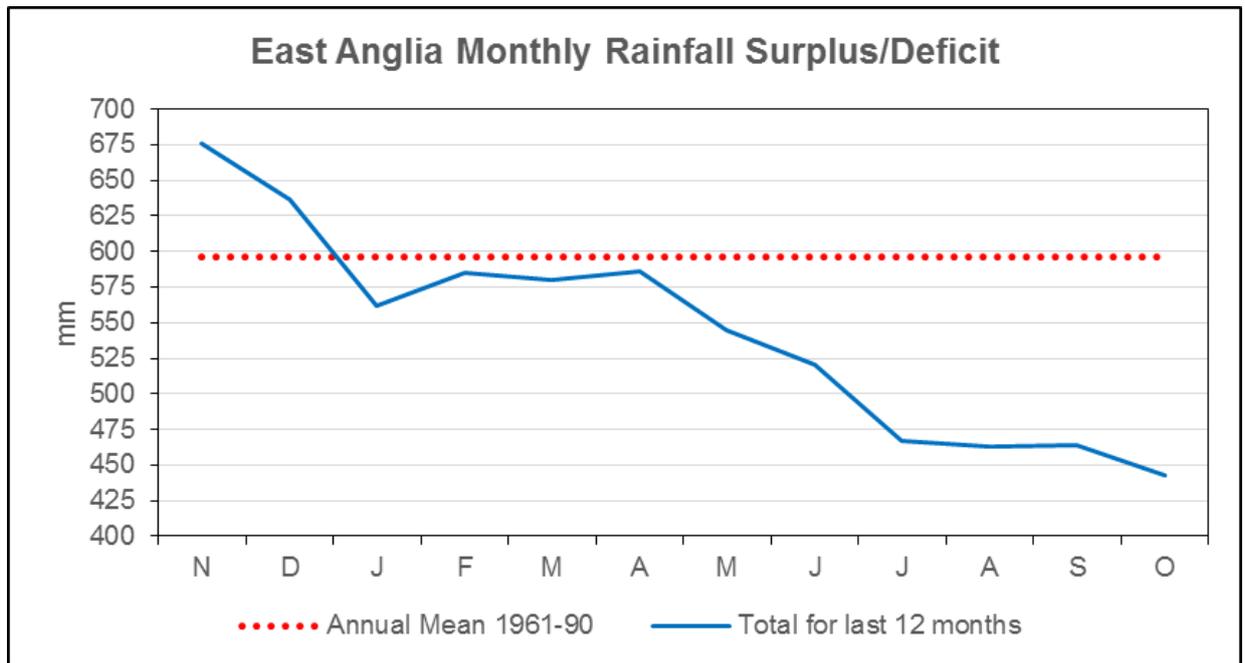
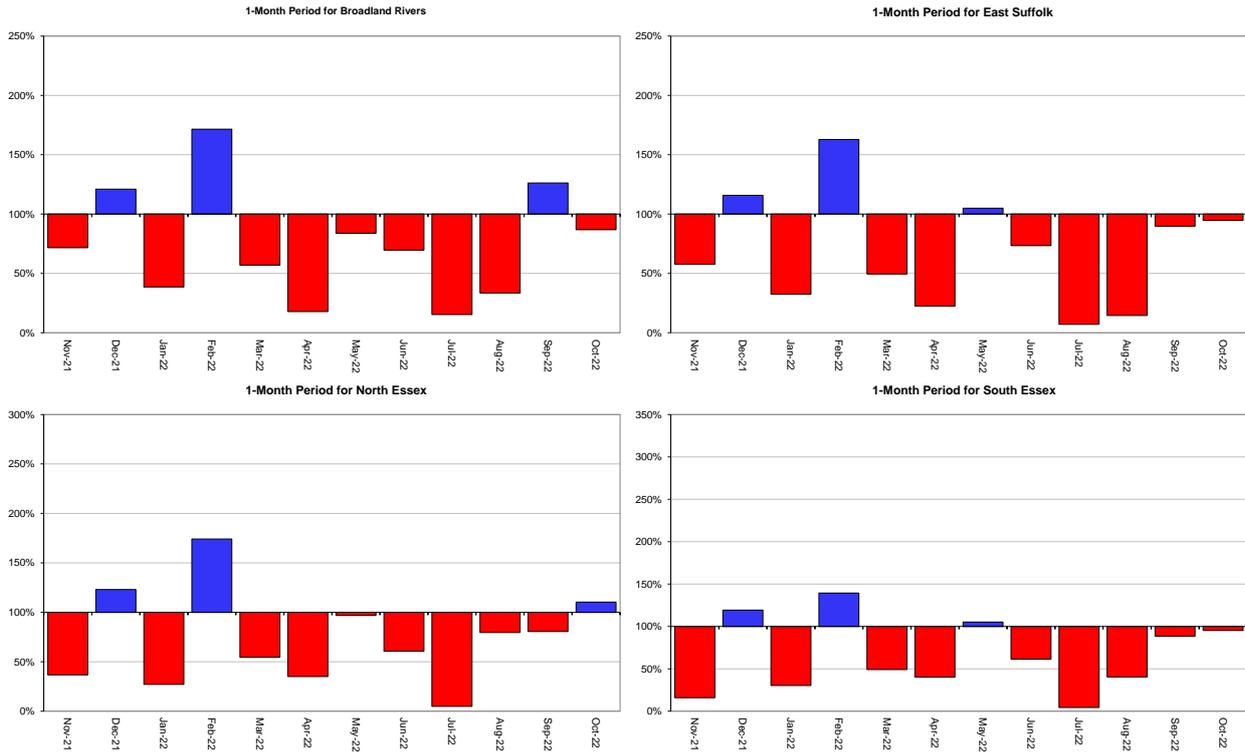
1-Month Period for Little Ouse and Lark

1-Month Period for North Norfolk

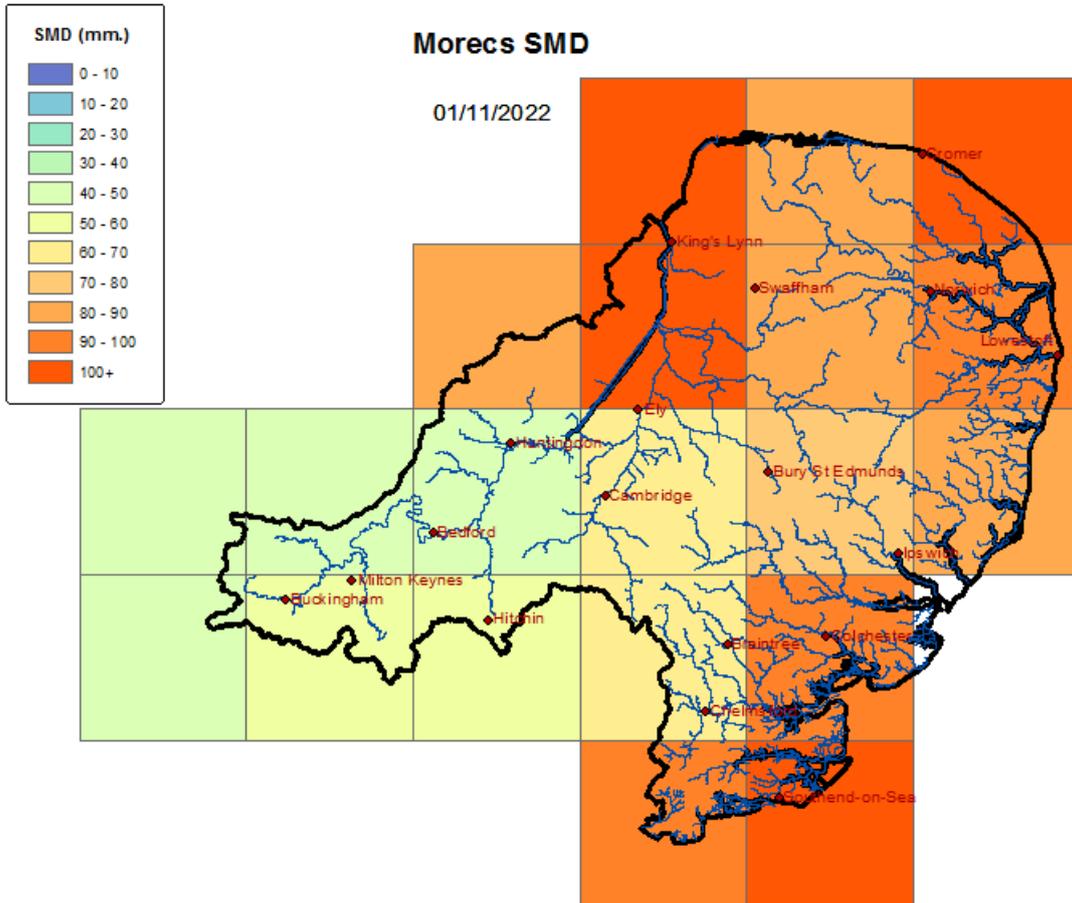


Above average rainfall

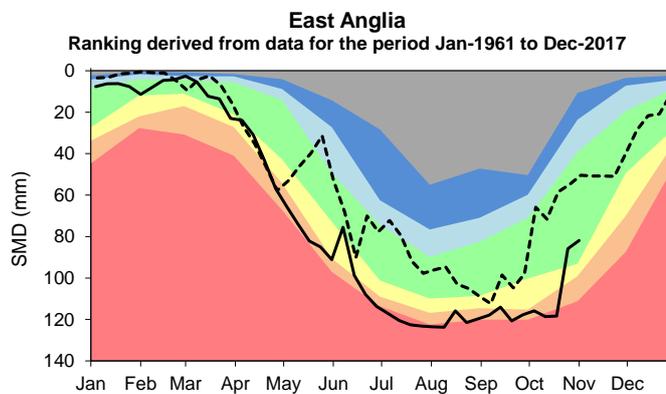
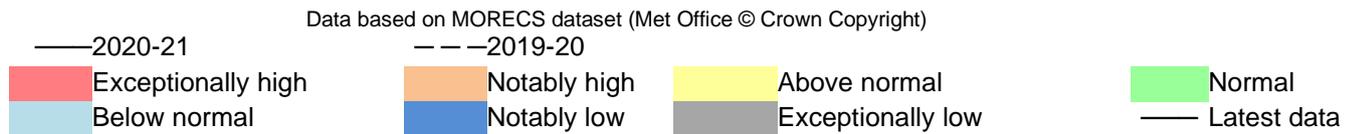
Below average rainfall



Soil Moisture Deficit

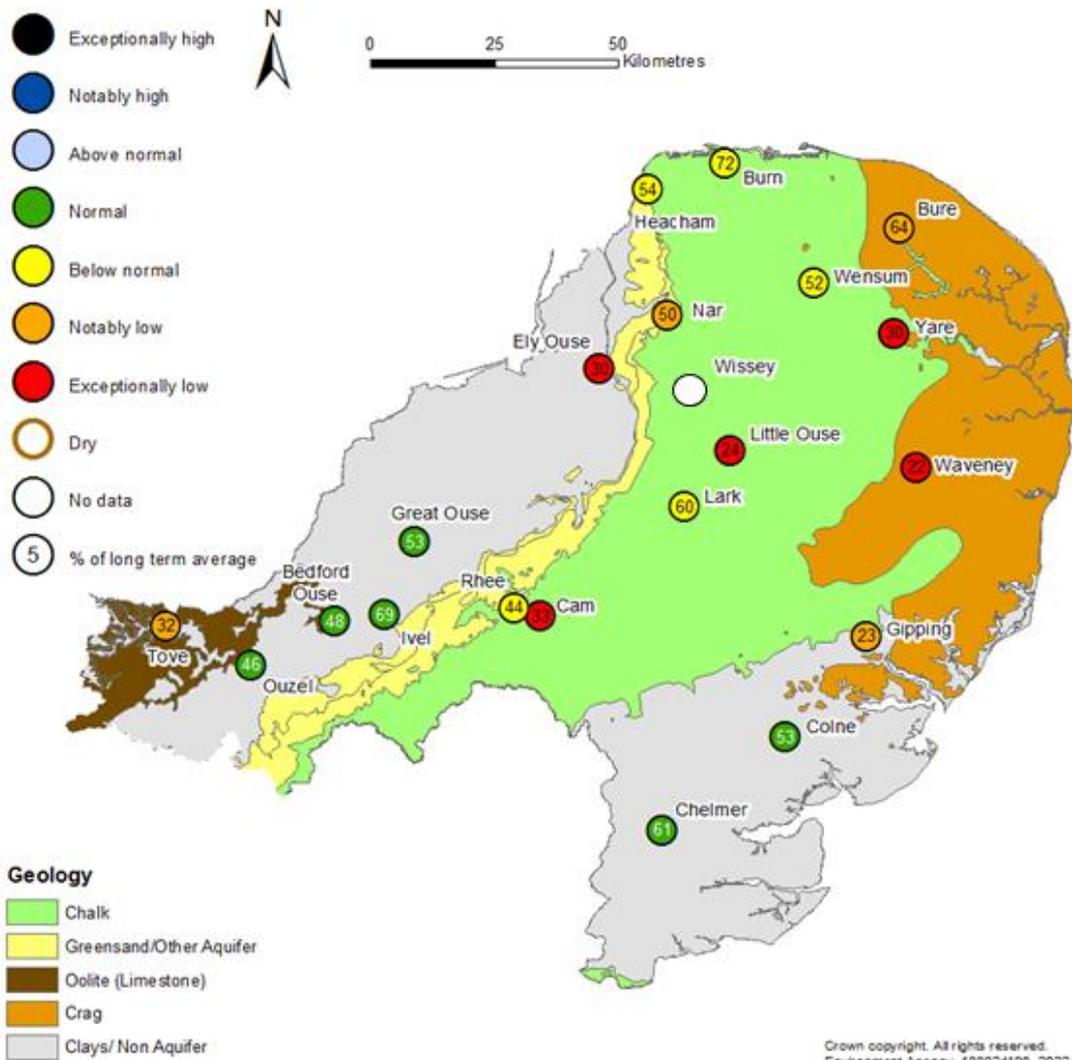


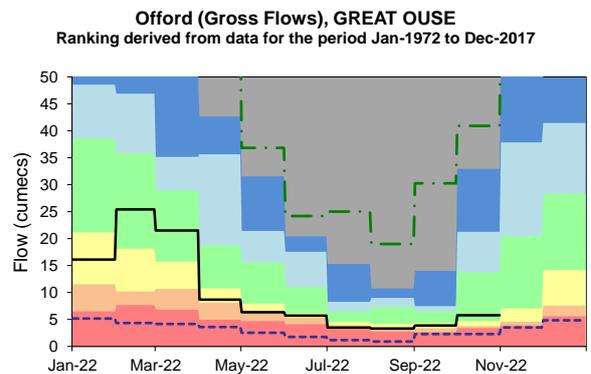
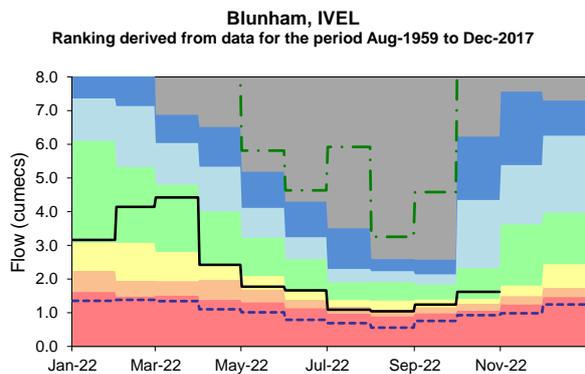
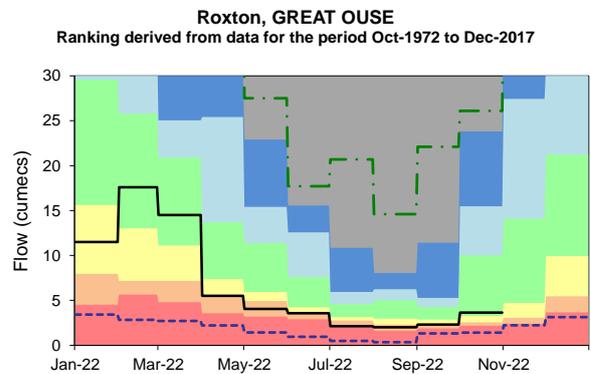
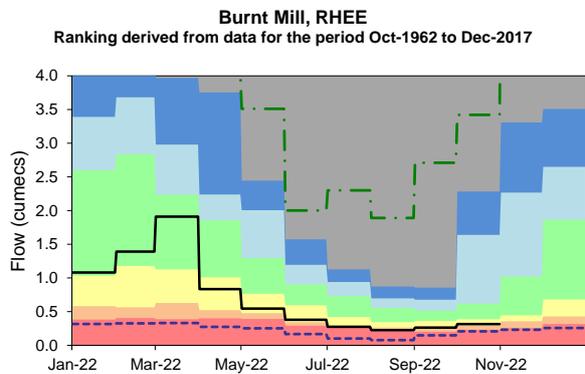
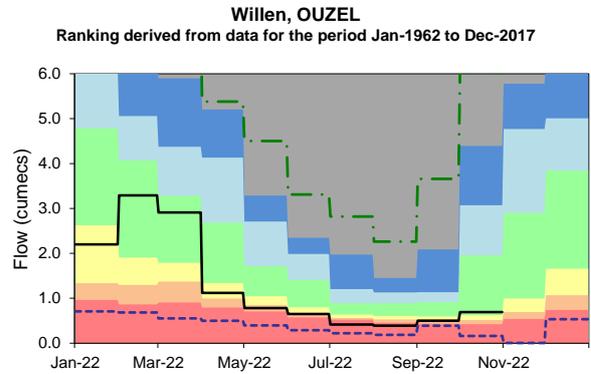
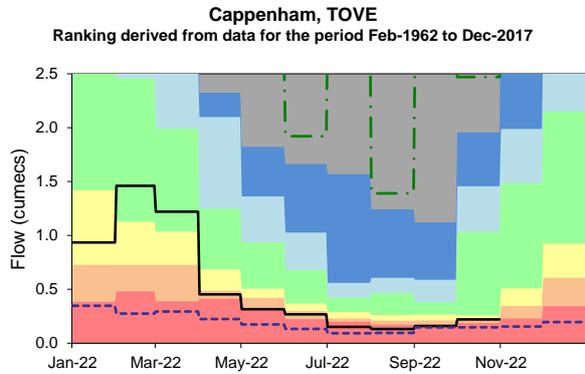
Data based on MORECS (Met Office © Crown Copyright)

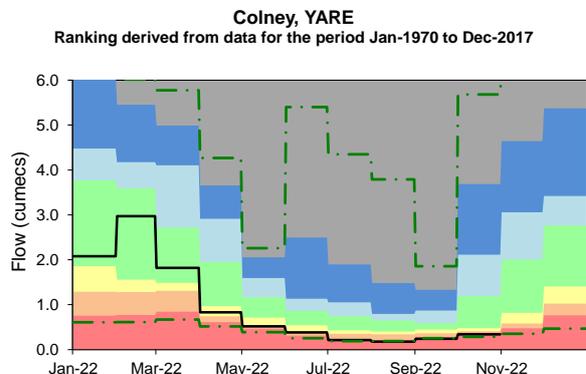
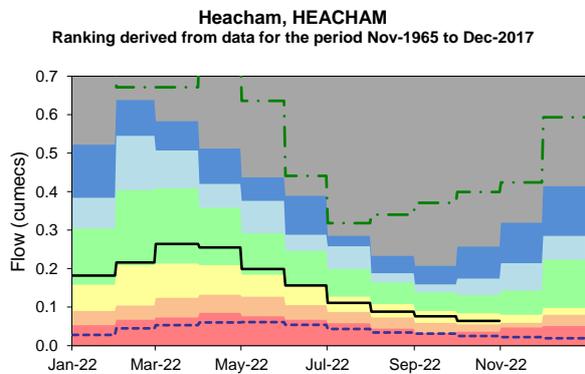
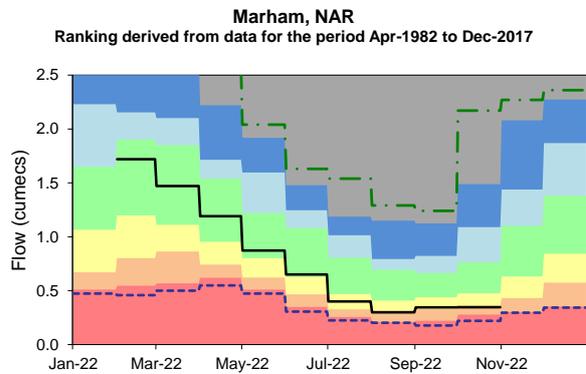
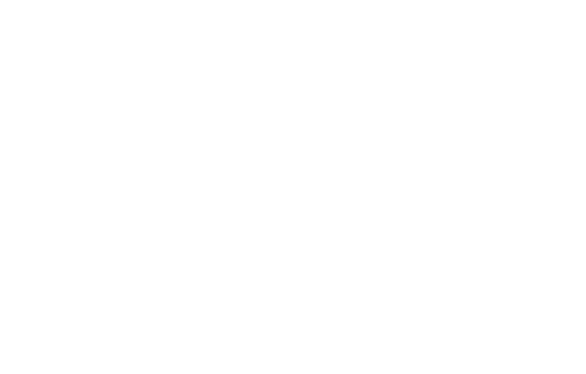
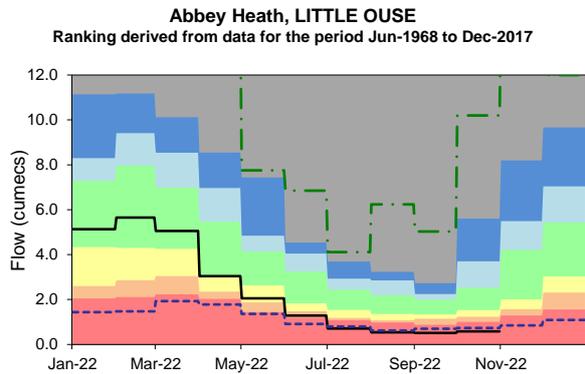
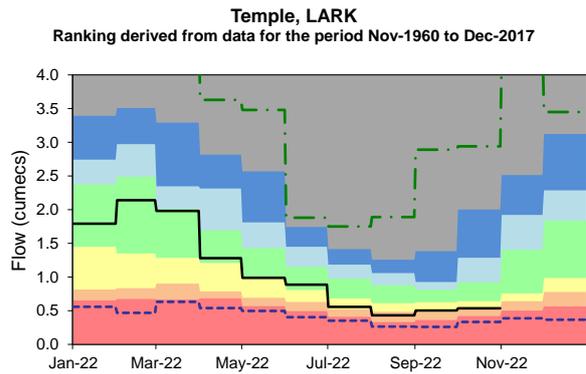
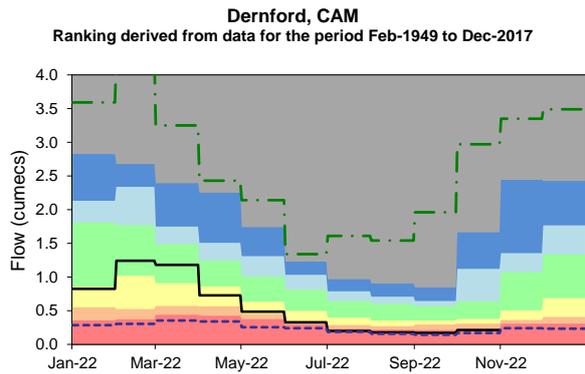


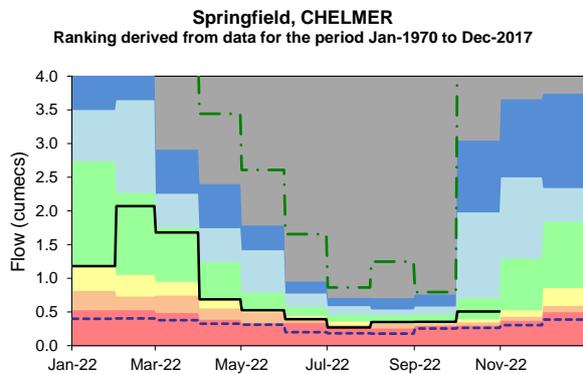
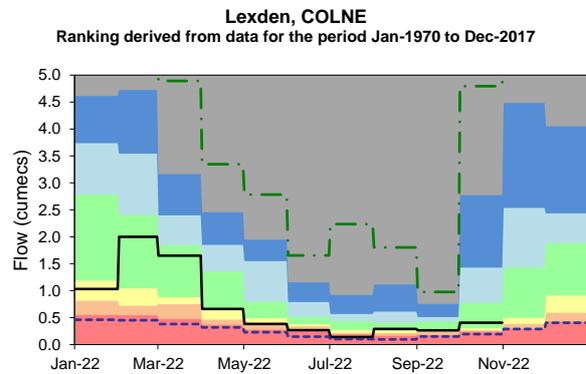
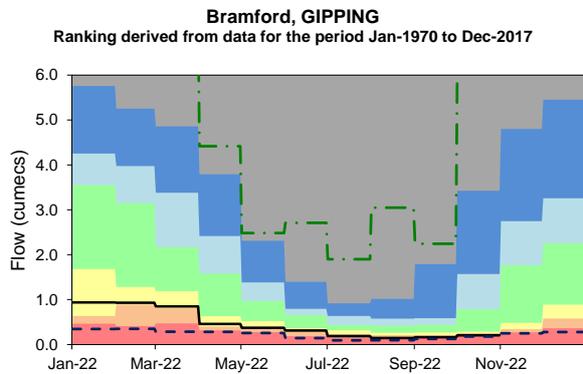
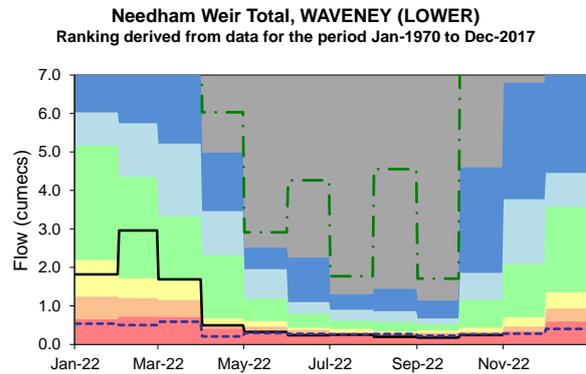
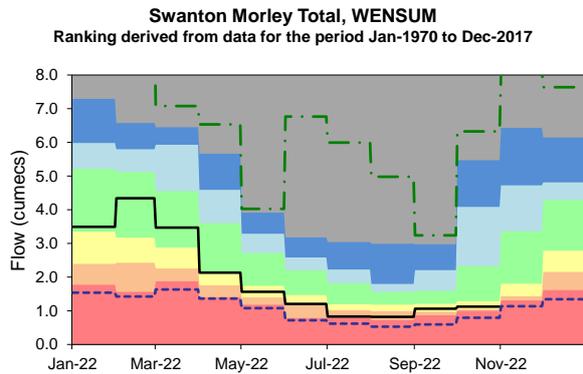
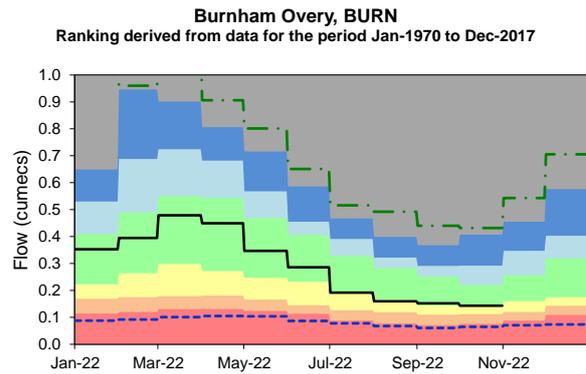
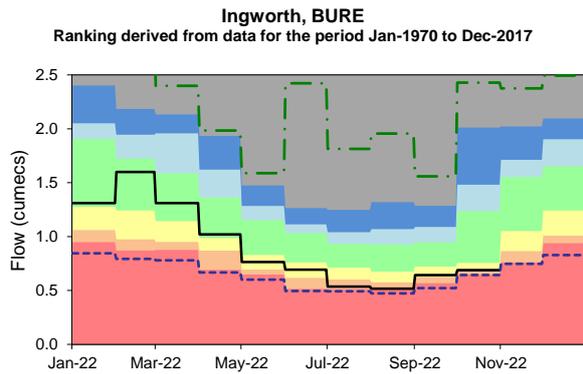
River Flow

October 2022

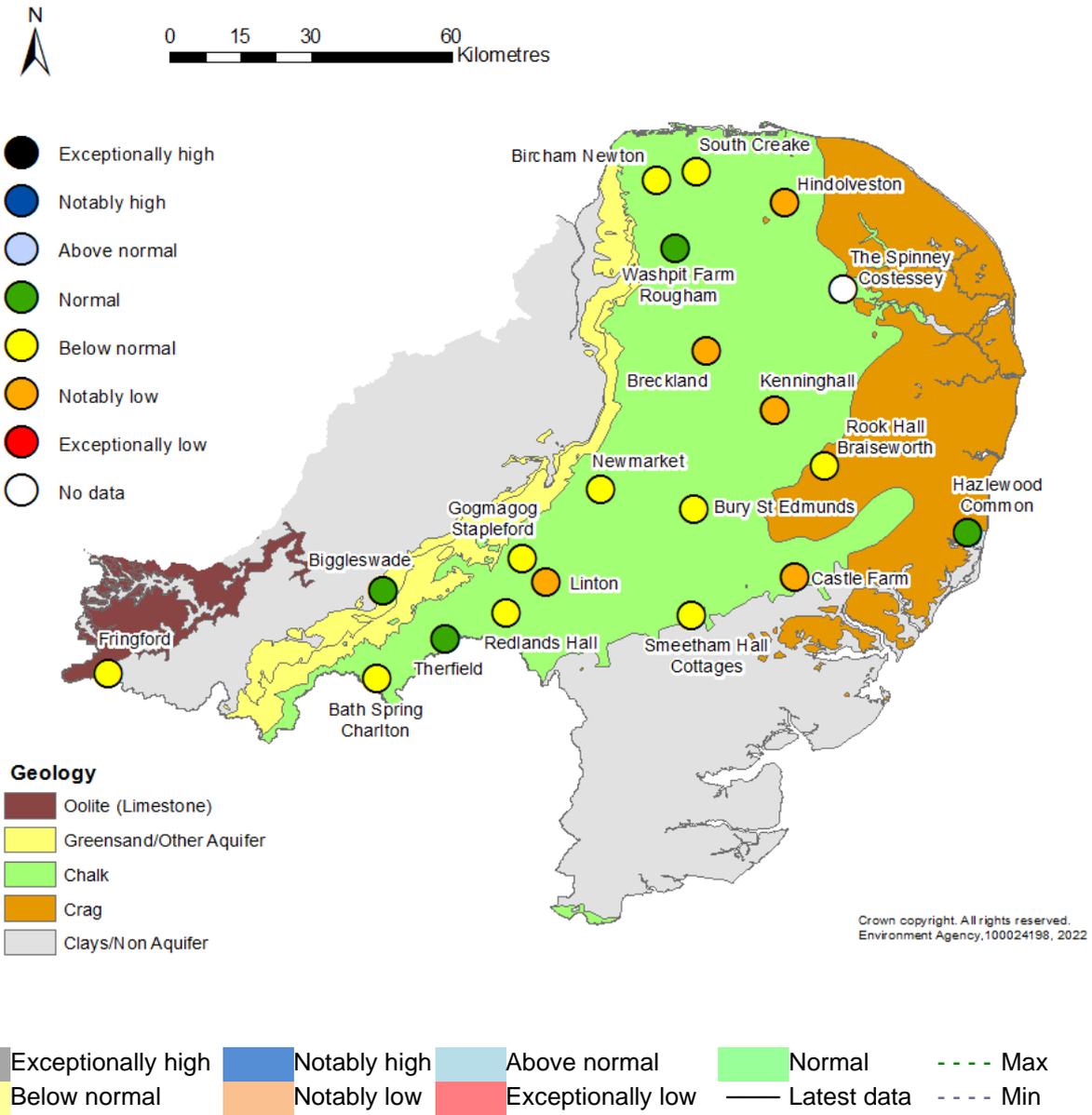


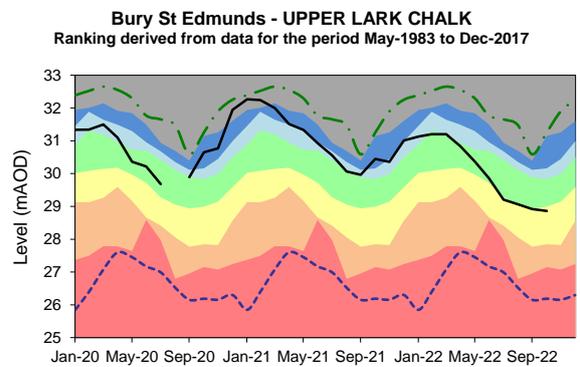
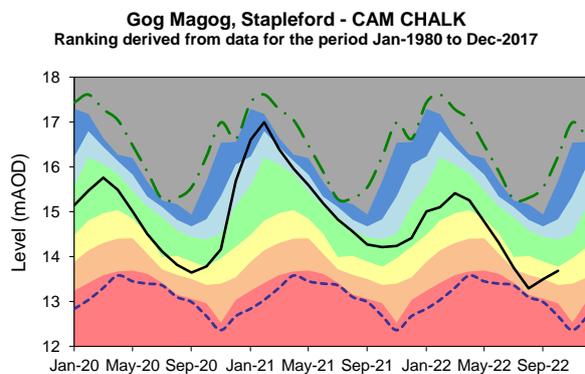
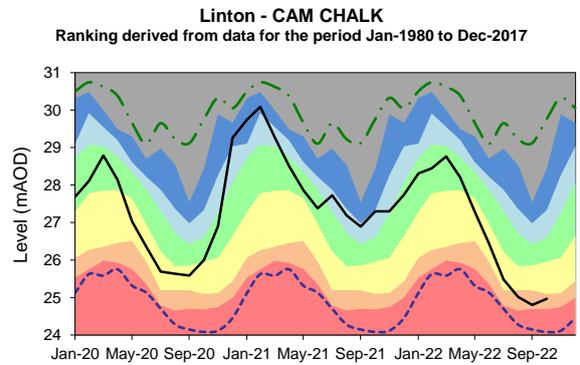
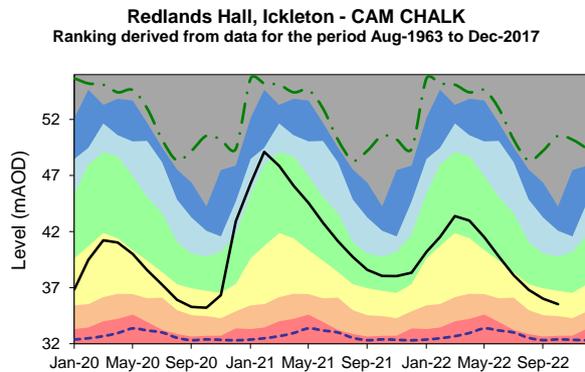
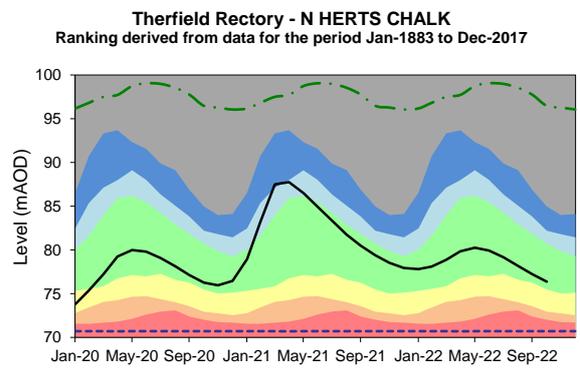
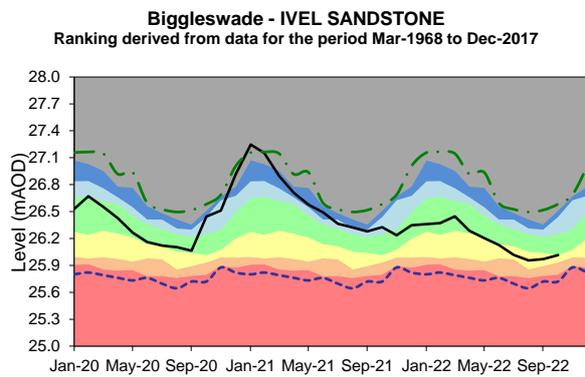
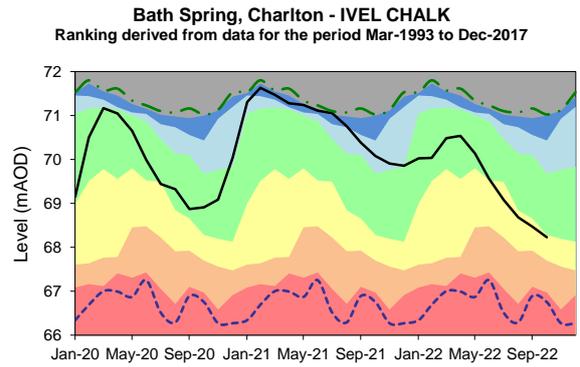
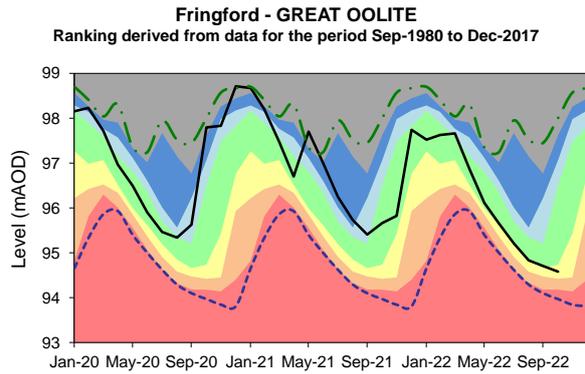


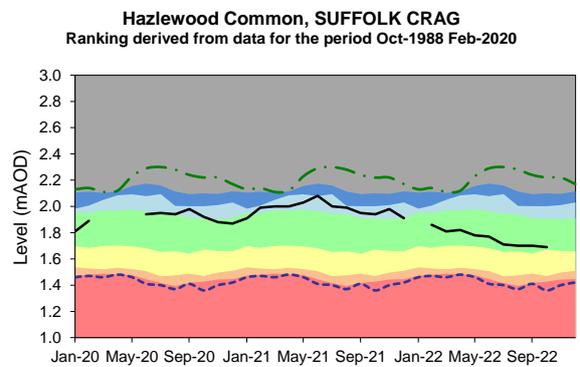
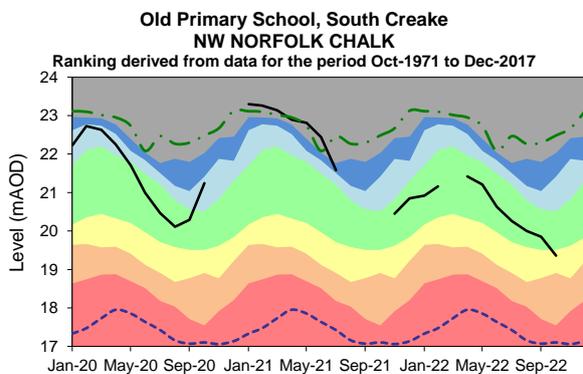
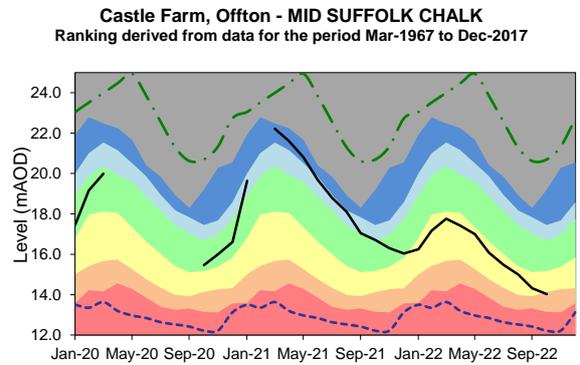
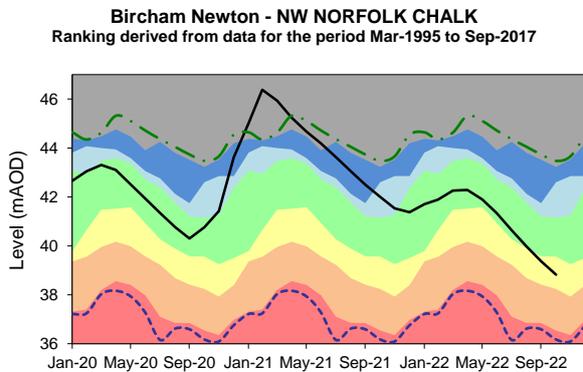
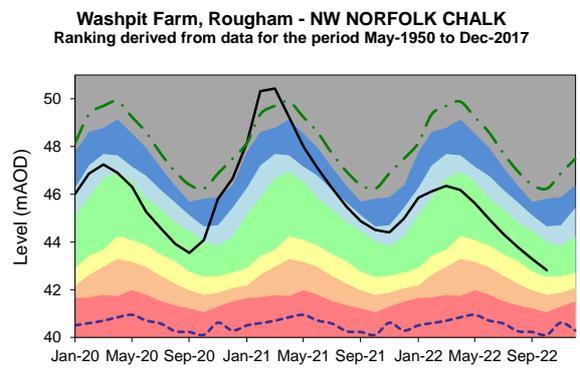
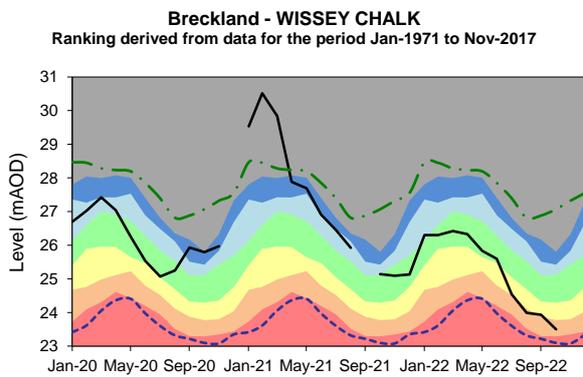
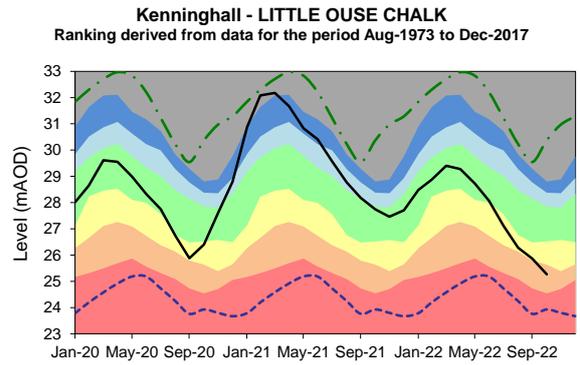
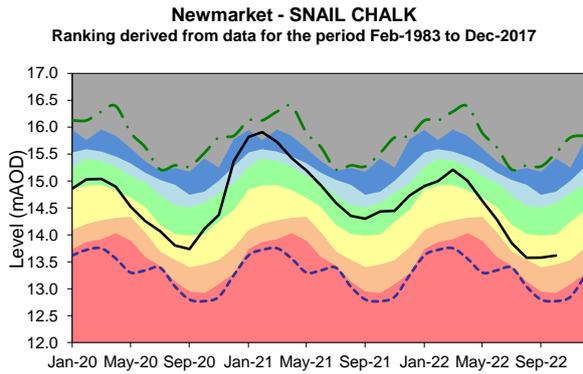




Groundwater Levels October 2022

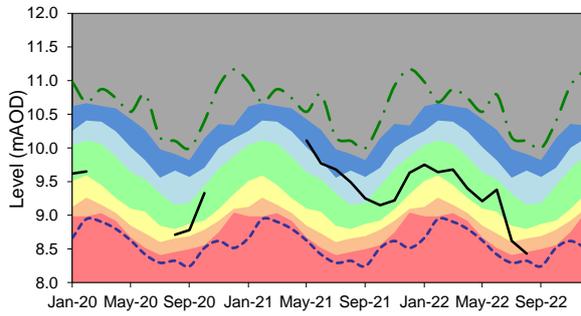




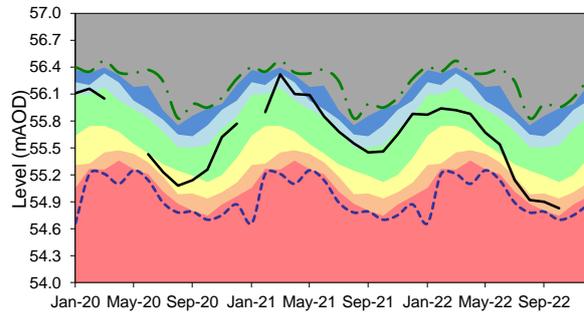




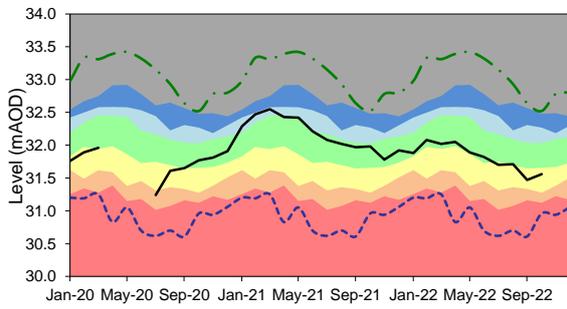
The Spinney, Costessey - WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



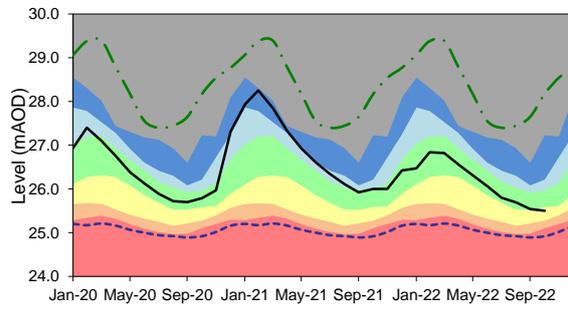
Hindolveston - NORFOLK CHALK
 Ranking derived from data for the period Sep-1984 to Nov-2017



Rook Hall, Braiseworth - SUFFOLK CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2017



Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



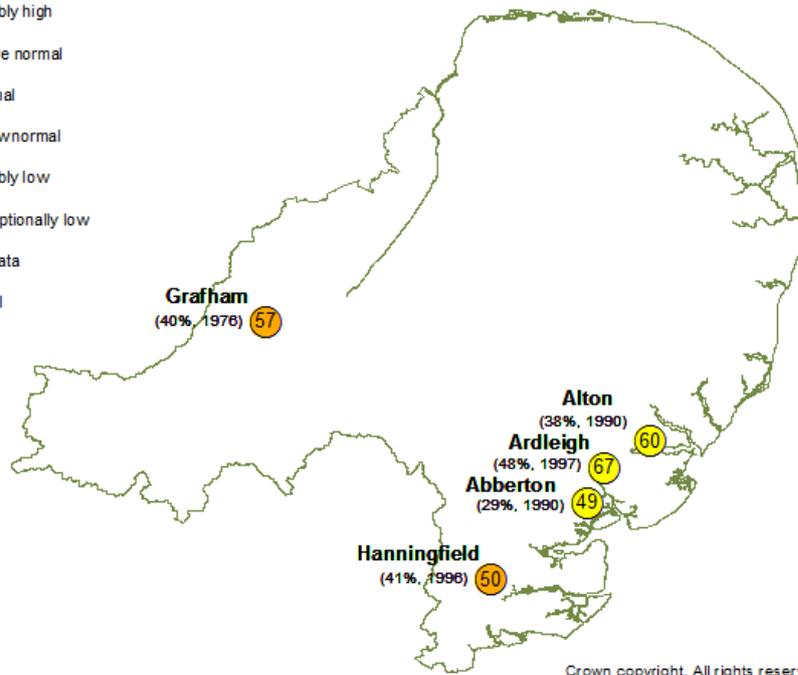
Reservoir Stocks

October 2022

October 2022

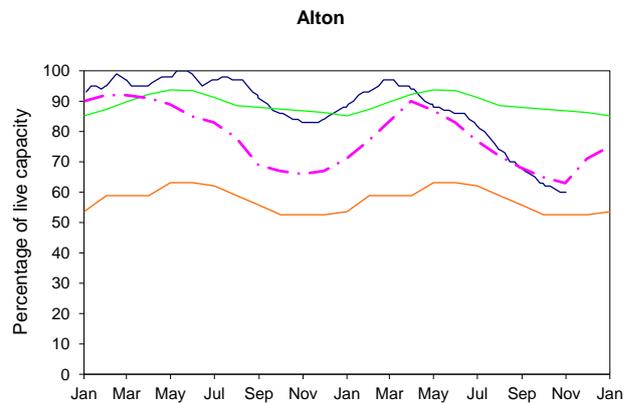
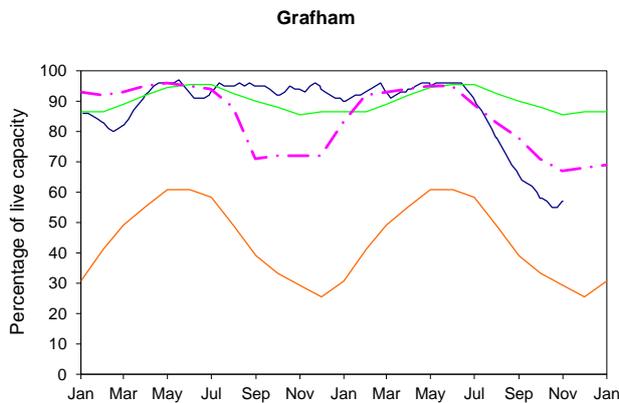
End of month reservoir levels expressed as percentage full.

- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data
- 90 % full



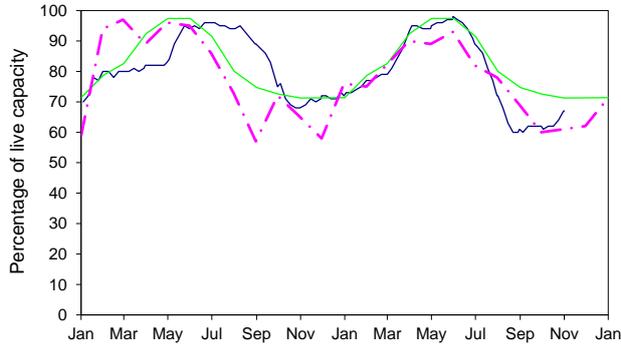
Crown copyright. All rights reserved.
Environment Agency, 100024198, 2022

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

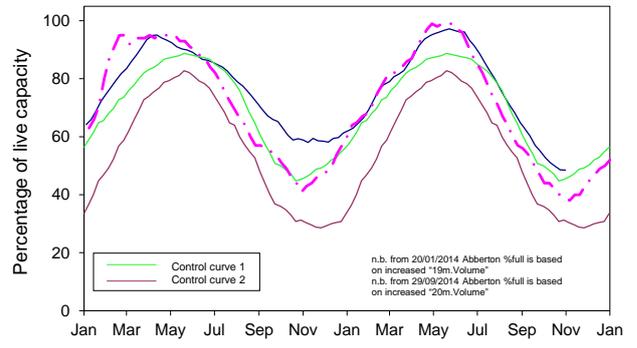


— 2020-2021 — Normal Operating Curve — Drought Alert Curve - - - 1995-1996

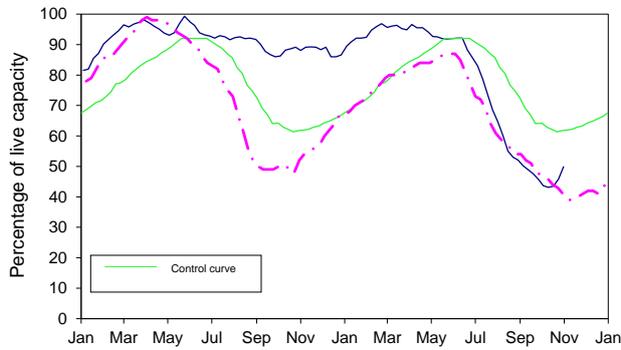
Ardleigh



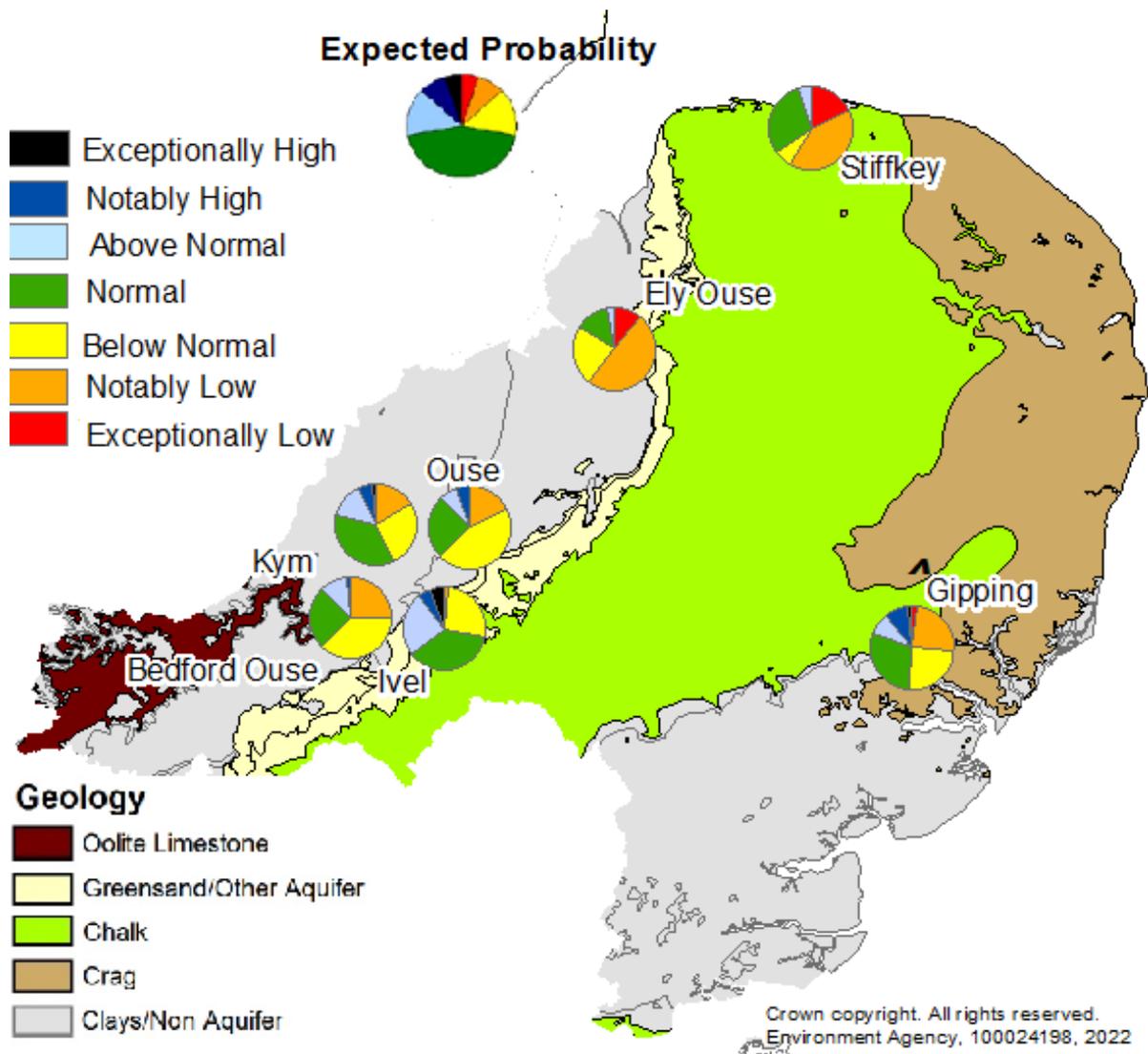
Abberton



Hanningfield



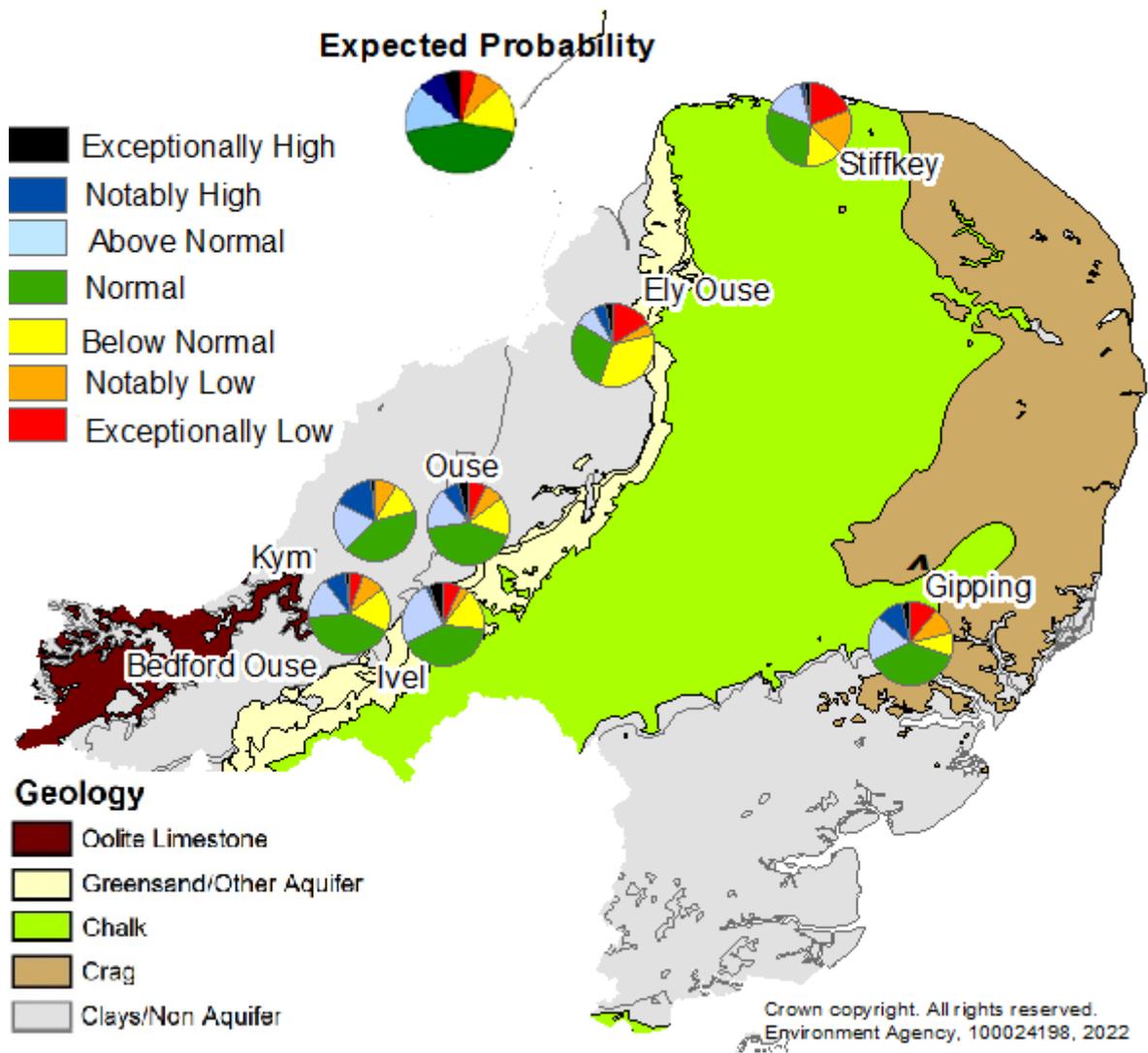
Forward Look – River Flows



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 December 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.

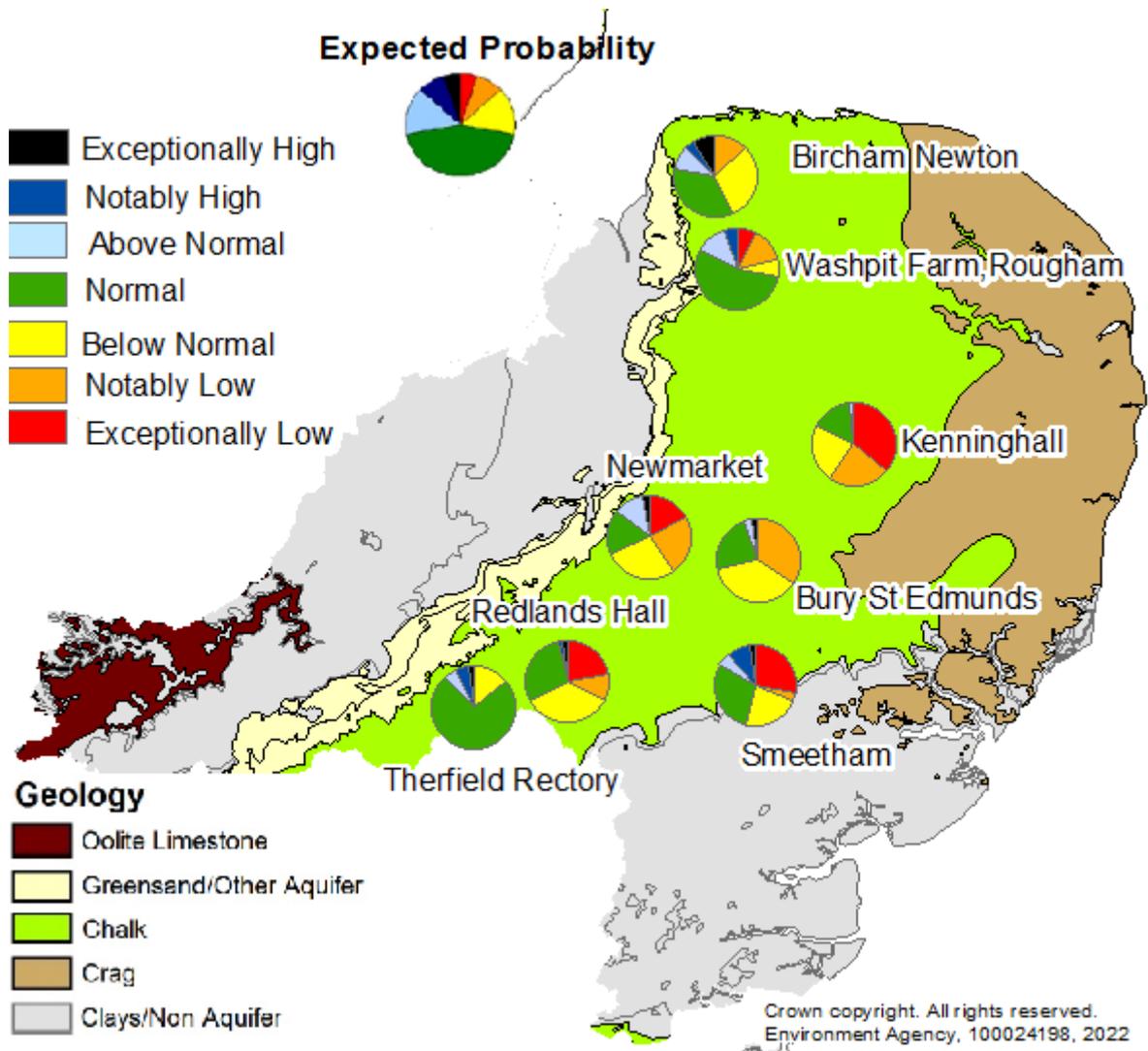
^ "Naturalised" flows are projected for these sites'



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.

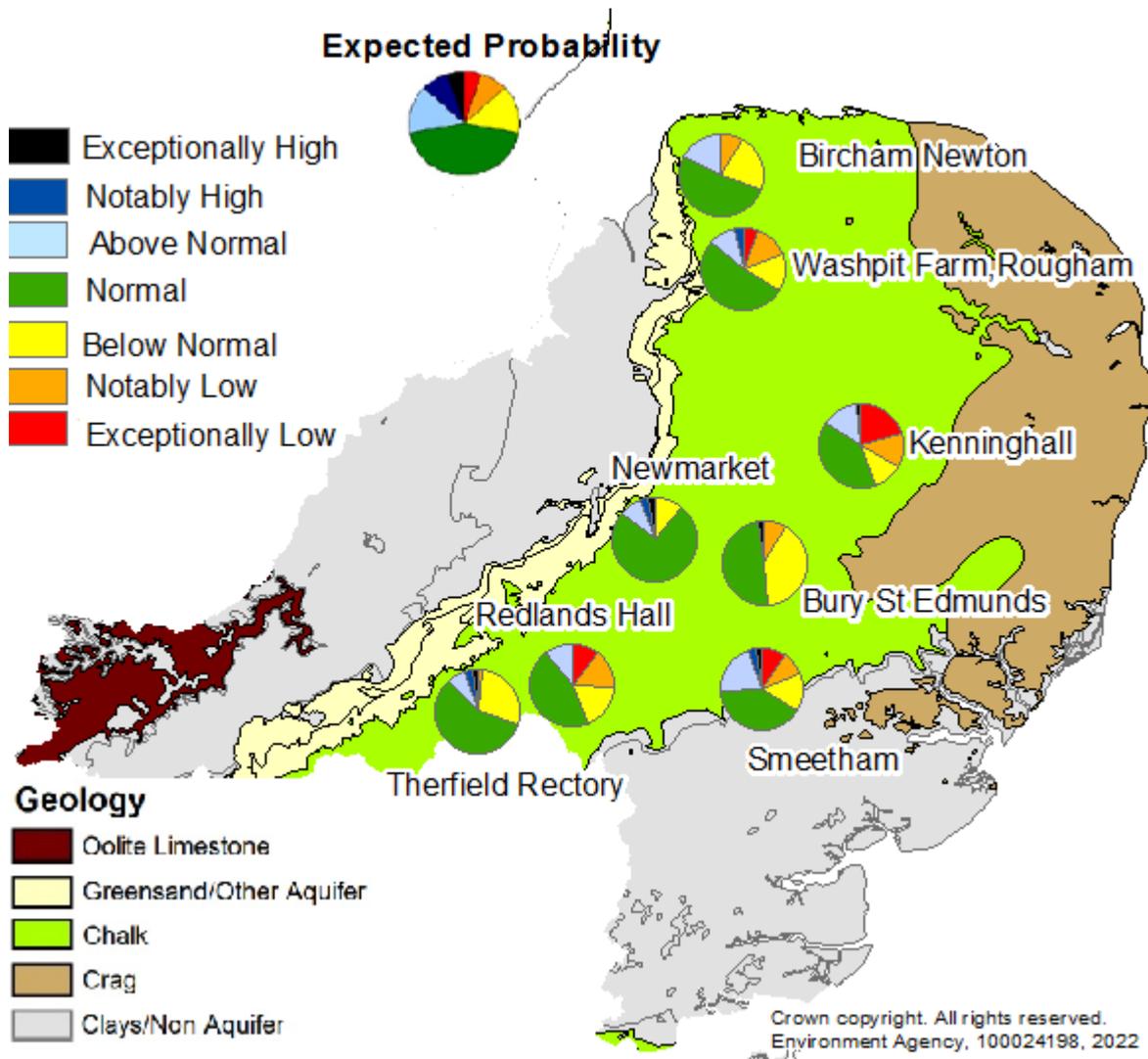
Probabilistic ensemble projections of river flows at key indicator sites in March 2023. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) 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 December 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.



Asbestos Survey Report 02/11/2022
Management Survey
Management Survey - Report Reference - MS28357

NS18204
Specified areas of St George's allotments
St George's allotments, The Moor, Cambridgeshire

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Survey Details

Property Information

Property Name - Property Reference Number: PL24574 - Specified areas of St George's allotments
Address & Postcode: St George's allotments, The Moor, Cambridgeshire, SG8 6ED
Property Coordinator:
Telephone / Mobile:
Email:

Client Information

Client Name - Client Reference Number: Assistant Clerk - CO20385
Address & Postcode:
Telephone / Mobile: .
Email:

Contractor Information

Contractor Name - Contractor Reference Number: NSUK Group LTD - CO1
Address & Postcode: Hampstead House, 176 Finchley Road, Hampstead, London, NW3 6BT
Telephone / Mobile: 020 3318 1965
Email: info@nsuk.org.uk

Management Survey Information

Survey Reference: MS28357
Start Date: 02/11/2022
Completion Date: 02/11/2022
Publish Date: 04/11/2022

Document Authorisation

No
Image
Available

Lloyd Reeves
Lead Surveyor

Executive Summary

A Management Survey was carried out at Specified areas of St George's allotments on the 02/11/2022 - 02/11/2022

The purpose of the survey was to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) in the areas inspected and assess their condition.

Management survey information was requested for this building. This type of survey is designed to be used for assessing risks during normal work activities and simple or routine maintenance tasks.

It is not designed to be used by those carrying out major refurbishments or for work involving alterations to the fabric of the building.

If any refurbishment or demolition works are to be undertaken, A Refurbishment or Demolition survey will be required prior to the start of any work. This is a fully intrusive survey intended to find any hidden ACMs contained within the main structure of the building.

This report was published on 04/11/2022. Updated information may be present on the asbestos management system which should be checked on a regular basis

During this Survey 2 sample(s) were taken for analysis. There were 14 asbestos items identified or presumed to contain asbestos within the property.

Room/locations containing High Risk Material

Of the areas inspected, there were no locations identified (or presumed) to contain High Risk ACMs.

Inaccessible Room/locations

All areas were accessed as agreed at the pre-survey stage.

Inaccessible Items

All items were accessed during the survey.

Property Details

Property Construction Details

Primary Use:	Commercial
Secondary Use:	Allotments
Date of Construction:	Unknown
Construction Type:	N/A
No. Floors:	1.0
No. Staircases:	0.0
No. Lifts:	0.0
Net Area per Floor:	400m2
Gross Area:	400m2
Comments:	Limited access within plots due to bark, overgrown vegetation and other materials covering ground.

Survey Information

Objective & Scope

NSUK GROUP LTD (NSUK) were requested and authorised by the client to undertake a Management Asbestos Survey.

The purpose of this survey was to identify and establish as far as reasonably practicable, the presence of ACMs, their nature, condition, extent and to provide the necessary guidance for the future maintenance of all asbestos materials identified in this report.

The survey has been undertaken with appropriate reference to Health and Safety Executive (HSE) publication HSG264 'Asbestos: The Survey Guide and is intended to underpin a strategy for compliance with the Control of Asbestos Regulations (CAR) 2012, and more specifically regulation 4 the duty to manage asbestos in non-domestic premises'.

This report was based upon a non-destructive inspection of an unfamiliar site unless otherwise stated. During the course of the survey, all reasonable efforts were made to identify the presence of ACMs within accessible areas of the building. Due to the non-destructive nature of Management Asbestos Surveys, the results cannot give assurance that all ACMs have been found. Inaccessible areas will be deemed to contain asbestos until proven otherwise.

until proven otherwise.

Asbestos materials are frequently found to be concealed within the fabric of buildings, or within sealed building voids, rendering it impossible to regard the findings of any survey as definitive. It must always remain a possibility that further ACMs may be found during refurbishment or demolition activities. We therefore would recommend that a Pre-demolition / Pre-refurbishment Asbestos Survey be carried out to these locations prior to such works.

prior to such works.

No ACMs have been disturbed or removed during the course of this survey. It is therefore a possibility that additional ACMs are present behind those identified, which may only be discovered during any subsequent asbestos removal work.

Survey Information

Limitations

Inaccessible Areas and Limitations

The client should refer to the NOVA standard terms and conditions of engagement attached with the works proposal. The HSE publications HSG264 and HSG227, stipulate guidance on the surveying, assessment and management of ACMs.

Management Asbestos Surveys

The investigation of the site has been carried out to provide sufficient information concerning the nature, extent and type of ACMs at the site to allow a reasonable risk assessment to be made. The objectives of the investigation have been limited to establishing the risks to human health associated with the presence of ACMs. The recommendations made within this report are based upon the management of ACMs and the primary recommendation would therefore be removal (if damaged) or encapsulation and labelling with regular inspections.

The amount of investigative work and testing undertaken may necessarily have been restricted by the short timescale available. During a Management Asbestos Survey, some representative sampling has been undertaken to confirm or refute the surveyor's opinions. The sampling locations have been restricted to accessible and representative areas within the agreed scope and can only provide a general indication of site conditions. However, it is more than likely that ACMs may remain unidentified in areas that would only be identifiable during further intrusive Pre-demolition / Pre-refurbishment Asbestos Survey investigations or during major demolition/refurbishment works. In addition, it has been common practice to substitute ACMs with asbestos free materials. Substitute materials are often employed to repair localised damaged asbestos products and in some circumstances may have a similar appearance to the asbestos products they have replaced, particularly following the application of a uniform surface finish such as paint, or plaster. It is therefore possible that outwardly uniform materials, suspected or identified during this survey not to contain asbestos, may contain asbestos in areas outside the immediate inspection/sampling location. All surveys are subject to intrinsic and site specific limitations and these have been detailed in the body of the report.

A more comprehensive and intrusive Pre-demolition / Pre-refurbishment Asbestos Survey investigation will be required if the site is to be redeveloped, refurbished or demolished, to facilitate adequate risk assessment and compliance with health and safety statute. The report and accompanying drawings should be consulted before any building or installation work is carried out in the building. All building users should be made aware of the contents of the report.

The risk assessment and opinions provided, inter alia, take in to consideration currently available guidance (HSG264, HSG227) relating to asbestos material assessment and priority assessment. The factors considered by NOVA in providing tentative priority assessment are based upon finite data and information available to the surveyor at the time of the survey. However, a detailed knowledge of relevant factors is required to complete a priority assessment and as such the client is required to review the information and satisfy itself that the assessment is accurate. No liability can be accepted for the effects of incorrect assumptions made by NOVA at the time of survey or for retrospective effects of any future changes or amendments to these values, or official guidance.

This report should not be used for the purposes of costing asbestos removal work. If indicative costs have been included in relation to asbestos abatement works these must be considered as tentative only and must, in any event, be confirmed by a qualified quantity surveyor or by tender with a licensed asbestos removal contractor. No responsibility will be accepted to any party whatsoever, should the information contained herein be used in this way. Any person(s) using the report in this way MUST satisfy themselves as to the extent of the asbestos within the designated areas and thereby ensure that their tender is sufficient in every respect to remove ALL the asbestos within these areas, including any that may be hidden behind known or presumed asbestos materials.

All known areas of the property were visually examined in accordance with the scope of work and the brief provided by the Client. The survey is fundamentally non-intrusive in nature and no attempt would be made to access areas where the removal of panels such as decorative cladding, or any unreasonable degree of dismantling of the building structure or fittings would be required. Typical exclusions from the survey where special arrangements would be required to facilitate access are documented below. It should be noted that the list is not exhaustive.

Areas of No	Comments
Live plant and electrical equipment	No inspections to enclosed or internal areas of any potentially live plant or equipment such as fuse boxes, storage heaters etc. These may contain braided asbestos insulation fuse guards or gasket material and therefore presumptions have been made. Portable plant or equipment will not be accessed.
Inspection at height	A 3 metre height restriction applies to Management Asbestos Surveys, unless a requirement for specialist access equipment has been requested by the Client and allowed for in the Scope of Works. Presumptive observations would be made where reasonably practicable, but all areas above 3 metres in height should be presumed to contain asbestos unless determined otherwise by physical inspection.
Restricted areas	<p>Any area or space which would require specialist access arrangement would not be accessed unless by prior agreement with the Client. Typical examples include:</p> <ul style="list-style-type: none"> • Lift equipment and Shafts • Areas designated as 'Confined Spaces' • Areas where asbestos is present and would need to be disturbed to facilitate an inspection.
Gaskets within pipe joints and plant equipment	Gaskets inserted in pipe joints etc. and bituminous materials such as damp proof membranes, under sink pads and roof felts or membranes may contain a trace content of asbestos. Under normal conditions these materials will not give rise to airborne fibre concentration due to the fibre being tightly bonded within a well bound matrix. However, the presence of asbestos in these materials should be presumed.
Multi-layer or composite structures	Limited representative inspections to multi-layer or composite structures such as floor slabs, roof structures, etc, will be made. Representative sampling of outer finishes such as floor screeds or other finishes e.g. renders, bituminous layers or felts would also be undertaken. However, core sampling or other techniques allowing for full depth sampling of such elements would not routinely be undertaken unless stated in the agreed scope of works. It would be reasonably practicable to allow for such extensive intrusive investigation in instances where information is made available to us, prior to the survey planning stage, indicating that such elements may contain asbestos fibre within its inner layers.
General obstructions	Any area or space which involved the moving of substantial items of furniture, equipment, goods or large quantities of documents or debris would not be accessed.
Fire doors	Fire doors may internally contain asbestos, access to which would require overtly destructive works.
Fixed ceilings	Limited inspections would be routinely made above suspended ceilings (height restrictions permitting). However, where fixed ceilings are encountered no attempt would be made to gain access, unless a limited visual inspection was made possible by the presence of a suitable and sufficient access hatch or similar.
Insulation to plant equipment and pipes	Whilst a representative inspection of insulation to plant equipment and pipe work would be made, the presence of asbestos debris from previous removal works may be obscured by an overlying non- asbestos insulation or metal cladding. In addition, the presence of asbestos insulation debris on pipes or equipment may be intermittent and therefore not readily identifiable during non-intrusive inspection works.
Ventilation ducts	No access would be made within ventilation ducting. There is a possibility that asbestos gasket material or an asbestos lining may be present.
Ducts and risers	Where accessible by inspection panel, representative inspections of ducts and risers would be made. It is possible that ducts/risers may be concealed, or would require overtly destructive works to facilitate access. In these circumstances no attempt would be made to inspect these areas.
Any area, room or space occupied at the time of the survey	Sampling should not be undertaken in normally occupied areas. Where areas are in constant use, if not already stated in the scope of works, agreement should be sought with the client whether to undertake any required sampling during periods of minimal occupation; or otherwise access to such areas would be presumptive only. In the event that such areas are to be inspected at a later date (for sampling) unrestricted and safe access must be provided by the client. NOVA reserves the right to charge additional fees for any re-visits as required after consultation with the client.
Any area, room or space flooded at the time of the survey	No access would be made within any flooded areas e.g. basements, unless the client can ensure unrestricted and safe access. NOVA reserves the right to charge additional fees for any re-visits as required after consultation with the client.

Site Specific Access Restrictions

Where access by our surveying team to specific areas was either not possible, or limited at the time of the inspection.

Survey Information

Specific Exclusions

Where detailed, it was agreed at the pre-survey stage that the following room/locations would be excluded from the scope of Survey. The room/locations do not include more general exclusions (i.e. inaccessible room/locations/items) detailed elsewhere.

Area/floor	Room/location
No Room/locations Found.	

The survey was limited to those areas accessible at the time of the survey (and as agreed at the pre-survey stage). Flues, ducts, voids or any similarly enclosed areas, have not been inspected (unless an appropriate access hatch or inspection panel was present), as gaining such access would necessitate the use of specialist equipment/tools or require overly destructive work.

No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation (unless agreed at the pre-survey stage).

Areas requiring specialist access arrangements or equipment (other than stepladders) will not be assessed unless otherwise stated and agreed at the pre-survey stage. Fire doors were not inspected internally to ascertain if they are manufactured using ACMs as to do so would entail overly destructive testing procedures.

Whilst every effort will have been made to identify the true nature and extent of the asbestos material present in the building surveyed, no responsibility has been accepted for the presence of asbestos in materials other than those sampled at the requisite density. Inspection of pipe work has been restricted primarily to the insulation visible (sampled in accordance with HSG264 guidelines), therefore only a limited inspection has been carried out of pipework concealed by overlaying non-asbestos insulation.

Survey Results

Recommendations

Item	Sample	Product/debris Type	Area/floor	Room/location	Action/recommendations
001	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
002	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
003	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
004	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
005	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
006	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
007	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
008	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
009	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
010	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
011	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
012	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC
013	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC
014	NS18204-002	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	007	Remove Remove ACM (Bonded) under PCC by FLC

Sample Summary

Sample	Product/debris Type	Area/floor	Room/location	Asbestos Type
NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Identified Chrysotile
NS18204-002	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	007	Identified Crocidolite

Room/location Details including Construction Details



Room/location Details

Room/location Reference:	001
Room/location Description:	Plots 1-10
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	0
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Metal, Plastic, Timber
Floor: Earth
Doors: Metal, Timber
Windows: N/A
Comments:

**Room/location Details**

Room/location Reference:	002
Room/location Description:	Plots 11-20
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	2
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Metal, Plastic, Timber
Floor: Earth
Doors: Metal, Timber
Windows: N/A
Comments:



Item Detail

Item ID	001(OS)
Referenced to	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	002
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Identified Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 15

Actions/recommendations

Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC



Item Detail

Item ID	002(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	002
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 16

Actions/recommendations

Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

**Room/location Details**

Room/location Reference:	003
Room/location Description:	Plots 21-23
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	2
Total NoACMs:	0

Room/location Construction Details

Ceiling:	N/A
Walls:	Metal, Plastic, Timber
Floor:	Earth
Doors:	Metal, Timber
Windows:	N/A
Comments:	



Item Detail

Item ID	003(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	003
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 20

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	004(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	003
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 21

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Room/location Details

Room/location Reference:	004
Room/location Description:	Plots 24-30
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	3
Total NoACMs:	0

Room/location Construction Details

Ceiling:	N/A
Walls:	Metal, Plastic, Timber
Floor:	Earth
Doors:	Metal, Timber
Windows:	N/A
Comments:	



Item Detail

Item ID	005(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	004
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 27

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	006(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	004
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 29

Actions/recommendations

Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC



Item Detail

Item ID	007(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	004
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 30

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Room/location Details

Room/location Reference:	005
Room/location Description:	Plots 31-40
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	4
Total NoACMs:	0

Room/location Construction Details

Ceiling:	N/A
Walls:	Metal, Plastic, Timber
Floor:	Earth
Doors:	Metal, Timber
Windows:	N/A
Comments:	



Item Detail

Item ID	008(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plot 31 & 32

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	009(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 33 & 34

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	010(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 35 & 26

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	011(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	005
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 39 & 40

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Room/location Details

Room/location Reference:	006
Room/location Description:	Plots 41-46
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	2
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Metal, Plastic, Timber
Floor: Earth
Doors: Metal, Timber
Windows: N/A
Comments:



Item Detail

Item ID	012(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	006
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 41 & 42

Actions/recommendations

Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC
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Item Detail

Item ID	013(VRS)
Sample Linked/ID	NS18204-001
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	006
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Strongly Presumed Chrysotile
Extent	<1 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05
Material Risk Assessment	■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02
Priority Risk Assessment	■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
Overall Risk Assessment	■ Very Low

Comments

Within bedding area of Plots 43 & 44

Actions/recommendations

Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC



Room/location Details

Room/location Reference:	007
Room/location Description:	Pathway Along Sde Bowls Club
Area/floor Reference:	001 - Main Building - Ground Floor
Area/floor Description:	Commercial
Accessibility:	Accessible
Total ACMs:	1
Total NoACMs:	0

Room/location Construction Details

Ceiling: N/A
Walls: Earth, Metal, Timber
Floor: Earth
Doors: Metal
Windows: N/A
Comments:



Item Detail

Item ID	014(OS)
Referenced to	NS18204-002
Property Name	Specified areas of St George's allotments
Area/floor	001 - Main Building - Ground Floor
Room/location	007
Specific location	Floor
Product/debris type	Cement Product(s) Debris/residue
Asbestos type	Identified Crocidolite
Extent	<3 m ²
Air Test	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	3
Total (a+b+c+d)	07
Material Risk Assessment	 Medium

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	2
Maintenance Activity (h)	0
Total (e+f+g+h)	03
Priority Risk Assessment	 Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	10
Overall Risk Assessment	 Low

Comments

Remove Remove ACM (Bonded) under PCC by FLC

Actions/recommendations

Action/recommendations

Asbestos Register



Location	Item	Additional
Item ID	001(OS)	
Referenced to	NS18204-001	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	002	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Identified Chrysotile	
Extent	<1 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05

Material Risk Assessment

■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02

Priority Risk Assessment

■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
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Overall Risk Assessment

■ Very Low

Comments

Within bedding area of Plot 15



Location	Item	Additional
Item ID	002(VRS)	
Sample Linked/ID	NS18204-001	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	002	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Strongly Presumed Chrysotile	
Extent	<1 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05

Material Risk Assessment

■ Low

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02

Priority Risk Assessment

■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	07
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Overall Risk Assessment

■ Very Low

Comments

Within bedding area of Plot 16



Location	Item	Additional
Item ID	014(OS)	
Referenced to	NS18204-002	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	007	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Identified Crocidolite	
Extent	<3 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment

Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	3
Total (a+b+c+d)	07

Material Risk Assessment

■ Medium

Priority Assessment

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	2
Maintenance Activity (h)	0
Total (e+f+g+h)	03

Priority Risk Assessment

■ Very Low

Overall Assessment

Total (a+b+c+d+e+f+g+h)	10
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Overall Risk Assessment

■ Low

Comments



Location
 Item ID 003(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 003
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 20



Location
 Item ID 004(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 003
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 21



Location
 Item ID 005(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 004
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 27



Location
 Item ID 006(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 004
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 29



Location
 Item ID 007(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 004
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 30



Location
 Item ID 008(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05
 Material Risk Assessment ■ Low
Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02
 Priority Risk Assessment ■ Very Low
Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07
 Overall Risk Assessment ■ Very Low
Comments
 Within bedding area of Plot 31 & 32



Location
 Item ID 009(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plots 33 & 34



Location
 Item ID 010(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plots 35 & 26



Location
 Item ID 011(VRS)
 Sample Linked/ID NS18204-001
 Property Name Specified areas of St George's allotments
 Area/floor 001 - Main Building - Ground Floor
 Room/location 005
 Specific location Floor
 Product/debris type Cement Product(s) Debris/residue
 Asbestos type Strongly Presumed Chrysotile
 Extent <1 m²
 Air Test
Actions/recommendations
 Action/recommendations Remove Remove ACM (Bonded) under PCC by FLC

Material Assessment
 Product Type (a) 1
 Extent of Damage (b) 2
 Surface Treatment (c) 1
 Asbestos Fibre (d) 1
 Total (a+b+c+d) 05

Material Risk Assessment ■ Low

Priority Assessment
 Normal Occupant Activity (e) 0
 Likelihood of Disturbance (f) 1
 Human Exposure Potential (g) 1
 Maintenance Activity (h) 0
 Total (e+f+g+h) 02

Priority Risk Assessment ■ Very Low

Overall Assessment
 Total (a+b+c+d+e+f+g+h) 07

Overall Risk Assessment ■ Very Low

Comments
 Within bedding area of Plots 39 & 40



Location	Item	Additional
Item ID	012(VRS)	
Sample Linked/ID	NS18204-001	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	006	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Strongly Presumed Chrysotile	
Extent	<1 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment	
Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05

Material Risk Assessment ■ Low

Priority Assessment	
Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02

Priority Risk Assessment ■ Very Low

Overall Assessment	
Total (a+b+c+d+e+f+g+h)	07

Overall Risk Assessment ■ Very Low

Comments
Within bedding area of Plots 41 & 42



Location	Item	Additional
Item ID	013(VRS)	
Sample Linked/ID	NS18204-001	
Property Name	Specified areas of St George's allotments	
Area/floor	001 - Main Building - Ground Floor	
Room/location	006	
Specific location	Floor	
Product/debris type	Cement Product(s) Debris/residue	
Asbestos type	Strongly Presumed Chrysotile	
Extent	<1 m ²	
Air Test		
Actions/recommendations		
Action/recommendations	Remove Remove ACM (Bonded) under PCC by FLC	

Material Assessment	
Product Type (a)	1
Extent of Damage (b)	2
Surface Treatment (c)	1
Asbestos Fibre (d)	1
Total (a+b+c+d)	05

Material Risk Assessment ■ Low

Priority Assessment	
Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	1
Human Exposure Potential (g)	1
Maintenance Activity (h)	0
Total (e+f+g+h)	02

Priority Risk Assessment ■ Very Low

Overall Assessment	
Total (a+b+c+d+e+f+g+h)	07

Overall Risk Assessment ■ Very Low

Comments
Within bedding area of Plots 43 & 44

Survey Results

Overall Risk Assessment Table

Item	Material Risk Assessment					Priority Risk Assessment					Overall Risk Assessment
	a	b	c	d	Total	e	f	g	h	Total	Total
001	1	2	1	1	05	0	1	1	0	02	07
002	1	2	1	1	05	0	1	1	0	02	07
014	1	2	1	3	07	0	1	2	0	03	10
003	1	2	1	1	05	0	1	1	0	02	07
004	1	2	1	1	05	0	1	1	0	02	07
005	1	2	1	1	05	0	1	1	0	02	07
006	1	2	1	1	05	0	1	1	0	02	07
007	1	2	1	1	05	0	1	1	0	02	07
008	1	2	1	1	05	0	1	1	0	02	07
009	1	2	1	1	05	0	1	1	0	02	07
010	1	2	1	1	05	0	1	1	0	02	07
011	1	2	1	1	05	0	1	1	0	02	07
012	1	2	1	1	05	0	1	1	0	02	07
013	1	2	1	1	05	0	1	1	0	02	07

■ (20 ≥) High

■ (14-19) Medium

■ (10-13) Low

■ (≤9) Very Low

■ (0) No Risk

Survey Results

Summary of Remedial or Removal Works

Item	Sample	Product/debris Type	Area/floor	Room/location	Action/recommendations
001	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
002	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	002	Remove Remove ACM (Bonded) under PCC by FLC
014	NS18204-002	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	007	Remove Remove ACM (Bonded) under PCC by FLC
003	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
004	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	003	Remove Remove ACM (Bonded) under PCC by FLC
005	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
006	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
007	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	004	Remove Remove ACM (Bonded) under PCC by FLC
008	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
009	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
010	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
011	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	005	Remove Remove ACM (Bonded) under PCC by FLC
012	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC
013	NS18204-001	Cement Product(s) Debris/residue	001 - Main Building - Ground Floor	006	Remove Remove ACM (Bonded) under PCC by FLC

Assessment Information

Material Risk Assessment Algorithm

Material assessments consider the type and condition of the ACM and the ease with which it will release fibres when subject to disturbance. The main parameters are:

- a. Product Type
- b. Extent of Damage & Deterioration
- c. Surface Treatments
- d. Asbestos Types

The material assessment will give a good initial guide to the priority for management as it will identify the materials which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score will be the priority for remedial action, such priorities must be determined by conducting and subsequently considering the results of a priority assessment.

To achieve some form of standardisation of the risk rating and action level, the assessment algorithm contained within HSG264 has been adopted, which is based upon a numerical rating given to each of the parameters considered above. The addition of each number results in a score that falls into one of four possible risk categories, which can assist the duty holder to prioritise the need for action as part of the plan for managing asbestos.

Assessment Factor	Score	Score Variables
Product Type (a)	1	Asbestos Reinforced Composites (Plastics, Resins, Mastics, Roofing Felts, Vinyl Floor Tiles, Semi-Rigid Paints, Decorative Finishes, Asbestos Cement)
	2	Asbestos Insulating Board (AIB), Millboards, Other Low-Density Insulation Boards, Asbestos Textiles, Gaskets, Ropes, Woven Textiles and Asbestos Paper or Felt
	3	Thermal Insulating (e.g. Pipe and Boiler Lagging) Sprayed Asbestos, Loose Asbestos, Asbestos Mattresses and Packing
Extent of Damage (b)	0	Good Condition: No Visible Damage
	1	Low Damage: A Few Scratches or Surface Marks, Broken Edges on Boards or Tiles
	2	Medium Damage: Significant Breakage of Material or Several Small Areas where Material has been Damaged Revealing Loose Asbestos Fibre
	3	High Damage: Delaminating of Materials, Sprays and Thermal Insulation, Visible Asbestos Debris
Surface Treatment (c)	0	Composite Materials Containing Asbestos: Reinforced Plastics, Resins, Vinyl Tiles
	1	Enclosed Sprays and lagging, AIB with Exposed Face Painted or Encapsulated, Asbestos Cement Sheets etc
	2	Unsealed AIB or Encapsulated Lagging and Sprays
	3	Unsealed Lagging and Sprays
Asbestos Type (d)	1	Chrysotile (White)
	2	Amphibole Asbestos, Amosite (Brown), Actinolite, Anthophyllite and Tremolite
	3	Crocidolite (Blue)

Assessment Information

Material Classifications

The following material assessment categories are used within this survey and indicate the level of hazard each material presents.

(10 \geq) High

ACMs in this category are regarded as having a significant potential to release fibres if disturbed. Such ACMs require urgent consideration to ensure people are not exposed to the hazard. In most circumstances plans for removal should be implemented and in the interim, the affected area should be sealed off.

(7-9) Medium

ACMs within this category do not always pose an imminent threat and the likelihood of fibre release is moderate under existing conditions. A decision regarding how these ACMs are to be managed should be made promptly and most likely as part of an overall management plan. Such situations should be regularly inspected to ascertain any change to circumstances unless serious damage is present or debris is visible, then this will require action which could involve removal or encapsulation.

(5-6) Low

ACMs within this category should be regarded as providing a low risk to people exposed to them but precautions should be followed and the situation should be monitored through regular re-inspections to ascertain any deterioration in condition which may occur with the passage of time. These ACMs generally have no or very little sign of historic damage.

(\leq 4) Very Low

ACMs within this category do not generally present a significant risk. They should be managed and only considered to be removed if the item falls within a refurbishment and demolition area and the works are likely to disturb the material.

(0) No Risk

No ACM present.

Assessment Information

Priority Classifications

Assessment Factor	Score	Score Variables
Normal Occupant Activity (e)		
Main Type of Activity in Area	0	Rare Disturbance Activity (e.g. Little used Store Room)
	1	Low Disturbance Activities (e.g. Office Type Activity)
	2	Periodic Disturbance (e.g. Industrial or Vehicular Activity which may contact ACMs)
	3	High Levels of Disturbance (e.g. Door with AIB Sheeting in Constant Use)
Secondary Activity in Area	As Above	As Above
Likelihood of Disturbance (f)		
Location	0	Outdoors
	1	Large Rooms or Well Ventilated Areas
	2	Rooms up to 100m ²
	3	Confined Spaces
Accessibility	0	Usually Inaccessible or Unlikely to be Disturbed
	1	Occasionally Likely to be Disturbed
	2	Easily Disturbed
	3	Routinely Disturbed
Extent / Amount	0	Small Amounts or Items (e.g. Gaskets or Strings)
	1	≤10m ² or ≤ 10m Pipe Run
	2	>10m ² to 50m ² or >10m to 50m Pipe Run
	3	>50m ² or >50m Pipe Run
Human Exposure Potential (g)		
Number of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of Use in Area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average Time Area is in Use	0	<1 Hour
	1	>1 to <3 Hours
	2	>3 to <6 Hours
	3	>6 Hours
Maintenance Activity (h)		
Type of Maintenance Activity	0	Minor Disturbance (e.g. Possibility of Contact when Gaining Access)
	1	Low Disturbance (e.g. Changing Light Bulbs in AIB Ceiling)
	2	Medium Disturbance (e.g. Lifting One or Two AIB Ceiling Tiles to access valves)
	3	High Level of Disturbance (e.g. Removing a Number of AIB Ceiling Tiles to Replace a Valve or Re-cabling Works)
Frequency of Maintenance Activity	0	ACM Unlikely to be Disturbed for Maintenance
	1	≤1 per Year
	2	>1 per Year
	3	>1 per Month

Assessment Information

Priority Risk Assessment Algorithm

Priority assessments consider the likelihood of someone disturbing the identified/presumed ACM during normal occupancy and should be considered alongside the material assessment to determine the priority for remedial action. The main assessment factors are:

- e. Maintenance Activity
- f. Occupant Activity
- g. Likelihood of Disturbance
- h. Human Exposure Potential

Similar to a material assessment, a material algorithm based upon a numerical rating given to each of the parameters considered above has been employed in line with HSG227. The number against each assessment factor is averaged and then totalled to give a score that falls into one of four possible risk categories, aimed at calculating the level of risk those in the vicinity of the ACM are exposed to.

■ (10 ≥) High

An ACM that due to its location presents an unacceptable risk to individuals.

■ (7-9) Medium

An ACM situated in a high use, readily accessible position which may also be in an area routinely accessed for maintenance.

■ (5-6) Low

An ACM that will rarely be disturbed through normal occupation or maintenance activities.

■ (≤4) Very Low

An ACM that is not readily accessible and unlikely to be disturbed.

■ (0) No Risk

No ACM present.

Disturbance Primary (e) Disturbance Secondary (e)	0 0] Average Score 0	
Location (f) Accessibility (f) Extent / Amount (f)	0 0 0] Average Score 0	
Number of Occupants (g) Frequency of Use (g) Average Time in Use (g)	0 0 0] Average Score 0	
Type of Maintenance (h) Frequency of Maintenance (h)	0 0] Average Score 0	
Total of Averages (e+f+g+h)	00	
Priority Risk Assessment	<input type="checkbox"/> Risk	

Assessment Information

Overall Risk Assessment Algorithm

The overall assessment is a combination of the material and priority assessment scores. It is this total score that may be used to establish the priority of those ACMs requiring remedial action and also, the type of action that will be taken. Where an ACM is detected, regardless of its risk categorisation, it is recommended that Approved Warning Labels are positioned to prevent accidental damage to the material.

Although actions and recommendations may vary according to the individual circumstances of an ACM, it is desirable to have some form of standardisation therefore the following categories are used within this survey to identify areas that require immediate attention and allow the duty holder to instigate planned preventative maintenance and management of the ACMs.

Item	Material Risk Assessment				Total	Priority Risk Assessment				Total	Overall Risk Assessment Total
	a	b	c	d		e	f	g	h		
I000	0	0	0	0	00	0	0	0	0	00	00

Overall Classifications

(20 ≥) High

The potential hazard arising from this category warrants urgent action to reduce the associated risk as disturbance of the materials is liable to expose personnel to elevated levels of airborne respirable asbestos fibres. ACMs in this category are usually not suited to any form of containment programme and therefore immediate plans should be made for removal or environmental cleaning. Where this is delayed, the ACM should be sealed/encapsulated and appropriately managed in accordance with the asbestos management policy, until such time that removal can be facilitated.

(14-19) Medium

This category indicates that deterioration in any of the contributory factors may result in fibre release and therefore all ACMs should be removed or other appropriate remedial action undertaken on a programmed basis within a specified time scale (usually 6-12 months). The condition of the ACMs should be regularly monitored and, where necessary sealed/encapsulated until removal takes place.

(10-13) Low

This category indicates the need for regular monitoring and inspection as whilst the current risk of fibre release may be low, such ACMs may suffer deterioration through age and/or accidental damage. It is recommended that ACMs in this category are visually inspected on a six month cycle (minimum) to ascertain any change in condition. Where such a change occurs, re-prioritisation may be necessary.

(≤9) Very Low

ACMs within this category are predominantly not readily accessible, unlikely to be disturbed and due to their nature, condition, location or extent, would lead to minimal fibre release if they were disturbed. Visual inspections should be made on an annual basis to ascertain any change in condition and where such a change occurs, should be appropriately assessed, scored and re-prioritised. Such ACMs should be suitably managed and considered for removal if they falls within a demolition or refurbishment area and works are likely to disturb the material.

(0) No Risk

No ACM present.

Survey Appendices

Remedial Options

There are a variety of remedial options available. In many cases the ACMs can be protected or enclosed, sealed or encapsulated, or repaired and these options should be considered first. Where such actions are not practical, ACMs should be removed. Recommended action in the Management Survey will normally involve one or more of the following:

Removal

ACMs vulnerable to damage should often be removed. Where they are in such poor condition, removal is often the only practical option. Removal is required where refurbishment or demolition works are planned that will impinge on the ACMs present.

Management

Management of the ACMs present (where these are not in poor condition or vulnerable to damage) is achieved by labelling, registering and monitoring as necessary. Such management should be undertaken in compliance with CAR 2012.

Monitor

Re-inspection of ACMs should be undertaken at regular intervals determined by the risk priority and by a trained, suitably experienced and competent person. This may be accompanied by air testing where relevant to determine whether any asbestos fibres are present.

Label

Where an ACM is detected, regardless of its risk categorisation, it is recommended that approved industry specific warning labels are positioned to prevent accidental damage to the material.

Protection/enclosure

Undertake enclosure where the ACM is in poor condition or vulnerable to damage. This involves protection by a physical barrier, such as a timber casing. The casing is sealed and as airtight as possible to prevent the migration of fibres.

Sealed/encapsulate

There are two methods of encapsulation: applying a durable layer adhered to the surface of the ACM, or applying a material that penetrates the ACM before hardening which locks the material together.

Repair

All repairs should be undertaken by a competent person with the relevant training and equipment. Repair should only be undertaken if the damage is slight. There are a number of methods including filling, wrapping and isolated encapsulation. All repairs will be carried out using non-asbestos containing materials and appropriate precautions undertaken to prevent the release of any asbestos fibres.

Remove

The HSE recommend against removal of asbestos if the removal is undertaken without due consideration of the potential to increase the risk of harm. ACMs should be removed where found to be in poor condition, if it is not possible to undertake maintenance works without disturbance, or refurbishment works are due to be undertaken. Only HSE licensed contractors may be appointed to deal with work that contains 'high risk' ACMs.

Periodic Air Test

Where there is a large amount of ACMs in a confined space with a history of unauthorised disturbance, periodic air tests may be undertaken to monitor asbestos fibre levels to confirm that it is safe to access the area.

Survey Appendices

Regulations and Guidance

Legislation

The Health & Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1999) collectively require employers to provide a safe workplace for all their employees and those affected by their activities.

Asbestos specifically and work with asbestos is covered by specialist regulations known as The Control of Asbestos Regulations 2012 (CAR 2012). The duty to manage requires those in control of the premises to:

1. Take reasonable steps to determine the location and condition of ACMs.
2. Presume materials contain asbestos unless there is strong evidence that they do not.
3. Set up and maintain a record of the location and condition of the ACMs or presumed ACMs in premises.
4. Assess the risk of the likelihood of anyone being exposed to fibres from these ACMs.
5. Prepare a plan setting out how the risks from the ACMs are to be managed.
6. Take the necessary steps to put the plan into action.
7. Review and monitor the plan periodically.
8. Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Approved Codes of Practice and Guidance Documents

There is a raft of publications that disseminate advice and information relating to asbestos which should be consulted by those who work with or have an obligation to manage ACMs (please note this list is not exhaustive).

1. L143 'Managing and Work with asbestos'
2. HSG210 'Asbestos essentials task manual'
3. HSG227 'A comprehensive guide to managing asbestos in premises'
4. HSG247 'Asbestos: The licensed contractors' guide'
5. HSG248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'
6. HSG264 'Asbestos: The survey guide'
7. INDG223 'Managing asbestos in building: A brief guide'

The HSE has also published 38 'Asbestos essentials task sheets' and 10 'Equipment and Method sheets' which can help ensure compliance with CAR 2012 and illustrate 'good practice'.



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	
PREMIUM	
EMERGENCY	

Client:	NSUK GROUP
Address:	HAMPSTEAD HOUSE 176 FINCHLEY ROAD LONDON, NW3 6BT
Attention:	TECHNICAL MANAGER ST GEORGE ALLOTMENTS
Site Address:	
Date sample taken:	UNKNOWN
Date sample received:	04/11/22
Date of Analysis:	04/11/22

Analysis Report No.	SCO/22/24966		
Report Date.	04/11/22		
Site Ref No.	NS18204		
Page No:	1	Of	1
No. of Samples:	2		
Obtained:	DELIVERED		

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	001	GROUND FLOOR – PLOTS 11-12 – FLOOR – CEMENT	CHRYSTILE
2	002	GROUND FLOOR – PATHWAY – FLOOR – CEMENT	CHRYSTILE/CROCIDLITE

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months. Reports & Records are retained for a minimum of 5 years.

Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Note: All Analysis is performed in House on the registered premises (below).

Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	S GIDDINGS	Authorised signatory:	
		Print name:	S.BOLTON – Q.C.M

BULK 001-VER 8 14-JUN-22-QCM

NSUK survey – brief overview

During this Survey 2 sample(s) were taken for analysis and were confirmed to contain asbestos. There were 14 asbestos items identified or presumed to contain asbestos within the property (site).

The overall assessment was that the risk is “Very low”

9) Very Low

ACMs within this category are predominantly not readily accessible, unlikely to be disturbed and due to their nature, condition, location or extent, would lead to minimal fibre release if they were disturbed. **Visual inspections should be made on an annual basis** to ascertain any change in condition and where such a change occurs, should be appropriately assessed, scored and re-prioritised. Such ACMs should be suitably managed and considered for removal if they falls within a demolition or refurbishment area and works are likely to disturb the material.

Hi Sophie

All we would advise is for you to follow the recommendations within the report, and the council would need to advise re subject to use.

Kind Regards

Recommendations –

To remove identified ACMs (bonded) under partially controlled conditions by Fully Licensed Contractors.

The survey does not recommend closing the site.

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	<u>The Pavilion</u> Always Team <u>changing</u> <u>rooms</u> a lot of. clamps on ceilings in showers <u>Sf.</u>
Village Car Park	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
War Memorial	Sf. 4/10/22	20/10/22	Sf. 18/10	Sf. 24/10	
Littlehands and Access Way	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
New Rec. Ground	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
Clear Cres. Play Park	Sf. 4/10/22	11/10/22	Sf. 18/10	Sf. 24/10	
Orchard Road Cemetery	Sf. 4/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
New Road Cemetery	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
Old Recreation Ground	Sf. 3/10/22		Sf. 18/10		
Pavilion	Sf. 3/10/22		Sf. 18/10		
Stockbridge M.	Sf. 3/10/22		Sf. 18/10		
Worcester Way	Sf. 4/10/22		Sf. 18/10		
BMX Site (Summer & only if open)	Sf. 3/10/22		Sf. 18/10		

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	S.A. 3/10/22		SJ 10/10	
All Saints' CYard	S.A. 4/10/22		SJ 10/10	
Jubilee Orchard	S.A. 3/10/22		SJ 10/10	
Fire Engine Shed				SJ 24/10
Armingford Cres.				SJ 24/10
Beechwood Avenue		11/10 7R		
Chalkhill Barrow		11/10 7R		
Elm Way		11/10 7R		
Millennium Copse		10/10 7R		

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	30/3/10/22			
		08/10/22			
		18/10/22			
		24/10/22			
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
22/06/2022	Near Orchard Road Surgery	Trampoline fly tipped outside Orchard Road Surgery	CL			Reported to SCDC. Surgery had no CCTV of the incident
12/07/2022	Bus shelter on car park	Graffiti on newly painted bus shelter	Resident			Wardens to repaint and monitor
13/07/2022	Young people reported hanging around entrance to Orchard Road cemetery		Various			Reported to police who will monitor. Also to investigate security light
21/07/2022	Orchard Road cemetery	Young people in cemetery smoking weed	Various			One resident reported feeling intimidated when visiting his son's grave. Another resident reported young men hanging around smoking weed inside the cemetery.
27/07/2022	Container on the New Rec	Reports of young people climbing on the container. Apparently banging an old goal post against the container - very noisy.	Various residents			Discussed with wardens - consider applying anti climb paint. Metal pole has been removed
15/08/2022	PC Lynch called in to the office. Nothing major to report.	CL requested further coffee with cop. To be arranged.				
24/08/2022	Millennium Copse	chess board on table covered in red paint and seems that someone has tried to sand off the chess board.	GC			Wardens to investigate to see how it can be repaired. Some sort of chalk had been used to colour the board. Wardens wiped away
15/09/2020	New Rec (Little Hands end)	Contractor reported tyre marks on Rec from motorbike. Evidence of wheel spins near Little Hands. Hard to identify where the motor bike gained access.	JW			SM to find out if anyone witnessed the incident
12/10/2022	Car park	Police came into the Parish Office to look at CCTV of an incident in the car park.	CL			CL went through footage with Police but incident was not found.
13/10/2022	Footpath to Meldreth Station (from Station Road to underpass)	Drug paraphernalia discarded on footpath	Litterpicker			Items have been cleared. CL has emailed PC Lynch with details.
19/10/2022	Bus shelter on car park	Graffiti drawn with marker pen in bus shelter	SM			Wardens to remove graffiti.
14/11/2022	l/h side of pavilion	Graffiti on brick work	Resident			Wardens to remove graffiti.



Shelford Tree Service Ltd

8 Rectors Cottage, Fowlmere, Royston, SG8 7SJ

Tel: 01763 208361 Mobile: 07743 406569

14/11/22

Quotation 2027

Melbourne Parish Council

Point of contact - Sophie Marriage
Assistant to the Parish Clerk

Scope of Work:

Orchard Road Cemetery:

- T18 – Myrobalan Plum – Remove to near ground level
- T38 – Wild Cherry – Shorten Branches overhanging road by 3m
- Removal of waste

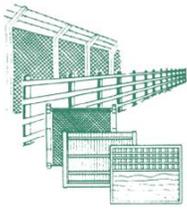
Cost of Work:

- | | |
|----------------|-------------|
| • Sub Total | £400 |
| • VAT | £80 |
| • Total | £480 |

I can confirm this quote is valid for three months, from the date of this letter, and should be read in conjunction with our standard terms of business which are available on our website.

We look forward to hearing from you.

Jonathan Record



HUNTREE FENCING LTD

“The Complete Fencing Service”

www.huntreefencing.co.uk

Head Office: 3 Southfields, Roxton, Bedfordshire, MK44 3EX **Telephone:** 01234 870864

Works: Cosy Corner, Old Great North Road, Little Paxton, Cambridgeshire, PE19 6EH

Telephone: 01480 471082 **Email:** sam@huntreefencing.co.uk

16th November 2022

F.A.O Sophie
Melbourn Parish Council
Worcester Way
Melbourn, SG8 6NH

Estimate No. H7423 revised

Re: Fencing and repairs near Worcester Way, Melbourn

We thank you for your recent enquiry and have the pleasure in submitting the following.

To: Take down old fencing and remove from site.

Fence to block off farmers field

To: Supply and erect 5.5mts of 1.8mt high steel Palisade security fencing to the installed in front of existing damaged chain link fencing.

The above consists of 2no. separate runs of 2.75mts

Posts – 102 x 44mm RSJ set in concrete foundations.

Rails – 2no. 50 x 50mm RSA bolted between each post using fish plates with M12 cup sq. bolts and permacone nuts.

Pales – ‘W’ profile with round and notched tops bolted to rails using M8 saddle bolts with permacone nuts.

All finished galvanised.

For the sum of £925.00 Exclusive of VAT.

All fencing will be fitted to ground level (unless stated above). As a result, your fencing may step down with the slope of the land as to eliminate gaps beneath. Huntree fencing will operate this detail as standard unless notified prior. If it is your intention to keep the top of the fence level, additional charges may apply. Please contact your estimator for more information.

Most types of our fencing can be seen on our website: www.huntreefencing.co.uk

All prices are net and exclude VAT (current rate 20%).

We do not accept any responsibility for damage to plants or shrubs, during the course of erecting fences. Please liaise with neighbouring properties to ensure plants and shrubs are removed prior to us carrying out work.

Top spoils from hole excavation to be spread on site area, rubble/concrete to be removed.

NOTE: Unfortunately, in view of the current volatility in Steel prices the above rates cannot be guaranteed. The validity of estimates must be checked prior to placing an order.

Any change in specification must be agreed with the estimator stated below and submitted to this office in writing. All materials supplied/erected remain the property of Huntree Fencing Ltd until paid for in full.

Payment terms: 30 days from receipt of invoice.

Payment can be made by cash, cheque, credit/debit card or bank transfer.

We hope the above is of interest and meets with your approval.

Should you require any further information, then please do not hesitate to contact us.

As per GDPR EU regulations, we are obliged to inform you that all personal information given to us will not be shared to any other parties. The information will be kept as per government guidelines.

Assuring you of our best attention at all times.

**S WATKINS
ESTIMATOR**

**Directors PD Watkins – KJ Watkins – S Farndell
REGISTERED IN ENGLAND No. 1757246**



QUOTE

Melbourn Parish Council

Date
27 May 2022

Expiry
31 Dec 2023

Quote Number
QU-0763

Reference
Melbourn PC 2022/23

VAT Number
335731700

Argenta Tree Surveys
Limited
Attention: Ian Lorman
11 East Road
Isleham
ELY
Cambridgeshire
CB7 5SN
GBR

Tree health & safety inspection 2023

Re-survey and refresh arboricultural report of September 2021 (ref ATS0451) - Royston Road Poplar trees, Stockbridge Meadows Ash trees (Ash Dieback), Rec ground row of Ash trees on boundary & play area Silver Birch trees at The Moor Tree survey and report recommended to be completed by September 2023 (2 years from previous report)

Description	Quantity	Unit Price	VAT	Amount GBP
Melbourn PC tree health & safety survey / advice 2023: Royston Road Poplar trees, Stockbridge Meadows Ash trees (Ash Dieback), Rec ground row of Ash trees on boundary & play area Silver Birch trees at The Moor	1.00	750.00	20%	750.00
OS Vectormap bases for Royston Road for all sites (at cost)	1.00	59.80	20%	59.80
			Subtotal	809.80
			TOTAL VAT 20%	161.96
			TOTAL GBP	971.76

Terms

Advice and work in addition to the above is charged at a rate of £70.00 per hour in 15 minute increments of £17.50. If access to a site is unavailable on the day arranged a charge of £150.00 applies. Argenta Tree Surveys is not responsible for vegetation clearance to obtain site access. If the site is overgrown it shall be the responsibility of the client to arrange clearance before the date of the tree survey. Price quoted does not include arboricultural method statements or discharge of planning conditions unless explicitly stated. Reports are provided in electronic format (e.g. PDF) and submitted by email.

Website: www.argentatreesurveys.co.uk
email: info@argentatreesurveys.co.uk
Mobile: 07766 379251

Landline: 01480 435155

E. & O. E.

Ms Sophie Marriage
Melbourn Parish Council
Melbourne Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

QUOTATION NO. 121823

Site: Melbourn Pavilion
Date: 10/11/2022
Valid For: 30 Day(s)

Further to your recent request we have pleasure in submitting the following quotation for your consideration.

We price for the servicing of the fire alarm system, in line with the recommendations of BS 5839-1:2017 based on 2 visits per annum.

Please do not hesitate to contact me should you require any further information.

Kind Regards,

Sophie Thorpe

Item	Quantity	Unit Price	VAT	Total
Fire Alarm & Emergency Lighting Service	2.00	£95.00	20%	£190.00
Annual Fire Extinguisher Servicing	1.00	£65.00	20%	£65.00

Thank you.	Sub-Total ex VAT	£255.00
	VAT	£51.00
	Total inc VAT	£306.00

Prestige Fire Safety Limited Terms & Conditions

These terms and conditions are incorporated into all contracts for the provision of any of the following services by Prestige Fire Safety Limited and/or its subsidiaries:

- The services relating to design and/or installation of a fire alarm and/or emergency lighting and/or fire sprinkler systems or other firefighting or fire detection systems at the Customer's identified premises (the 'Design and Installation Services' - see below) Or
- The services relating to fire risk assessment and/or review of the Customer's identified premises (the 'Fire Risk Assessment' or 'Review Services' - see below) Or
- The training services comprising those packaged or other bespoke services as offered by the Company from time to time (the 'Training Services' - see below) Or
- The services to inspect and service the Customer's equipment at the designated Customer Addresses relating to such of Fire Fighting, Fire Alarms, Emergency Lighting, Fire Sprinkler, Pump Sets, Fire Mains and/or Fire Signage (the 'Inspection and Maintenance Services' - see below)
- As in each case is more particularly specified in the Quotation as defined below.

The General Terms and Conditions specified below shall apply to all Contracts as defined below. The Special Terms and Conditions applicable to the type(s) of services to which each Contract relates shall also apply and be incorporated into each such Contract.

General Terms and Conditions

The following expressions shall have the following meanings:

Company: Prestige Fire Safety Limited and/or its subsidiaries.

Contract: the contract entered into by the Customer for the provision of the Services by the Company.

Customer: the person, firm or company who enters into a contract for the provision of Services by the Company.

Customer Address: the address designated as such in the Quotation.

Quotation: the document provided by the Company to the Customer setting out the charges payable for the Services requested by the Customer.

Price: the price for the performance of the Services, subject to variation pursuant to General Conditions 5 or 8 below, all prices exclude any VAT which shall be added and which shall also be payable by the Customer.

VAT: value added tax chargeable under English law for the time being and any similar or additional tax duty levy or charge.

1. These terms shall apply to the exclusion of all other terms and conditions or any inconsistent terms or conditions contained, or referred to, in the Customer's purchase order, confirmation of order, acceptance of a quotation or specification, or implied by law, trade custom, practice or course of dealing.
2. The Customer's written acceptance of the Quotation, constitutes an offer by the Customer to purchase the Services specified in the Quotation on these Conditions. No offer placed by the Customer shall be accepted by the Company other than by:
 - a. written acknowledgement issued and executed by the Company; OR
 - b. (if earlier) the Company starting to provide the Services, when a Contract for the supply and purchase of those Services on these Conditions will be established. The Customer's standard terms and conditions (if any) attached to, enclosed with or referred to in any written acceptance, purchase order or other document shall not govern the Contract.
3. Any variations to the Contract shall only be agreed on the previous written consent of the Company. This includes changes or additions to the location(s) for performance of Services intended to be covered by the Contract. The Company would not normally refuse its consent to substitutions or additions to the Contract on revision of price to reflect these changes.
4. The Company agrees to perform the Services in such a way as to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and any subsequent amendment or replacement legislation, current British Standards, the relevant Manufacturers Instructions and industry best practice. The Company agrees to provide the Services through suitable staff either by means of professional qualification and/or relevant industry experience who are competent in the activities which they perform, and in any event in accordance with legal requirements for such staff.
5. The Company reserves the right to vary its prices for the Services prevailing from time to time to reflect any increase in external costs incurred by the Company or in its own overheads, or to meet new legislation standards and compliance.
6. The Company is not liable for any other loss or damage (including indirect or consequential loss, financial loss, loss of profits or loss of use) arising from the contract or the supply of Services or their application, even if the Company is or has been negligent. Nothing in these terms restricts or limits the Company's liability for death or personal injury resulting from its negligence. For all other liabilities not referred to elsewhere in these terms the Company's liability is limited in damages to the price of the Services in question.
7. If the Customer wishes to cancel any part of the Services prior to commencement of the Services being provided, the Customer shall be liable to pay a cancellation fee. The amount of the cancellation fee shall be calculated as follows:
 - a. where the Customer cancels the Services in question by Notice in writing not less than 28 days before the scheduled date for services to be commenced, or if no such date has yet been scheduled, the cancellation fee shall be the Price for the Services in question less 30%
 - b. where the Customer cancels the Services in question by Notice in writing less than 28 days before the scheduled date for the services to be commenced, then the cancellation fee shall be the full Price for the Services in question.
8. Any goods supplied to the Customer by the Company (including reports, appendices, manuals and materials) shall remain the property of the Company until full payment of all invoices relating to the supply of the goods in question. The Customer authorises the Company to have access

to the premises to repossess any equipment and parts without further notice, unless title to such goods has passed to the customer.

9. Notices and communications relating to the Contract shall be served either
 - a. by email sent to the designated email address of the party concerned or
 - b. by post to the address specified by each party in the Quotation. Each party may serve notice on the other at any time to specify a new address for service, or a new email address.
10. Any communication by email shall be accepted as in writing for the purposes of any contract incorporating these terms and conditions.
11. The Company shall be entitled to serve notice to terminate the Contract with immediate effect in the event that:
 - a. the Customer makes any voluntary arrangements with its creditors or (being an individual) becomes bankrupt or (being a company) enters administration, or goes into liquidation, or a moratorium comes into force in respect of the Customer (within the meaning of the Insolvency Act 1986) or ceases to trade or carry on business
 - b. the Customer has breached any provision of the Contract and, in the case of a breach capable of remedy, fails to remedy the same within 7 days of receipt of a written notice giving full particulars of the breach and requiring it to be remedied.
12. The formation and construction of the Contract and the performance of the Services shall be governed by and construed in accordance with English law and the parties irrevocably agree to submit to the exclusive jurisdiction of the English Courts.
13. Our Payment Terms - All standard payment terms are 30 days from date of invoice. We will exercise our statutory right to claim interest (at 8% over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation.

Special Terms and Conditions

For Design and Installation Services

- A. The special terms and conditions in this section shall apply and be incorporated into any Contract for the provision of Design and Installation Services.
- B. The following shall be added to General Condition 4 above: "It is the Customer's responsibility to provide full and correct information to the Company relating to the premises in question, the activities conducted there, and the people who access the premises."
- C. Where applicable a Certificate relating to the installation shall be issued to the Customer following completion of the Services provided.

For Fire Risk Assessment or Review Services

- A. The special terms and conditions in this section shall apply and be incorporated into any Contract for the provision of Fire Risk Assessment or Review Services.
- B. The following shall be added to General Condition 4 above: "It is the Customer's responsibility to provide full and correct information to the Company relating to the premises in question, the activities conducted there, and the people who access the premises."

For Training Services

- A. The special terms and conditions in this section shall apply and be incorporated into any Contract for the provision of Training Services.
- B. General Term and Condition 3 above shall not apply to Training Services and shall be replaced with the following: "Any variations to the Contract shall only be agreed on the previous written consent of the Company. This includes changes or additions to the type of training, the number of persons to receive training, or the locations of training intended to be covered by the Contract. The Company would not normally refuse its consent to substitutions or additions to the Contract on revision of price to reflect these changes."
- C. Where applicable a Certificate of completion of training shall be issued to the Customer following completion of the Services provided.

For Inspection and Maintenance Services

- A. The special terms and conditions in this section shall apply and be incorporated into any Contract for the provision of Inspection and Maintenance Services.
- B. Where applicable a Certificate of Inspection shall be issued to the Customer following completion of the Services provided.
- C. General Term and Condition 7 above shall not apply to Inspection and Maintenance Services and shall be replaced with the following: "Subject to General Term and Condition 11, the Contract shall remain in force for the period specified in the Quotation or if none is specified, it shall continue until it is terminated by not less than 12 months previous notice in writing by one party to the other. The Contract remains in full force and effect until the date of termination. If the Customer terminates the Contract other than on the grounds of fundamental breach on the part of the Company, then the Customer shall be liable to pay:
EITHER
 1. a cancellation fee to the Company equal to the amount of the charges for the same service invoiced to the Customer in the period of 12 months prior to cancellation OR
 2. if such a period of 12 months has neither commenced nor has expired, then a cancellation fee equal to the anticipated charges for the same service in the first year of the Contract but subject (in either case above) to a deduction of 30%."
- D. Unless expressly stated otherwise by the Company, the price in the Quotation includes standard service labour costs only, but excludes any cost for replacement parts, equipment spares and/or repairs needed to the Customer's equipment. "Standard" excludes emergency callouts and any parts as above. Separate prices apply to emergency callouts. Such non-included services and parts shall be provided as a matter of course, to ensure that the Company fulfils its obligations under the Contract, and so that the Customer complies with its legal obligations.

Invoice

Claire Littlewood
 Melbourn Parish Council
 Community Hub
 30 High St
 Melbourn
 SG8 6DZ

Invoice Number: 21-36436
 Invoice Ref:
 Invoice Date: 8th Nov 2022
 Description: Melbourn Parish Council
 Company Number: 06940689
 VAT Number: 978721566

Quantity	Item Description	VAT Rate	Unit Price	Line Total
1	Investigatory Fee	Standard (20%)	£107.00	£107.00
			Value Exc. VAT	£107.00
			VAT	£21.40
			Total	£128.40

Please find below the bank details for payment by BACS

Bank: Barclays
 Account no: 23499448
 Sort Code: 20-62-57

Payment Terms: Due Immediately

Notes:
 Job ID: 367833

Job Address:
 Play Park Opposite Little Hand Nursery
 Melbourn
 SG8 6ED

On Site Contact:
 Claire Littlewood

Technician(s) on Site:
 08 Nov 2022 09:51 - 10:22 2b Casey Ryman
 08 Nov 2022 15:26 - 16:14 2b Casey Ryman

Expenditure Authorisation	
Approved by: JT + CL	Date: 08/11/22
Goods/service received (initials): CL	
Invoice checked (initials): JM	
Accounts Entries	
Budget Code: 9000	Ref No: 5571
Payment Authorisation	
Approved by:	Date:
Payment type:	Date Paid:

Work Carried Out:

Arrived on site the claire littlewood came out i advised getting anglian water put to check mains i road to see if blockage is there but if not advised that needs a unblock and a investigation to see what causing the blockage in the drains claire needs to get confirmation to take payment for job

Work Carried Out:

Arrived on site to unblock but manhole unable due to a blockage believe cement unable to get round it and manhole needs to be emptied to carry on the investigation



Maintenance Committee Jobs Spreadsheet -
LISTING DATE: Meeting 17 November 2022

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Clear Cres hedge	JW	Suggested more regular cutting required to maintain at 4'. CL has requested JW to cut side of the hedge now. Height to be reduced after nesting season. Work now complete. ACTION: Follow up with HCGM to cut back tall hedge to the rear of play park. Work is being scheduled by contractor	CL
2	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill	CL
3	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up	CL/SM
4	New Road	Resident	Give Way sign at chicane has been knocked down. CL reported to Highways. ACTION: Parish Office to follow up. Highways have confirmed that the sign will be replaced. Wardens to check if the sign has been repaired	CL
5	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred	SM
6	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC.	SCDC
7	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work	CL/SM
8	Orchard Road Cemetery	Police	Security light to be repaired. Completed 2/11/22	KR
9	Replacement footpath at The Cross	JT	CL to seek advice from Highways Officer on repairing/replacing the footpath	CL
10	Bench on The Cross under tree	GC	Requires cleaning. SB&T to clean at the same time as war memorial	KR
11	War memorial	GC	Requires cleaning. Quotes for pressure washing to be considered at Oct Maintenance Committee meeting. Done 3/11/22	CL
12	Dolphin Lane / Station Road verge	KR	Requires cutting back. Quotes received. Work to be ordered	CL
13	Worcester Way	KR	Chain link fence damaged and requires repair. SM seeking quotes Discussed at MA097/22d)	SM
14	Telephone box on The Cross	Resident	In very poor condition. Is it used? Can it be removed? Listed telephone box - BT requested to repair and tidy up. BT has confirmed they will carry out necessary repairs	Maintenance Committee
15	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition.	JH
16	Thatcher Stanfords - hedge to the rear of Grays allotments	SAH	Hedge needs cutting back. KR to inspect and advise. Awaiting quotes for cutting back HCGM are scheduling the work	KR
17	Pavilion	SAH	Picnic bench has been moved from rear patio of the pavilion to the youth shelter. Needs to be put back. Very heavy. Leave where it is and monitor	Wardens
18	Container on New rec	Resident	Reports of anti-social behave and climbing on container. Wardens have painted with anti-climb paint. Wardens have applied anti climb paint and warning sign	Wardens
19	pavilion	Wardens	Post behind pavilion needs repair	Wardens
20	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
21	Littlehands	GC	Wooden paneling on cricket store side of littlehands requires maintenance. Wardens to re-paint	Wardens
22	Path to pavilion	GC/ Wardens	Lights along footpath still not working after sensor changing. Electrician and repaired damaged fused. Lights now working	SM
23	Hedge to rear of Rupert Neve	CL	Reported to Highways. They have confirmed work will be ordered. Outstanding - to be monitored. Office to chase	CL
24	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
25	Vicarage Close	Residents	Reports that road sweeper attended w/c 17/10 but did not sweep the road properly. Road is currently covered with leaves. SM has reported to SCDC. Next Zone 3 visit between 21/11 - 4/12.	SM
26	Wardens Workshop	Wardens	Heater is not working. SM to report to electrician that carried out the installation	SM
27	Bush at Water Lane/Greenage Rise	Resident	Bush sticking out into the road and causing a hazard. Wardens to go and cut back	Wardens
28	Tree Back Lane	Resident	Tree reported to look at risk of falling. SK to inspect. SK identified that tree is on PBH Engineering land. SK spoke to them and they will sort.	SK
29	Orchard Road and New Road Cemetery	Various	Two sunken plots identified (one in New Rd and one in Orchard Rd). Wardens topped up Orchard Rd plot and contractor topped up New Rd plot. Cause seems to be plot holders removing soil too early. Monitor.	Wardens
30	Away changing rooms - pavilion	SP	Damp patches on ceiling in showers in away changing rooms.	Wardens
31	Graffiti on brick work - l/h side of pavilion	Resident	Wardens to clean off	Wardens
32	rear of 65 Orchard Road, Maple Way/ Orchard Road Pavement	GA	considerable leaf fall which is making pavements slippery. SCDC to be in the village 21/11-4/12- wardens to clear with billy goat?	SCDC / Wardens?
33				
34				
35				