

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

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

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

**Absent:**

**In attendance:** Sophie Marriage (Parish Clerk), Steve Pitman and Keith Rudge (Wardens), Chris Selway (Allotment Chair), Mike Sherwen, Alexandra Coxall and Abigail Williams (Assistants to the Parish Clerk).

**MA021/23 To receive and approve apologies for absence**

None received.

**MA022/23 To receive any Declarations of Interest and Dispensations**

None received.

**MA023/23 To approve the minutes of the Maintenance Committee Meeting held on 15 June 2023**

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 15 June 2023 were an accurate record.

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

**MA024/23 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)**

None in attendance.

**MA030/23 f) To consider a request for a space to be reserved for a bench for a resident**

Item brought forward on agenda to allow Mike Sherwen to comment.

Mike and his wife have requested a spot to be held under the walnut tree at New Road Cemetery for a memorial bench. Council commented on the dedication and effort put in by Mr Sherwen during his many years as a Parish Councillor to establish the cemetery and thought it was a reasonable request.

It was RESOLVED to accept the request for a space to be reserved under the walnut tree at New Road Cemetery for a bench.

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

ACTION: Office to note this request and reserve the future bench site as agreed.

*Mike Sherwen left the meeting at 09:36*

**MA025/23 Finance Matters:**

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

It was noted.

**MA026/23 Conservation Matters:**

- a) To receive the EA Monthly situation reports for June and July 2023

They were noted.

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

River Mel Restoration Group sent apologies for the meeting and provided a short report that can be found in the supporting documents.

- c) To consider quotations for work to a hawthorn tree along the riverside walk

It was RESOLVED to undertake the coppice work on the hawthorn tree along riverside walk at a cost of £200+VAT.

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

- d) To receive any other updates and consider actions

None received.

**MA027/23 Allotment Matters:**

- a) To receive an update about the community allotment

Meridian PCN are working towards securing a grant to help with the management of the community allotment.

Volunteers continue to tend to the site but will not be doing so indefinitely. It was decided to

Signed:.....

Date:.....

continue with the Meridian PCN plan unless it becomes clear they cannot tend to the plot.  
Suggested to review by February 2024.

- b) To consider quotations for asbestos collection at St Georges allotment

Office have not received a response from EAS UK re asbestos collection as decided by email decision 19 July 2023. It was suggested to instruct Cambridge Asbestos, being the next best value quote previously received.

It was RESOLVED to instruct Cambridge Asbestos to complete the asbestos removal from St Georges Allotments at a cost of £195+VAT.

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

- c) To receive any updates and consider actions

A verbal report was received:

- 3 plots are being reallocated due to relinquishing rights or taking back by the council.
- Other plots have been marked to watch after the recent inspections – ACTION: Office to contact holders.
- Delivery of soil improver should be in the next couple of weeks, a skip will be onsite sometime in September.
- Reminder that half plots can be offered to those on the waiting list as a few plots are only being worked half way.

*Chris Selway left the meeting at 09:49*

**MA028/23 Stockbridge Meadows:**

- a) To receive an update on the progress of the management plan

Cllr Travis updated the committee on the progress that has been made on the Stockbridge Meadows Management Plan. Some calendarisation of information is required before publish.

- b) To consider the proposal to install a storage container in Stockbridge Meadows

Options for storage at Stockbridge Meadows were noted. ACTION: KR to work with MB and LB to confirm the best solution in size, placement and suitability and report back to the office to obtain quotes.

- c) To receive any other updates and consider actions

It was noted that the wildflower meadow will need cutting in September. ACTION: KR to manage the cutting of the wildflower meadow. KR requested help from Village Wardens for clearance etc.

**MA029/23 Governance Matters:**

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

The reports were noted.

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

The report was noted.

Concerns re vandalism to Worcester Way fence – discussed on agenda point MA031 23c).

- c) To note report on targeted graffiti around the village

The report was received.

- d) To receive any other updates and consider actions

None received.

**MA030/23 Cemetery Matters:**

- a) To consider quotes to replace the dead lavender and Hebe shrubs in New Road

Awaiting advice.

- b) To consider quotes for Saxon Burial memorial

Consideration should be given to the type of memorial to be put in place. ACTION: Office to look at costs for floor mounted memorial tablet with engraving/embossing with the suggested words 'Here lies the remains of a Saxon Family (date of re-burial)'.

- c) To consider applying for access protection markings outside Orchard Road Cemetery  
 ACTION: Office to work with the Wardens re placement.  
 It was RESOLVED to apply for access protection markings outside Orchard Road Cemetery at a cost of £120.  
 Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To consider appropriate action for shrubs outside of New Road Cemetery  
 It was noted that further discussion will take place re the land in question with the home owners.  
 ACTION: Office to check current contract and confirm works needed.
- e) To consider the draft garden of remembrance plan and rules and regulations  
 Deferred.
- f) To consider a request for a space to be reserved for a bench for a resident  
*Brought forward on agenda – see point MA030/23f) above.*
- g) To consider a request to install a bench in New Road Cemetery  
 It was RESOLVED to allow request to install a bench in New Road Cemetery noting the need for a professionally installed concrete base as with other benches in the area.  
 Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- h) To consider a request for work to trees in Orchard Road Cemetery  
 Requests for works discussed and decided to add Orchard Road Cemetery to the upcoming tree inspection to seek advice re works. ACTION: Office to add Orchard Road Cemetery to inspection and report back to resident and Council with suggested works.
- i) To consider the installation of “no cycling” signs in New Road Cemetery  
 Concern raised about people cycling through the cemetery. Suggestion made to install cycle parking in the car park and then sign that no bicycles to be ridden in the cemetery. ACTION: Office to provide quotes for bike rack installation and arrange for signage.
- j) To receive any other updates and consider actions  
 None received.

**MA031/23 Village Maintenance Matters:**

- a) To note actions from the ROSPA reports  
 Actions were noted.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary  
 Quote for the works was discussed. ACTION: Office to confirm/clarify the work stated on the quote and report back to committee.
- c) To receive an update regarding the fencing works between Worcester Way and the private farm land  
 Repeated vandalism to boundary fence. ACTION: Office to report damage to the Police.  
 ACTION: Office to talk to County Farms re possible installation of a boulder deterrent etc.
- d) To consider quotations to repair the notice board and review alternative options  
 Awaiting further quotes.
- e) To receive and update about tree work in the churchyard  
 Awaiting further quotes.
- f) To receive an update on a recycling bin project and to receive quotations for a replacement bin  
 Clerk informed the committee about a trial of recycling bins with South Cambridgeshire District Council waste which will see additional bins added to trial a recycling initiative. ACTION: Office to provide a report about bins that are to included in the trial and any new bins the Council need to replace.
- g) To note emergency call out for fallen tree at Cadet Hut on Old Rec  
 It was noted.

- h) To consider quote for replacement of grit bin that was destroyed near Doctors off New Road  
It was RESOLVED to purchase and install a replacement grit bin on the Doctors road at a cost of £140+VAT.  
Proposed by Cllr Alexander, seconded by Cllr Kilmurray. All in favour.
- i) To receive an update on the replacement Library sign  
Office confirmed that a sign will be reinstated on the lamppost outside The Hub. ACTION: Office to liaise with District Cllr Jose Hales re replacing the sign.
- j) To consider request for dog on lead and no fouling signage to be added to Clover Way  
Land is currently not owned by the Parish Council. ACTION: Office to advise resident to contact Hopkins Homes and request action.
- k) To consider quotations to remove and prevent graffiti  
Office to look at the implications of using the anti-graffiti paint on the ability to re-paint the areas and report back to committee.  
It was RESOLVED to accept the quote from Suffolk Brick and Stone to remove the graffiti from the bus stop stone at a cost of £300+VAT.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- l) To consider quotations to cut back the old rec trees and nettles  
After advice from two contractors it has been decided not to go ahead with the trimming of the trees around the boundary of the Old Rec. Action: Office to confirm that nettles are on the current contract and will be reviewed with the contractor.
- m) To consider quotations to cut the bowls club hedge  
Further quotes to be obtained.
- n) To consider quotations to clear Greenbanks footpath  
It was RESOLVED to accept the quote for works to cut back the walkway from Greenbanks to Water Lane from Majestic at a cost of £160+VAT.  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- o) To consider taking part in the Hedgehog Highways Project  
It was decided that the Hedgehog Highway Project is not an initiative that the Council could effectively support. Action: Office to advise applicant.
- p) To consider quotations for matting to assist access to the war memorial on Remembrance Day  
ACTION: Office to obtain quotes for slot together style matting to cover 5m x 2.5m and report back to committee.
- q) To receive any other updates and consider actions  
Cllr reported overgrown weeds creating a blockage on the path opposite Meeting Lane – Wardens to inspect and remove if possible.  
Wardens noted overgrown tree on the corner of Dolphin Lane and the High Street obstructing views of traffic. Office have sent resident a letter requesting works. ACTION: Office to report to Highways re the obstruction and reach out to resident if needed.

**MA032/23 Pavilion Matters:**

- a) To receive the legionella report from 4i Water  
The report was noted. ACTION: Office to advise on actions required.
- b) To receive any other updaters and consider actions  
None received.

**MA033/23 Little Hands Matters:**

- a) [REDACTED]  
[REDACTED]

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

**MA034/23 Policies and Risk Assessments**

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

**MA035/23 Skate Park Working Party (SPWP)**

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

**MA036/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet**  
Actions were reviewed and noted.

ITEM	Location	Reported by	Notes	Actions	WHO?
1	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. Being consider for inclusion in the 2023/24 maintenance budget. Office to obtain quotes.	SM
2	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.	Clerk to follow up	JH
3	Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
4	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec.	Wardens and clerk to identify possible location to fix bench. Bench not been moved recently. UPDATE - bench broken when recently moved - currently dismantled and stored in lock up	Wardens
5	The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
6	Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
7	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
8	All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
9	Outside Orchard Surgery	Wardens	Salt bin on Orchard Surgery road - destroyed	Contacted SCDC about replacement - awaiting approval of costs	ATC
10	Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

ITEM	Details of work required	Reported by	Notes	Actions	WHO?
1	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
2	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
3	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. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year. Highways confirmed that they will pay for the work, however quote is out of date. Re-quote required.	SM / Highways
4	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
5	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign.	Action Clerk to chase - Highways confirmed replace of Library sign on lamppost outside of Hub and possible alternative locations on A10 etc.	CCC
6	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
7	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC
8	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign.	SM reported to SCDC	SCDC

**MA037/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting**

The Chair noted that a feasibility study will be completed by County and South Cambs District Council into the reinstating of a pond at the corner of Back Lane and High Street. Hopefully addressing flooding issues on the High Street and adding ecological interest to this area.

The Chair noted his, and the committees, thanks to Sophie Marriage for Clerking the committee and wished her well in the future.

**MA038/23 To note date of next meeting: Thursday 14 September 2023**

The date of the next meeting was noted as Thursday 14 September 2023.

Meeting closed at 11.26

Signed:.....

Date:.....

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

**A meeting of the Maintenance Committee** held on Thursday 15 June at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

**In attendance:** Sophie Marriage (Parish Clerk), Steve Pitman and Keith Rudge (Wardens), Maureen Brierley (RMRG), Les Brierley(RMRG), Chris Selway(Allotment Chair), Alexandra Coxall and Abigail Williams (Assistants to the Parish Clerk).

**MA001/23 To receive nominations and elect the Chair of the Maintenance Committee**

Nominations were received for Cllr Travis to be elected Chair of the Maintenance Committee. No other nominations were received.

It was RESOLVED to elect Cllr Travis as Chair of the Maintenance Committee.

Proposed by Cllr Kilmurray, seconded by Cllr Clark.

In favour: Cllrs Alexander, Kilmurray, Clark,

Against:

Abstain: Cllr Travis

**MA002/23 To receive nominations and elect the Vice Chair of the Maintenance Committee**

Nominations were received for Cllr Clark to be elected Vice Chair of the Maintenance Committee. No other nominations were received.

It was RESOLVED to elect Cllr Clark as Vice Chair of the Maintenance Committee.

Proposed by Cllr Travis, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Kilmurray, Travis,

Against:

Abstain: Cllr Clark

**MA003/23 To receive and approve apologies for absence**

None received.

**MA004/23 To receive any Declarations of Interest and Dispensations**

None received.

**MA005/23 To approve the minutes of the Maintenance Committee Meeting held on 18 May 2023**

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 18 May 2023 were an accurate record.

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

**MA006/23 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)**

None in attendance.

**MA007/23 Finance Matters:**

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

It was noted.

**MA008/23 Conservation Matters:**

- a) To receive the EA Monthly situation report for May 2023

It was noted.

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

A verbal report was received:

- Noted thanks to Rob Mungovan for recent gravel works in the Mel. ACTION: Parish Office to send a formal letter of thanks.
- Noted plans for further works downstream to be discussed in the autumn.
- RMRG store cupboard review – decided to work with the space available.
- AGM was well attended.
- Noted contractor has not maintained areas of the bank as previously agreed. ACTION: Parish Office to review with contractor.

- c) To receive an update regarding plans for a drainage pond

Noted that more information is needed re potential works. ACTION: Parish Office to chase update.

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

**MA009/23 Allotment Matters:**

- a) To receive an update about the community allotment  
Chris Selway advised the holders of the community plot were unable to continue looking after it – would like to hand the plot back.  
Cllr Travis noted that the local NHS PCN were looking for a plot for a mental health initiative. Chris raised concerns over who would manage the plot. ACTION: Parish Office to confirm if NHS can manage plot.
- b) To receive a report on collected asbestos  
One plot holder has a bucket of asbestos that is ready for collection. ACTION: Parish Office to gather quotes for collection and inform all plot holders of date so any other material can be identified.  
*(Cllr Barnes joined the meeting at 9:48)*
- c) To receive any updates and consider actions  
A verbal report was received:
- 8 plots highlighted at recent inspections as unworked and the holders have been contacted, those who have not replied will be contacted with notice of termination. ACTION: Parish Office to communicate with plot holders. Noted that the current Allotment Lease needs reviewing to establish time frame of termination process.
  - Complaint over removal of ivy from boundary. ACTION: Parish Office to recommunicate policy on maintaining communal areas, trimming, leaving central walkway clear, and rubbish
  - Parking along road causing issues for plot holders. ACTION: Parish Office to send polite note to businesses in the area to remind them about courteous parking.

*(CS left the meeting at 9:55)*

**MA010/23 Stockbridge Meadows:**

- a) To receive an update on the progress of the management plan  
MB and LB to provide draft of management plan prior to next meeting for review by JT and KR.
- b) To receive any other updates and consider actions
- Busy time for wardens and they are unable to cut back the nettles and keep up with strimming needs. KR stated strimming would be needed monthly and takes a lot of Wardens time. ACTION: Parish Office to obtain quotes for clearing the nettles in the orchard area.
  - Wardens noted amenity area had only been cut as paths and not whole area. ACTION: Parish Office to confirm with contractor spaces that need attention.
  - Noted thanks for installation of coronation bench and it was noted maintenance will be needed around the boardwalk

*(MB and LB left the meeting at 10:08)*

**MA011/23 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions  
The reports were noted.
- Noted that the water temperature reached 55c when carrying out legionella testing at pavilion and it is understood that 60° should be reached. Further advice will be sought from 4i Water when they carry out the legionella risk assessment on 19 July.
- b) To consider any updates on vandalism in the Parish  
The report was noted.
- c) To note co-approval of a phs invoice under delegated authority  
This was noted.
- d) To receive any other updates and consider actions  
None received.

**MA012/23 Cemetery Matters:**

- a) To consider advice to replace the dead lavender and hebe shrubs in New Road  
Still waiting on advice – deferred to autumn meeting as no planting to take place during summer.

b) To receive an update on the request from a resident regarding land at New Road Cemetery  
Request to meet resident in person. ACTION: Parish Office to arrange meeting when suitable.

c) To receive any other updates and consider actions

A member requested a memorial for Saxon burial at New Road cemetery. ACTION: Parish Office to obtain quotes for appropriate memorial.

Orchard Road cemetery parking potentially causing issues. ACTION: Parish Office to follow up with Highways regarding scheme for road marking.

#### **MA013/23 Village Maintenance Matters:**

a) To consider actions from the ROSPA reports

Actions list noted. Parts are being obtained where required. It was noted that specialists will be needed for some works. ACTION: Parish Office to obtain relevant quotes.

b) To consider quotations to cut back to trees along the Worcester Way fence boundary

Awaiting quotes.

c) To receive an update regarding the fencing works between Worcester Way and the private farm land

Noted that bolts had been removed from new fencing for access, one section of fencing inadequate. Contractor has been contacted and will be reviewing works to properly secure existing fence and consider the need for extra fencing.

d) To consider quotations to repair the notice board and review alternative options

Deferred. Awaiting quotes. It was noted that it was difficult to find contractors who are willing to take on the work and members suggested local contractors that may be able to help.

It was noted that replacement or repair of the noticeboards could be considered.

e) To receive and update about tree work in the churchyard

Deferred.

f) To consider quotations for additional picnic benches in the Moor Play Park

Three quotes were obtained. Cllr Travis suggested adding accessible table to quote.

It was RESOLVED to approve expenditure of up to £1000 for one accessible bench and one standard bench

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

g) To consider quotations for replacement materials to repair benches

It was RESOLVED to accept Second Life quote for £233.20 + VAT

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

h) To note the email decision regarding the location of a memorial bench

Noted decision of location B.

ACTION: Parish Office to obtain quotes for installation of base and bench, and installation of coronation bench will be carried out by the wardens.

i) To receive any other updates and consider actions

None received.

#### **MA014/23 Pavilion Matters:**

a) To receive an update on fire safety

Amendment of policy to include PEEP and location details with What3Words reference.

It was RESOLVED to approve the fire safety document for the Pavilion subject to changes above.

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

b) To consider quotations to replace the TMVS on the showers

It was RESOLVED to accept Shelford Heating quote for replacement of valves for £281.84 +VAT.

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

c) To consider quotation for a deep clean of the pavilion

It was RESOLVED to accept quote for pavilion deep clean for £150+VAT.

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

- d) To receive any other updaters and consider actions

It was noted that the bench to the rear of the pavilion, that is often moved, has a burn mark to the top.

**MA015/23 Littlehands Matters:**

- a) To consider quotations to repair the floodlight

It was RESOLVED to accept PJ Robinson quote for replacement of floodlights for £440 +VAT.

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

- b) To consider a quotation to survey the external flood lighting and report findings

No longer applicable due to resolution of MA015/23a.

- c) To receive an update on the drains

Awaiting second quote.

- d) To receive any updates and consider actions

None received.

**MA016/23 Policies and Risk Assessments**

- a) To consider the approval of the fire safety policy

Deferred. Finalising document.

- b) To consider updates to the Community Facilities and Services Equal Opportunities for Access policy

Deferred for consideration at the full Council meeting.

- c) To receive an update regarding the Melbourn Play Parks Working Party Terms of Reference

It was noted that at the Annual Parish Council Meeting 22 May 2023, under PC010/23b, it was agreed to disband the committee. TOR is no longer needed after Committee was disbanded

- d) To consider any updates and consider actions

None received.

**MA017/23 Skate Park Working Party (SPWP)**

- a) To receive any updates and consider actions

Office staff to identify areas of investigation to progress the project.

**MA018/23 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Internal jobs:

ITEM	Location	Reported by	Notes	Actions	WHO?
1	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. Being consider for inclusion in the 2023/24 maintenance budget. Office to obtain quotes.	SM
2	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.	Clerk to follow up	JH
3	The Moor, near allotments	wardens	Large pothole.	ACTION : SM to report to CCC. CCC to repair in next 12 weeks. ACTION : Councillors to inspect roads for potholes. Creation of map to identify the worst areas.	CCC/PC

8	Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes	SM
9	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec.	Wardens and clerk to identify possible location to fix bench. Bench not been moved recently.	Wardens
10	The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
11	Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes.	Wardens
12	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting.	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
14	All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas.	ALL
15	Stockbridge Meadows	Wardens	Paths require cutting.	SM contacted contractor. Amenities area requires cutting	Contractor
16	Outside Orchard Surgery	Wardens	Salt bin on Orchard Surgery road - destroyed	Contacted SCDC about replacement - awaiting costs	ATC
17	Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

#### External jobs:

ITEM	Details of work required	Reported by	Notes	Actions	WHO?
1	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
2	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	Update: sign now demolished, reported again to Highways 24/05/23	SCDC
3	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. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year. Highways confirmed that they will pay for the work, however quote is out of date. Re-quote required.	SM / Highways

4	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
5	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.	Clerk to contact to request clearance of gullies.	CCC
6	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign.	Action Clerk to chase	CCC
7	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
8	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC
9	Royston Road	Litterpicker	Damaged street sign.	Reported to SCDC with photo.	SCDC
11	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign.	SM reported to SCDC	SCDC

**MA019/23 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

Cllr Clark reminded the wardens of work to repaint facia at Little Hands.

Cllr Alexander commented on bin replacements around the village. ACTION: Parish Office to obtain quotes. SP mentioned failure to cut grass on Greengage Rise. ACTION: Parish Office to remind contractor.

**MA020/23 To note date of next meeting: Thursday, 20 July 2023**

Meeting closed prior to date being verbally noted. It is noted that the date of the next meeting is the 20 July 2023.

Meeting closed at 11:03

Melbourn Parish Council  
Maintenance Expenditure Tracking 2023/24  
(Actuals based on paid invoices)

EDGE Code	Budget 2023/24	Actual to date (31/07/23)	Committed	Balance	Notes
	£	£	£	£	
	<u>Budgeted expenditure (included in Precept)</u>				
	<u>Conservation:</u>				
1000	Allotments - water (2 meters)	850		850	
1000	Allotments - plot clearance/maintenance	400	60	340	
1000	Allotments - Hedge Cutting	600		600	
1000	Allotments - unplanned e.g. asbestos removal	1,300		1,300	
1100	Conservation - Christmas tree and plants for tubs	400		400	
1100	Conservation - tree survey & Tree works	6,160		6,160	
1100	Conservation - emergency tree works	3,300	380	2,920	
1100	Conservation - tree planting	2,350	22	2,328	
1100	Conservation - unplanned	1,000	1,421	(421)	Fencing at 32 Worcester Way
1150	Stockbridge Meadows - path cutting and rolling	300		300	
1150	Stockbridge Meadows - Pond testing	500		500	
1150	Stockbridge Meadows - unplanned	500		500	
		17,660	1,883	15,777	
	<u>Cemeteries</u>				
2000/1	Orchard Road - electricity	200	28	10	162
2000/1	Orchard Road - water	100		51	49
2000/1	Orchard Road Lychgate - recoat main walls (£835) and gates (£415)	1,000			1,000
2000/1	Orchard Road - Electrical Testing	170			170
2000/1	Orchard Road - unplanned (eg path cleaning)	425	235		190
2000/2	New Road - water	135	45		90
2000/2	New Road - tree & hedge work, soil store, path edging	990			990
2000/2	New Road - unplanned	500			500
		3,520	308	61	3,151
	<u>Play Areas, Recreation Grounds &amp; Pavilion</u>				
3000	Playground - ROSPA	300			300
3000	Playground - play area maintenance, equipment repair/renewals	1,500	231		1,270
3000	Playground - tree work/edging	800			800
3000	Playground - unplanned	250			250
3200	Recreation Ground - electricity	250	126	23	101
3200	Recreation Ground - pest treatment	500			500
3200	Recreation Ground - unplanned	2,500	720		1,780
					Veritdrain Rec
3400	Pavilion - cleaning	1,100	458		642
3400	Pavilion - electricity	2,400	473		1,927
3400	Pavilion - water	100			100
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	1,050	696		354
3400	Pavilion - drain clean	300			300
3400	Pavilion - legionella assessment	330	355		(25)
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	705			705
3400	Pavilion - unplanned repairs & renewals	1,000	504		496
		13,085	3,563	23	9,499
	<u>Finance &amp; General Purpose</u>				
4300/2	Wardens' materials (mower fuel, spare parts, materials)	680	451	266	(37)
4300/3	Wardens' equipment	500	5		495
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,450	1,099		351
4900	Parish Clock - service	200			200
4900	Parish Clock - repairs	215			215
5000/9	Litter picking & warden cover	6,300	957	250	5,093
7100	Car park workshop - water	205	88	4	113
7100	Car park workshop - electricity	2,700	67	51	2,582
7100	Car park workshop - PAT testing	30			30
					Signwriting of van £325, Van insurance £638

Melbourn Parish Council  
Maintenance Expenditure Tracking 2023/24  
(Actuals based on paid invoices)

EDGE Code		Budget 2023/24	Actual to date (31/07/23)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
7100	Car park - unplanned	515			515	
7200	Fire Engine House - Roof repairs	400			400	
		13,195	2,667	571	9,957	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	500			500	
9000	Rental Property - Legionella testing Roof inspection	550			550	
9000	Rental Property - unplanned	500	225		275	Jetting of Drains
9000	Rental Property - projects (drain works in carpark)	5,000			5,000	
		6,550	225	-	6,325	
	Total Maintenance (excluding grounds maintenance contracts)	54,010	8,646	655	44,709	

Melbourn Parish Council  
Maintenance Expenditure Tracking 2023/24  
(Actuals based on paid invoices)

EDGE Code		Budget 2023/24	Actual to date (31/07/23)	Committed	Balance	Notes
	<b>Budgeted expenditure (included in Precept)</b>	£	£	£	£	
	<b>Grounds Maintenance Contracts</b>					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470	1,868	623	4,980	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520	1,380	460	3,680	
1300	Public Open Space - additional work (leaf/hedge works etc)	900			900	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870	1,217	406	3,247	
2100	Cemeteries - extra cuts (£360 x 2)	720			720	
3200	Recreation Grounds (£755 per month)	9,060	2,265	755	6,040	
3200	Recreation Grounds - extra cuts (£130 x 2)	260			260	
		<b>30,000</b>	<b>6,730</b>	<b>2,243</b>	<b>21,027</b>	

# Monthly water situation report: East Anglia

## 1 Summary - June 2023

Following on from the high pressure weather dominating East Anglia in late May, the dry conditions have persisted and very little rainfall has fallen throughout June. River flows had already receded to their baseflows, and remain at these levels with only short flow increases coinciding with what little precipitation fell. The lack of significant groundwater recharge continues to cause groundwater levels to recede at most locations.

### 1.1 Rainfall

This June has been particularly dry compared to previous years, falling just short from half of the month's long term average [LTA]. Rainfall events occurred on the 18<sup>th</sup>, 19<sup>th</sup>, 22<sup>nd</sup> and 28<sup>th</sup>, totalling 25mm of precipitation overall.

### 1.2 Soil moisture deficit and recharge

The soil moisture deficits [SMD] continued to rapidly increase following on from the dry weather in late May. In response to the rainfall events, the deficit was reduced for a few days, but soon began to rapidly increase again afterwards.

### 1.3 River flows

Many sites saw a slight response to the rainfall events that occurred, with exception to the more baseflow driven sites in the north and northwest. Besides this, rivers have been reduced to baseflow due to the continuous dry weather.

### 1.4 Groundwater levels

By the end of June, groundwater levels at all indicator boreholes had begun to decline, as expected at this time of year with little groundwater recharge occurring.

## 1.5 Reservoir stocks

All reservoirs stocks have now stopped increasing and have now either stabilised or slowly begun to decline. Rutland, Covenham, Alton, Ardleigh and Hanningfield have all fallen noticeably below their operational control curves. Grafham is also below the control curve, but is close and not currently declining.

## 1.6 Environmental impact

June has marked the beginning of the operational support season. Snailwell, Dungate farm and Chippenham from the Lodes-Granta scheme have all been receiving varying degrees of support, and the Ely Ouse to Essex Transfer Scheme is continuing to pump at a low rate.

Multiple fish deaths have been reported to have occurred in the River Cam during June. Though the reason is not certain, algal blooms caused by the hot weather and subsequent hypoxic conditions may be the cause.

## 1.7 Forward look: Probabilistic ensemble projections for groundwater levels in key aquifers

For September 2023, most sites are showing an increased probability of normal levels. The only exception is Bircham Newton which shows increased probability of below normal flows.

For March 2024, most sites show an increased probability of normal levels and above. Notably, Newmarket, Smeetham and Therfield all show an increased probability of above normal levels. Kenninghall, Bury St Edmonds and Bircham Newton show an increased probability of lower than normal levels. Redlands Hall shows an increased probability of normal flows.

**Author: Hydrology and Operations Team, [Ang-Hydrology@environment-agency.gov.uk](mailto:Ang-Hydrology@environment-agency.gov.uk)**

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

\*[SMD]: soil moisture deficits

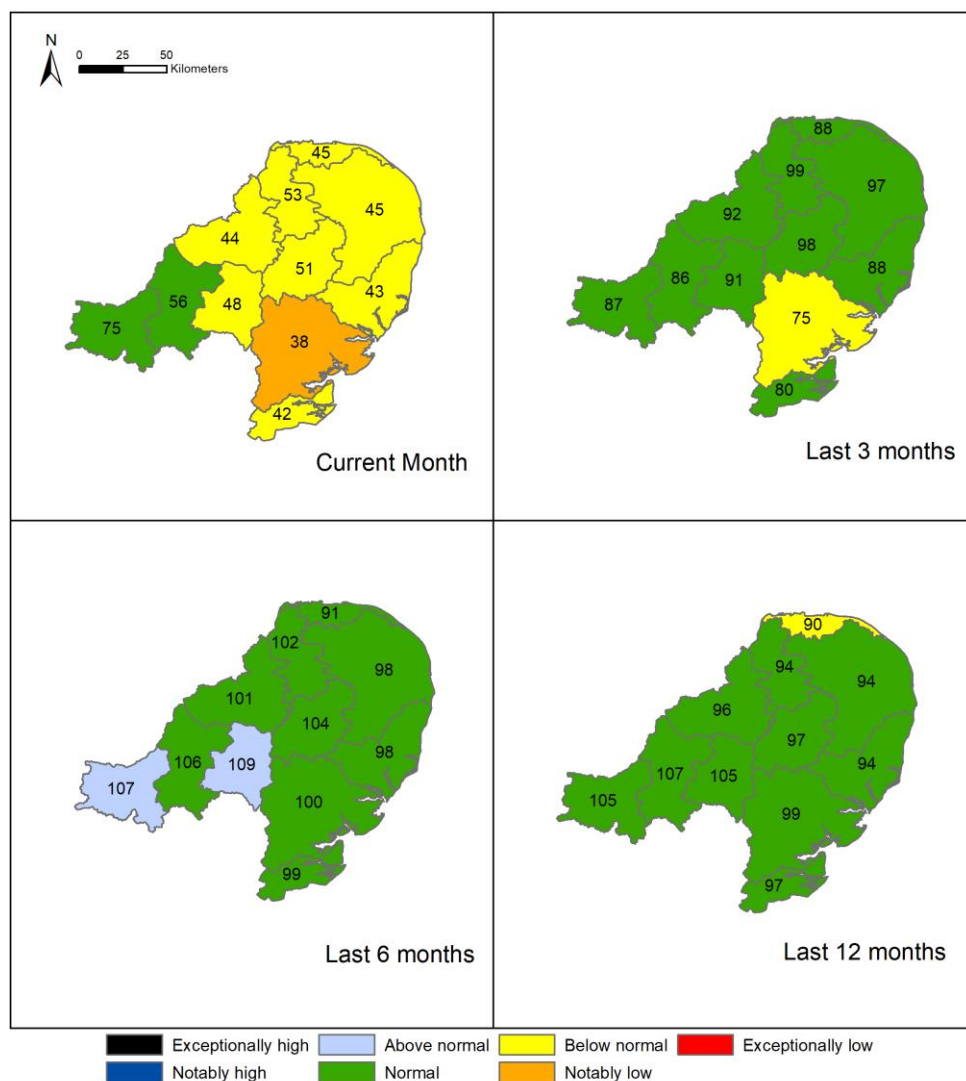
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

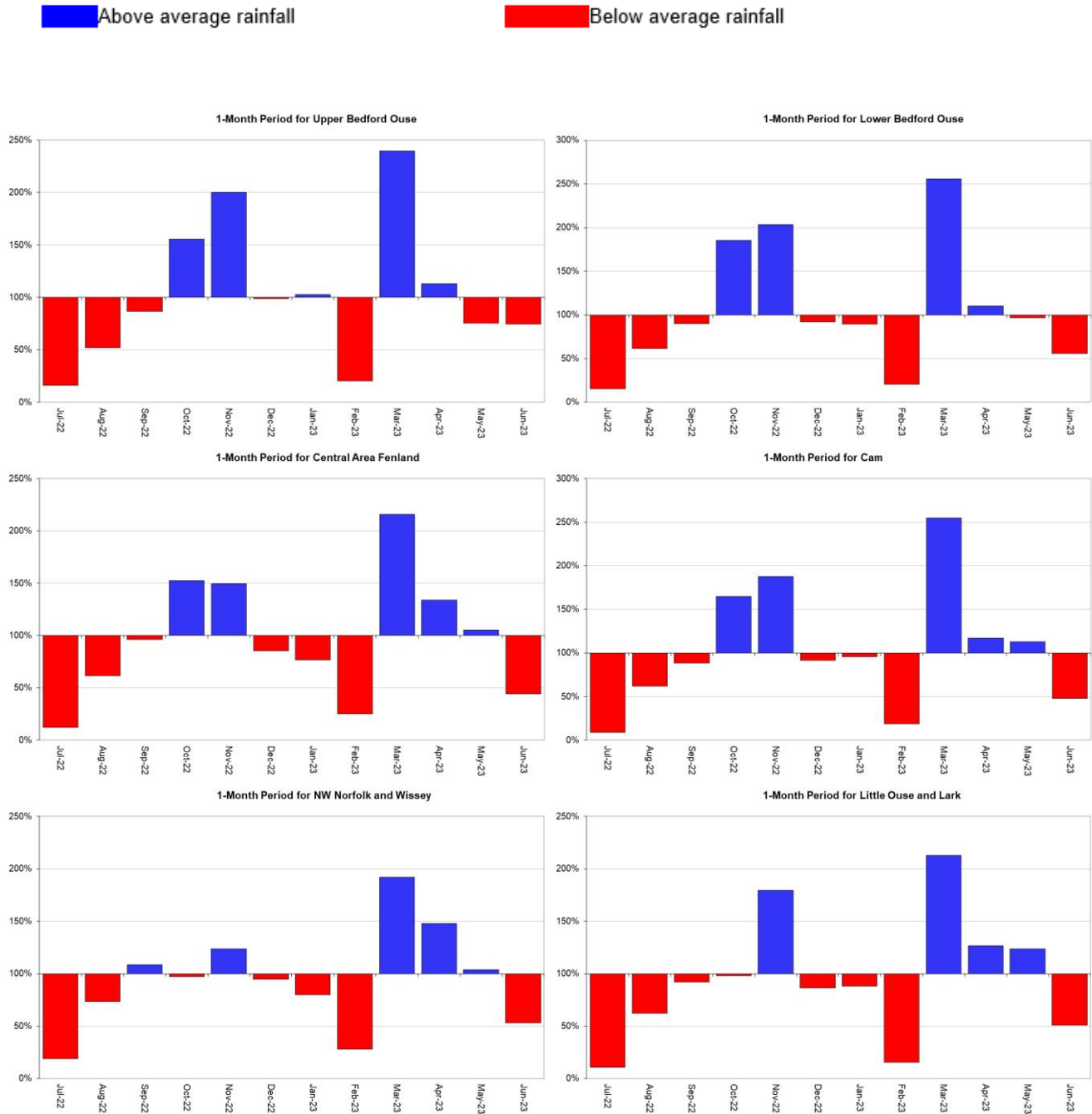
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 30 June 2023), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

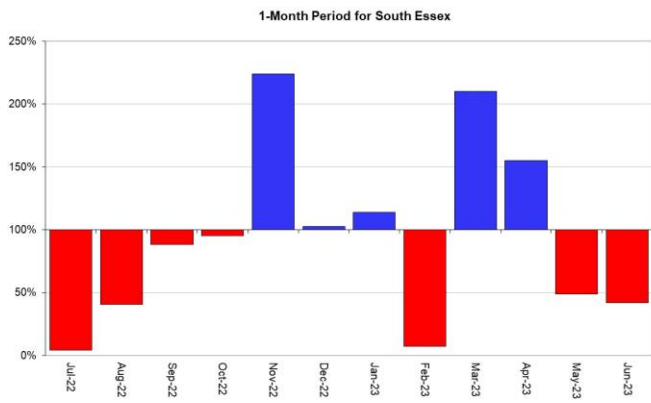
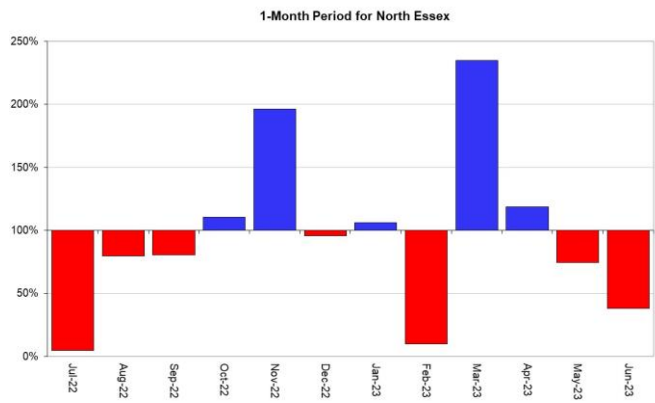
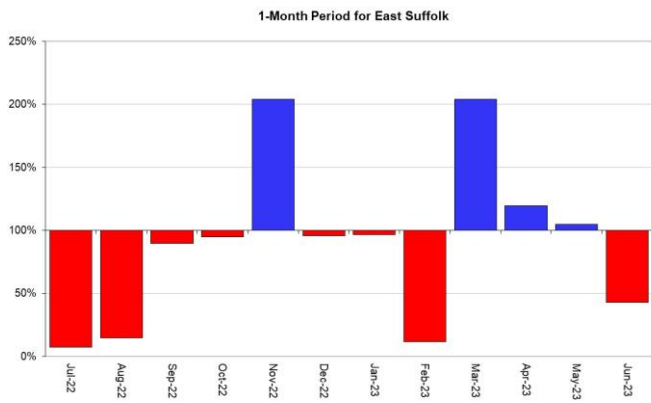
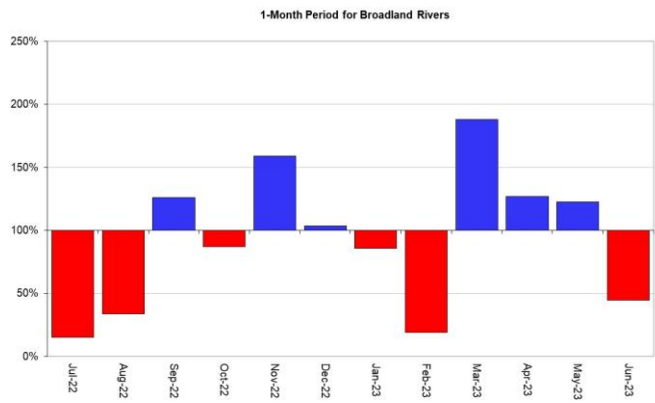
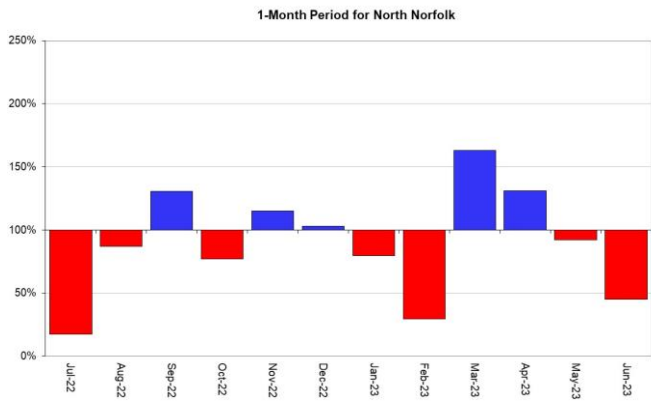


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

## 2.2 Rainfall charts

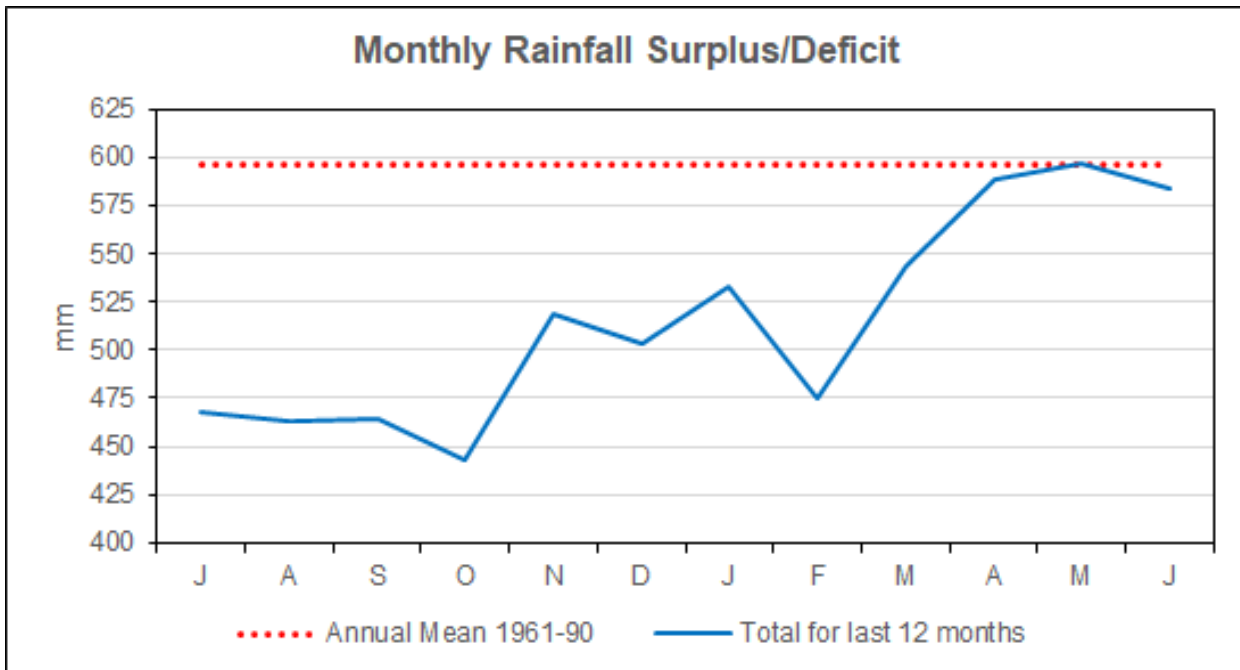
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

### 2.3 Monthly rainfall surplus deficit chart

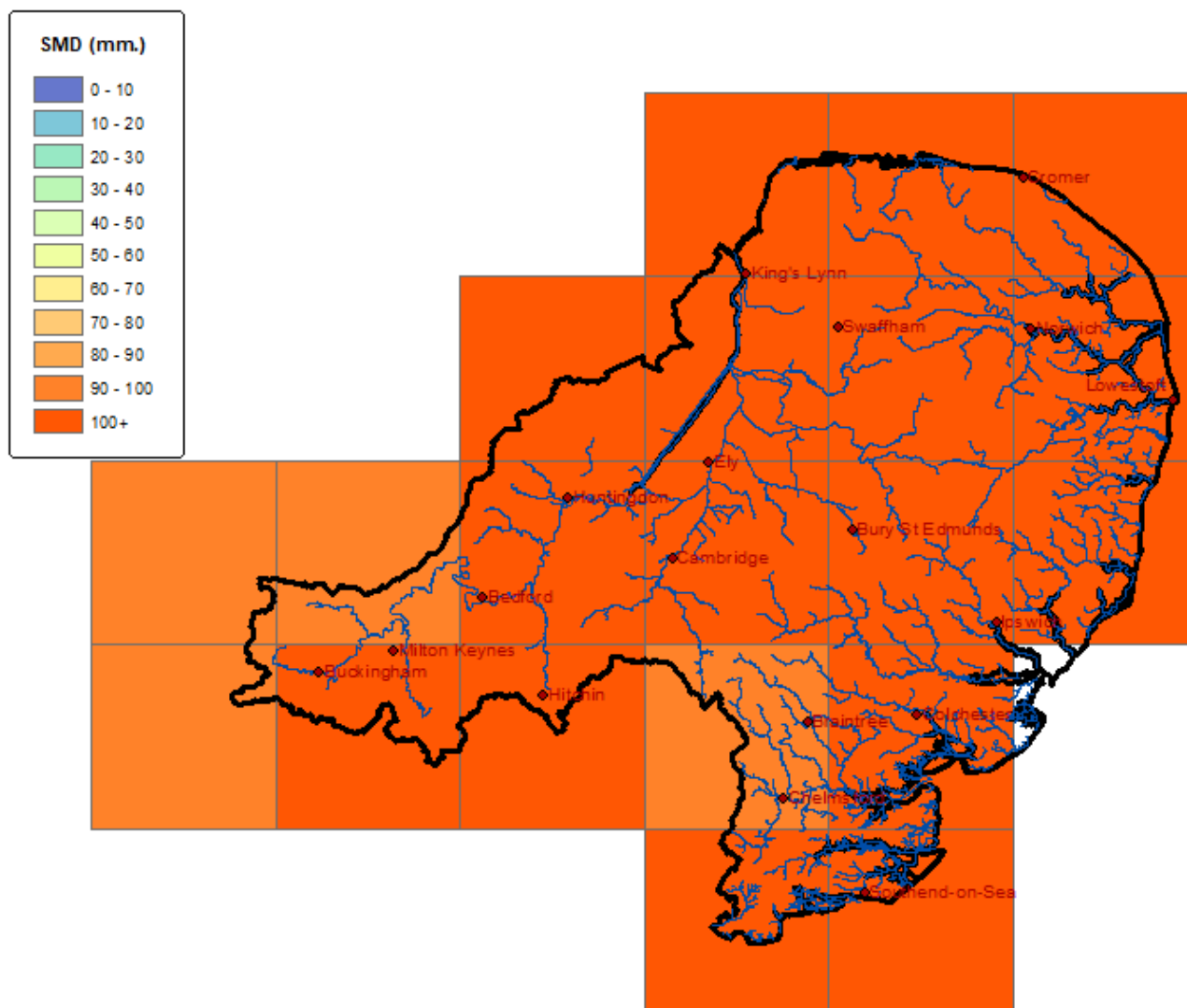


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

### 3 Soil moisture deficit

#### 3.1 Soil moisture deficit map

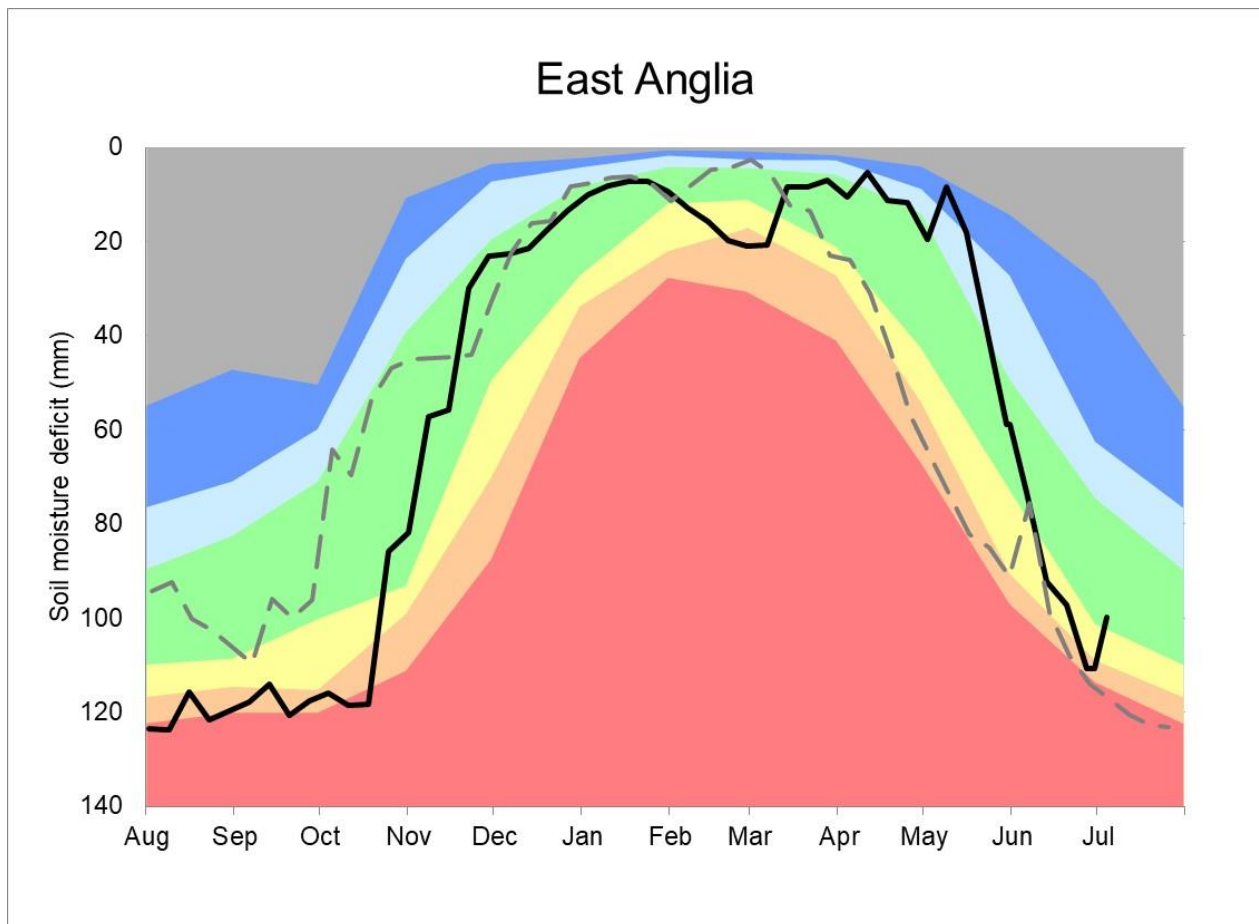
Figure 3.1: Soil moisture deficit values for 30 June 2023. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2023). All rights reserved. Environment Agency, 100024198, 2023.

### 3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1961 to 1990 long term data set. Weekly MORECS data for real land use.

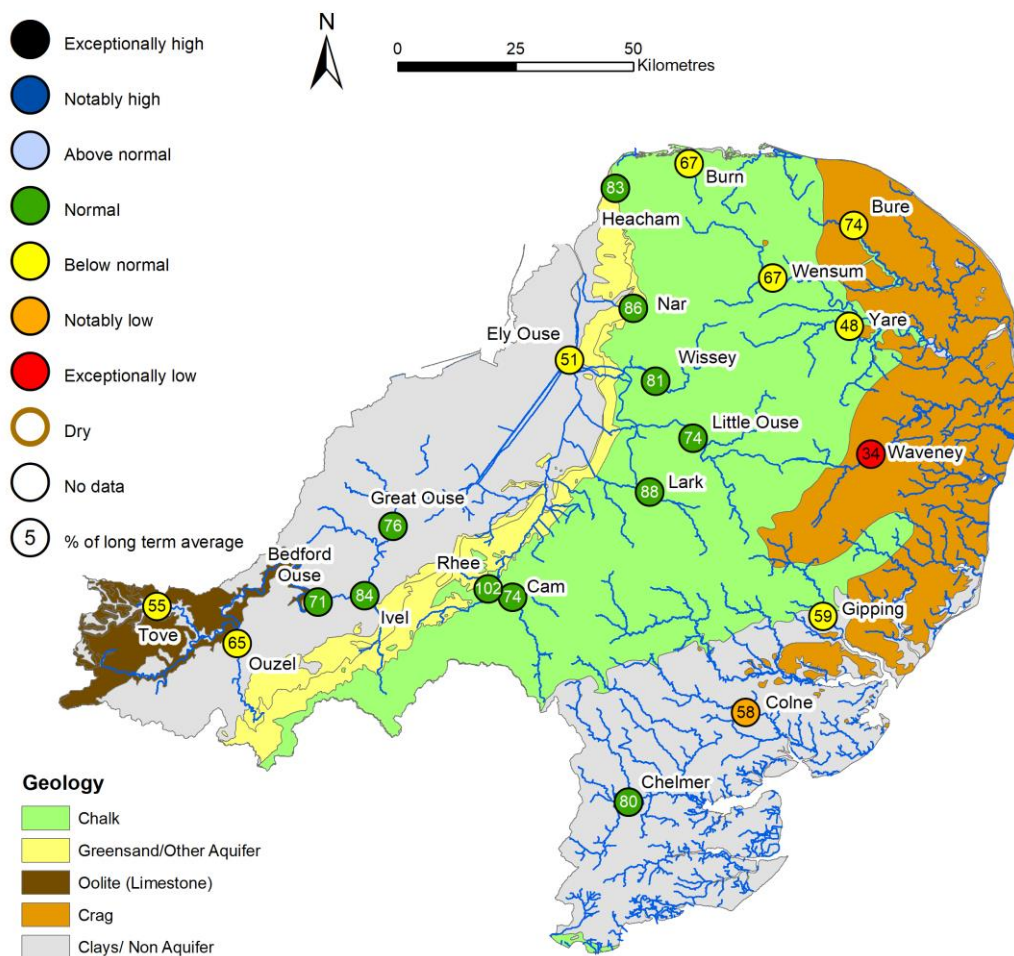


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## 4 River flows

### 4.1 River flows map

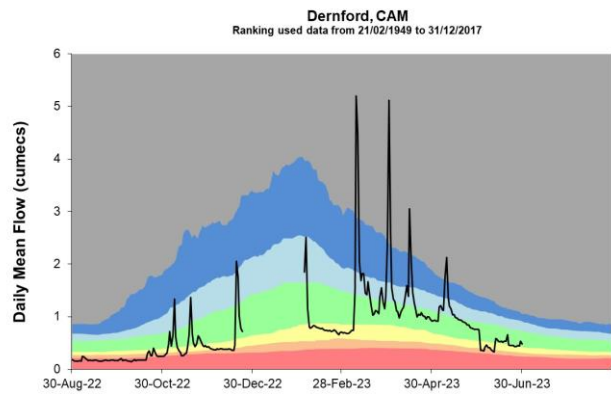
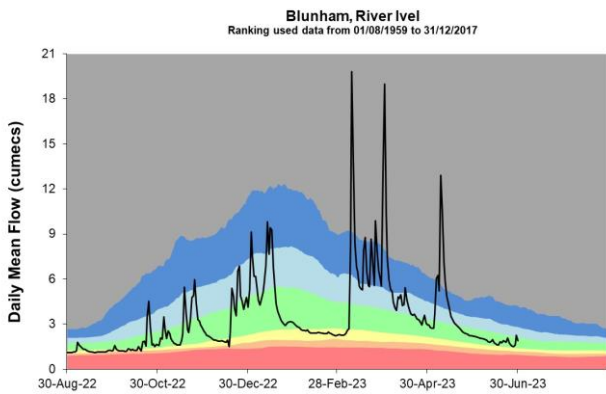
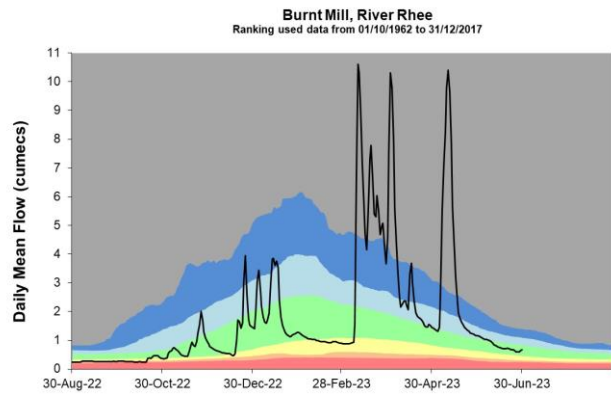
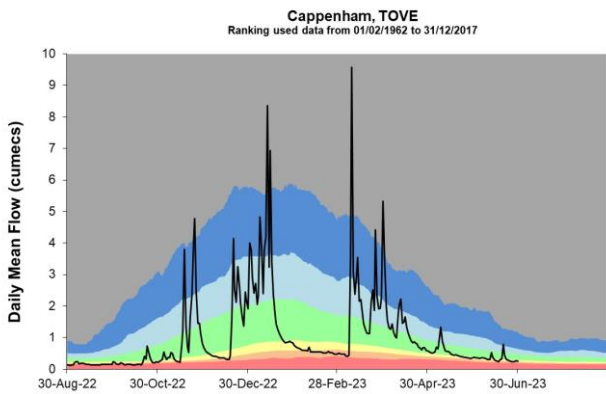
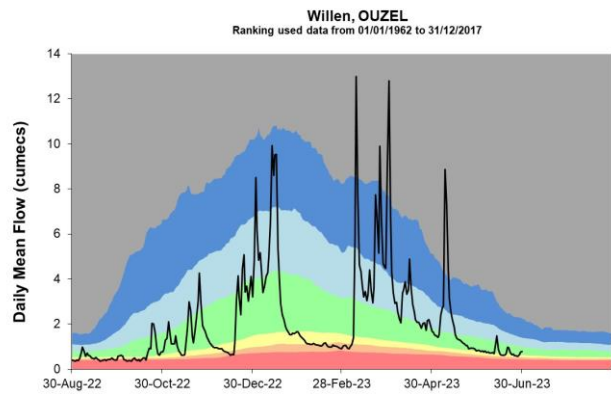
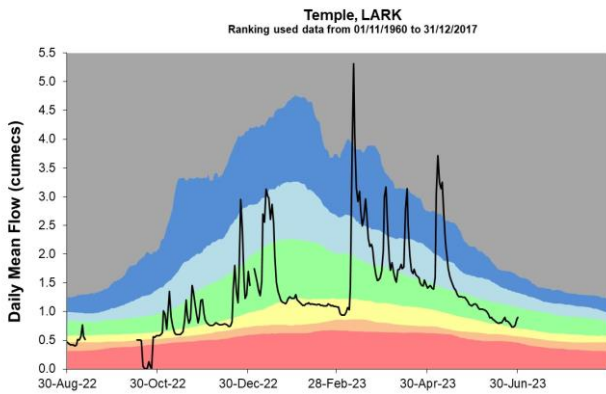
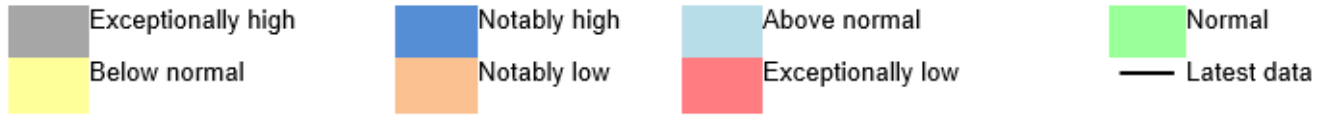
Figure 4.1: Monthly mean river flow for indicator sites for June 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic June monthly means Table available in the appendices with detailed information.



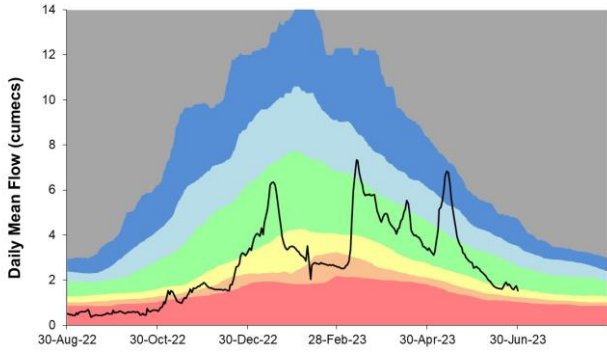
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

## 4.2 River flow charts

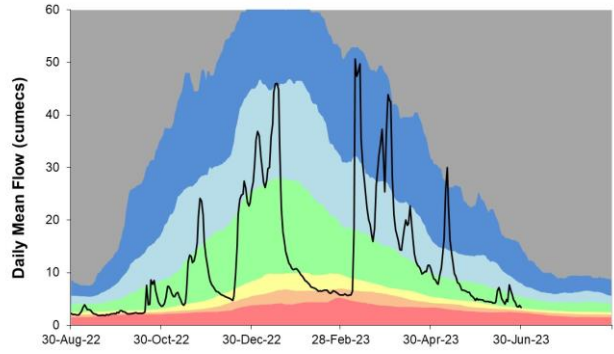
Figure 4.2: Daily mean river flow for index sites over the past year, compared to an analysis of historic daily mean flows, and long term maximum and minimum flows.



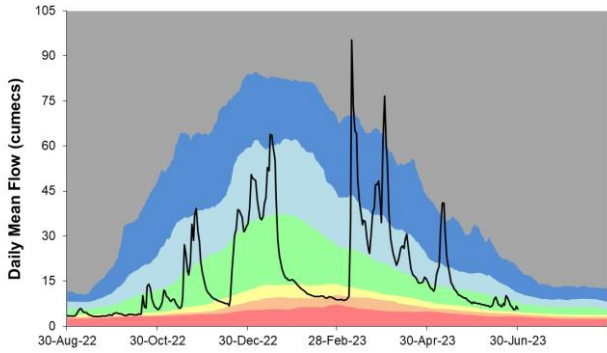
**Abbey Heath, LITTLE OUSE**  
Ranking used data from 01/06/1968 to 31/12/2017



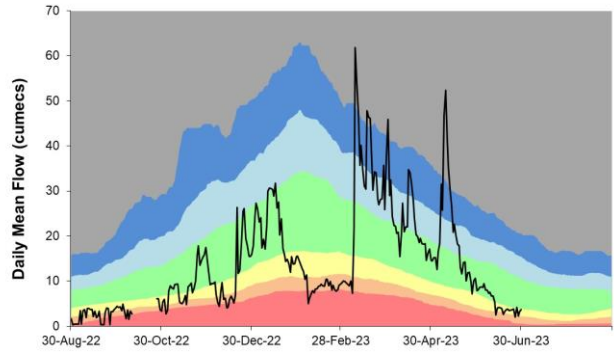
**Roxton, GREAT OUSE**  
Ranking used data from 23/10/1972 to 31/12/2017



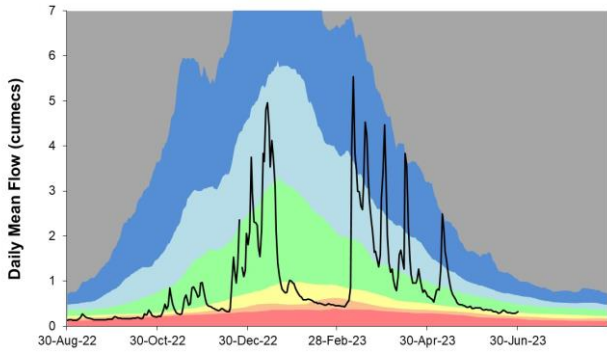
**Offord (Gross flows), GREAT OUSE**  
Ranking used data from 01/01/1972 to 31/12/2017



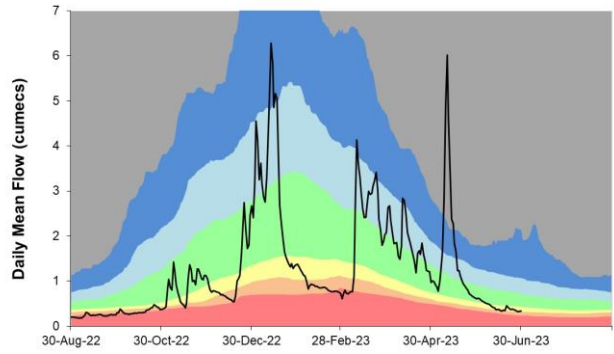
**Denver, ELY OUSE**  
Ranking used data from 01/11/1971 to 31/12/2017



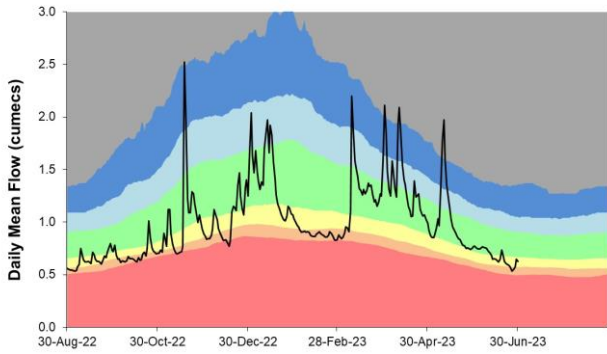
**Bramford, Gipping**  
Ranking used data from 01/07/1969 to 31/12/2017



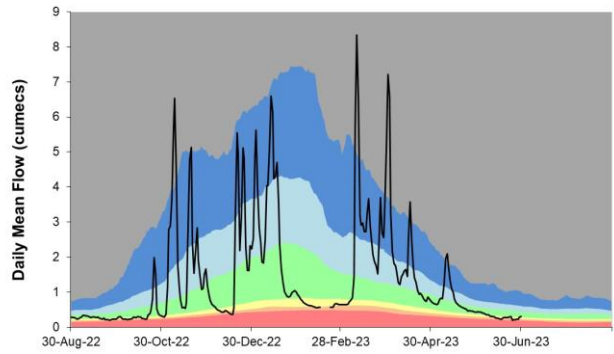
**COLNEY, River Yare**  
Ranking used data from 01/01/1970 to 31/12/2017

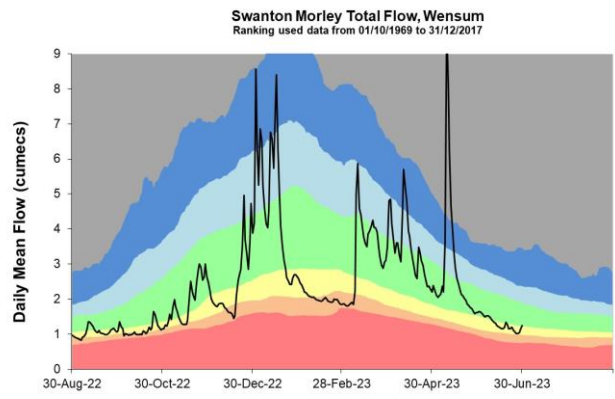
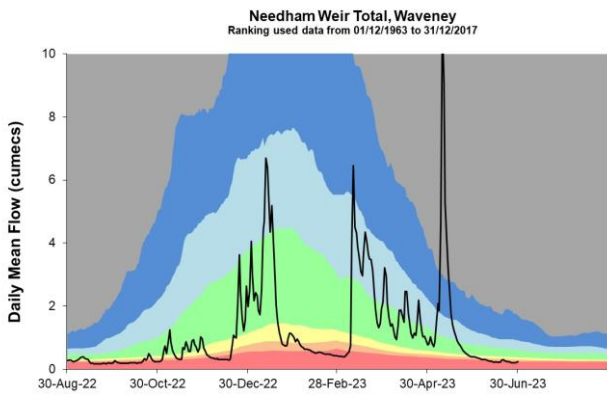
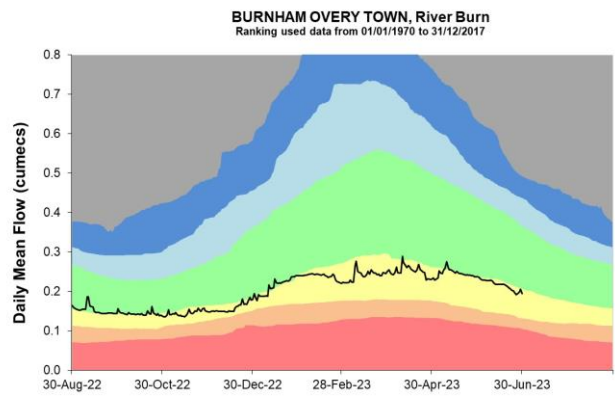
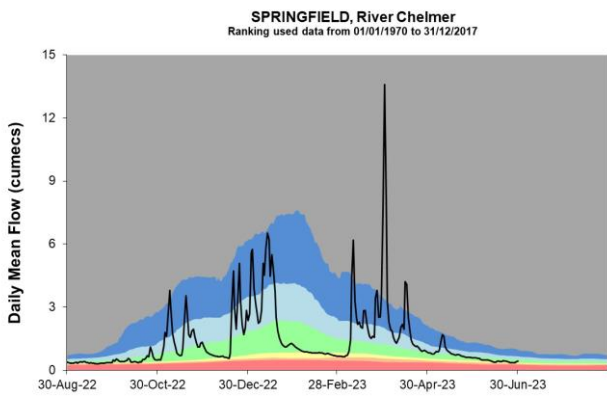


**Ingworth, Bure**  
Ranking used data from 01/06/1959 to 31/12/2017



**Lexden, Colne**  
Ranking used data from 01/10/1959 to 31/12/2017



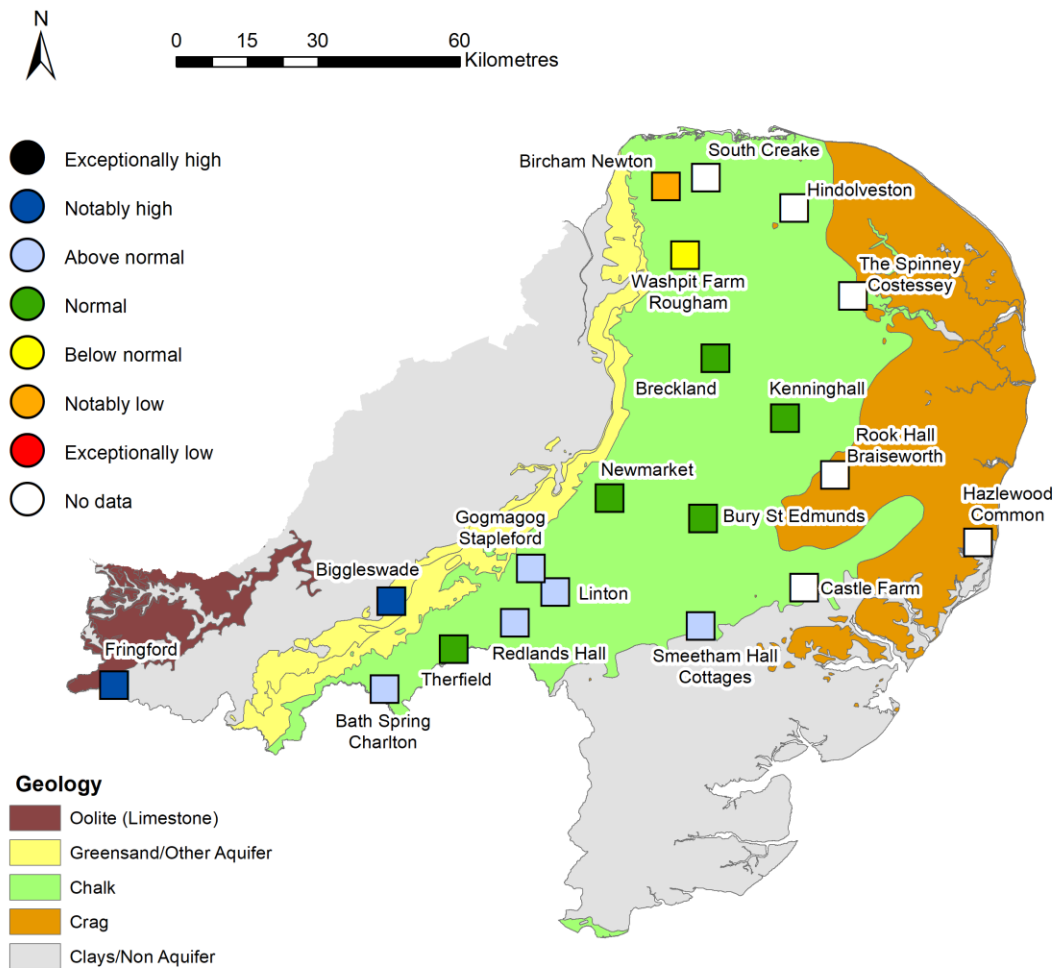


Source: Environment Agency.

# 5 Groundwater levels

## 5.1 Groundwater levels map

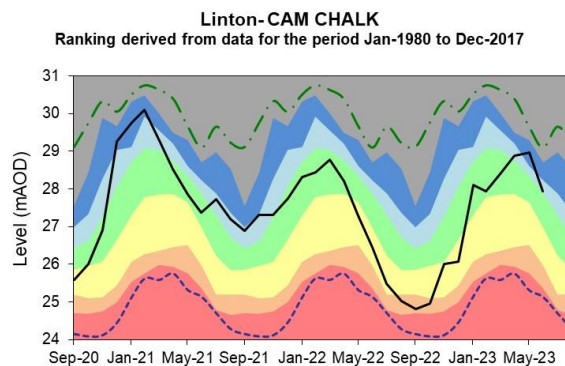
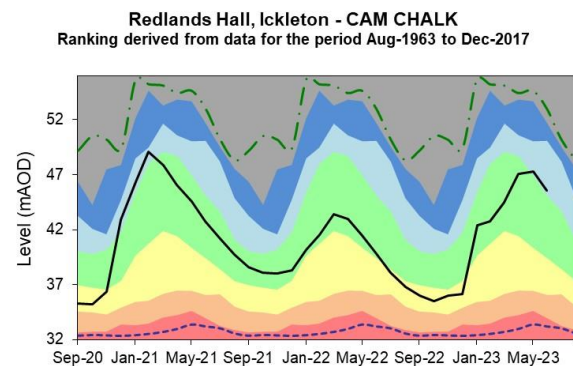
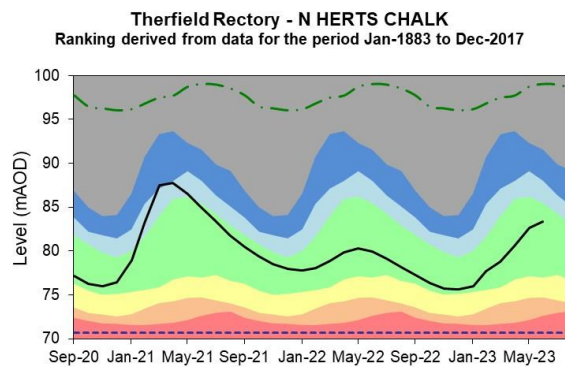
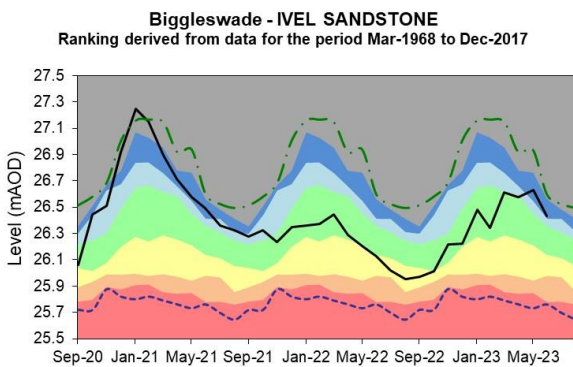
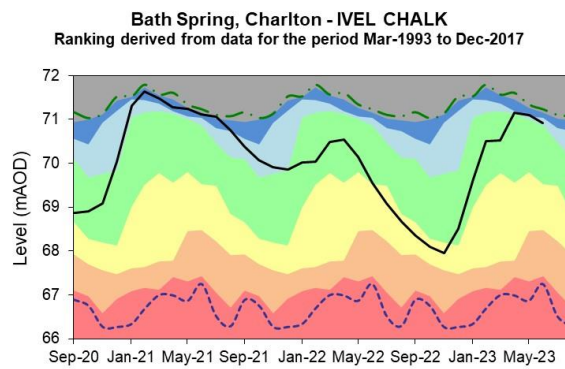
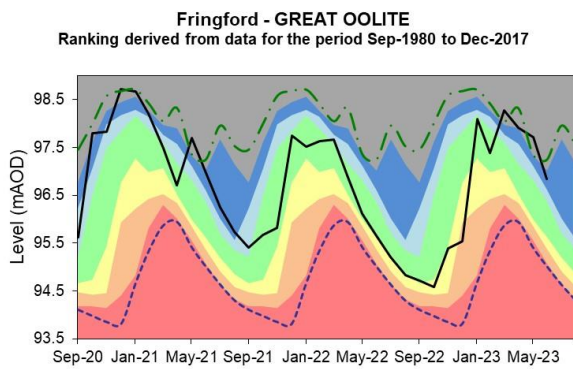
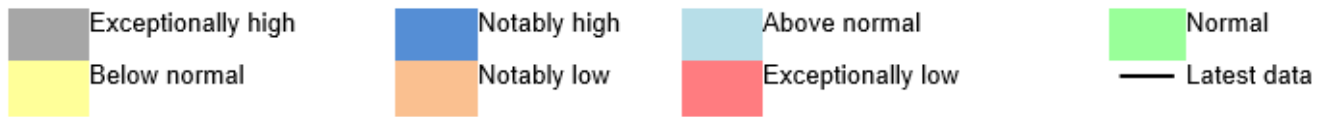
Figure 5.1: Groundwater levels for indicator sites at the end of June 2023, classed relative to an analysis of respective historic June levels. Table available in the appendices with detailed information.



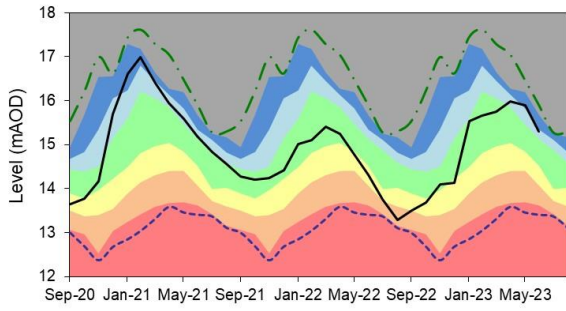
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

## 5.2 Groundwater level charts

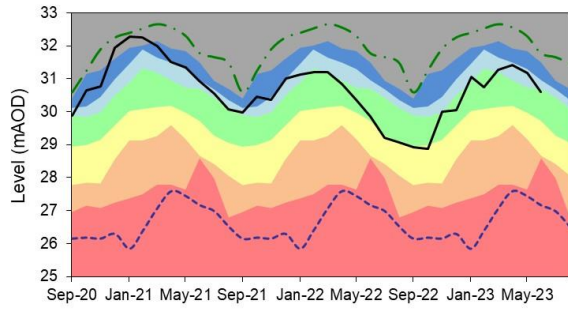
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



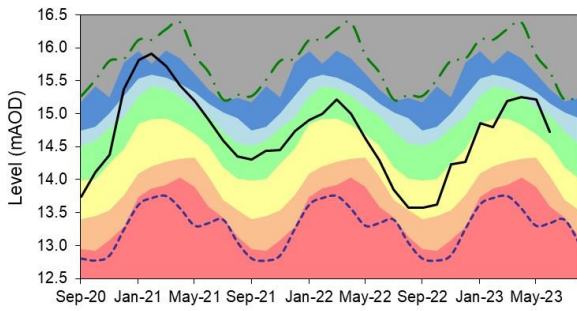
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



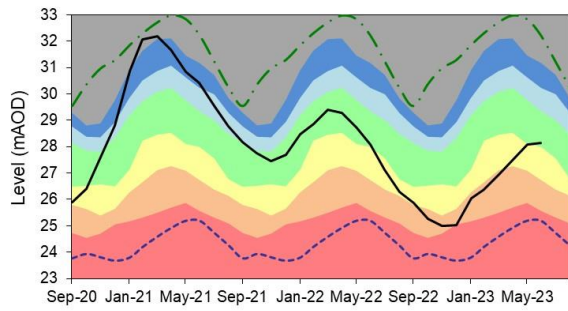
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



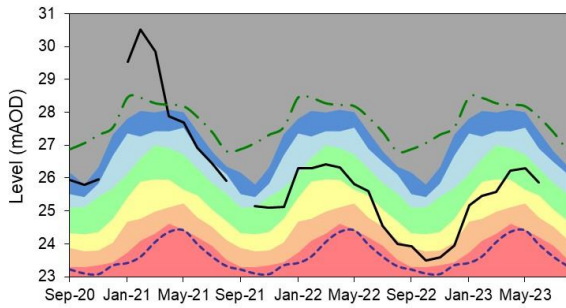
**Newmarket - SNAIL CHALK**  
Ranking derived from data for the period Feb-1983 to Dec-2017



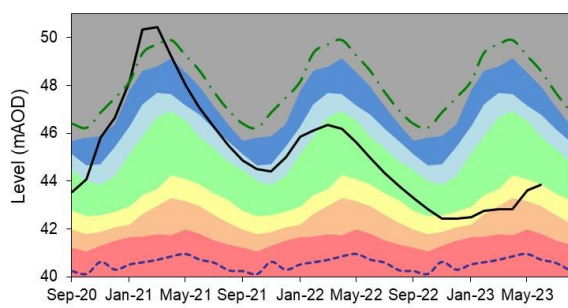
**Kenninghall - LITTLE OUSE CHALK**  
Ranking derived from data for the period Aug-1973 to Dec-2017



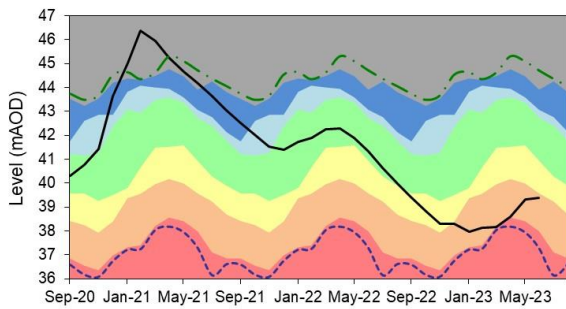
**Breckland - WISSEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



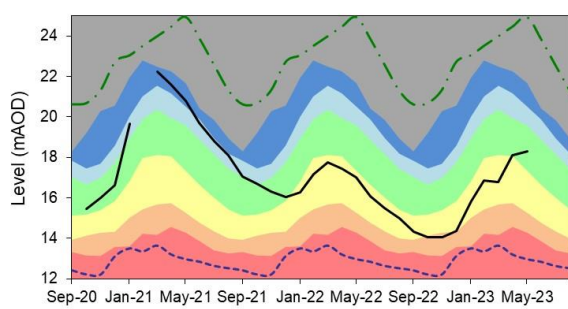
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



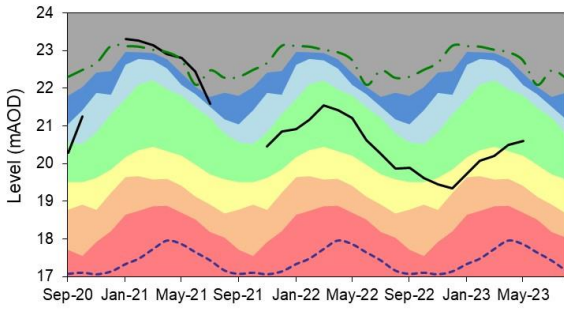
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



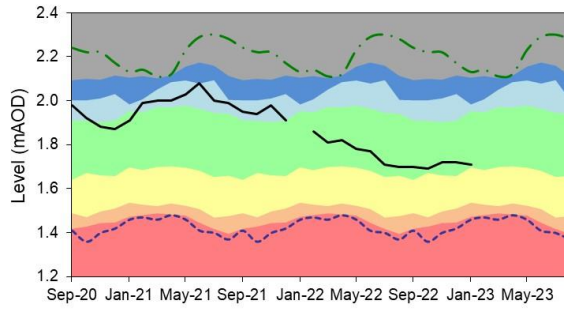
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



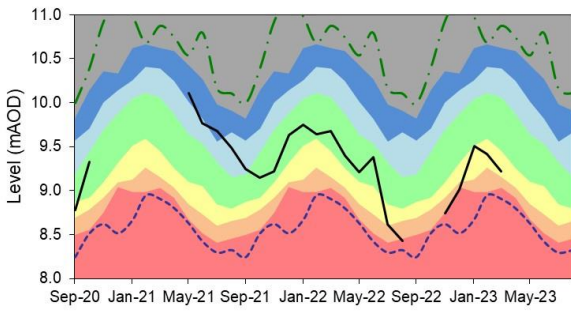
**Old Primary School, South Creake, NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



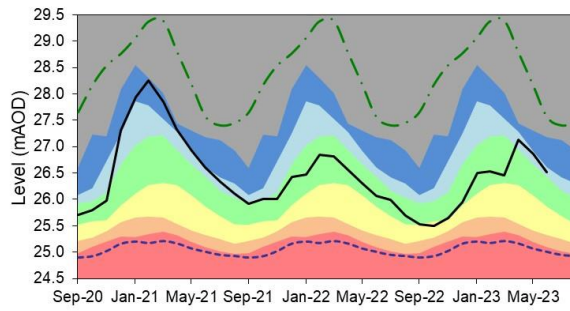
**Hazlewood Common - SUFFOLK CRAG**  
Ranking derived from data for the period Oct-1988 to Feb-2020



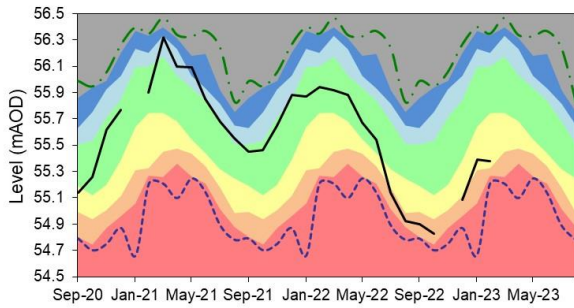
**The Spinney, Costessey- WENSUM CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



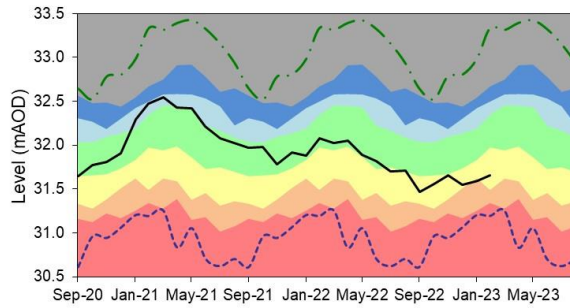
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017



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



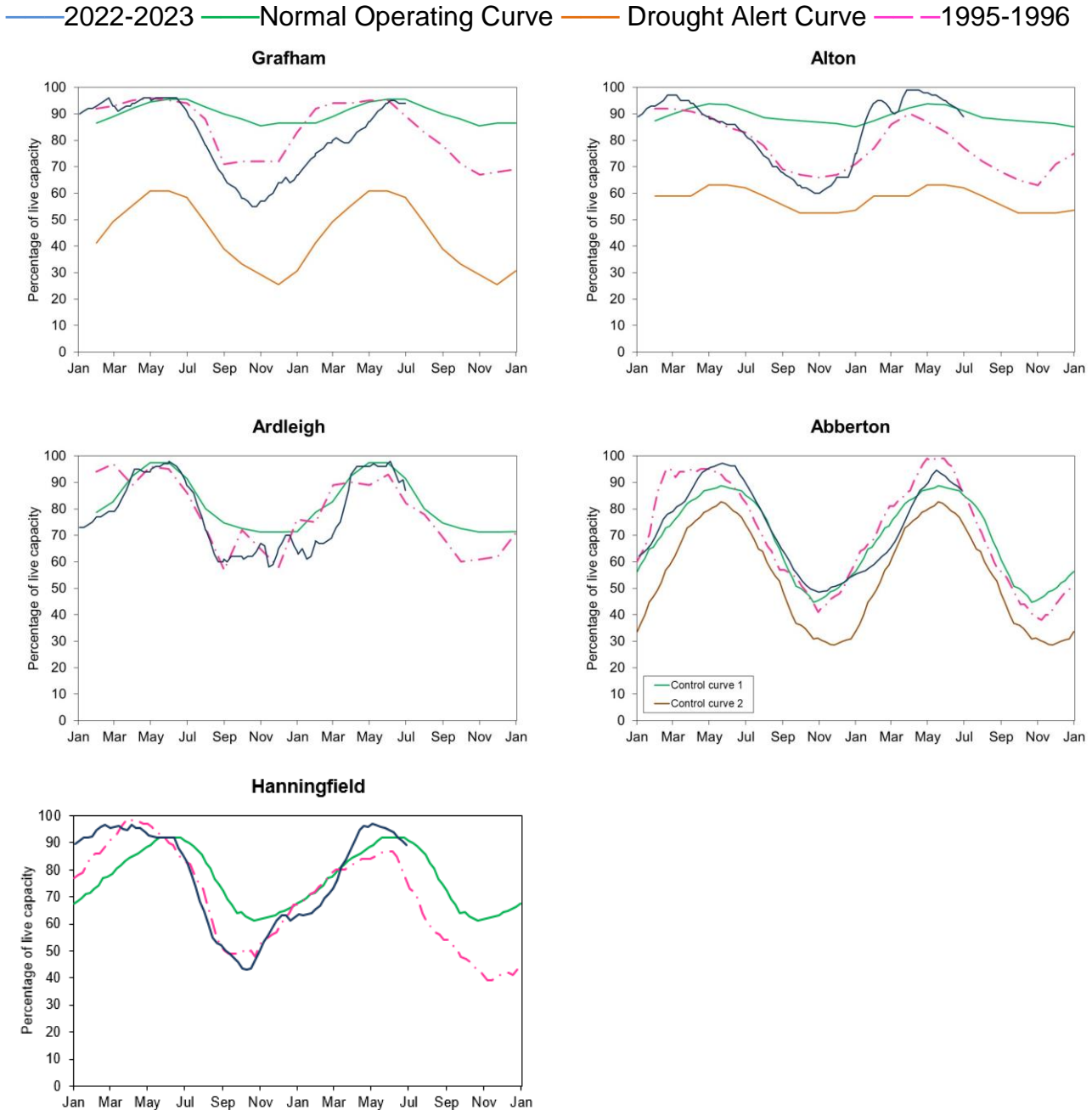
**Rook Hall, Braiseworth- SUFFOLK CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



Source: Environment Agency, 2023.

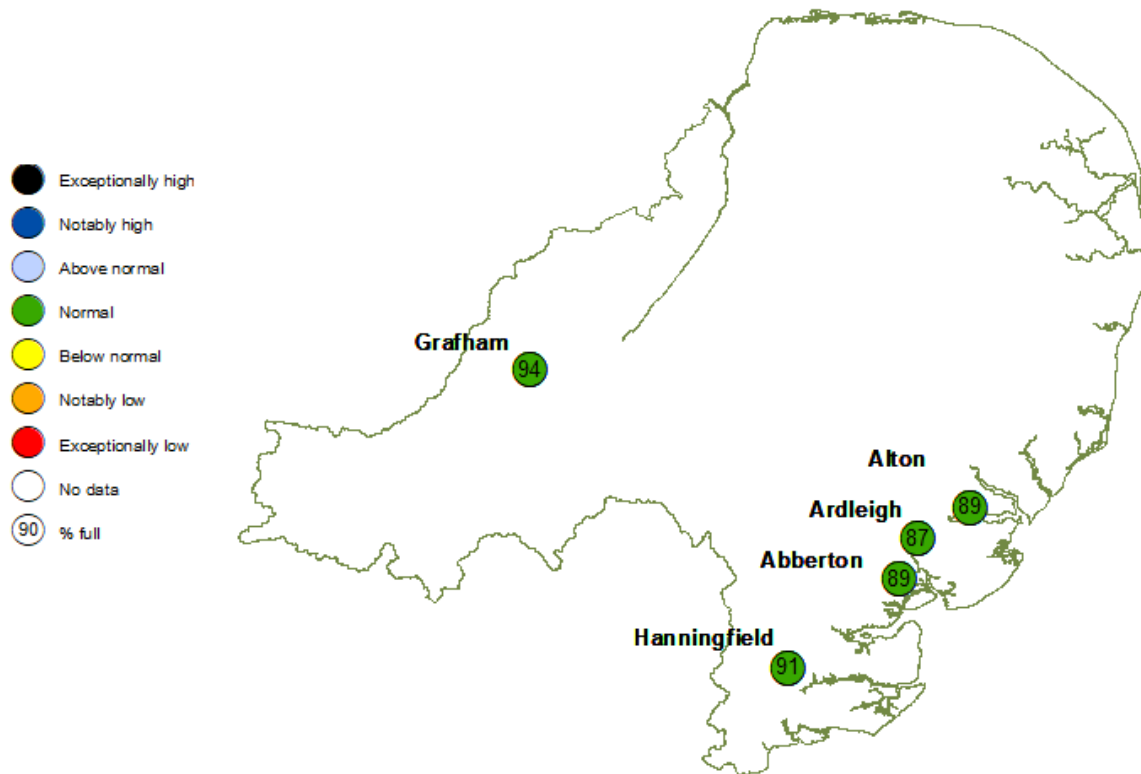
## 6 Reservoir stocks

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



(Source: water companies).

## 6.1 Reservoir stocks map

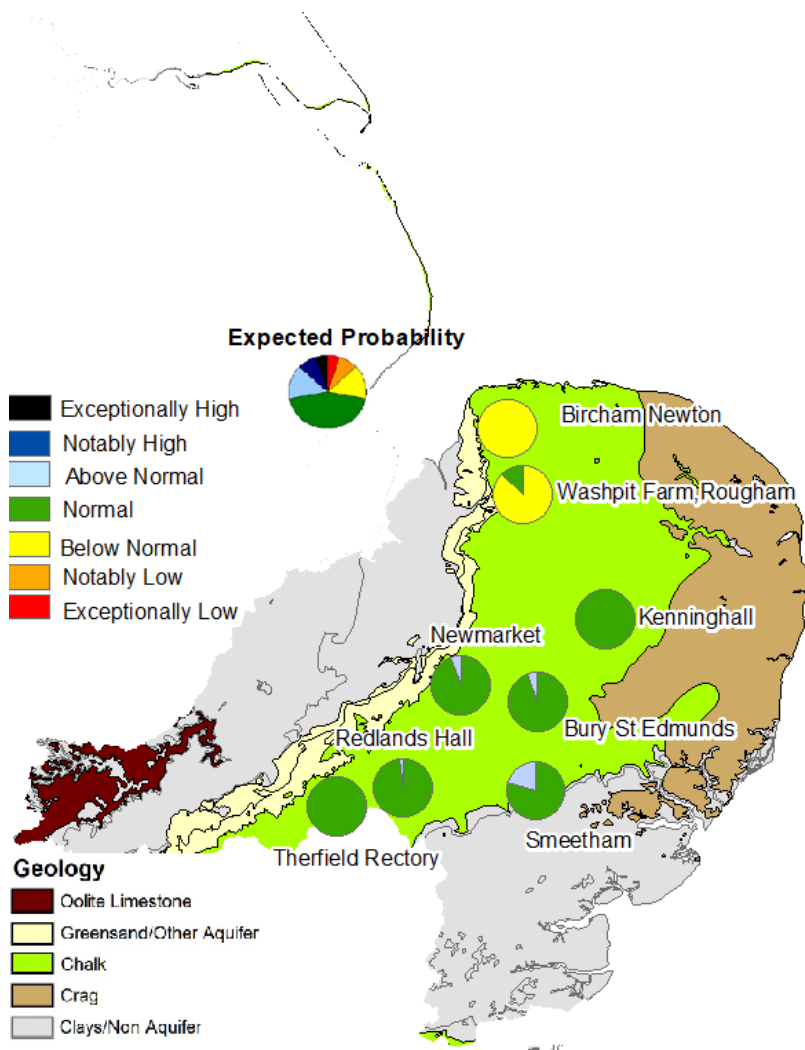


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2023

## 7 Forward look

### 7.1 Probabilistic ensemble projection of groundwater levels at key sites in September 2023

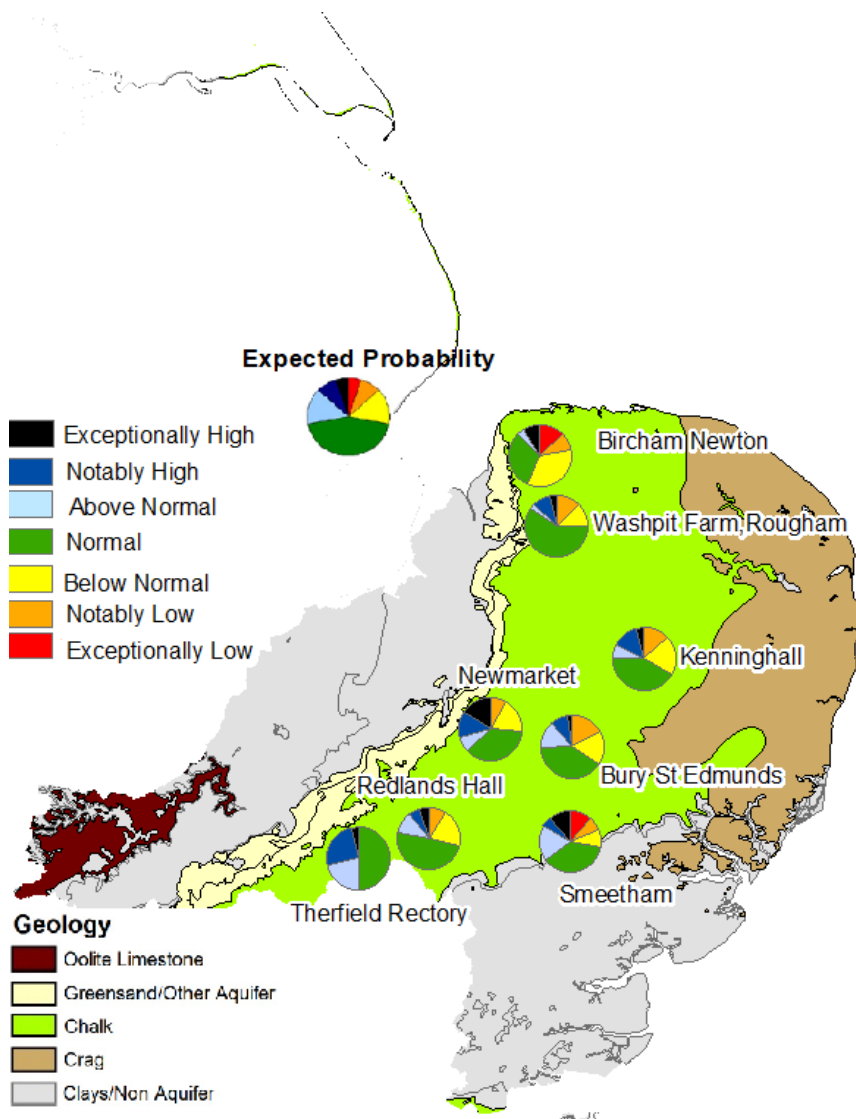
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
 Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC.  
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## 7.2 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Table available in the appendices with detailed information. 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.



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, 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, 2023

## 8 Glossary

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

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

The arithmetic mean calculated from the historic record, usually based on the period 1961 to 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 by 40 km grid.

### **Naturalised flow**

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

### **NCIC**

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

### **Recharge**

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

### **Reservoir gross capacity**

The total capacity of a reservoir.

### **Reservoir live capacity**

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

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

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

## 8.2 Categories

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

Hydrological area	Jun 2023 rainfall % of long term average 1961 to 1990	Jun 2023 band	Apr 2023 to June cumulative band	Jan 2023 to June cumulative band	Jul 2022 to June cumulative band
Broadland Rivers	45	Below Normal	Normal	Normal	Normal
Cam	48	Below Normal	Normal	Above normal	Normal
Central Area Fenland	44	Below Normal	Normal	Normal	Normal
East Suffolk	43	Below Normal	Normal	Normal	Normal
Little Ouse And Lark	51	Below Normal	Normal	Normal	Normal
Lower Bedford Ouse	56	Normal	Normal	Normal	Normal
North Essex	38	Notably Low	Below normal	Normal	Normal
North Norfolk	45	Below Normal	Normal	Normal	Below normal
Nw Norfolk And Wissey	53	Below Normal	Normal	Normal	Normal

South Essex	42	Below Normal	Normal	Normal	Normal
Upper Bedford Ouse	75	Normal	Normal	Above normal	Normal

## 9.2 River flows table

Site name	River	Catchment	Jun 2023 band	May 2023 band
Abbey Heath	Little Ouse	Little Ouse	Normal	Above normal
Blunham	Ivel	Ivel	Normal	Above normal
Bramford	Gipping	Gipping	Below normal	Normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Normal	Exceptionally high
Cappenham	Tove	Tove	Below normal	Normal
Colney	Yare	Yare	Below normal	Notably high
Denver	Ely Ouse	Cutoff and Renew Channel	Below normal	Above normal
Dernford	Cam	Cam	Normal	Above normal
Heacham	Heacham	Heacham	Normal	Below normal
Ingworth	Bure	Bure	Below normal	Normal
Lexden	Colne	Colne Essex	Notably low	Above normal
Marham	Nar	Nar	Normal	Normal
Needham Weir Total	Waveney (lower)	Waveney	Exceptionally low	Notably high

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

### 9.3 Groundwater table

Site name	Aquifer	End of Jun 2023 band	End of May 2023 band
Bath Spring, Charlton	Upper Ivel Chalk	Above normal	Notably high
Biggleswade	Ivel Woburn Sands	Notably high	Notably high
Bircham Newton	North West Norfolk Chalk	Notably low	Notably low
Breckland	Wissey Chalk	Normal	Normal
Bury St Edmunds	Upper Lark Chalk	Normal	Above normal
Castle Farm, Offton	East Suffolk Chalk		Normal
Gog Magog, Stapleford	Cam Chalk	Above normal	Notably high
Hazlewood Common	East Suffolk Crag		Normal
Hindolveston	Norfolk Chalk		
Kenninghall	Little Ouse Chalk	Normal	Below normal
Linton	Cam Chalk	Above normal	Notably high
Newmarket	Snail Chalk	Normal	Above normal

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

## 9.4 Ensemble projections tables

### 9.4.1 Probabilistic ensemble projection of river flows at key sites in September 2023

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	0.0	0.0	0.0	0.0	0.0	7.0
Notably Low	0.0	0.0	0.0	0.0	0.0	38.6	5.3
Below Normal	5.4	16.1	0.0	1.8	47.4	35.1	12.3
Normal	51.8	50.0	48.2	53.6	34.2	12.3	43.9
Above Normal	25.0	26.8	16.1	17.9	10.5	14.0	15.8
Notably High	14.3	5.4	16.1	23.2	7.9	0.0	10.5
Exceptionally High	3.6	1.8	19.6	3.6	0.0	0.0	5.3

### 9.4.2 Probabilistic ensemble projection of river flows at key sites in December 2023

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	1.8	3.6	1.8	1.8	2.6	8.8	7.0
Notably Low	16.1	16.1	0.0	10.7	15.8	22.8	5.3
Below Normal	12.5	17.9	12.5	16.1	28.9	15.8	12.3
Normal	33.9	37.5	32.1	35.7	21.1	29.8	43.9
Above Normal	23.2	12.5	28.6	21.4	15.8	17.5	15.8
Notably High	5.4	7.1	7.1	3.6	0.0	5.3	10.5
Exceptionally High	7.1	5.4	17.9	10.7	15.8	0.0	5.3



#### 9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0.0	13.0	0.0	0.0	11.1
Notably low	0.0	9.1	7.9	12.5	8.7	13.3	17.1	7.4
Below normal	0.0	20.0	18.4	12.5	34.8	20.0	17.1	9.3
Normal	50.0	49.1	36.8	59.4	30.4	42.2	40.0	37.0
Above normal	21.4	10.9	7.9	3.1	4.3	6.7	14.3	18.5
Notably high	25.0	5.5	13.2	9.4	0.0	13.3	8.6	5.6
Exceptionally high	3.6	5.5	15.8	3.1	8.7	4.4	2.9	11.1

# Monthly water situation report: East Anglia

## 1 Summary - July 2023

After a dry June, this July has been significantly wetter. Weather was dominated by a succession of frontal systems from the Atlantic, bringing below-average temperatures. Additionally, both the number of days and amount of rainfall received were higher than the Long Term Average [LTA]. Though little change to river flow was observed at many sites, there has been an overall improvement as several previously classified as having below normal flows have recovered to normal this month. Groundwater levels continue to recede due to the lack of overall significant recharge.

### 1.1 Rainfall

This July has been significantly wetter than standard, with only one station recording precipitation to be less than 150% of the LTA. Rainfall was only classified as Normal for two areas, with six above normal, two notably high and one exceptionally high.

### 1.2 Soil moisture deficit and recharge

Due to the particularly wet conditions, Soil Moisture Deficits [SMD] saw a significant reduction this July.

### 1.3 River flows

Flows for many rivers have remained largely consistent despite generally receding at this time of year. As a result, overall flow conditions have improved with seven rivers previously below normal flows achieving normal status this month.

### 1.4 Groundwater levels

Groundwater levels at all indicator continue to decline as expected at this time of year. With high SMD across the region, aquifers are prevented from receiving further recharge.

## 1.5 Reservoir stocks

While all other reservoir levels have begun to decline, Graham has shown very little overall change this month and Ardleigh has increased. These two reservoirs are also above the normal operational curve. The remaining three reservoirs remain below but close to their normal operating curves. Ardleigh is notably high for this month.

## 1.6 Environmental impact

Continuing on from June, Snailwell, Dungate farm and Chippenham from the Lodes-Granta scheme have continued receiving varying degrees of support. The Ely Ouse to Essex Transfer Scheme also continues at varying rates dependent on headroom at the water company intakes.

## 1.7 Forward look

### 1.7.1 Probabilistic ensemble projections for river flows at key sites

Most sites have a high probability of achieving normal or higher flows next month. The lowest projections are Ely Ouse and Kym with an estimated chance of below normal flows around 15%.

For March 2024, most sites are predicted to have a significant probability for normal or above flows, below normal and worse flows ranging from 15% to 30%.

### 1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

For next month, all sites besides Bircham Newton are expected to achieve normal levels or above, with the exception almost certainly remaining below normal levels.

**Author: Hydrology & Operations, [ANG-Hydrology@environment-agency.gov.uk](mailto:ANG-Hydrology@environment-agency.gov.uk)**

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

\*[SMD]: soil moisture deficits

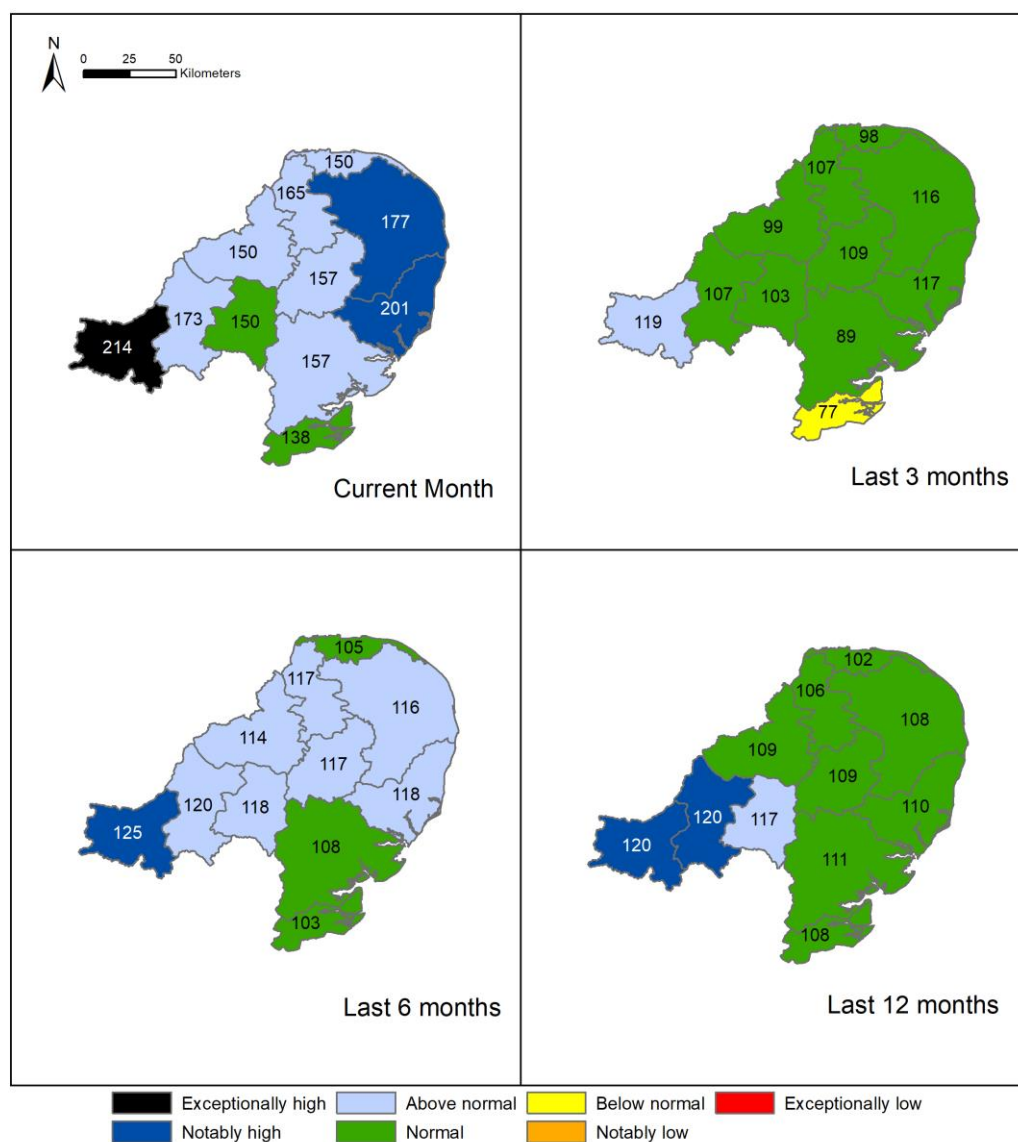
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

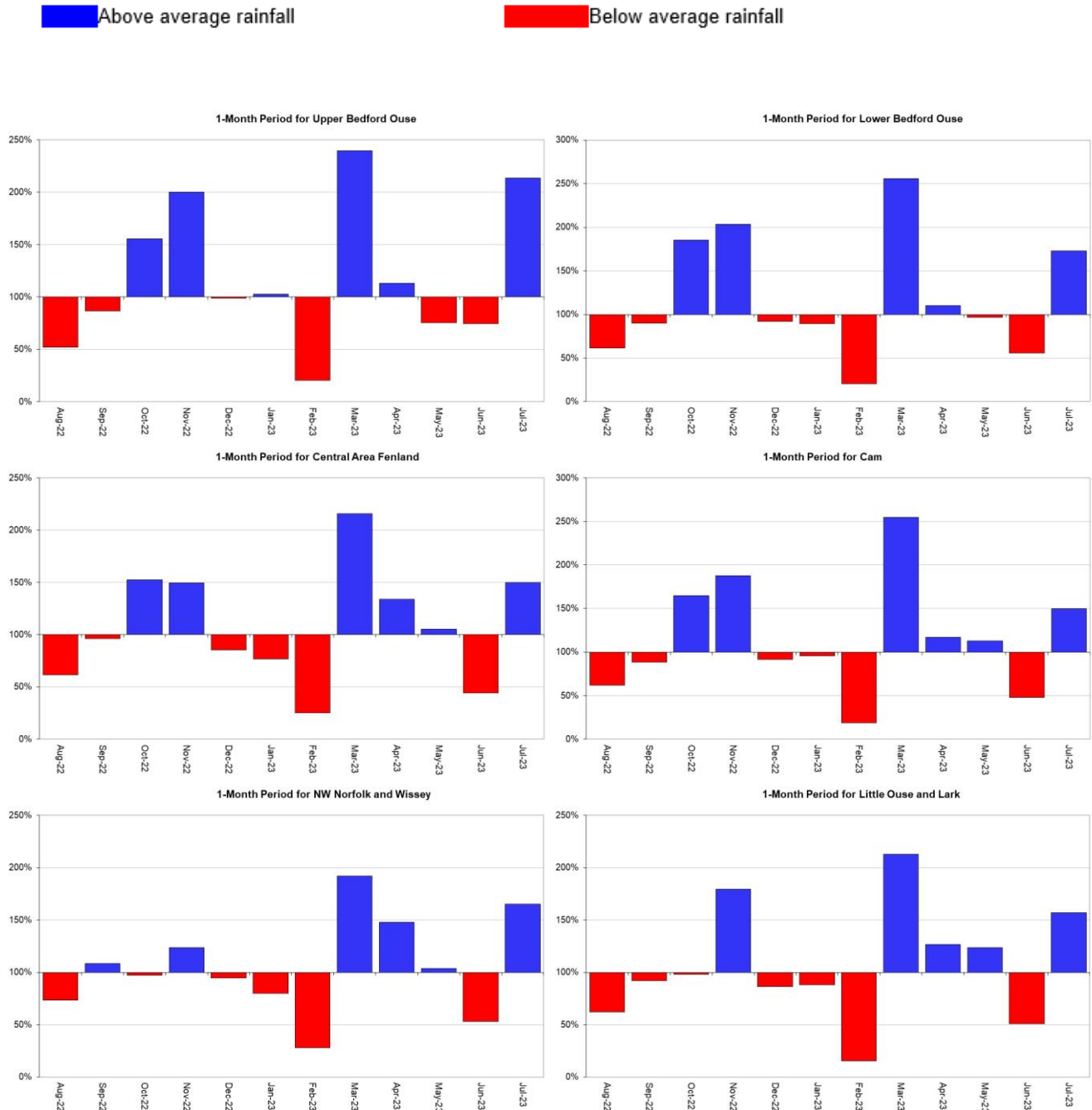
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 July 2023), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

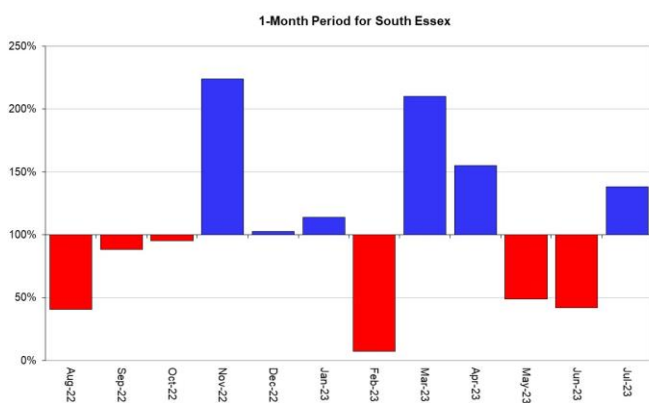
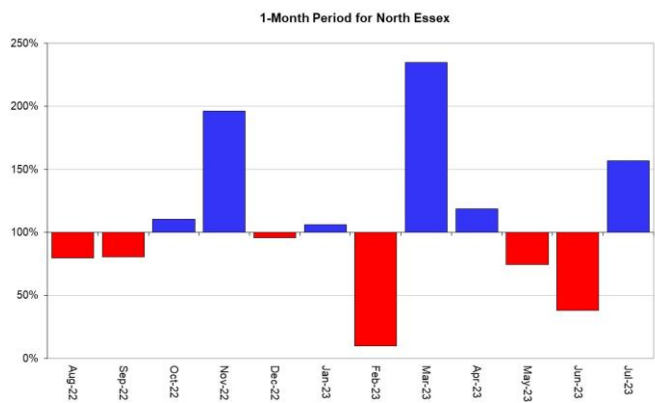
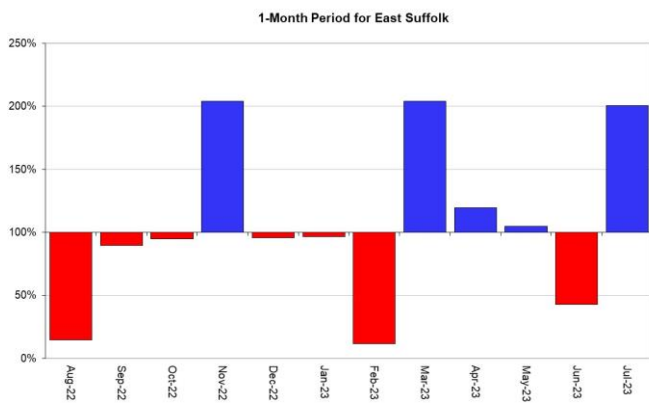
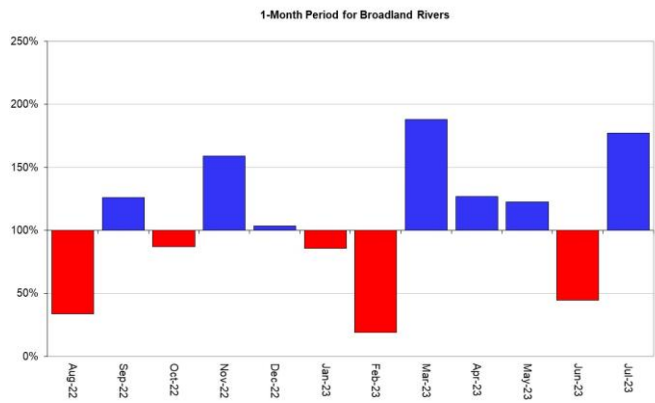
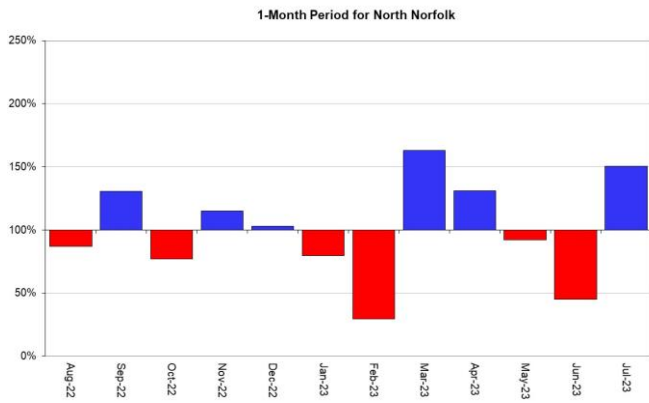


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

## 2.2 Rainfall charts

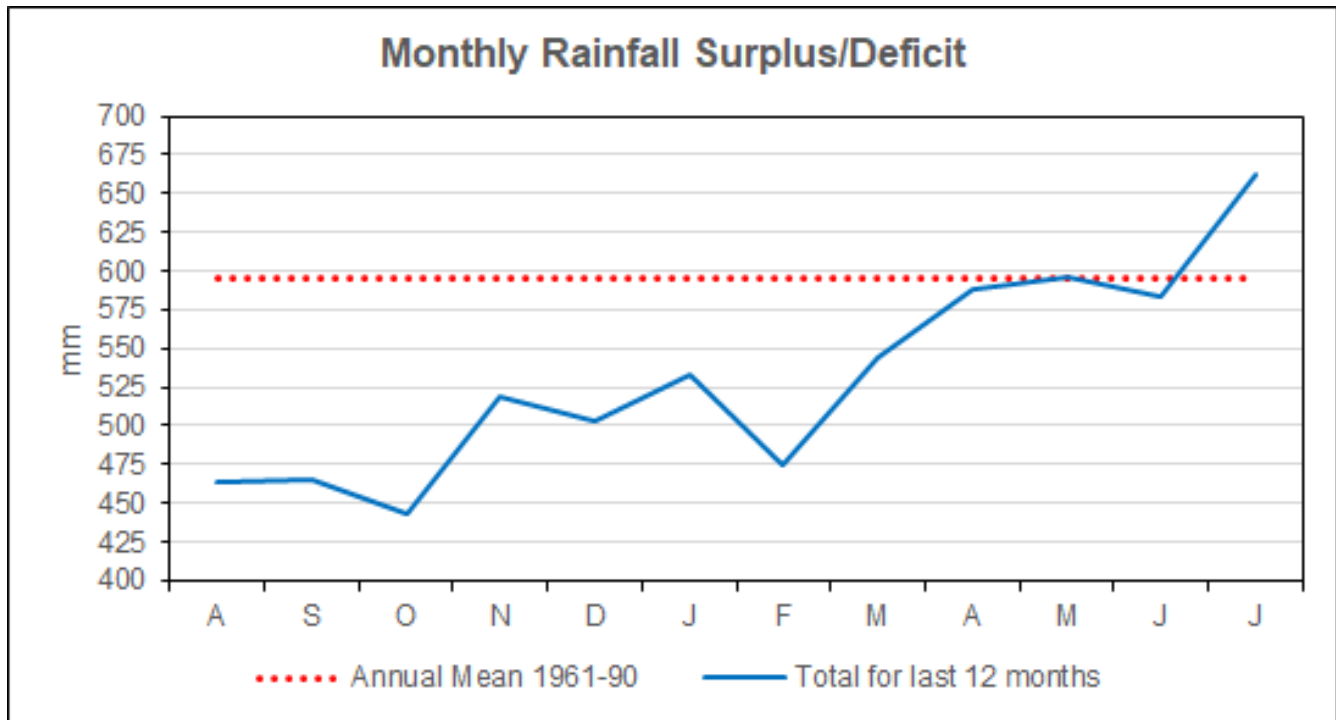
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

### 2.3 Monthly rainfall surplus deficit chart

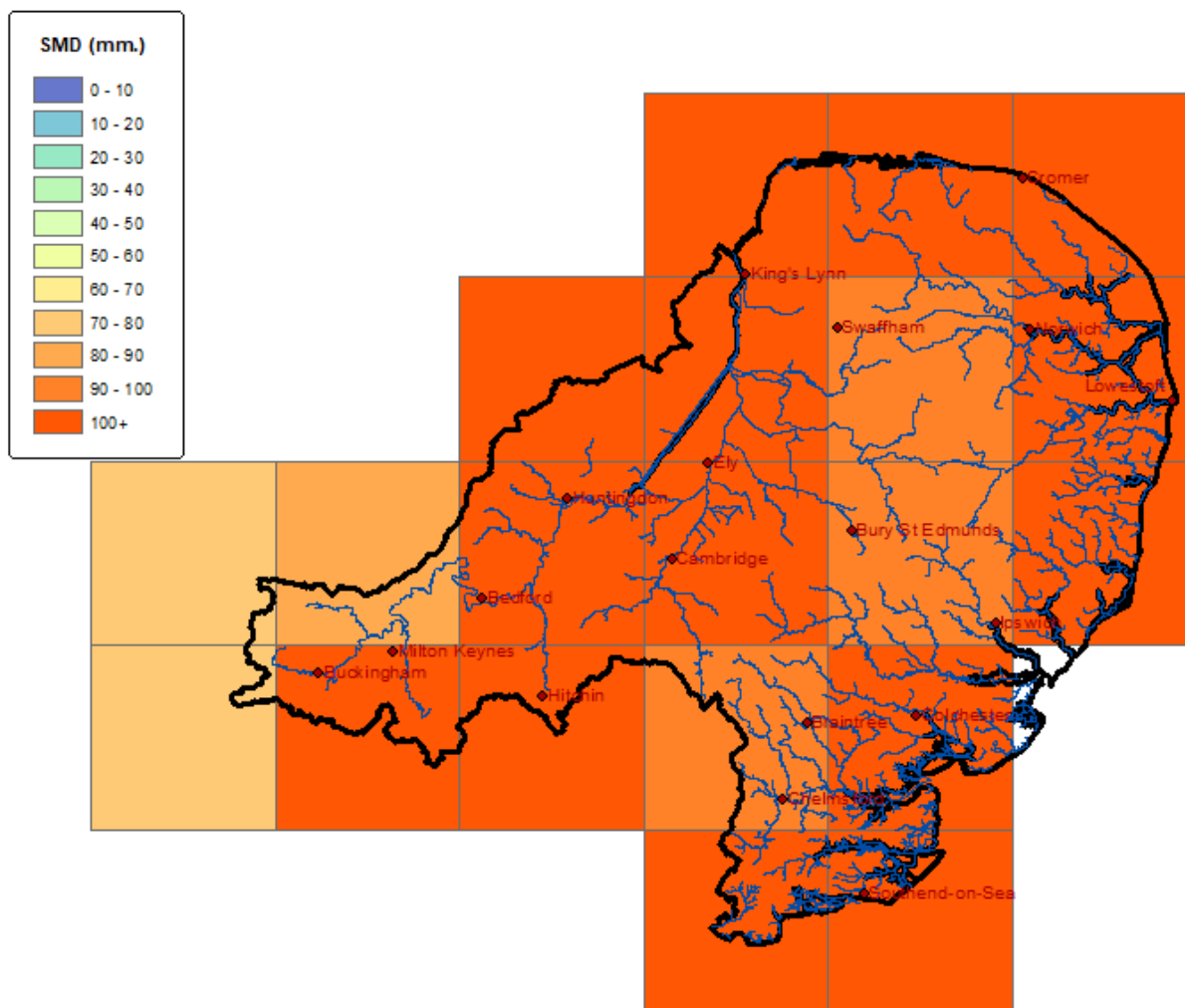


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

### 3 Soil moisture deficit

#### 3.1 Soil moisture deficit map

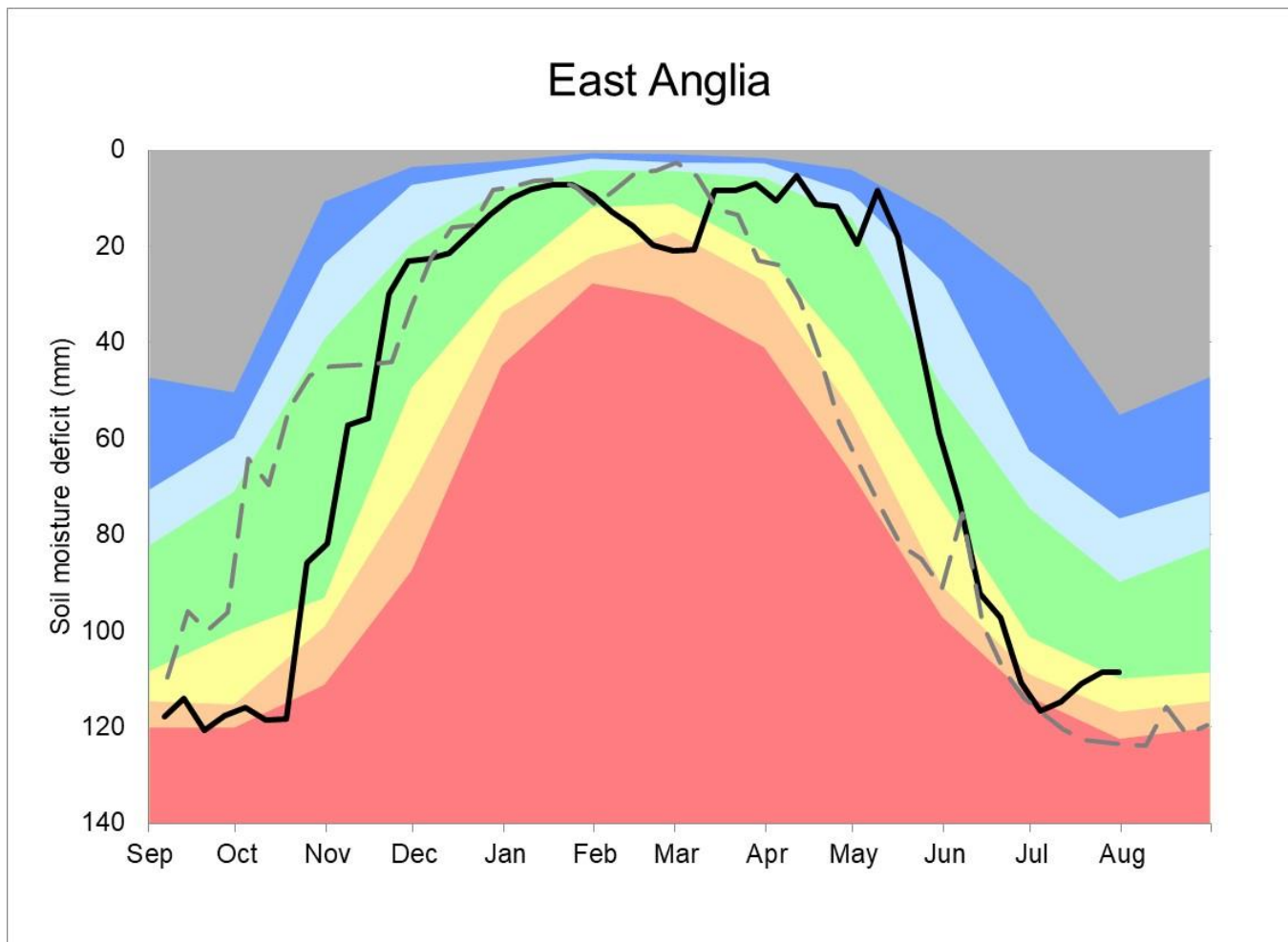
Figure 3.1: Soil moisture deficit values for 31 July 2023. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2023). All rights reserved. Environment Agency, 100024198, 2023.

### 3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1961 to 1990 long term data set. Weekly MORECS data for real land use.

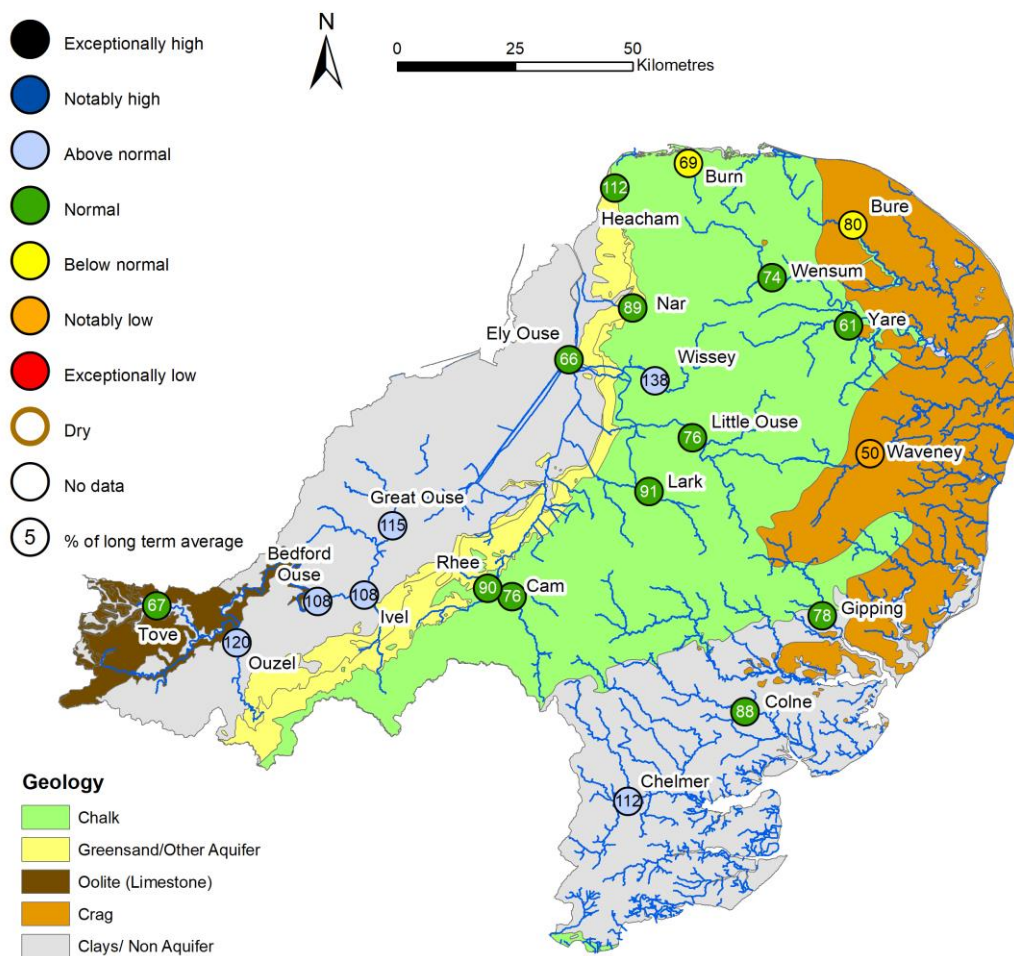


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## 4 River flows

### 4.1 River flows map

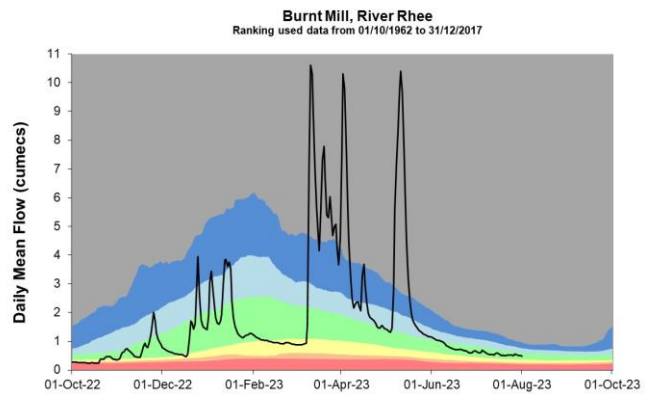
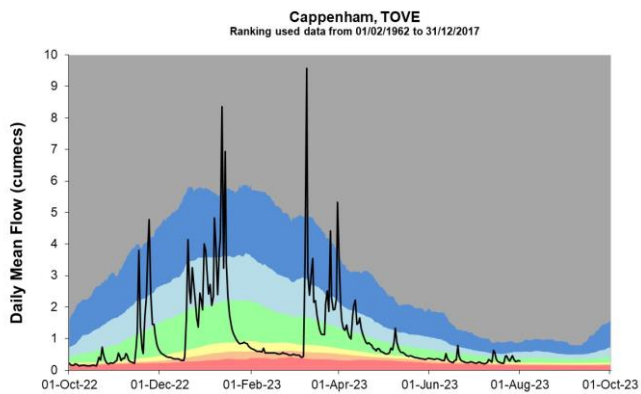
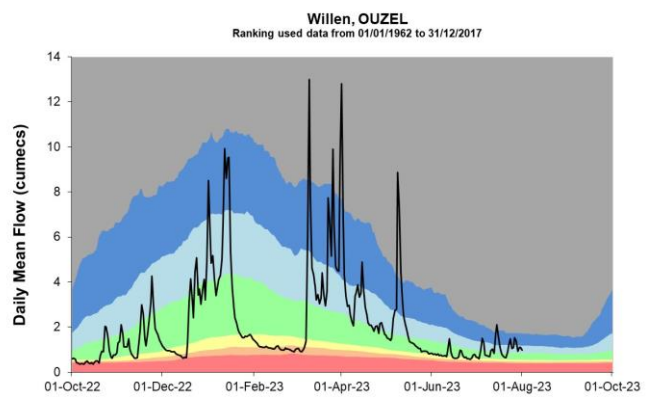
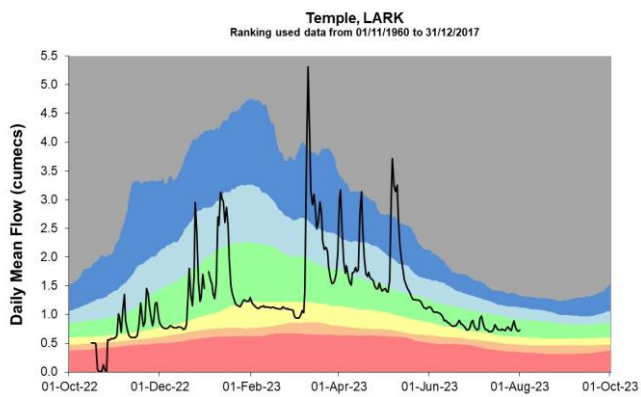
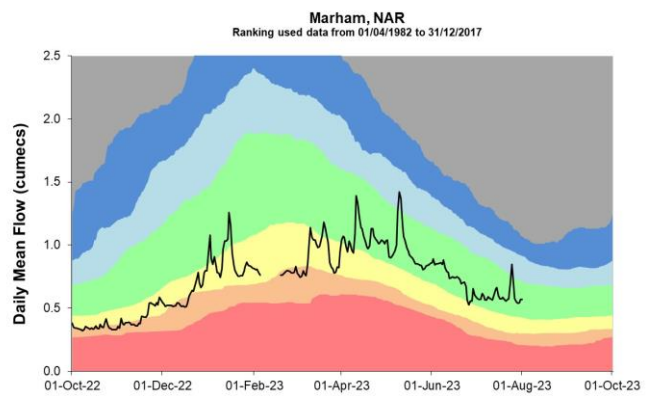
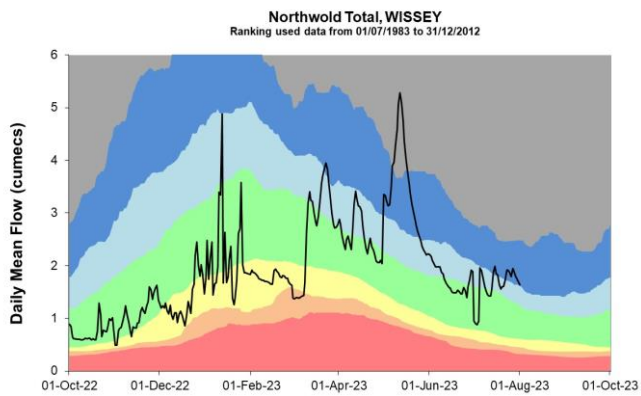
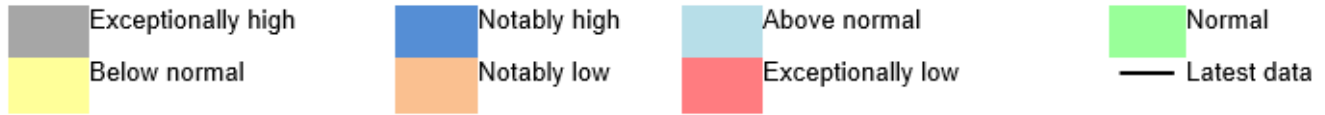
Figure 4.1: Monthly mean river flow for indicator sites for July 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic July monthly means Table available in the appendices with detailed information.

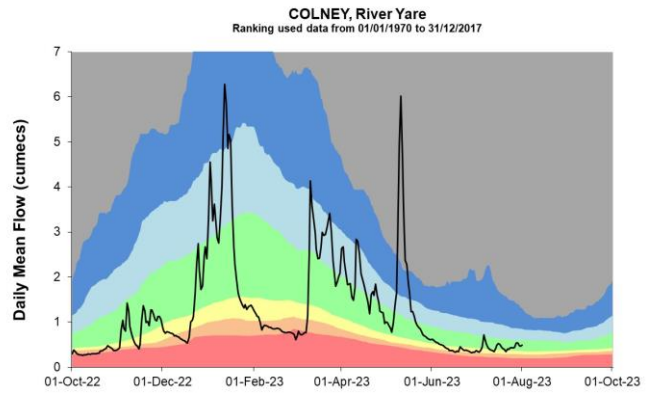
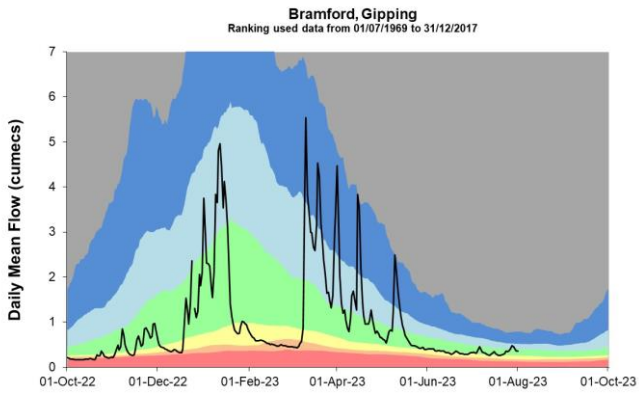
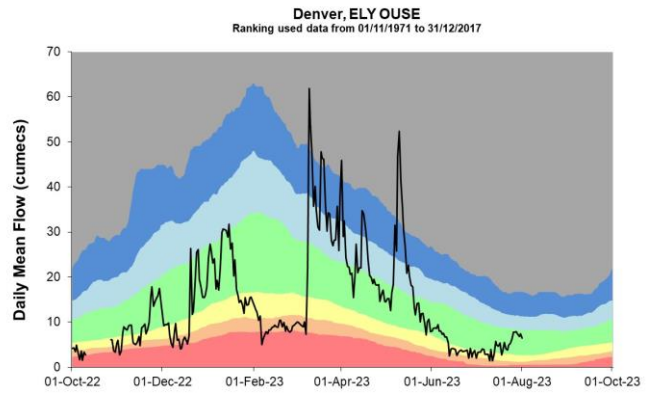
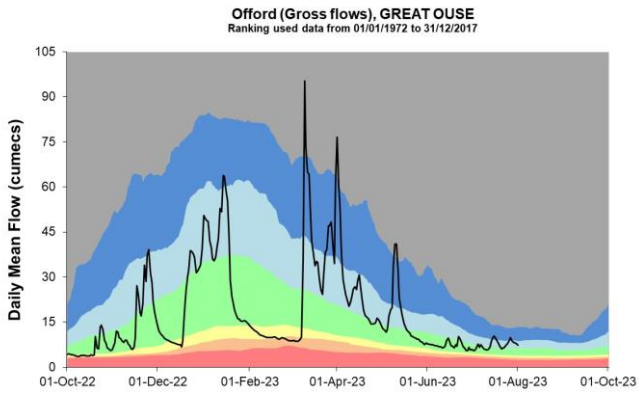
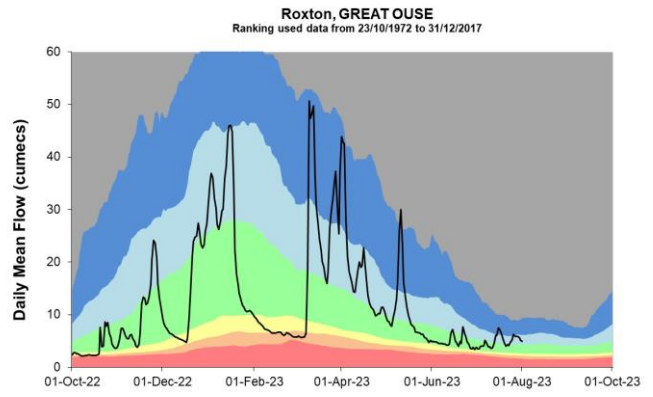
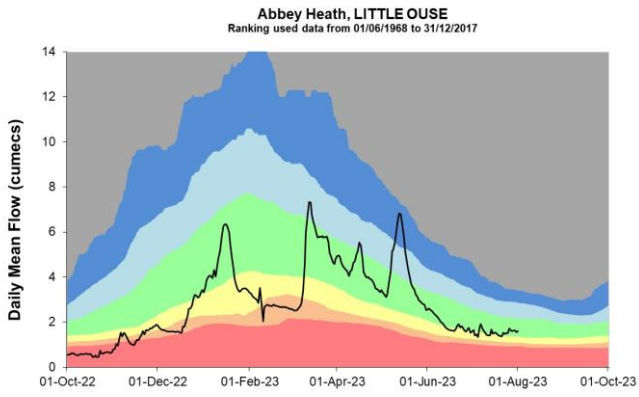
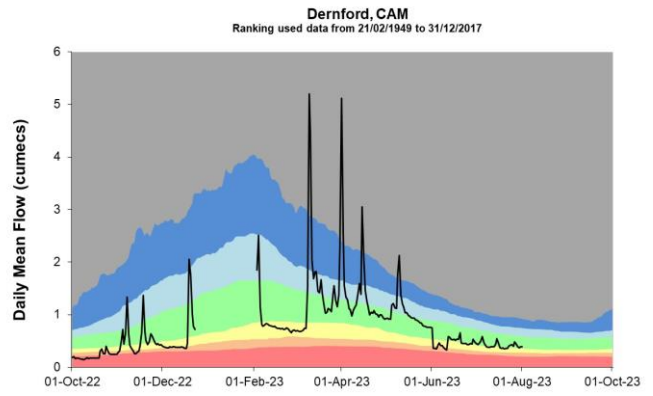
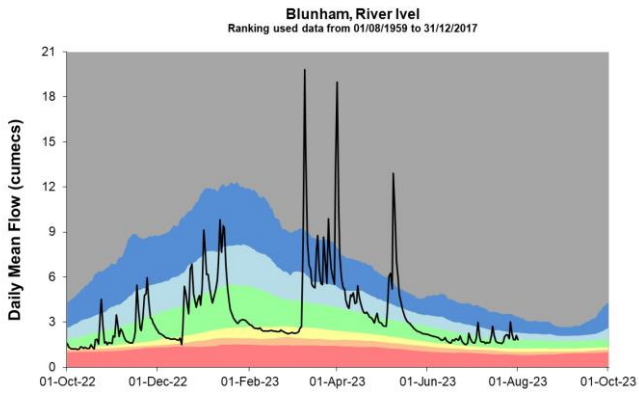


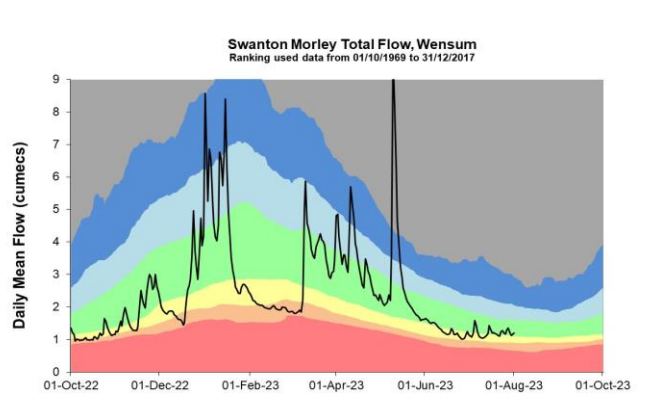
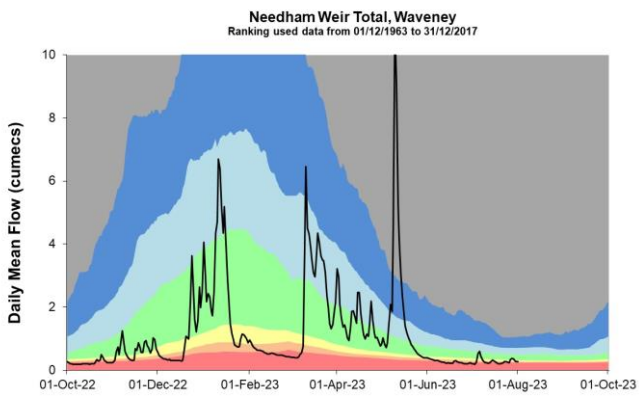
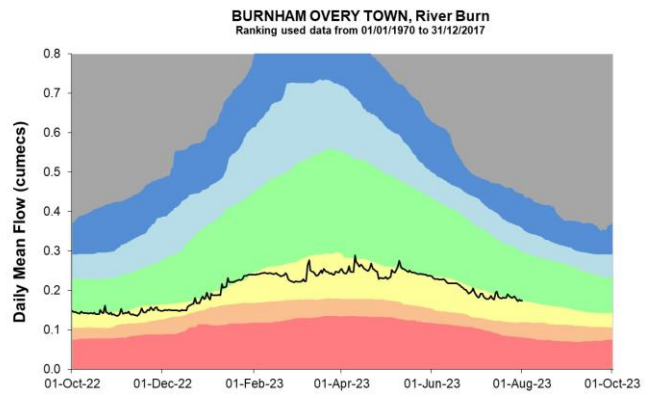
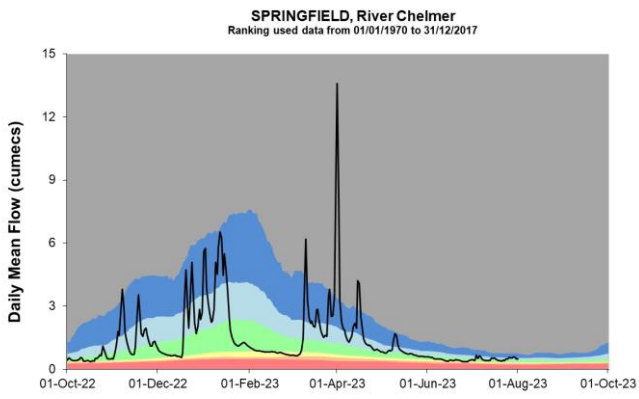
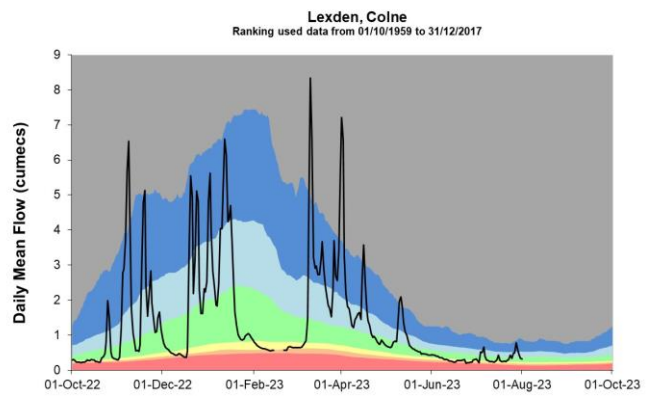
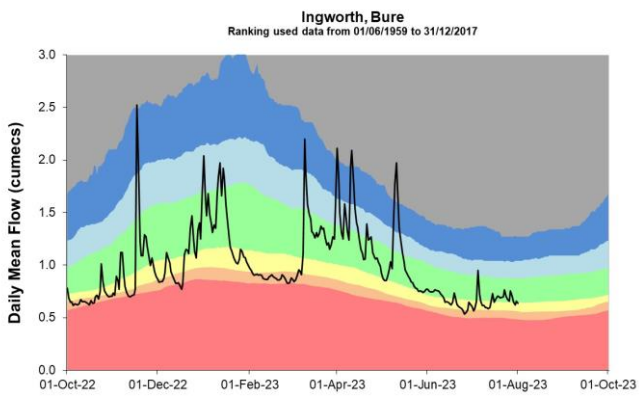
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

## 4.2 River flow charts

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





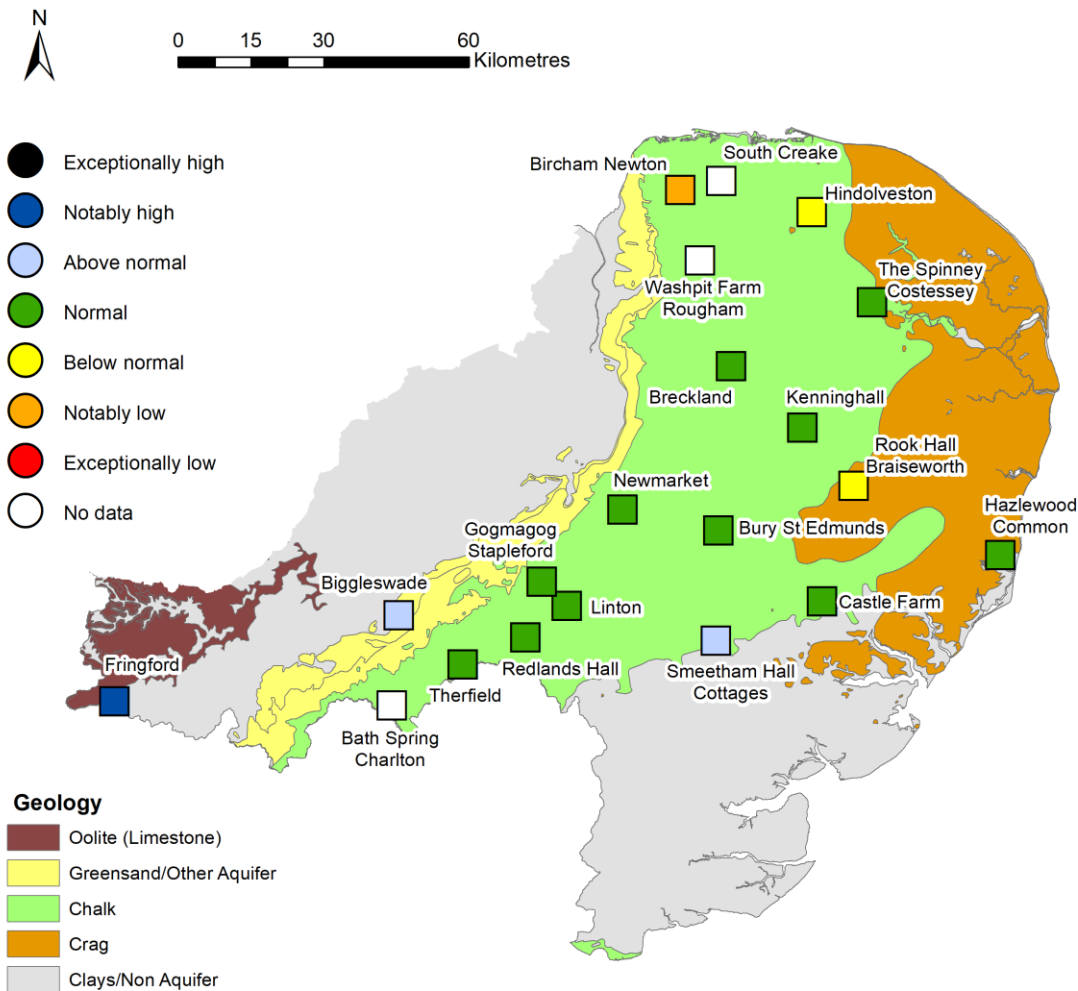


Source: Environment Agency.

# 5 Groundwater levels

## 5.1 Groundwater levels map

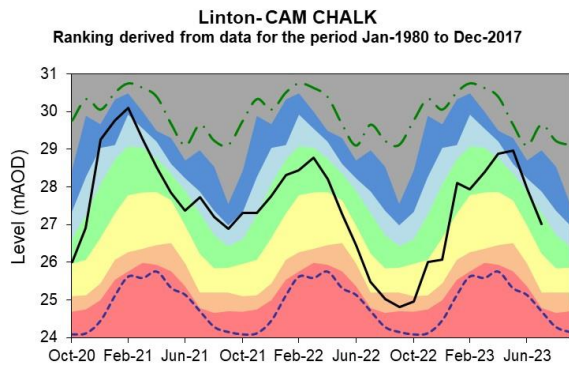
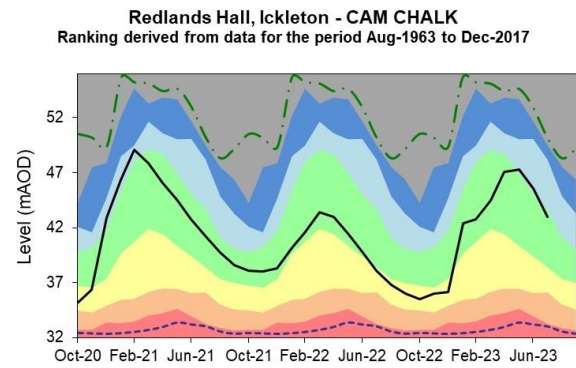
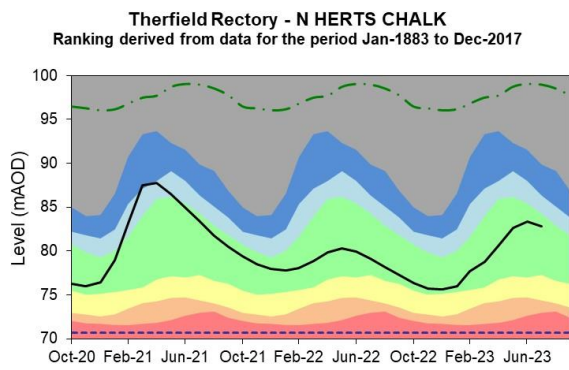
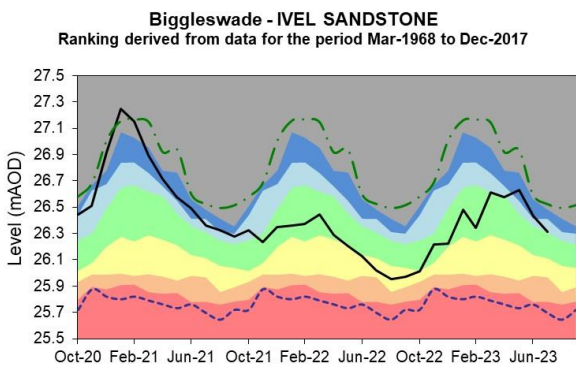
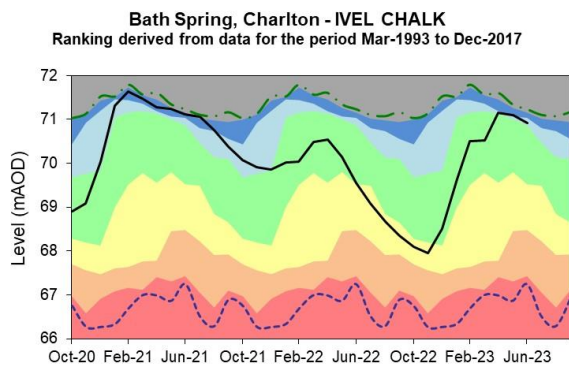
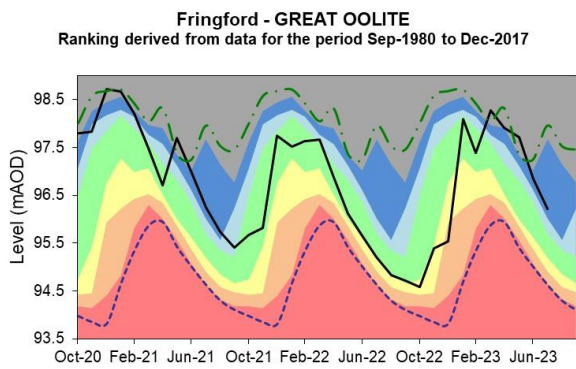
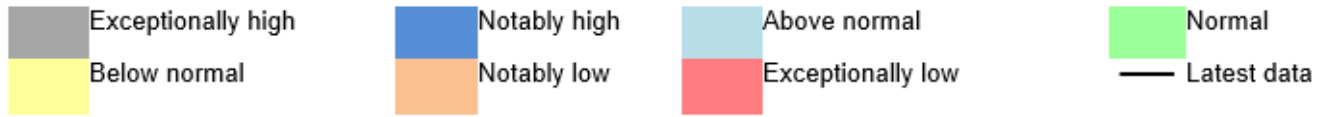
Figure 5.1: Groundwater levels for indicator sites at the end of July 2023, classed relative to an analysis of respective historic July levels. Table available in the appendices with detailed information.



(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

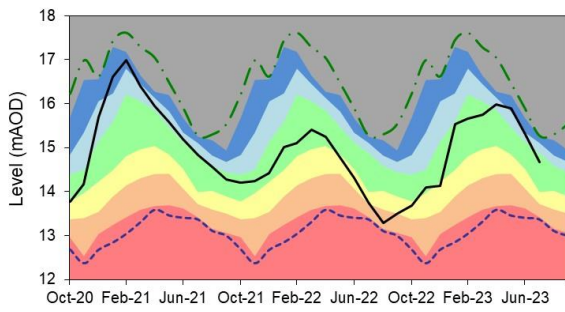
## 5.2 Groundwater level charts

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



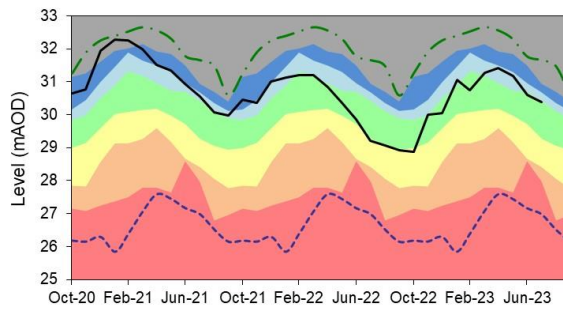
### Gog Magog, Stapleford - CAM CHALK

Ranking derived from data for the period Jan-1980 to Dec-2017



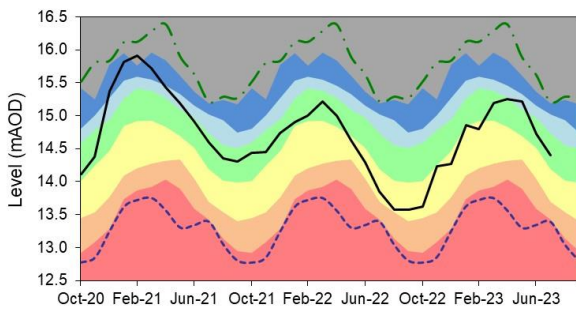
### Bury St Edmunds - UPPER LARK CHALK

Ranking derived from data for the period May-1983 to Dec-2017



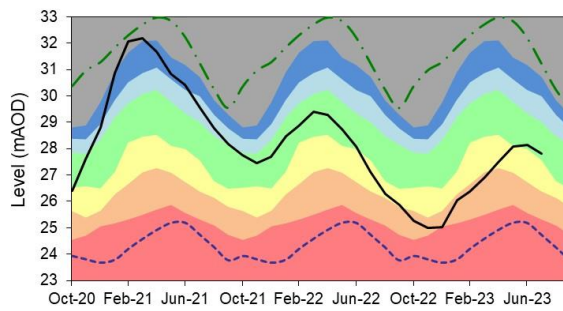
### Newmarket - SNAIL CHALK

Ranking derived from data for the period Feb-1983 to Dec-2017



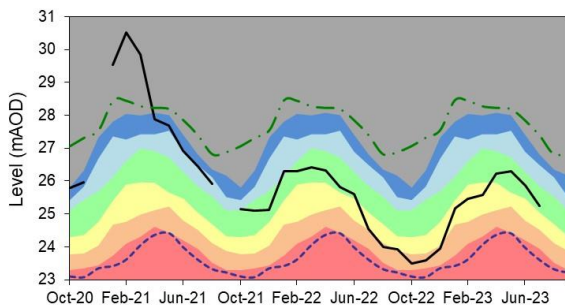
### Kenninghall - LITTLE OUSE CHALK

Ranking derived from data for the period Aug-1973 to Dec-2017



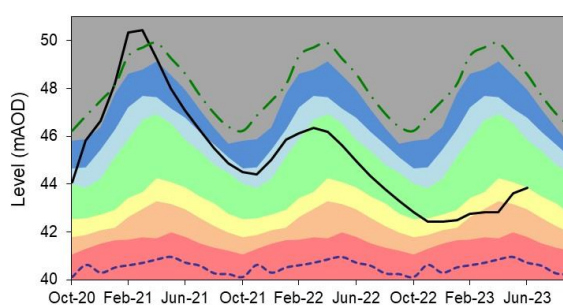
### Breckland - WISSEY CHALK

Ranking derived from data for the period Jan-1971 to Nov-2017



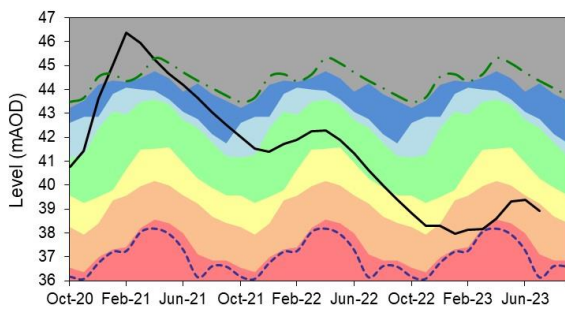
### Washpit Farm, Rougham - NW NORFOLK CHALK

Ranking derived from data for the period May-1950 to Dec-2017



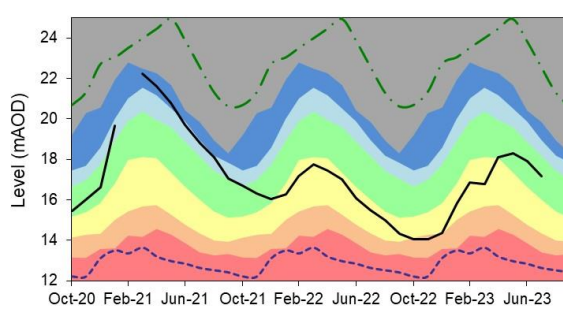
### Bircham Newton - NW NORFOLK CHALK

Ranking derived from data for the period Mar-1995 to Sep-2017

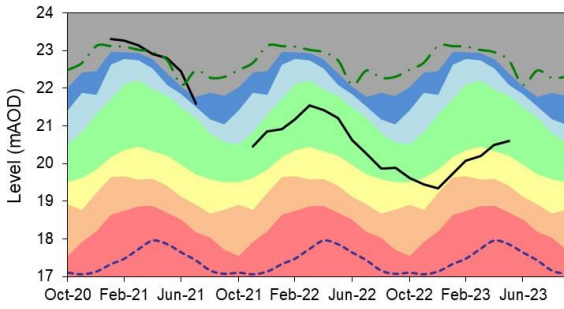


### Castle Farm, Offton - MID SUFFOLK CHALK

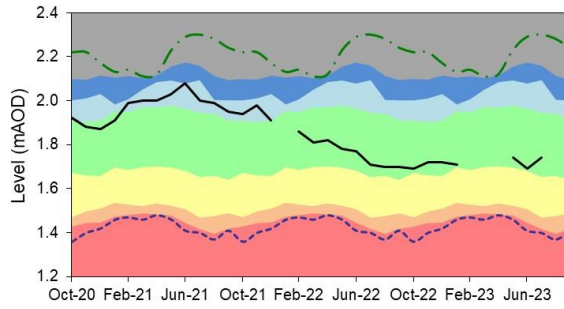
Ranking derived from data for the period Mar-1967 to Dec-2017



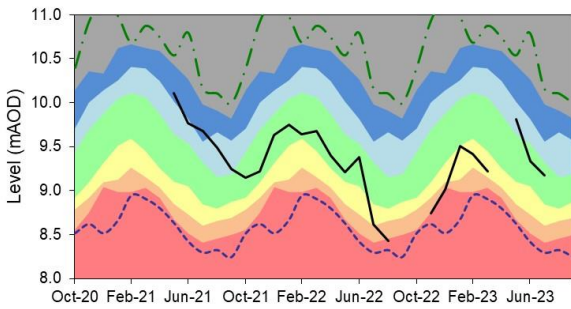
**Old Primary School, South Creake, NORFOLK CHALK**  
 Ranking derived from data for the period Oct-1971 to Dec-2017



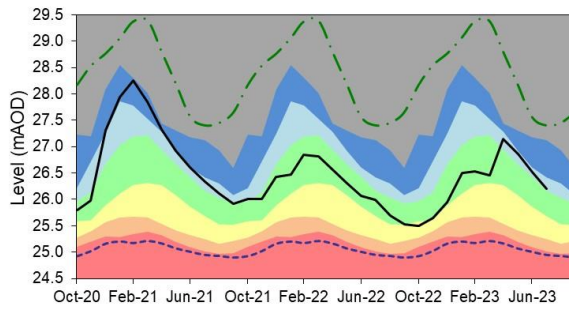
**Hazlewood Common - SUFFOLK CRAG**  
 Ranking derived from data for the period Oct-1988 to Feb-2020



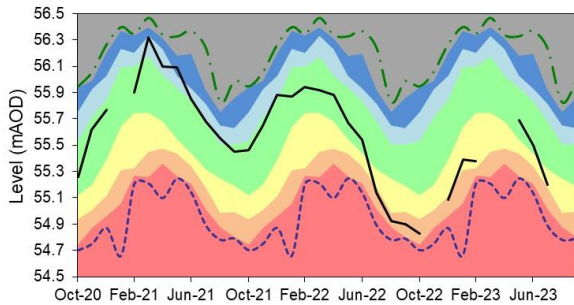
**The Spinney, Costessey- WENSUM CHALK**  
 Ranking derived from data for the period Oct-1971 to Dec-2017



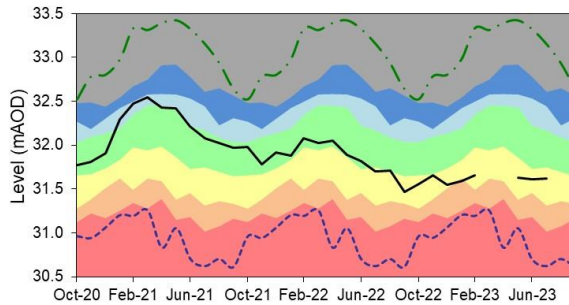
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
 Ranking derived from data for the period Jan-1964 to Dec-2017



**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

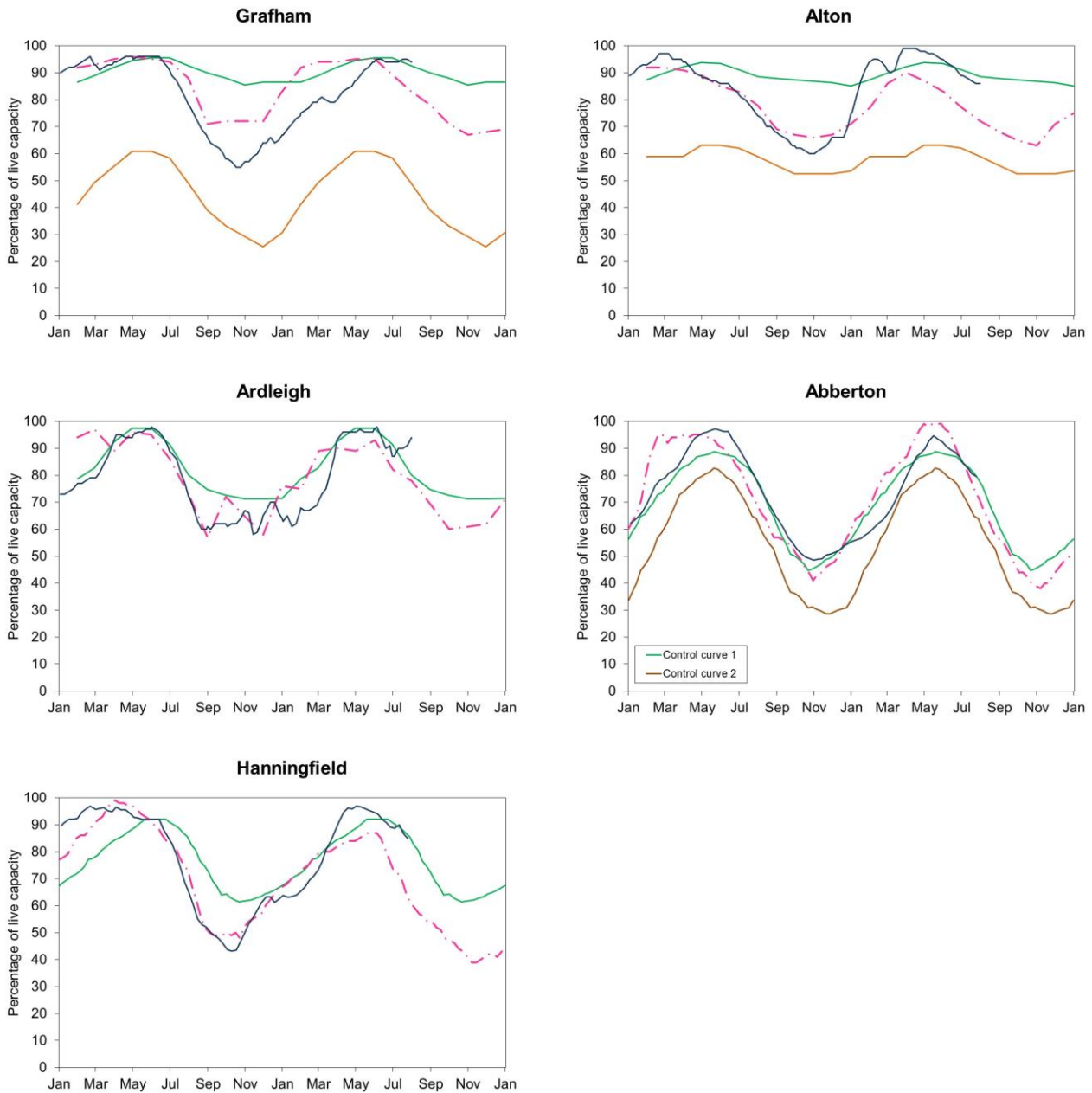


Source: Environment Agency, 2023.

## 6 Reservoir stocks

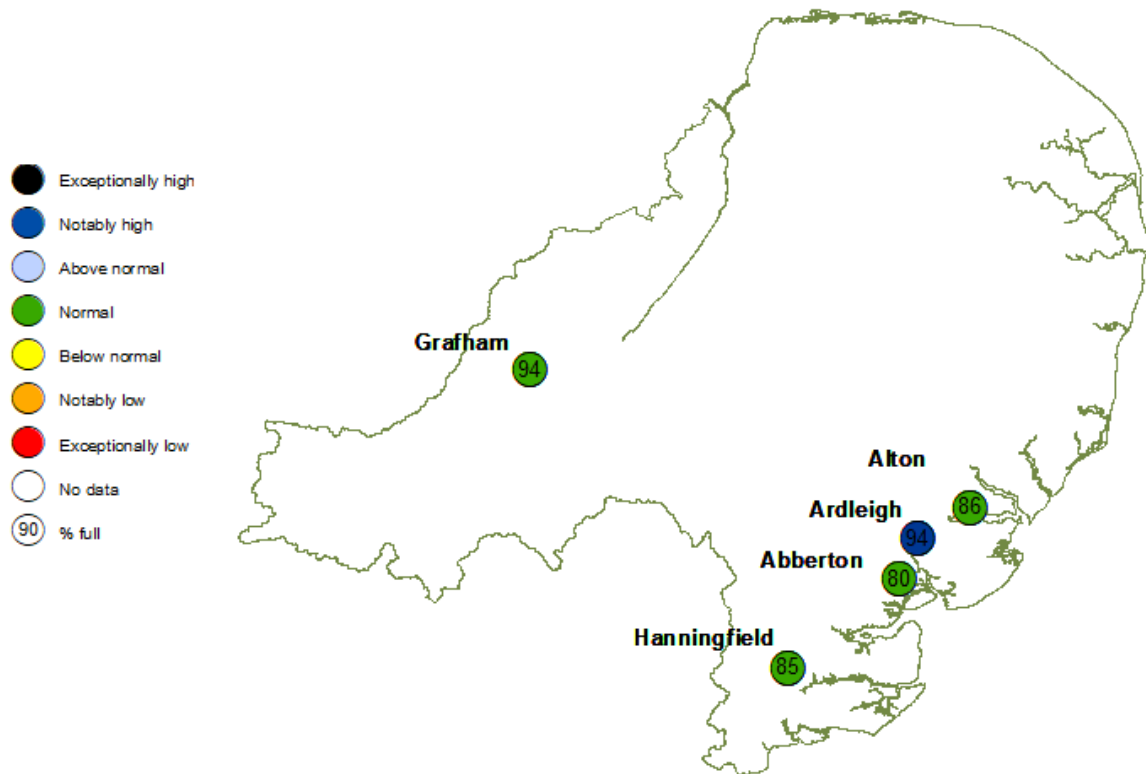
Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

— 2022-2023 — Normal Operating Curve — Drought Alert Curve - - 1995-1996



(Source: water companies).

## 6.1 Reservoir stocks map

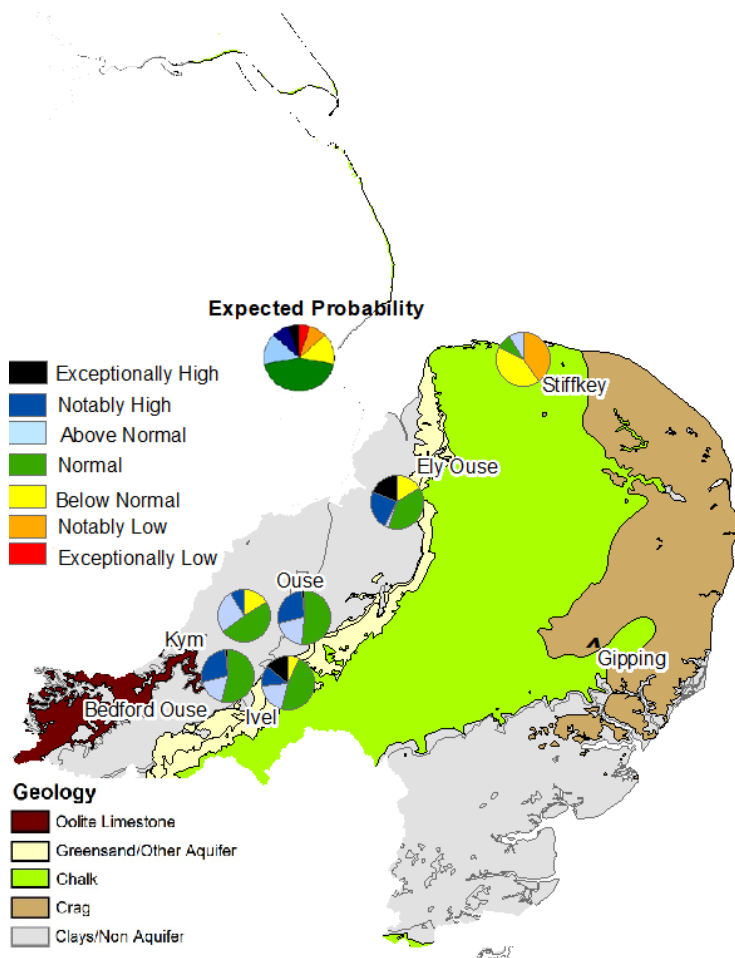


(Source: Environment Agency). Crown copyright. All rights reserved. Environment Agency, 100024198, 2023

## 7 Forward look

### 7.1 Probabilistic ensemble projection of river flows at key sites in September 2023

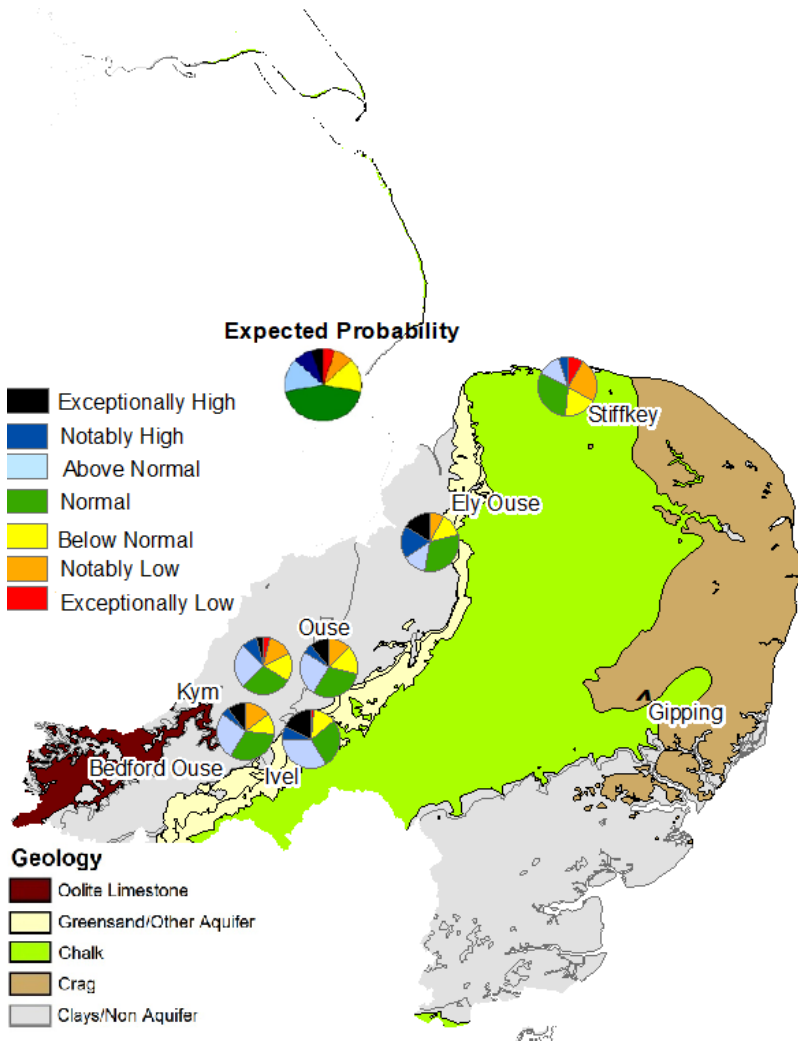
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, 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, 2023.

## 7.2 Probabilistic ensemble projection of river flows at key sites in December 2023

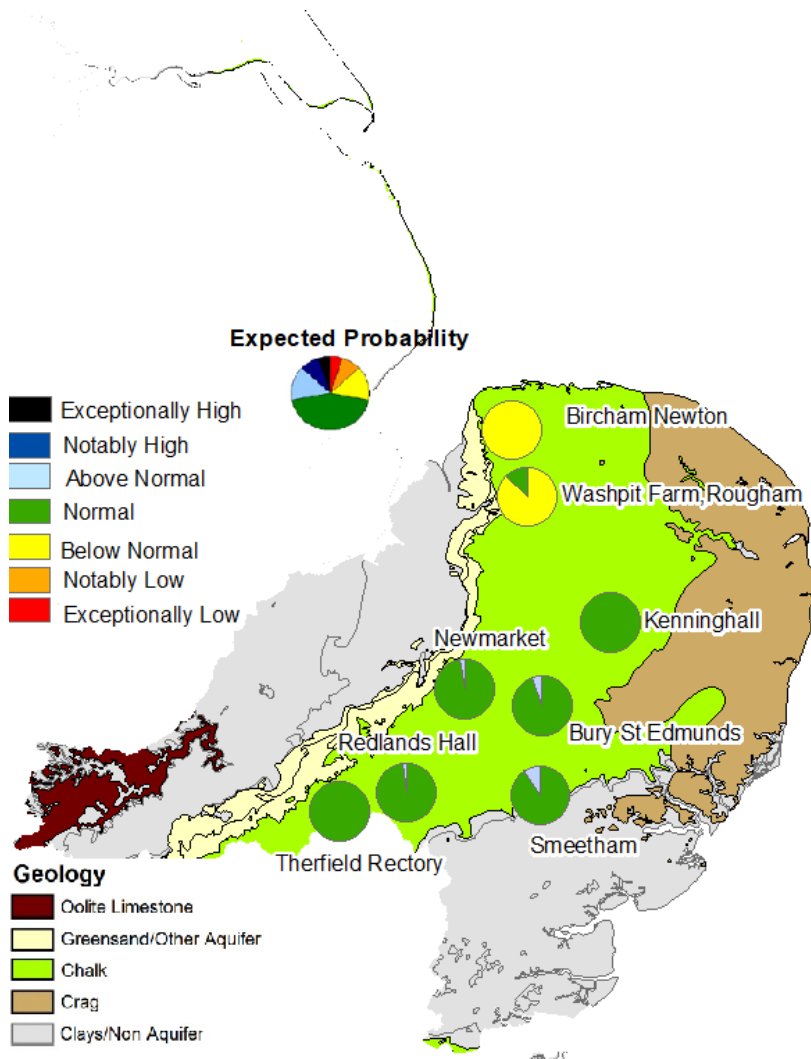
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, 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, 2023

### 7.3 Probabilistic ensemble projection of groundwater levels at key sites in September 2023

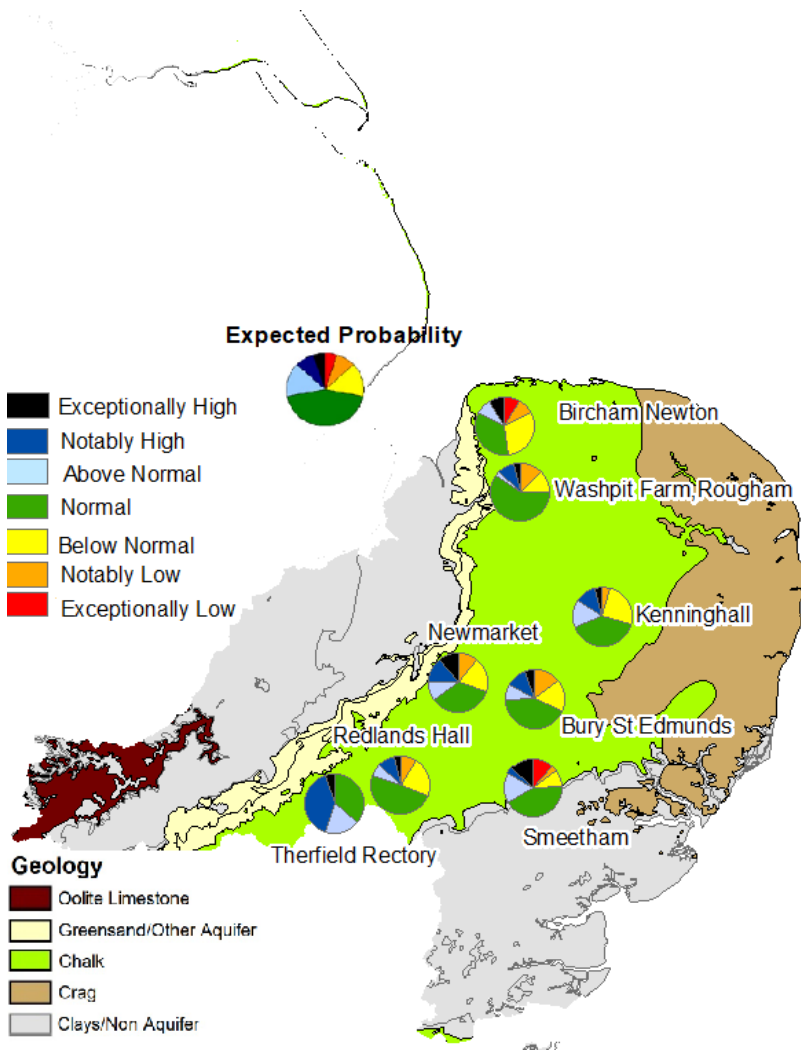
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, 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, 2023

## 7.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Table available in the appendices with detailed information. 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.



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)  
 Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC.  
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## 8 Glossary

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

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

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

#### **Groundwater**

The water found in an aquifer.

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

The arithmetic mean calculated from the historic record, usually based on the period 1961 to 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 by 40 km grid.

### **Naturalised flow**

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

### **NCIC**

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

### **Recharge**

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

### **Reservoir gross capacity**

The total capacity of a reservoir.

### **Reservoir live capacity**

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

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

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

## 8.2 Categories

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

Hydrological area	Jul 2023 rainfall % of long term average 1961 to 1990	Jul 2023 band	May 2023 to July cumulative band	Feb 2023 to July cumulative band	Aug 2022 to July cumulative band
Broadland Rivers	177	Notably High	Normal	Above normal	Normal
Cam	150	Normal	Normal	Above normal	Above normal
Central Area Fenland	150	Above Normal	Normal	Above normal	Normal
East Suffolk	201	Notably High	Normal	Above normal	Normal
Little Ouse And Lark	157	Above Normal	Normal	Above normal	Normal
Lower Bedford Ouse	173	Above Normal	Normal	Above normal	Notably high
North Essex	157	Above Normal	Normal	Normal	Normal
North Norfolk	151	Above Normal	Normal	Normal	Normal
Nw Norfolk And Wissey	165	Above Normal	Normal	Above normal	Normal
South Essex	138	Normal	Below normal	Normal	Normal

Upper Bedford Ouse	214	Exceptionally High	Above normal	Notably high	Notably high
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## 9.2 River flows table

Site name	River	Catchment	Jul 2023 band	Jun 2023 band
Abbey Heath	Little Ouse	Little Ouse	Normal	Normal
Blunham	Ivel	Ivel	Above normal	Normal
Bramford	Gipping	Gipping	Normal	Below normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Normal	Normal
Cappenhams	Tove	Tove	Normal	Below normal
Colney	Yare	Yare	Normal	Below normal
Denver	Ely Ouse	Cutoff and Renew Channel	Normal	Below normal
Dernford	Cam	Cam	Normal	Normal
Ingworth	Bure	Bure	Below normal	Below normal
Lexden	Colne	Colne Essex	Normal	Notably low
Marham	Nar	Nar	Normal	Normal
Needham Weir Total	Waveney (lower)	Waveney	Notably low	Exceptionally low
Northwold Total	Wissey	Wissey	Above normal	Normal

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

### 9.3 Groundwater table

Site name	Aquifer	End of Jul 2023 band	End of Jun 2023 band
Bath Spring, Charlton	Upper Ivel Chalk		Above normal
Biggleswade	Ivel Woburn Sands	Above normal	Notably high
Bircham Newton	North West Norfolk Chalk	Notably low	Notably low
Breckland	Wissey Chalk	Normal	Normal
Bury St Edmunds	Upper Lark Chalk	Normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Normal	Above normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Below normal	Normal
Kenninghall	Little Ouse Chalk	Normal	Normal
Linton	Cam Chalk	Normal	Above normal
Newmarket	Snail Chalk	Normal	Normal

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

## 9.4 Ensemble projections tables

### 9.4.1 Probabilistic ensemble projection of river flows at key sites in September 2023

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	0.0	0.0	0.0	0.0	0.0	#DIV/0!
Notably Low	0.0	0.0	0.0	0.0	0.0	40.4	#DIV/0!
Below Normal	0.0	16.1	7.1	0.0	15.8	42.1	#DIV/0!
Normal	53.6	48.2	46.4	51.8	39.5	8.8	#DIV/0!
Above Normal	17.9	26.8	19.6	19.6	2.6	8.8	#DIV/0!
Notably High	26.8	8.9	12.5	26.8	23.7	0.0	#DIV/0!
Exceptionally High	1.8	0.0	14.3	1.8	18.4	0.0	#DIV/0!

### 9.4.2 Probabilistic ensemble projection of river flows at key sites in December 2023

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	3.6	1.8	0.0	0.0	8.8	#DIV/0!
Notably Low	14.3	14.3	0.0	12.5	7.9	24.6	#DIV/0!
Below Normal	12.5	16.1	12.5	16.1	13.2	17.5	#DIV/0!
Normal	32.1	28.6	26.8	30.4	31.6	31.6	#DIV/0!
Above Normal	26.8	25.0	33.9	25.0	13.2	12.3	#DIV/0!
Notably High	3.6	8.9	7.1	5.4	18.4	5.3	#DIV/0!
Exceptionally High	10.7	3.6	17.9	10.7	15.8	0.0	#DIV/0!



#### 9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Site	Therfield Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0.0	8.7	0.0	0.0	11.1
Notably low	0.0	9.1	10.8	12.5	8.7	4.4	14.3	3.7
Below normal	0.0	21.8	18.9	12.5	30.4	24.4	17.1	9.3
Normal	35.7	49.1	35.1	59.4	34.8	40.0	42.9	42.6
Above normal	19.6	7.3	10.8	3.1	8.7	15.6	8.6	16.7
Notably high	39.3	9.1	13.5	9.4	0.0	11.1	11.4	3.7
Exceptionally high	5.4	3.6	10.8	3.1	8.7	4.4	5.7	13.0

**From:** MAUREEN BRIERLEY [REDACTED]  
**Sent:** 16 August 2023 11:04  
**To:** parishclerk <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)>  
**Subject:** Re: AGENDA : Maintenance Committee Meeting 17 August 2023

Dear Abi,

I am really sorry but Les and I need to give our apologies for the Maintenance meeting on Thursday 17th August.

**RMRG to report.** Rob Mungovan will be doing the preparation work for the next part of his project at the end of September - date to be confirmed when RMRG volunteer numbers are available.

Field margin area still not cut back as agreed with [REDACTED] earlier in the year. I have provided explanation to the map that was sent me but still no action.

RMRG committee to meet with representative from E.A. regarding the support pipe to the river mel. Date for meeting to be confirmed but will be in September.

**Stockbridge meadows** - Still some water in the test trench for the newt project. Wildflower meadow to be cut by the end of August and raked off two weeks later.



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

Date Sent: 03/07/2023

#### Quote Information

Client Ref: 143  
Quote No: 4978  
Surveyor: James Cantle  
Site Ref: 7538  
Order No:

## Quote

**Site Address** Millennium Orchard , Riverside walk , The Moor, SG8

Item No	Item	Description Of Work	Value
T.1	Hawthorn	Clear fallen branch only over footpath and remove debris	£280.00
T.2	Hawthorn	Coppice at head height and remove arisings	£200.00
			Total Value: £480.00
			VAT (20%): £96.00
			Total Inc VAT: £576.00

T.2 to be considered by Maintenance - T.1 already carried out

## Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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

## assistant clerk gov

---

**From:** assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>  
**Sent:** 01 August 2023 15:13  
**To:** 'LAWRENCE, Vicky (BOURN SURGERY)'  
**Subject:** RE: Allotment space

Thanks for the update Vicky – do let us know how you get on.

Many thanks

Abi

---

**From:** LAWRENCE, Vicky (BOURN SURGERY) <vicky.lawrence@nhs.net>  
**Sent:** 27 July 2023 19:05  
**To:** assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>  
**Subject:** Re: Allotment space

Hi Abi

I was just checking in to say I am working on this, I have just received a proposal for Groundworks East to work with us on this project. They would run some activity sessions there to prepare the allotment and then some workshops, generating community interest where we would hope to find those willing to maintain the patch.

I hope this sounds good to you and the rest of the team.

If you are still willing to hold the allotment for us then that will be great and I will be in touch again very soon!

Kindest regards  
Vicky

Vicky Lawrence  
Digital & Transformation Lead  
Meridian PCN

Email: [vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)



---

Bourn Surgery	Roysia (Royston)
Comberton & Eversden Surgeries	Monkfield Medical Practice (Cambourne)
Harston Surgery	Orchard Surgery (Melbourn)

---

**From:** assistant clerk gov <[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)>  
**Sent:** Friday, July 14, 2023 8:58 AM  
**To:** LAWRENCE, Vicky (BOURN SURGERY) <[vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)>  
**Subject:** RE: Allotment space

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Of course – we have an allotment meeting on Monday so I will let the allotment committee know you are thinking about it.

Thanks

Abi

---

**From:** LAWRENCE, Vicky (BOURN SURGERY) <[vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)>  
**Sent:** 13 July 2023 16:00  
**To:** assistant clerk gov <[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)>  
**Subject:** Re: Allotment space

Thanks for clarifying Abi, it sounds like a fantastic opportunity - can you leave it with me for me to try and work out a way to do it and make sure we can maintain the plot?  
I am also in touch with groundworks east, they offer things like growing and cooking workshops so it could work well with them too.

Thanks so much  
Kind regards  
Vicky

Vicky Lawrence  
Digital & Transformation Lead  
Meridian PCN

Email: [vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)



---

Bourn Surgery	Roysia (Royston)
Comberton & Eversden Surgeries	Monkfield Medical Practice (Cambourne)
Harston Surgery	Orchard Surgery (Melbourn)

---

**From:** assistant clerk gov <[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)>  
**Sent:** Thursday, July 13, 2023 3:55 PM  
**To:** LAWRENCE, Vicky (BOURN SURGERY) <[vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)>  
**Subject:** RE: Allotment space

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The idea would be that the plot, which is made up of multiple mini-plots, would be offered free of charge.

The difficulty comes that the plot(s) would need regular maintenance and work to keep them in a suitable condition so this would mean someone having to manage them and make sure they are in a state that people could benefit from. If you think there would be someone to care for the plots we can look at the practicalities of use. If you are unable to manage the plot we would look to releasing it back to the allotment association or to members of the local community.

Let me know what you think.

Many thanks

Abi

---

**From:** LAWRENCE, Vicky (BOURN SURGERY) <[vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)>  
**Sent:** 13 July 2023 15:50

**To:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>

**Subject:** Re: Allotment space

Hi Abi

Thanks for emailing, apologies for not coming back sooner, I am not sure we could manage this - would there be a charge etc if we tried to get some interest in this and then came back to you?

We would need some people in the community to drive it and then we could support with our personalised care team. It could also be an offer we could make to our staff to come and garden there too

Kind regards

Vicky

Vicky Lawrence

Digital & Transformation Lead

Meridian PCN

Email: [vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)



---

Bourn Surgery	Roysia (Royston)
Comberton & Eversden Surgeries	Monkfield Medical Practice (Cambourne)
Harston Surgery	Orchard Surgery (Melbourn)

---

**From:** Assistant Clerk <[assistantclerk@melbournpc.co.uk](mailto:assistantclerk@melbournpc.co.uk)>

**Sent:** Wednesday, July 12, 2023 3:16 PM

**To:** LAWRENCE, Vicky (BOURN SURGERY) <[vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)>

**Subject:** RE: Allotment space

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Vicky, my apologies to chase. I wonder if you have had a chance to think about the allotment space we could hold for you at St George's Allotments in Melbourn?

Please do let me know if this is of interest.

Many thanks

Abi

---

**From:** Assistant Clerk

**Sent:** 22 June 2023 11:43

**To:** [vicky.lawrence@nhs.net](mailto:vicky.lawrence@nhs.net)

**Subject:** Allotment space

Good morning Vicky

I have been passed an email exchange between yourself and John Travis / Jose Hailes from back in May.

At the time you were enquiring if there were any space that could be opened up for wellbeing activities such as gardening / growing.

We could have a plot space available for use at St George's Allotments in Melbourn but we need to ensure that the area is maintained and looked after regularly. Would this be something you would like to take on?

Please do call if you would like to talk through this as an option.

Many thanks

Abi

---

Abi Williams  
Assistant to the Parish Clerk

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

Tel: 01763 263303 (option 3)  
[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)  
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## assistant clerk gov

---

**From:** info@cambridge-asbestos.co.uk  
**Sent:** 23 June 2023 15:33  
**To:** assistant clerk gov  
**Subject:** Re: Melbourn Allotments

ok

depends how heavy it is but it sounds like £195 + VAT

Barry

On 23/06/2023 2:45 pm, assistant clerk gov wrote:

Not at the moment – current description would be a bin full! As in, old fashioned garden bin!

Does that help at all?

---

**From:** info@cambridge-asbestos.co.uk [mailto:info@cambridge-asbestos.co.uk]  
**Sent:** 23 June 2023 14:19  
**To:** assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>  
**Subject:** Re: Melbourn Allotments

Hi Abi

Thanks for your email, there is no standard collection fee as asbestos disposal costs is based on weight, the more there is the more it costs. do you have any photos?

Barry

On 23/06/2023 1:36 pm, assistant clerk gov wrote:

Good afternoon

We have a small amount of asbestos on our allotment plots in Melbourn, I believe you have attended us before.

## assistant clerk gov

---

**From:** OfFICE EAS UK Asbestos <office@easukasbestos.co.uk>  
**Sent:** 23 June 2023 14:41  
**To:** assistantclerk@melbournparishcouncil.gov.uk  
**Subject:** Asbestos

Good Afternoon ABI,

Thank you for your enquiry.

We can do a collection we charge £30 per bag at a maximum of 15Kg.

Ok roof sheets we charge £40 per sheet.

Or we could do what we call a walk over picking up any asbestos that the guys can see we would charge £495.

**KINDEST REGARDS**  
**MICHELLE FABER**  
**OFFICE MANAGER**  
**EAS UK Asbestos**

**Head office:**  
**Cambridge**  
**[01223902150](tel:01223902150)**  
**Newmarket office**  
**[01638283871](tel:01638283871)**  
**website:**  
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## assistant clerk gov

---

**From:** Andy Harwood <Andy.Harwood@mickgeorge.co.uk>  
**Sent:** 11 July 2023 14:43  
**To:** assistant clerk gov  
**Subject:** RE: Asbestos disposal

Hi Abi

Further to our recent telecom, please see our quotation for the small amount of asbestos (wheelie bin amount) collected from allotments in the parish, the asbestos will have to be wrapped in polythene before taken to waste disposal, a consignment note will be issued when the waste has been disposed of, Our price will be in the sum of **£720.00 + VAT**

**Kind Regards**  
**Andy Harwood**  
**Environmental Contracts Manager**

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**From:** assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>  
**Sent:** Friday, June 23, 2023 1:41 PM  
**To:** Mick George Environmental <environmental@mickgeorge.co.uk>  
**Subject:** Asbestos disposal

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Good afternoon

We have a small amount of asbestos on our allotment plots in Melbourn.

Would you be able to let me know your standard collection fees please.

Do you need the material collected together or can you collect based on marked material?

Many thanks

Abi

---

Abi Williams  
Assistant to the Parish Clerk

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

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MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
✓ Moor Play Park	Sf. 18-7-23.	M 25/7	Sf. 1/8.	M 7/8	
✓ Village Car Park	Sf. 18-7-23.	M 25/7	M 31/7	M 7/8	
✓ War Memorial	M 19/7	M 25/7	Sf. 1/8	Sf. 8/8.	
✓ Littlehands and Access Way	Sf. 18-7-23.	M 25/7	M 31/7	M 7/8.	
✓ New Rec. Ground	Sf. 18-7-23.	M 25/7	Sf. 1/8	M 7/8.	
✓ Clear Cres. Play Park	Sf. 18-7-23.	M 26/7	M 31/7	M 7/8	
✓ Orchard Road Cemetery	Sf. 18-7-23.	M 25/7	M 31/7	M 7/8	
✓ New Road C/metry	Sf. 18-7-23.	M 25/7	M 31/7	M 7/8	
✓ Old Recreation Ground	Sf. 18-7-23.		M 31/7		
✓ Pavilion	Sf. 18-7-23.		Sf. 1/8.		
✓ Stockbridge M.			M 31/7.		
✓ Worcester Way	Sf. 18-7-23		Sf. 1/8.		
✓ BMX Site (Summer & only if open)	✓		✓		

## MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
✓ Allotments	SD. 18.7-23.		JM 31/7	
✓ All Saints' C/Yard	JM 19/7		SP 1/7	
✓ Jubilee Orchard	SD. 18.7-23.		SD. 1/8.	
✓ Fire Engine Shed				SD. 8/8.
✓ Armingford Cres.				SD 8/8.
✓ Beechwood Avenue		JM 25/7		
✓ Chalkhill Barrow		JM 25/7		
✓ Elm Way		JM 25/7		
✓ Millennium Copse		JM 26/7		

# 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	19/7 26/7 1/8 7/8			
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
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.
02/12/2022	Outside hedge of 27 Palmers Way	Child's car seat fly tipped	Resident			SM reported to SCDC
07/12/2022	Little Lane	Window of a residential property smashed by a group of young people	Resident			Resident of property has reported incident to police and wanted to make PC aware in case it happens/has happened to other residents.
14/12/2022	New Rec	Damage to Jubilee Orchard sign	Resident			Wardens have repaired.
30/12/2022	Footpath rear of allotments on The Moor	Windscreen and tyre	Litterpicker			Reported to SCDC fly tipping team
30/12/2022	Verge opposite track to Black Peak	Various items fly tipped	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Ogden Close	Exhaust pipe left on footpath	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Medcalfe Way	Painting discarded on footpath	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Russett Way	Carpet fly tipped outside garages	Litterpicker			Reported to SCDC fly tipping team
25/01/2023	Workshop on the car park	Ketchup and mud smeared over the wall	Warden			Warden cleaned the wall.
26/01/2023	Haggers Close and Medcalfe Way	Fly tipping: Building material, burnt item at HC and car battery at MW	Litterpicker			Reported to SCDC fly tipping team
31/01/2023	New Rec	Some river mel signs have disappeared	Warden			Keep an eye out for discard signs - look at stronger fixings
04/02/2023	Back of allotments	Fly tipping : fridge freezer	Resident			Cleared away
04/02/2023	main gate of allotments	Reports of drug dealing	Resident			Police have been seen at the allotments. Residents are encouraged to report incidents.
07/02/2023	Cambridge Road	Fly tipping: Large building suppliers bag	Litterpicker			Reported to SCDC fly tipping team
13/02/2023	A10/Cambridge Road	Fly tipping: damaged bike	Wardens			Wardens cleared away
13/02/2023	New Rec	Young people climbing on the container	Wardens			They got down after the wardens asked. The warning anti-climb paint sign has been sprayed with Graffiti. New signs to be purchased. Wardens to cut lower branches of tree.
14/02/2023	Vicarage Close Footpath/ CCC Field	A large amount of dog poo has been dumped at either side of the entrance to the field from the Vicarage close footpath	Resident			SM reported to SCDC
23/02/2023	New Rec/ River Mel	Picnic bench in river mel	Resident			Wardens to investigate and move if possible.
27/02/2023	Littlehands	Attempted break-in in the garden area of littlehands	Littlehands			Police made aware
03/03/2023	New Road Bridle Path	fly tipping : bed	Litterpicker			SM reported to SCDC
07/03/2023	Clear Crescent Park	Dog poo outside the gate to clear crescent play park	Resident			Facebook post reminding owners to pick up after their dogs
01/04/2023	Bus shelter	Graffiti on shelter	Wardens			Wardens to clear
11/04/2023	Electrical appliance bin	side opening of the electrical appliance bin left open - large item deposited inside	Wardens			SM to contact Great Cambridge shared waste
17/04/2023	New Road Cemetery	Various : Lock taken off gate, wire fence taken down to use cut through	Wardens			Monitor
21/04/2023	The Moor Play Park	slide vandalised with dog mess	Resident		DP-18070-23-3535-01	Wardens cleaned off and SM reported to the police. Ref DP-18070-23-3535-01.
23/04/2023	Worcester Way	Fly tipping : Car bumper	Litterpicker			Reported to SCDC fly tipping team
01/05/2023	Electrical appliance bin	2 youths removing equipment from bin - on pushbikes	CCTV			Monitor
02/05/2023	Trigg Way	Van constantly parking on the grass verge	Resident			Raise with SCDC
02/05/2023	Electrical appliance bin	Skip lorry entered car park and broke tree branch, rummaged through electrical appliance bin - did not take anything	CCTV / Wardens			Monitor
03/05/2023	Electrical appliance bin	Chaps legs seen dangling out of the electrical appliance bin - removed and took small device	CCTV			Monitor
13/05/2023	Vicarage Close	Young people knocking on door and antagonising owner - repeated daily. Update 23/05 - damage to property from banging on door so hard it fractured stay.	Resident			Report to PCSO Gardiner - requested contact details to follow up with the resident.
15/05/2023	Bin at Old Post Office	Overflowing waste not being emptied	Litterpicker			Reported to SCDC and requested empty
19/05/2023	Orchard Road Cemetery	Report of young people using drugs, dealing drugs and congregating from 4pm daily. Resulting in residents being unable to use their garden due to the smell of weed.	Resident			Encouraged resident to report to Cambridgeshire Police as antisocial behaviour with times etc. Resident suggested the gate should be locked.
24/05/2023	New Rec	Reports of group of youths burning paper and general antisocial behaviour.	Resident			Monitor
07/06/2023	Bowls club	Reports of debris being thrown over the hedges, narrowly missing bowlers	Bowls Club	Yes		Individual encouraged to report to 101 - they since have and will monitor situation.

21/06/2023	Clear Crescent	Resident called with reports of antisocial behaviour and damage to property. She has called the police and spoke to Jose about the activities but is not seeing any action.	Resident	Yes		Office sent a follow up email to PCOS with details. Will let resident know when the next 'coffee with a cop' is being held at the hub. PCOS replied to email for contact details - will contact resident.
26/06/2023	Worcester Way	Newly installed security fencing vandalised for a second time. First attempt was to remove the bolts - this was rectified by the contractor. Now 3 slats have been removed (with grinder?) to gain access route.	Warden			Huntree would have to charge for fixing as damage due to vandalism and not wear and tear.
29/06/2023	Bury Lane Track - St Johns Farm	Fly tipping : expansion foam dumped along track.	JT			Reported
30/06/2023	The Moor Play pPark	Graffiti on the floor by the swings	GC			Wardens to review and potentially report to 101. GC suggested need to write to MVC re students ongoing antisocial behaviour. Wardens removed chalk drawings. 03/07/23
03/07/2023	Bus stops on High Street	Resident called with reports of defamatory graffiti on the bus stops targeted towards himself.	Resident	Yes	DP-30398-23-3535-01 Upgraded to crime number 35/49635/23	Reported to Cambs Police with note of activity around 22.50 on cctv. Wardens painted over graffiti on bus stop and attempted to remove from Vicarage Way - vandalism was repeated again on Monday night, resulting in Wardens painting again. 10/07/23 - insufficient evidence to identify suspect. Case on hold.
04/07/2023	Locations around the village	Defamatory graffiti across multiple public and private surfaces	Resident	Yes	35/49799/23	10/07/23 - insufficient evidence to identify suspect. Case on hold.
12/07/2023	Worcester Way	Another stretch of the newly installed fence has been damaged - bars removed and bottom rung split for access.	Wardens			Should responsibility pass to the farmer? Could we send notices to all residents that there is no access?
01/08/2023	Moor Play Park	Graffiti reported on play equipment	8 year old inspector			Men in green cleared the offending artwork. Busy body 8 year old inspected work.
02/08/2023	Millenium Copse	Tree for the Guides snapped	Wardens			Look into replacing the tree

# Melbourn Parish Council

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## Defamatory graffiti – July 2023

First reported: 03/07/2023

Resident complaint: [REDACTED]

Report number: [REDACTED]

Crime number: [REDACTED]

03/07/23

- [REDACTED] called to report defamatory graffiti, written about [REDACTED] on the High Street and Vicarage Close bus stops.
- Wardens responded by painting over the graffiti on the bus stop and cleaning the word 'nonce' from the Vicarage Close stop (due to not having sufficient chemicals to remove it all).
- Parish Office reported criminal damage via Cambridgeshire Police website - [REDACTED]
- [REDACTED] visited the Parish Office and shared the name of suspect as [REDACTED]
- Police upgrade report to criminal damage with crime reference number [REDACTED]



High Street Bus Stop  
///chins.tripods.oasis



Vicarage Close Bus Stop  
///fades.arch.overpaid

04/07/23

- Parish Office noticed repeated graffiti to the High Street bus stop.
- [REDACTED] reported more areas of concern on Norgetts Lane. Provided imagery.
- Wardens painted over the High Street bus stop again. Other damage unable to treat.
- Little Hands Nursery reported multiple incidents on the building, the New Rec pathway and The Pavilion.
- Parish Office updated Police report and have requested urgent contact.
- Parish Office to seek quotes for specialist removal, chemicals to remove ourselves etc.

# Melbourn Parish Council

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Melbourn Pavilion Wall  
///motels.debater.goodnight



Pathway to Pavilion (New Rec)  
///hazy.readjust.betrayed



Side wall of Little Hands Nursery  
///hazy.readjust.betrayed



Orchard Way (private fence?)  
///wardrobe.tadpole.pigs



High Street Bus Stop  
///chins.tripods.oasis



Unknown



High Street (private fence opposite Dolphin Pub)  
///says.kept.heightens

# Melbourn Parish Council

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Update: 04/07/2023

Report number: [REDACTED]

Crime number: [REDACTED]

- Call from crime update team 15.46. [REDACTED]
- [REDACTED]
- [REDACTED] prosecution is needed. Reminded legalities about approaching this to Council.
- [REDACTED] updated about further incidents – opposite Dolphin Pub.
- Updated Police on connection with [REDACTED]
- Allocated for further investigation.
- CCTV footage required. Camera 4, 03/07/23 @ 00.00

Update: 05/07/2023

Report number: [REDACTED]

Crime number: [REDACTED]

- After the 101 call yesterday with [REDACTED] we received an email asking us to report the crime again – this has been done and allocated reference [REDACTED]
- [REDACTED] has removed as much of the damage as possible from public property – with a lot of elbow grease and a jet wash!
- Seeking quotes for any specialist removal needed.
- [REDACTED]

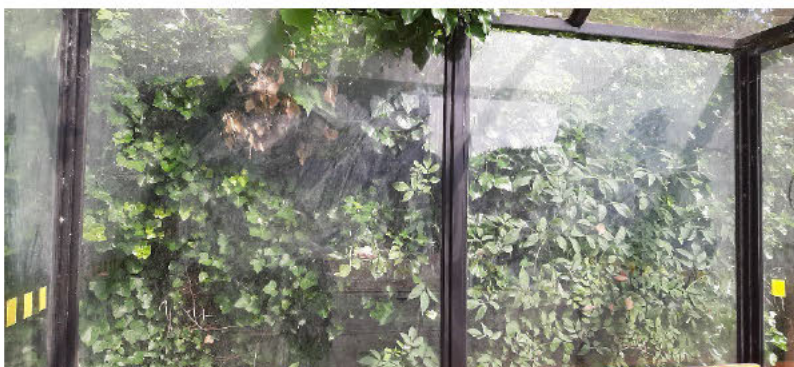
Update: 06/07/2023

Report number: [REDACTED]

Crime number: [REDACTED]

- Crime numbers [REDACTED] and [REDACTED] allocated to [REDACTED] [REDACTED] will be in contact.

Updates after [REDACTED] cleaning spree



# Melbourn Parish Council

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Update: 07/07/2023

Report number: [REDACTED]

Crime number: [REDACTED]

No further reports of any issues.

Email from Cambridgeshire Police 07/07/23:

*Good morning,*

*Thank you for sending us the CCTV images and damage caused. Unfortunately, it is of insufficient quality to ID the suspects from, at this stage the crime will remain filed.*

*Kind regards,*

[REDACTED]  
  
Investigation Management Unit | Demand Hub

---

Update: 10/07/2023

Report number: [REDACTED]

Crime number: [REDACTED]

Good evening,

I hope you are well!

I have attempted to call the main office for Melbourn Parish Council but had no response – I hope it is okay that I email you.

I have received and reviewed the CCTV footage and unfortunately, I will not be able to circulate it for identification. This is due to the quality of the footage which does not show the suspect(s) faces or the vehicle registration number they arrive in. It also does not show the offence being committed which would be needed for evidential purposes.

With the CCTV being my only line of enquiry – the investigation will now be filed, pending an identification of the suspect(s). If this criminal damage continues and the suspect(s) are caught on camera, then please do report this and we can look at this again.

[REDACTED]

[REDACTED]

[REDACTED]



# Slate Effect Commemorative Tree Plaque

Price **£144.42** £120.35 (EXC. VAT)

## Honour an event with a Slate Effect Commemorative Tree Plaque

- ✓ NEW DESIGN WIZARD - Create your own plaque
- ✓ Metal Ground Stake Included
- ✓ Deep Engraved for Longevity
- ✓ All Fixings Included
- ✓ Easy to Clean
- ✓ UV Stable & Fade Proof
- ✓ Fast track Available

STEP 1 - Select your quantity

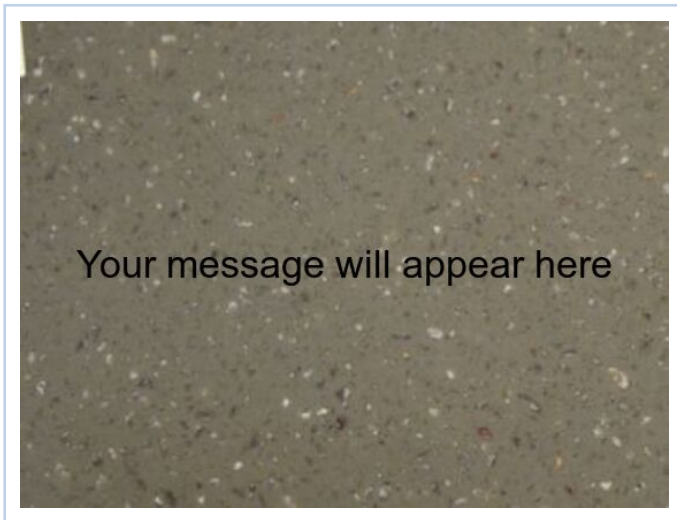
Quantity selector showing 1 unit.

Type your quantity in or use our + and - buttons

STEP 2 - Select Your Size:

- 400mm x 300mm (A3) - £296.82 ~~£341.45~~
- 300mm x 200mm (A4) - £211.68 ~~£239.99~~
- 250mm x 200mm - £187.44 ~~£210.15~~ **MOST POPULAR!**
- 200mm x 150mm - £144.42 ~~£160.00~~

## Your Preview



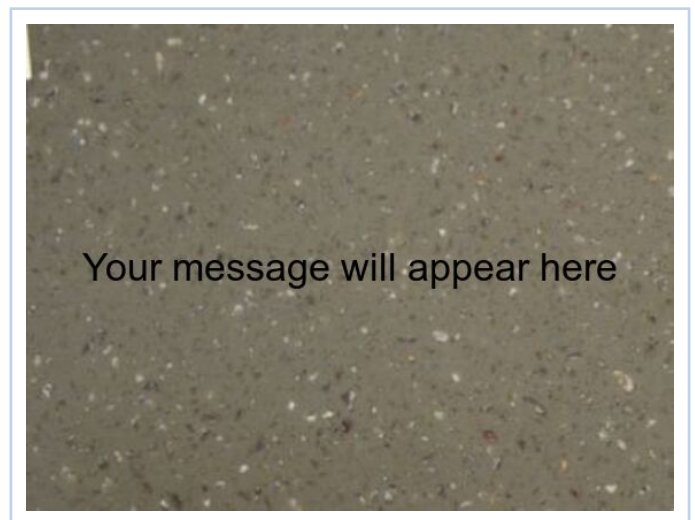
Excellent ★ ★ ★ ★ ★

Rated 4.9 out of 5 based on 8279 reviews on Trustpilot

Telephoned to check before ordering on line, very helpful staff and ordering process, good information on order progress and delivery times via e mail. Would definitely recommend to others.



## Your Preview



STEP 3 - Enter Your Engraving Details

Janet Murden



Please enter your text in the box below, a simulated image is displayed to the left to assist you. Please note the image is only a representation and our professional designers may choose to amend the layout, we suggest you request a proof if you would like to confirm the exact design. NB: All text will be copied and pasted from your typed engraving details.

P

1 line of text or image/logo included in the price, additional lines of text charged at £7.50

[Click here to design your own plaque](#)

Design Wizard

#### STEP 4 - Upload your Image/Logo

- I do not require any image
- I would like to add my own image and will upload my artwork (+ £36.00)
- I am a returning customer and would like to use my previous artwork

If you are a returning customer and you wish to use artwork we have previously produced, please [click here](#) to login.

\* NB: Your image/logo will be re-drawn into a line/silhouette format. For full colour photos please [click here](#) to view our photo plaques. Multicoloured logos may attract an additional charge dependent on complexity & number of colours involved. We will contact you if there is an issue.

#### STEP 5 - Select Your Font

- Arial
- Gills Sans
- Goudy
- Times Roman
- Verdana

#### STEP 6 - Select your letter Colour

- Gold
- Silver
- Black
- White

#### STEP 7 - Add a Border

- None
- Scalloped Border (+ £10.92)
- Double Scalloped Border (+ £16.08)

Please note an image of the border will not be shown in the graphic above. Please select proof required if you wish to see it prior to production

#### STEP 8 - Select your Fixings

- Screws

NB: In order for this product to fit correctly, screw holes must be included.

**STEP 9 - Would you like a Ground stake? - (Included in price).**
 Yes
**STEP 10 - Would you like to see a proof prior to production?**
 Would you like to receive a proof?

Your item will be professionally designed based on the information given; if you would like to request a proof before we produce your order, please specify here. NB: Artwork will be ready to view within 2 working days of order confirmation, you will be notified by email. This artwork can be amended as often as required until you are satisfied with the result. We will not start your order until authorization is received.

**STEP 11 - Special Requirements / Additional Comments / Requested Date**


Please enter any additional comments or special requirements you may have for the item above. If you require your order for a specific date, please enter it here, fast track charges may apply.

**Price £144.42**

£120.35 (EXC. VAT)

Add to Cart

Description

Fixing

Options

Product Care

Delivery

Reviews

## Description

When we want to honour a specific event or occasion it can be very difficult to think of a lasting way. Celebrate the occasion with our attractive Corian Slate Effect Commemorative Tree Plaque. Perfect for these situations.

Engraved to your own requirements and filled with a striking contrasting colour in a 12mm thick material, complete with bevelled edges, these Corian plaques will look fabulous for many years. Not only do they have the look and feel of stone they are far more durable, we therefore have no hesitation in recommending these Corian plaques in preference to real slate.

Manufactured by Dupont, Corian is made from a mixture of acrylic resin and natural minerals and are able to retain properties of real stone such as, the matt finish, considerable weight and that cold feel, whilst also having no variation in structure or flaws and cracks within its features, giving Corian a real advantage over slate. It is UV stable, fade proof, hardwearing and infinitely versatile, Corian is easy to clean and maintain. When properly cleaned, its nonporous surface does not promote the growth of mould and mildew. In addition, Corian® is GREENGUARD Certified® as a low-emitting material.

Logo's and borders can also all be included to enhance your commemorative plaque. The standard border incorporates scalloped corners which surround and highlight the screws.

Our Corian Tree plaques are supplied with screw holes, caps, suitable fixings and a galvanised metal stake, which is powder coated black for a neat finish. Full fittings instructions are also provided.



NB Stakes measure approx. 23" high and we recommend that they are sunk into the ground by 12", to view please [click here](#).

## Related Products



### Marble Effect Commemorative Tree Plaque

From: £144.42 ~~£192.00~~

[View product](#)



### Quartz Effect Commemorative Tree Plaque

From: £144.42 ~~£192.00~~

[View product](#)



### Stainless Steel Commemorative Tree Plaque

From: £46.56 ~~£65.40~~

[View product](#)

#### VISIT US

Brunel Engraving Company Limited  
Britannia Way  
Clevedon  
N. Somerset  
BS21 6QH

#### CALL US

01275 871 720

#### EMAIL

[info@brunelengraving.co.uk](mailto:info@brunelengraving.co.uk)

#### CONNECT



Excellent ★ ★ ★ ★ ★

Rated 4.9 out of 5 based on 8279 reviews on [Trustpilot](#)

Dear Alex,

There are several possibilities as Julie suggested, so here are a couple of examples with their prices.

1. As the oak sapling example.

Sign 385mm diameter, cast in solid rigid polyurethane, letters, rope effect border and motif in relief and all painted colours to be agreed. Mounted on an aluminium post about 600mm from the ground .. £348.00

With this one the amount of text, size and type of motif will have an effect on the price. The Parry one without the motif and less text would be less. Traynor shows the relief.

2. As Cooper or Sycamore

Sign 350 x 250mm, 3mm aged bronze, satin finish with text etched and filled cream. Fixed to a metal stake, 300mm from the ground .. £365.75

No restriction on the amount of text apart from keeping the letters a reasonable size. Line drawing motifs can be added. The text can be in slight relief (the background etched away) for the same price but shapes like circles and ovals cost more to cut the shapes.

Prices are ex.carriage (about £20.00 for the above) and VAT

Please call to discuss when you have more information. We will be pleased to help you with any artwork. We look forward to hearing from you.

Regards,  
Lyndie

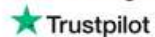
*Quotations are valid for 30 days*



**King Charles III  
Commemorative Plaques**

**[Click here](#)**

Please see our reviews on Trustpilot [Control + Click on the logo below](#)



Lyndie Lothian  
Managing Director  
01525 874185 [lyndie@sott.co.uk](mailto:lyndie@sott.co.uk) [www.sott.co.uk](http://www.sott.co.uk)



## **Access protection markings**

An access protection marking is a white line that marks the length of a dropped kerb. It helps to make drivers aware of an access point which must not be obstructed. It is also known as 'H' marking.

During the online application you need to pay £120 by credit or debit card. If your application is unsuccessful you will receive a full refund.

[Apply for Access Protection Markings](#)

After you have completed your application an officer will visit the site within two weeks to assess the location.

Blue Badge holders may be eligible to have an access protection marking installed at their property free of charge. Payment is required upon application, but this may be refunded depending on eligibility and available funds.

Victoria way resident request regarding shrubs at the entrance to New Road Cemetery

*Another issue I would like to raise is the up keep of the area in question. A number of bushes have died due to fluctuating weather and need removal and replacement. We have looked at the deeds and feel it is somewhat unclear if the bushes in question are on our property or on the land owned by the parish council. Before we remove and replace them we want to confirm that they are indeed on our side of the boundary line. I have attached a picture of the bushes in question, if you could advice how we can seek clarity with the parish council we would be most grateful. We are keen to maintain our property but do not wish to cause offence by conducting work where it is not appropriate.*

The bushes and shrubs are on PC land.

MA030/23f)

Space to be reserved for a seat for a resident who helped with the development of New Road Cemetery.

Space located near to the Walnut Tree, near to the turn around point.





## Orchard Road Cemetery – trees

Resident on Orchard Road requested review of a number of trees in Orchard Road Cemetery due to impact on property.

- Sycamore tree in cemetery blocking light and overhanging garden – has previously been pruned
- Yew tree near shed touching roof of property – needs pruning
- Hazel tree blocking light from garden along fence line

MA030 23i) no cycling signs

Following reports on young people hanging out on bikes in New Road Cemetery, it has been suggested that "no cycling signs" are introduced.

The rules and regulations for new road state :

Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials,



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

Date Sent: 21/06/2023

#### Quote Information

Client Ref: 143  
Quote No: 4932  
Surveyor: James Cantle  
Site Ref: 7505  
Order No:

## Quote

**Site Address** 16, Worcester Way, Melbourn, SG8 6NH

Item No	Item	Description Of Work	Value
	Mixed trees	Cut overhang to a height of the house along rear garden and front driveway	£450.00
	Mixed trees	Cut boundary trees (expect for mature ash and maple) to waist height to maximise light and reduce overhang	£900.00

Total Value: £1,350.00  
VAT (20%): £270.00  
Total Inc VAT: £1,620.00

## Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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

Images of trees at Worcester way











Worcester Way trees



Damage to fences at Worcester Way



**assistant clerk gov**

---

**From:** Giles Munby <gilesmunby@btinternet.com>  
**Sent:** 27 July 2023 11:25  
**To:** assistant clerk gov  
**Subject:** Re: Form Submission - CONTACT

Good morning Abi, please find below a spec and price for work to notice boards.

To remove varnished and one black notice board and bring to our workshop. Ease locking, repair as needed. Rub down and repaint/ varnish as existing, two coats of black and three of varnish. Replace perspex with new and renew beads as necessary.

Refit these and remove the second black one. Refurbish and fit as above.

All for £1210 plus VAT

I hope this is the sort of figure you had in mind.

Best wishes,  
Giles

Sent from my iPhone

[Redacted]

[Redacted]

[Redacted]

[Redacted]

---

[Redacted]

[Redacted]

[Redacted]

[Redacted]

## Bin List

- Black Horse - round and wooden (too small)
- Outside post office - need a bigger one
- Vicarage close bus stop

	Bin	Capacity	Price	Link
	Glasdon Futuro	100l	£470.65 (no fixing) + VAT  <i>Free delivery</i>	<a href="https://uk.glasdon.com/litter-bins/street-litter-bins/futuro-tm-litter-bin">https://uk.glasdon.com/litter-bins/street-litter-bins/futuro-tm-litter-bin</a>
	Topsy Jubilee	110l	£292.49 (no fixing) +VAT  £12.50+VAT delivery	<a href="https://uk.glasdon.com/litter-bins/outdoor-litter-bins/topsy-jubilee-tm-litter-bin">https://uk.glasdon.com/litter-bins/outdoor-litter-bins/topsy-jubilee-tm-litter-bin</a>
	Trojan Litter bin	100l	£149.39 (no fixing) +VAT  £51 +VAT delivery	<a href="https://www.bin-shop.co.uk/litter-bins/outdoor-litter-bins/trojan-litter-bin-100-litre-capacity">https://www.bin-shop.co.uk/litter-bins/outdoor-litter-bins/trojan-litter-bin-100-litre-capacity</a>
	Trojan Litter bin	100l	£163.95 (no fixing) +VAT  <i>Free delivery</i>	<a href="https://www.roadware.co.uk/trojan-outdoor-litter-bin-100-litre/">https://www.roadware.co.uk/trojan-outdoor-litter-bin-100-litre/</a>



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

Date: 14/07/2023  
Invoice Date: 14/07/2023  
Invoice Due Date: 28/07/2023

#### Invoice Information

Invoice No: 2647  
Quote No: 5010  
Account No: 143  
Site Ref No: Scouts Hut  
Order No:

### Invoice

**Site Address** Playing field, The Moor, Melbourn, Royston, SG8 6ED

Item No	Item	Description Of Work	Value
1	Broken branch	Attend call out to broken branch blocking access to scouts hut door Tuesday 27th June, PM	£100.00

Total Value: £100.00  
Vat(20%): £20.00  
Total Inc Vat: £120.00

### Payment Details

Payment Methods:

Cheque: Please make cheques payable to: Shire Trees LTD

BACS:

Account No:23899460

Sort Code 30-97-16

Lloyd's TSB (Royston)

VAT Number:259613774

Please send all correspondence to:

1A Trigg Way,  
Melbourn,  
Royston,  
Hertfordshire,  
SG8 6HX

### Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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

## assistant clerk gov

---

**From:** [REDACTED]@cambridgeshire.gov.uk>  
**Sent:** 16 June 2023 13:07  
**To:** Assistant Clerk  
**Subject:** RE: Salt/grit bin

**Flag Status:** Flagged

Good afternoon Abi,

Thank you for your email, sorry to hear that one of your grit bin's have been demolished.

If the PC would like to purchase a replacement grit bin then this is something that I can organise for you.

Currently the cost for a grit bin is £140+VAT, all what we would need is approval from the PC that the are prepared to pay this amount, and address of where we can send the invoice to, as this is a replacement we will not need a map of the location of where you would like it to be installed, unless you would like it placed at a different location.

Once we have received this then I will liaise with our local Highway Depot and ask for them to install it for you, this is more than likely to happen just prior to the start of the Winter Season as we will also fill it up at the same time for you.

I look forward to hearing from you in due course.

Kind regards

[REDACTED]  
Technical Officer  
Drainage and Resilience Team

Place and Sustainability  
Cambridgeshire County Council

[REDACTED]

Highway faults can be reported online via <http://www.cambridgeshire.gov.uk/highwayfaults>

If you click the link to report a highways fault, this will come through directly to the local officer for the area, and will also be logged onto our system for future reference.

This is to ensure your Highway or Public Rights of way issue is recorded and dealt with.

@Cambs\_Traffic

@CambsCC

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments unless you recognise the sender and know the content is safe. If you believe this email to be spam please visit the CCC Intranet and search for 'SPAM' for instructions on how to report it.

Good morning [REDACTED]

I have passed your details by John Obrien as he thinks you might be able to help me with a destroyed salt bin!

The salt bin on the Drs road in Melbourn has been destroyed and I would like to look at the possibility of replacing it.

Could you let me know what our options are?

Many thanks

Abi

---

Abi Williams  
Assistant to the Parish Clerk

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

Tel: 01763 263303 (option 3)  
[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)  
<http://melbournparishcouncil.co.uk>

**Please note: My working hours are usually Monday to Friday, 9am - 4pm**

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

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You may request access to the information we hold on you: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
You may request to be removed as a contact at any time: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
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# MELBOURN PARISH COUNCIL

---

Clerk: Sophie Marriage  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

---

Possible positions for Library sign:

Lamppost outside hub



A10 Frog End Junction Lampposts (consider one from each direction), John O'Brian has suggested the lamppost on the central island:



It was also suggested that we could have signs along Cambridge Road in addition to or instead of the A10 suggestion. John said that he can authorise any of these locations, for the placement of library signage.

## assistant clerk gov

---

**From:** [REDACTED]  
**Sent:** 10 July 2023 12:30  
**To:** parishclerk@melbournparishcouncil.gov.uk; assistantclerk@melbournparishcouncil.gov.uk  
**Subject:** Website contact: Dogs off of leads

**Flag Status:** Flagged

**From:** [REDACTED]  
**Subject:** Dogs off of leads

**Message Body:**  
Hello

We live on the new Hopkins development on New road which is very popular with dog walkers. Unfortunately we have noticed a lot of owners letting their dogs off of their leads when walking along the grass path at the perimeter and unfortunately have witnessed them chasing after cats accross properties and fouling on the path too.

The path runs right next to houses and it used by families with young children also.

I have noticed in other open areas of grass around the town that you have been very good with signage for keeping dogs on leads and no fouling and wondered if it would be possible to have some signage here too especially as people enter from the fields too with dogs already loose.

I would really appreciate it if this could be considered as it is happening more and more frequently.

Many thanks

[REDACTED]

--

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

Anti-graffiti paint :

Hydron Nu-Cryl AG, 5L – £162 + VAT

<https://www.rawlinspaints.com/home/safety-security-paint/anti-graffiti-paints/2959-hydron-nu-cryl-ag.html>

Hydron Nu-Cryl AG Rendercoat, 5L £168.75

<https://www.rawlinspaints.com/home/safety-security-paint/anti-graffiti-paints/2958-hydron-nu-cryl-ag-rendercoat.html>

Sikagard 850 Clear, 5L, £146.44

<https://www.rawlinspaints.com/home/safety-security-paint/anti-graffiti-paints/8562-sikagard-850-clear.html>

Sacrificial Anti-Graffiti Coating. 5L, £104.99

[https://urbanhygiene.com/product/sacrificial-anti-graffiti-coating/?attribute\\_size=5ltr&msclkid=2383be03fd29165fb0b0daac32850a2d&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=Shopping%20-%20Catch%20All&utm\\_term=4587299954013235&utm\\_content=Catch%20All](https://urbanhygiene.com/product/sacrificial-anti-graffiti-coating/?attribute_size=5ltr&msclkid=2383be03fd29165fb0b0daac32850a2d&utm_source=bing&utm_medium=cpc&utm_campaign=Shopping%20-%20Catch%20All&utm_term=4587299954013235&utm_content=Catch%20All)

## assistant clerk gov

---

**From:** Info (Suffolk Brick And Stone) <info@suffolkbrickandstone.co.uk>  
**Sent:** 14 July 2023 15:48  
**To:** assistant clerk gov  
**Subject:** Re: Graffiti removal from stone inlay

Hi Abi, I am assuming you want us to clean the stonework only? As the other areas can be re-painted. (We not be able to remove Graffiti without removing paint.)  
Cost to remove graffiti from Stone work using poultice and Therma Tech steam system. £300.+vat  
Regards Greg Suffolkbrick&Stone  
Sent from my iPhone

On 13 Jul 2023, at 15:59, assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk> wrote:

Many thanks, please see a picture below – do let me know if you need any further details.

<image003.jpg>

---

**From:** info@suffolkbrickandstone.co.uk <info@suffolkbrickandstone.co.uk>  
**Sent:** 13 July 2023 15:56  
**To:** assistantclerk@melbournparishcouncil.gov.uk  
**Subject:** Graffiti removal from stone inlay

Hi Abi,

We would be pleased to provide a quotation for the removal of graffiti. If you could send over some pictures that would be a great help.

Kind Regards  
Suffolk Brick & Stone Cleaning Co. Ltd  
Unit 1  
Dickens House  
Old Stowmarket Road  
Woolpit  
IP30 9QS  
01359 242650  
07771620863  
[www.suffolkbrickandstone.co.uk](http://www.suffolkbrickandstone.co.uk)

---

**From:** Website Question <[info@suffolkbrickandstone.co.uk](mailto:info@suffolkbrickandstone.co.uk)>  
**Sent:** 13 July 2023 11:20  
**To:** [info@suffolkbrickandstone.co.uk](mailto:info@suffolkbrickandstone.co.uk)  
**Subject:** You got a message "Graffiti removal from stone inlay"

From: Abigail Williams  
Subject: Graffiti removal from stone inlay

Message Body:  
Good morning

I believe you have previously carried out some work on our war memorial, I wonder if you might be able to help me with a quotation to remove graffiti from a memorial stone on our bus stop?

I can provide images if you would like to take a look.

Many thanks

Abi Williams  
Melbourn Parish Council

--

This mail is sent via contact form on Suffolk Brick & Stone Cleaning  
<https://www.suffolkbrickandstone.co.uk>

<busstop\_040723.jpg>



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

Date Sent: 16/08/2023

#### Quote Information

Client Ref: 143  
Quote No: 5111  
Surveyor: James Cantle  
Site Ref:  
Order No:

## Quote

**Site Address** Playing field, The Moor, Melbourn, Royston, SG8 6ED

Item No	Item	Description Of Work	Value
1	Various trees	<p>Crown Lift to provide 5 metres clearance from ground level playing field side of trees.</p> <p>Does not include cutting lateral upper growth or removal of deadwood.</p> <p>Does not include cutting ground vegetation (Bramble, stinging nettles ect)</p> <p>Does not include mature London plane trees.</p>	£375.00
			Total Value: £375.00
			VAT (20%): £75.00
			Total Inc VAT: £450.00

## Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

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

**From:** Enquiries Lawrence <enquiries@majesticgardenservices.co.uk>  
**Sent:** 12 July 2023 17:55  
**To:** assistantclerk  
**Subject:** Re: Bowls Club Conifer, The Moor, Melbourn

Hi Alex

Cost to cut conifer field side and trim top to level with bowls club side £500+ vat

On Mon, 3 Jul 2023 at 13:53, assistantclerk <[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)> wrote:

Hi again Kenny,

Apologies, everything seems to be coming down this morning!

We also need to arrange to have the conifers at the bowls club cut so that it is even with work already carried out a week or two ago! Please would you also be able to quote for this?

Thank you

Best Wishes

Alex Coxall

Assistant to the Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

[30 High Street](#)

Melbourn

[Cambridgeshire](#)

[SG8 6DZ](#)

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

**Please note my usual working days are Monday (9.30 - 2.30), Tuesday (9.30 to 11.30) and Thursday (9.30 to 2.30).**

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

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By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

You may request to be removed as a contact at any time: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

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

**From:** [Kenny Lawrence](#)  
**To:** [assistant clerk gov](#)  
**Subject:** Re: Quote request  
**Date:** 06 August 2023 06:30:51  
**Attachments:** [image001.png](#)

---

Hi Abi

Cost to clear / tidy pathway £160+ vat

Kenny

On Fri, 28 Jul 2023 at 14:42, assistant clerk gov  
<[assistantclerk@melbournparishcouncil.gov.uk](mailto:assistantclerk@melbournparishcouncil.gov.uk)> wrote:

Good afternoon Kenny

Could I please ask you to quote for works to cut back and clear a walkway in Melbourn.

The passage way is rather overgrown and runs from Greenbanks to Water Lane – it requires cutting back, tidy and clearance.

The lane runs from [///shuttling.feelers.founders](#) to [///kitchen.curving.smuggled](#) and looks a little like this (but rather more overgrown...)



Look forward to hearing from you.

Many thanks



# Hedgehogs R Us

Linda Cook  
12 Richmond Close  
Market Weighton  
YO433EX

[HedgehogsRus@mail.com](mailto:HedgehogsRus@mail.com)

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

## Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- \* 50 Hedgehog Highway surrounds & 50 information leaflets
- \* A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- \* Donate the Highways and leaflets to your local school to educate in wildlife conservation
- \* Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

# Matting for War Memorial – options

**MULTI MATTS** For Sales and Advice Call: **0800 292 2474** [Live Chat](#) [Click here to chat](#)  [Account](#) [0 item\(s\)](#)


Temporary Access Mats | Ground Support | Event Flooring | Industrial Flooring | Hire | Our Services | Blog | **Special Offers**

Event & Pedestrian Flooring > Disabled Access Flooring >

### Safe Site Matting 1200mm x 800mm x 22mm - 20kg

Product Code: TT-12008002055M

**Max 10 tonnes**



**£28.00** (ex. VAT)  
**£33.60** (inc. VAT)

200 or more £24.00 (ex. VAT)  
250 or more £22.50 (ex. VAT)


**Lead time:** 3-4 working days  
**UK Mainland Delivery:** £65 ex. VAT (per 50 units)  
(Exclusions apply - see [Delivery Information](#))

**Available Options**  
**Next Day Delivery Available**  
You can select next day delivery, in the delivery options on checkout.


See [Recommended Accessories](#) for this product  
Price displayed is per unit .

Qty:

**Add to Basket**

Ramps & Access ▾ | Stairway Evacuation ▾ |  

**Rollout Trackway** You are here: Home / Pathway Solutions / Rollout Trackway



## Rollout Trackway




In stock

- Saves expensive or invasive construction work and can be easily cleaned, rolled up and stored.
- Can be trimmed to length or to fit around steps, flowerbeds, downpipes, etc.

**PRODUCT SPECIFICATIONS**

£214.00 – £533.00 EX VAT - (VAT Relief is applied at Checkout)

**Length**  
Choose an option ▾



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**OT-RECOMMENDED** **Roll Out Trackway for Wheelchair Access - 1.5m** Product Code: MS8355

★★★★★ 1 reviews ▾

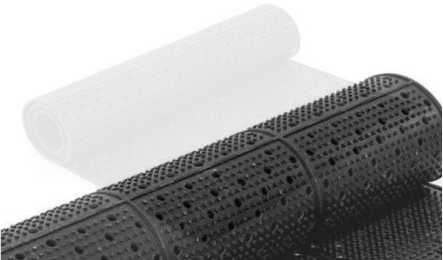
**£208.33** £250.00 inc VAT [VAT relief](#)

**PayPal CREDIT** | From £10.00 p/m at 14.9% interest with PayPal Credit

Size:

**Add to basket**

Please note: You can expect to receive this product by 20 August 2023 (approximately)



# RISK ASSESSMENT REVIEW & WATER HYGIENE SURVEY



Sports Pavilion



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



**RISK ASSESSMENT  
&  
WATER HYGIENE SURVEY**

<b>Customer/Client</b>	<b>Melbourne Parish Council</b>
<b>Site Address</b>	<b>The Sports Pavilion The Moor Melborne SG8 6DZ</b>
<b>Telephone Number</b>	<b>01763263303</b>
<b>Date of Survey</b>	<b>17/07/2023</b>
<b>Assessor</b>	<b>Dave Jones</b>
<b>Date of next survey due</b>	<b>As Required 21/07/2025</b>

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



**UNIT 17 WOOLPIT BUSINESS PARK**

**WOOLPIT**

**BURY ST EDMUNDS**

**SUFFOLK**

**IP30 9UP**

**T: +44 (0)1359 242 000**

**M: +44 (0)7713 113 720**

**F: +44 (0)1359 244 405**

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

## **SCOPE OF SURVEY**

### Introduction

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

## **INTRODUCTION**

### **OVERVIEW**

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

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Notification of Cooling Towers/Evaporative Condensers Regulation 1992
- COSHH Regulations 2002
- The Water Supply (Water Fittings) Regulations 1999

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

Reasonably practicable involves taking precautions proportionate to the risk.

Other guidance is available

- BS8580-1
- HTM04-01
- HSG 274 Parts 1, 2 + 3 2014
- ACOP (L8) The Prevention or Control of Legionnaires Disease 2013

### **LEGAL REQUIREMENTS**

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

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

The assessment must include:

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

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

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

**1. RESPONSIBILITY STRUCTURE**

**MANAGEMENT REGIME**

**OVERALL RESPONSIBLE PERSON (Duty Holder)**

The Parish Council

**NOMINATED (ON-SITE) RESPONSIBLE PERSON**

Steven Pitman

**ON SITE MAINTENANCE**

No incumbent specialist

**WATER TREATMENT CONTRACTOR**

No Incumbent Specialist

**CLEANING AND DISINFECTION CONTRACTOR**

No Incumbent Specialist

**NOMINATED AUTHORITIES**

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

## **2. CLIENT INFORMATION**

### **2.1 What you must do**

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

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

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

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

Importers, suppliers and installers.

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

### **2.2 Residential accommodation: Landlords**

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

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

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

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

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

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

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

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

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

### **2.3 Shared Premises**

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

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

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

## 2.4 Special considerations for healthcare and care homes

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

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

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

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

## 2.5 Log Books

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

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

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

An operation manual should be available for each individual system.

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

Responsibilities of site and contractors.

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

A record of analyses (as appropriate).

An asset inspection record, including subsequent remedial actions.

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

Personnel training record.

- **Remedial Action.**  
To be taken in the event the scheme is shown not to be effective, including Control Scheme review and any modifications made.
- **Health and Safety information.**  
Including details on storage, handling, use and disposal of any chemical used in both the treatment of the system and testing of the system water;
- **Incident Plan, which covers the following situation:**  
Major system failure, e.g. chemical system failure.  
  
Very high levels or repeat positive water analyses for legionella.  
  
An outbreak of legionellosis, suspected or confirmed as being centred at a site or believed to be in an area which includes site.

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

## 2.6 Managing Risk

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

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

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

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

## 2.7 Preventing or controlling the risk

On a practical level you should:

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

## 2.8 Record Keeping

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

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

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

## 2.9 Audit of Records

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

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

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

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

### Hot Water Calorifiers /Cylinders Log

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

### Cold Water Storage Cistern Log

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

### Hot and Cold-Water Outlet Log, Sentinel Outlets

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

### Hot and Cold-Water Outlet Log

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

### Little Use Outlets Weekly Flushing Regime

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

### **3. EXECUTIVE SUMMARY**

#### **3.1 BUILDING AND SYSTEM OPERATION DESCRIPTIONS**

This report is based on physical observations of the water systems operating within

##### **SITE: THE SPORTS PAVILION**

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

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

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

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

**The following water systems have been assessed: Hot and Cold Water Systems**

**The following water systems have been excluded (if applicable): Closed Systems – HSG 274 Part 3 Systems**

#### **3.2 MAINS WATER SERVICES**

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

#### **3.3 COLD WATER STORAGE TANKS/VESSELS**

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

#### **3.4 HOT WATER STORAGE VESSELS/CALORIFIERS**

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

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

#### **3.5 SHOWERS**

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

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

- **Showers located on site**
- **Weekly flushing and cleaning is taking place due to a cleaner being employed to flush outlets and showers on a weekly basis.**
- **Initiate a formal thermal control regime**
- **A formal regime is in place.**
- **Initiate a formal water hygiene regime**
- **A formal regime is in place.**
- **Have LP samples taken**
- **Samples have been taken.**
- **Disinfect HWSV on an annual basis**
- **This has not been done.**
- **Fit automatic flushing valves to expansion vessels**
- **This has not been done. A faulty expansion vessel was found on Calorifier 2**
- **Consider fitting destrat pumps to calorifiers to avoid tepid water in the base of each cylinder as there is no return on the hot water system.**
- **Service all TMVs on an annual basis**
- **Completed 19/12/2022**
- **Install insulation to all pipework in the building where required**
- **No insulation has been fitted**
- **Legionella Awareness Training is required for staff**
- **Twisted flexi hoses in evidence**

**Full ACOP L8 recommendations on the following pages**

**3.7 POST - ASSESSMENT AUDIT**

SUBJECTS REVIEWED	YES/NO	COMMENTS	DATE ACTIONED
<b>RISK ASSESSMENT</b>			<b>REVIEWED</b>
Are the current system details correct?	YES	Available within this Assessment	17/07/2023
Is there a current up to date cold water cistern/tank survey?	No water tanks found	Available within this Assessment	
Is there a current photograph of the cistern/tank(s)?	N/A	Available within this Assessment	
Is there a current up to date hot water survey?	YES	Available within this Assessment	
Is there a current photograph of the calorifier/water heater(s)?	YES	Available within this Assessment	
Are the schematic drawing details correct?	YES	Available within this Assessment	
Does the assessment need up dating?	NO	Available within this Assessment	
<b>LOG BOOK</b>			
Is the maintenance schedule up to date?	NO		
Are the Responsible Person details up to date?	YES		
Is the training log up to date?	NO		
Have any training requirements been identified?	YES		
Is there an annual review of the system?	YES		
Are the disinfection procedures being followed?	NO		
Are all the log sheet entries up to date?	YES		
Has any remedial works been identified and recorded?	YES		
Has identified remedial work been rectified?	Not All		
Are outlets cleaned/disinfected on a minimum of annually and certified?	YES		
Has the system been tested for legionella and certified?	YES		
Has the annual mains water analysis been recorded and certified?	NO		
<b>SUMMARY OF COMPLIANCE WITH ACOP</b>			
Has the system been adequately risk assessed?	YES	Available within this Assessment	
Is the scheme satisfactory for minimising the risk?	YES		
Has the scheme been fully implemented?	NO		
Are the records being kept up to date by all responsible/competent personal?	YES		
Does the scheme effectively function in line with the requirements of the ACOP (L8)?	NO		

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

4.

**DRINKING/POTABLE WATER: ASSESSMENT**

Drinking/Potable Water Was Found

DRINKING/POTABLE WATER			
<b>BUILDING</b>	Sports Pavilion		
<b>BUILDING SUPPLY</b>	Town Mains		
<b>SENTINAL OUTLET TEMPERATURE (°C) After 2 mins</b>	<b>LOCATION</b>	<b>TEMP (°C)</b>	
	Kitchen	16 Compliant	
	Female W/C	17 Compliant	
	Male W/C	17 Compliant	
<b>ADDITIONAL INFORMATION</b>	<p>A formal hygiene monitoring regime is in operation</p> <p>Monthly Thermal Monitoring is In Place</p>		
<b>LEGIONELLA RISK LEVEL</b>	<b>B</b>		
<b>RECOMMENDATIONS</b>  SEE SECTION 9 FOR CORRESPONDING DETAIL	<b>No.</b>	<b>Priority</b>	<b>Date Comp</b>
	RS.01 - Fit automatic 3 port flushing valves to purge the potential dead leg caused by the unsatisfactory pipe work configuration and expansion vessel internal bladder.	<b>P2</b>	
	RS.03 - Complete a monitoring regime on the domestic cold-water services outlets to include monthly monitoring of the 'control method' as a minimum.	<b>P1</b>	On Going
	RS.05 - Consider the introduction of an annual water sample and analysis for the drinking water supply quality standard.	VALIDATION PURPOSES ONLY <b>N/A</b>	
	RS.08 - Ensure that any scaled outlets are de-scaled and disinfected on a regular basis.	<b>P1</b>	On Going

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

**PHOTOGRAPHS**



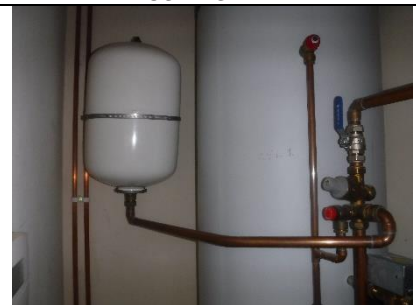
**THE PAVILION**



**CYLINDER 1 EXPANSION VESSEL FIT  
FLUSHING VALVE**



**INSULATE MAINS PIPE WORK  
TMVS SERVICED 12/22**



**CYLINDER 2 EXPANSION VESSEL FIT  
FLUSHING VALVE  
FAULTY EXPANSION VESSEL**

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

5.

**COLD WATER STORAGE VESSELS: ASSESSMENT**

No Cold Water Storage Vessels Were Found

6.

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

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

<b>HOT WATER STORAGE VESSELS/CALORIFIERS/COMBI BOILERS/POINT OF USE WATER HEATERS</b>		
<b>Building</b>	Sports Pavilion	Sports Pavilion
<b>Designation – Asset ID No.</b>	01/01	02/01
<b>Outlets Served</b>	See Schematic Home changing room + showers Male w/c + disabled w/c kitchen	See Schematic Female w/c Away team changing room + showers
<b>Vessel – Type and Manufacturer</b>	Vaillant Mains Fed unvented	Vaillant Mains Fed unvented
<b>Location on Site</b>	kitchen Plant Room	kitchen Plant Room
<b>Heating Supply</b>	Both Direct and Indirect	Both Direct and Indirect
<b>Material of Construction</b>	Steel	Steel
<b>Vent Pipe Fitted</b>	N/A	N/A
<b>Unit and Outlets Clearly Labelled</b>	Cylinder No Pipework No	Cylinder No Pipework No
<b>Insulation Type</b>	Manufacturers	Manufacturers
<b>Accessibility for Servicing</b>	Access Hatch Not Fitted N/A	Access Hatch Not Fitted N/A
<b>Make Up Water Source</b>	Mains	Mains
<b>Outlet Size and Location</b>	22mm Top	22mm Top
<b>Drain Size and Location</b>	1/4" Drain Cock Bottom	1/4" Drain Cock Bottom
<b>Cold Water Supply Size and Location</b>	22mm Bottom	22mm Bottom
<b>Water Capacity (L)</b>	300 litres	300 litres
<b>Temperature on Gauge (°C)</b>	Gauge Not Fitted	Gauge Not Fitted
<b>Temperature Flow (°C)</b>	60	60

Temperature Return (°C)	N/A		N/A	
System Recirculated	No		No	
Destratification Pump Installed	No		No	
Drain Water Condition	Not Taken		Not Taken	
General Shower Condition	Clean		Clean	
Shower Heads Cleaned and Disinfected	Records Available		Records Available	
Showers – Frequency of Use and Flushing Regimes	WEEKLY FLUSHING Records Available		WEEKLY FLUSHING Records Available	
SENTINAL OUTLET TEMPERATURE (°C) After 1 min	LOCATION	TEMP (°C)	LOCATION	TEMP (°C)
	Kitchen	54 - Compliant	Female WC (Pre TMV)	54 - Compliant
	Male WC (Pre TMV)	51- Compliant	Away changing room (Pre TMV)	51 - Compliant
	Home Changing Room (Pre TMV)	52 - Compliant		
ADDITIONAL INFORMATION	A formal hygiene monitoring regime is in operation  Monthly Thermal Control		A formal hygiene monitoring regime is in operation  Monthly Thermal Control	
LEGIONELLA RISK LEVEL	C		C	

...Continued Below...

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

	RH.66 - Ensure that hot water is stored at a minimum temperature of 60°C and that return temperatures are at a minimum of 50°C.	P1	
	RH.67 - Establish a monitoring regime where the hot water storage calorifier/s flow and return and 'sentinel' outlet temperatures are logged on a minimum of a monthly basis.	P1	On going
	RH.70 - Take samples from the hot water storage vessel/s/system/s and undertake analysis for specific legionella bacteria.	VALIDATION PURPOSES ONLY N/A	18/02/21 11/05/22 17/07/23
	RH.78a - Install suitably approved insulation to the domestic hot water pipe work throughout building.	P1	
	RH.79a - Service all TMV's annually taking account of any manufacturer's recommendations.	P1	On going
RISK EVALUATION WITH ADDITIONAL CONTROL COMPLETE	<b>A</b>		

...Continued Below...

**PHOTOGRAPHS**



**CENTRALISED TMV FITTED BEHIND PANEL IN DISABLED W/C**



**CENTRALISED TMV BEHIND THE PANEL IN DISABLED W/C**



**SLIGHT SCALE PRESENT ON OUTLETS**



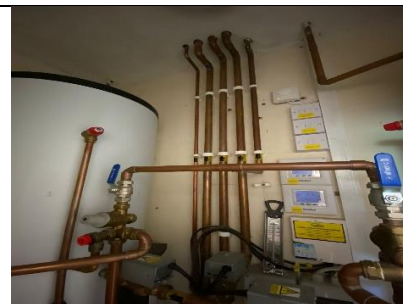
**CLEAN SHOWER OUTLET**



**HWSV 01**



**HWSV 02  
FAULTY EXPANSION VESSEL**



**RECOMMEND THAT ALL EXPOSED PIPEWORK HAS LAGGING INSTALLED**



**2 X TMV'S THAT SUPPLY THE SHOWERS**


**PHOTOGRAPHS**



**AS THERE IS NO RETURN PUMP  
EXISTING PIPEWORK COULD BE  
FITTED WITH  
DE-STRAT PUMPS SO THAT  
LUKEWARM WATER DOES NOT  
ACCUMULATE IN THE BASE OF THE  
WATER HEATERS**



**OLD AND TWISTED FLEXI HOSES**

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

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

7.

**REDUNDANT PIPEWORK/DEAD LEGS/LITTLE USED AREAS**

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

8.

**WATER SYSTEMS: RECOMMENDED TESTING & MAINTENANCE PROGRAMS**

## **GENERAL RISK POTENTIAL**

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

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

Hot water outlets should achieve temperatures of at least 50°C within one minute of running (55°C healthcare). Cold water outlets should achieve temperatures of 20°C or less within two minutes of running.

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

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

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

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

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

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

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

Service	Action to take	Frequency
<b>Calorifiers</b>	Inspect calorifier internally by removing the inspection hatch or using a boroscope and clean by draining the vessel. The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded	Annually, or as indicated by the rate of fouling
	Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain  Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature	Annually, but may be increased as indicated by the risk assessment or result of inspection findings
	Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C)  Check calorifier return temperatures (not below 50 °C).	Monthly
<b>Hot water services</b>	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 55 °C within one minute	Monthly
	For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 55 °C.  . Temperature measurements may be taken on the surface of metallic pipework	Monthly
	For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 55 °C within one minute of running. If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area	Quarterly (ideally on a rolling monthly rota)
	All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 55 °C to create a temperature profile of the whole system over a defined time period	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control
<b>POU water heaters (no greater than 15 litres)</b>	Check water temperatures to confirm the heater operates at 55 °C or check the installation has a high turnover	Monthly–six monthly, or as indicated by the risk assessment

<b>Combination water heaters</b>	Inspect the integral cold-water header tanks as part of the cold-water storage tank inspection regime, clean and disinfect as necessary. If evidence shows that the unit regularly overflows hot water into the integral cold-water header tank, instigate a temperature monitoring regime to determine the frequency and take precautionary measures as determined by the findings of this monitoring regime	Annually
	Check water temperatures at an outlet to confirm the heater operates at 55 °C	Monthly
<b>Cold water tanks</b>	Inspect cold water storage tanks and carry out remedial work where necessary	Annually
	Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted	Annually (Summer) or as indicated by the temperature profiling
<b>Cold water services</b>	Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing	Monthly
	Take temperatures at a representative selection of other points to confirm they are below 20 °C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem	Representative selection of other sentinel outlets considered on a rotational basis to ensure the
	Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment	Annually
<b>Showers and spray taps</b>	Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted	Quarterly or as indicated by the rate of fouling or other risk factors, e.g. areas with high risk patients
<b>POU filters</b>	Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (bacterial-retention filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed, although long-term use of such filters may be needed in some healthcare situations)	According to manufacturer's guidelines
<b>Base exchange softeners</b>	Visually check the salt levels and top up salt, if required. Undertake a hardness check to confirm operation of the softener	Weekly, but depends on the size of the vessel and the rate of salt consumption
	Service and disinfect	Annually, or according to manufacturer's guidelines

<b>Multiple use filters</b>	Backwash and regenerate as specified by the manufacturer	According to manufacturer's guidelines
<b>Infrequently used outlets</b>	<p>Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (e.g. to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T'</p> <p>Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included on the flushing regime.</p> <p>Flush the outlets until the temperature at the outlet stabilizes and is comparable to supply water and purge to drain.</p> <p>Regularly use the outlets to minimize the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started.</p> <p>For high risk populations, e.g. healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment.</p>	Weekly, or as indicated by the risk assessment
<b>TMVs</b>	Where integral, inspect, clean, descale + disinfect any strainers or filters associated with TMVs. To Maintain protection against scald risk, TMVs required regular routine maintenance carried out by competent person in accordance with the manufacturers instructions. There is further information in paragraphs 2.152 – 2.168 of HSG274 Part 2.	Annually or on a frequency defined by the risk assessment, taking account of any manufacturer's recommendations
<b>In-line Strainers</b>	Where fitted inspect, clean, descale and disinfect any strainers or filters associated with TMVs or other sensitive equipment.	Annually or on a frequency defined by the risk assessment, taking account of any manufacturer's recommendations
<b>Pressurisation and Expansion vessels</b>	<p>Where practical, flush through and purge to drain.</p> <p>Bladders should be changed according to the manufacturer's guidelines or as indicated by the risk assessment</p>	Monthly–six monthly, as indicated by the risk assessment
<b>Biocidal Treatment Systems</b>	Check the dosing and control system operation including alarms + chemical stocks.	Weekly
<b>Biocidal Treatment Systems</b>	Measure the treatment parameters to establish the required values are being achieved at representative outlets including sentinel outlets	Weekly

<b>Biocidal Treatment Systems</b>	Validation + calibration + servicing of biocide systems should be carried out at the frequencies recommend by the manufacturer	Validation + calibration + servicing of biocide systems should be carried out at the frequencies recommend by the manufacturer
<b>Closed System Test + Dose</b>	The typical frequency of routine monitoring for heating and cooling systems in non-domestic buildings is one to three months or as per system condition. This can be guided by BSRIA recommendations.	Quarterly – BSRIA Guidance
<b>Pseudomonas Sampling</b>	Pseudomonas sampling is intended to help healthcare providers establish whether the water in augmented care units is contaminated with P. aeruginosa, and if it is, to help locate its origin and to monitor the efficacy of remedial measures. This should be guided by the relevant water safety group and HTM guidance.	WSG Guidance - Augmented Areas (Immunosuppressed, Critical Care, Renal, Respiratory, ICU) Pseudomonas Risk Assessment
<b>Legionella Sampling</b>	Legionella monitoring should be carried out where there is doubt about the efficacy of the control regime or where the recommended temperatures, disinfectant concentrations of other precautions are not consistently achieved throughout a system. This should be guided by the relevant water safety group and HTM guidance.	WSG Guidance – Legionella Risk Assessment
<b>Side-Stream Filtration</b>	Service as per manufacturer specification one to three months or as per system condition.	Quarterly – BSRIA Guidance
<b>RPZ Servicing</b>	In accordance with WRAS information + guidance note AIM-08-01 Issue 2	Annual

**9. DETAIL ON RECOMMENDATIONS – REFERENCE GUIDE WHERE APPLICABLE ONLY**

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

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

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

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

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

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

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

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

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

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

DETAIL ON RECOMMENDATIONS
DOMESTIC COLD-WATER STORAGE
RC.40 - During periods of high ambient temperatures, the incoming town mains water temperature can approach or exceed the Approved Code of Practice L8 recommended maximum temperature of 20°C, for storage and delivery. During these periods the water temperature should not exceed 25°C and this may require additional flushing to be undertaken to ensure high throughput of water or additional insulation of storage vessels and pipe work to resist heat gain.
RC.41 - Pipe work 'dead legs' are sections that are either not used or rarely used. This condition will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient conditions.
RC.42 - The resin beds of base exchange water softeners potentially provide a breeding ground for bacteria to inhabit and multiply within. It is therefore important that these are disinfected as part of an annual maintenance regime. This will also follow requirements detailed within the Approved Code of Practice L8. The choice of disinfectant to be used and the required strength of solution should be taken into account to prevent damage to the resin.
RC.43 - Where the water is used for drinking purposes it is recommended within BS6700:2006 specification and as good practice that the bacteriological quality is monitored. The results should validate the water to be within the parameters of the EC Directive and also Industry Recognised Standards.
RC.44 - Warning pipes or overflow pipes when warning pipes not fitted, must be clearly visible or have some other form of alarm to ensure that any overflow situation can be attended and rectified.
RC.45 - Where hose reels are in situation and are not regularly used they should be flushed through to prevent stagnation of the water that they hold. This should be completed by an approved method that minimises the amount of water aerosol produced.
RC.46 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.
RC.47 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Re-install the expansion vessel as close to the pipe work it supports and upright to reduce the dead leg length and install automatic flushing valves to reduce the chance of stagnation within. This action will greatly improve any control regime put in place.
RC.48 - During periods of high ambient temperatures, the domestic down water service temperature can approach or exceed the Approved Code of Practice L8 recommended maximum temperature of 20°C, for storage and delivery. During these periods the water temperature should not exceed 25°C and this may require additional flushing to be undertaken to ensure high throughput of water or additional insulation of storage vessels and pipe work to resist heat gain. Other underlying factors may cause temperatures to rise to unsatisfactory margins such as hot water venting back in to vessel/s via expansion pipes or faulty non return valves letting by.
RC.49 - Where the outlets of the vessels join to the down services, if one vessel connection is closer, this vessel will become the main supply vessel. This will result in the demand on the second vessel to be minimal thus becoming stagnated. The ball valve in both vessels will need to be balanced to allow vessels to fill simultaneously, eliminating the chance of stagnation to occur or to bring one of the vessels off line.
RC.49a - Because of long pipework runs on the cold-water system temperatures are exceeding the recommended temperature guidelines of <20.0°C after 2 minutes running time. Install automatic purging valve/s at the sentinel far points to aid water flow or introduce a daily flushing regime to ensure fresh water reaches these points.

DETAIL ON RECOMMENDATIONS
HOT WATER STORAGE
RH.50 - Where temperature is used as the means of controlling Legionella the hot water circulation loops far point/s (Sentinel point/s) should reach 50.0°C after 1-minute flushing period (55.0°C Healthcare). If the required temperature is not achieved after this time, as in this case a control measure will need to be implemented. Simple daily flushing of the outlet/s can be carried out, Trace heating can be installed or outlet/s can be cut back to the supply they support and point of used water heater utilised if they are found to be supplied from a long pipework configuration.
RH.50a - The water system has been visually assessed for non-metallic materials that may be used in items such as inline valves, test points and flexible hoses. They should be replaced according to the guidance in safety alert DH (2010) 03 – ‘Flexible water supply hoses’
RH.51 - Hot water storage calorifiers can become internally contaminated with sediment, debris and, in hard water areas, lime scale. These deposits will provide shelter and nutrition for bacteria and other micro-organisms which can then potentially multiply to harmful levels, particularly where tepid water temperatures prevail. Annual internal inspection and cleaning of the vessel/s is good maintenance practice and required within the Approved Code of Practice L8.
RH.52 - Hot water storage calorifiers can become internally contaminated with sediment, debris and, in hard water areas, lime scale. These deposits will provide shelter and nutrition for bacteria and other micro-organisms which can then potentially multiply to harmful levels, particularly where tepid water temperatures prevail. Where no access/ inspection hatch is installed, disinfect the calorifier on an annual basis, and undertake water sampling and analysis for specific legionella bacteria annually at each sentinel point from the associated system.
RH.53 - The base of the calorifier/s may harbour elevated levels of bacteria due to the potential for tepid temperatures and contamination by sediment, debris and lime scale deposits. Where there is no way of regularly inspecting the interior of the vessel/s then alternative precautionary action needs to be undertaken.
RH.54 - In hard water areas lime scale deposit will slowly build up on shower heads. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the shower itself this is always an area of concern and regular decaling and disinfection is required.
RH.55 - In hard water areas lime scale deposit will slowly build up spray tap outlets. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the outlet itself this is always an area of concern. Regular decaling and disinfection of this particular type of outlet is recommended.
RH.56 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Re-install the expansion vessel as close to the pipe work it supports and upright to reduce the dead leg length and install automatic flushing valves to reduce the chance of stagnation within. This action will greatly improve any control regime put in place.
RH.57 - It is Imperative that the dual secondary duty pump sets are alternated on a minimum of a weekly basis to allow for fresh water flow through to the duty pump to reduce pathogenic bacteriological harbourage that can occur if unattended.
RH.58 - Thermostatic mixing valves (TMV's) should be sited as close as possible to the point of use. Ideally, a single TMV should not serve multiple tap outlets but, if they are used, the mixer pipework should be kept as short as possible.
RH.59 - In many cases where an expansion vessel is installed using long pipework lengths this will become stagnated and an area for bacteria harbourage that could contain legionella. Install a WRAS approved accumulator vessel on pressure-boostered hot or cold-water services with a diaphragm which is accessible for cleaning.
RH.60 - Where shower fittings become disused due to lack of maintenance i.e. (Broken shower heads and leaking shower pipes). this will create conditions that will favour the potential multiplication of bacteria and other micro-organisms within the stagnant water that they contain as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures will rise towards tepid levels, particularly in elevated ambient condition
RH.61 - Ensure this unit is maintained in accordance with the manufacturer's recommendations, the discharge points are free of lime scale deposits and that water temperatures are satisfactory. ACOP recognizes temperatures greater than 45°C as a level at which legionella bacteria cannot multiply. Therefore, where the unit is supplied directly by town mains, used regularly and does not supply shower facilities, a storage temperature of 50°C will be an adequate control while reducing the risk of scalding to the users. A Thermostatic Mixer Valve could be considered for installation to further reduce scalding risks or to allow an increase stored temperature to 60°C.

DETAIL ON RECOMMENDATIONS
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<b>HOT WATER STORAGE</b>
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RH.62 - In hard water areas lime scale deposit will slowly build up on shower heads. Lime scale can harbour potentially harmful bacteria such as legionella because of this and the aerosol produced from the shower itself this is always an area of concern and regular decaling and disinfection is required.
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RH.63 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.
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RH.64 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising towards tepid levels.
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RH.65 - Where outlets are irregularly used they will create partial stagnation of localised fittings and pipe work. This condition will then favour the potential multiplication of bacteria and other micro-organisms, as these elements will be sheltered from the control regime and there is also a likelihood of the water temperatures rising or falling towards tepid levels.
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RH.66 - Stored hot water temperatures are not consistent with the recommended required parameters for the control of <i>L. pneumophila</i> , where temperature is the chosen method of control. Temperatures of stored hot water are recommended to be a minimum of 60°C with outlet and secondary return temperatures to be a minimum of 50°C. However, elevating the stored water temperature can increase the risk of scalding and suitable control measures should be implemented.
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RH.67 - Good operational practice and the Approved Code of Practice L8 require that monitoring is completed in order to ensure that the control method remains satisfactory. The monitoring should be completed by a suitably competent person and results, including a written report monthly, should be logged.
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RH.68 - It is imperative that the secondary hot water service return circuit is in constant circulation so that hot water can be provided to the associated outlets at a minimum of 50.0°C after 1-minute operation time. If the circuit temperatures reach tepid levels this may allow for bacteriological colonisation or other micro-organisms including Legionella to multiply to harmful levels.
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RH.69 - Where hot water temperatures are at potentially scalding levels then action should be taken to reduce risk. As a minimum temperature warning signs can be fitted, however the installation of Thermostatic Mixing Valves or as an alternative bacteriological control regime can be considered.
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RH.70 - Take sample directly from the hot water storage vessel drain point, where no drain is available for water quality inspection samples should be taken from the closest representative outlet on a minimum of once annually and analysis undertaken for specific legionella bacteria.
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RH.71 - Some tap outlets have a build-up of scale present that can harbour bacteria including Legionella, <i>E. coli</i> and <i>Coli</i> forms, these outlets should be de-scaled on a regular basis to reduce the risk of contamination to the water they produce.
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**DETAIL ON RECOMMENDATIONS****HOT WATER STORAGE**

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

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

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

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

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

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

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

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

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

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

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

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

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

## DETAIL ON RECOMMENDATIONS

### HOT WATER STORAGE

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. RISK SCALE**

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

Influencing Growth Factors					
Contamination		Amplification		Through-Flow	
1	Chemically Controlled	1	Cold <20C Hot Water Storage & Flow >60C Hot Distribution >50C (55C HTM) Return >50C	1	High Turnover
1	Wholesome	3	Warm or Cool >20-31C, 43-50C Hot Storage & Flow <60C Return Temperature/Loops <50C (55CHTM)	3	Moderate turnover, flushed or exercised
2	Clean and Stored or Softened				
3	Exposed to Contamination				
4	Contamination	5	Near Optimum 32-42C	5	Low or no turnover, excessive bleed
5	Legionella Present				

Influencing Factors on Contracting Disease							
Transmission		Exposure		Susceptibility		Management Risk	
1	Still or Smooth Flowing	1	Brief and Few	1	General	1	Confident
		2	Brief and Numerous				
3	Splashing	4	Prolonged and Numerous	3	Some Susceptibility Selection	4	Not Confident
5	Aerosol Generating	5	Excessive	5	Substantial Susceptibility Selection		

Scoring Matrix					
	Insignificant	Minor	Moderate	Major	Catastrophic
Very Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Fairly Likely	3	6	9	12	15
Likely	4	8	12	16	20
Very Likely	5	10	15	20	25

Scoring Matrix				
Risk	Action	Risk	Designation	Category Description
1 to 2	No Action	Very Low	A	Very Good Control of Water Quality and Very Low Risk
3 to 6	Monitor	Low	B	Above Average Control of Water Quality and Low/Medium Risk
8 to 12	Action	Medium	C	Average Control of Water Quality and Medium Risk
15 to 16	Urgent Action	High	D	Below Average Control of Water Quality and Medium/High Risk
20 to 25	Stop	Very High	E	Generally Poor Control of Water Quality and High Risk

Inherent Risk Before Controls	D
Current Residual Risk Level	C
ALARP Risk Level With Additional Control Complete	A

**11. CORRECTIVE ACTION TIMELINES**

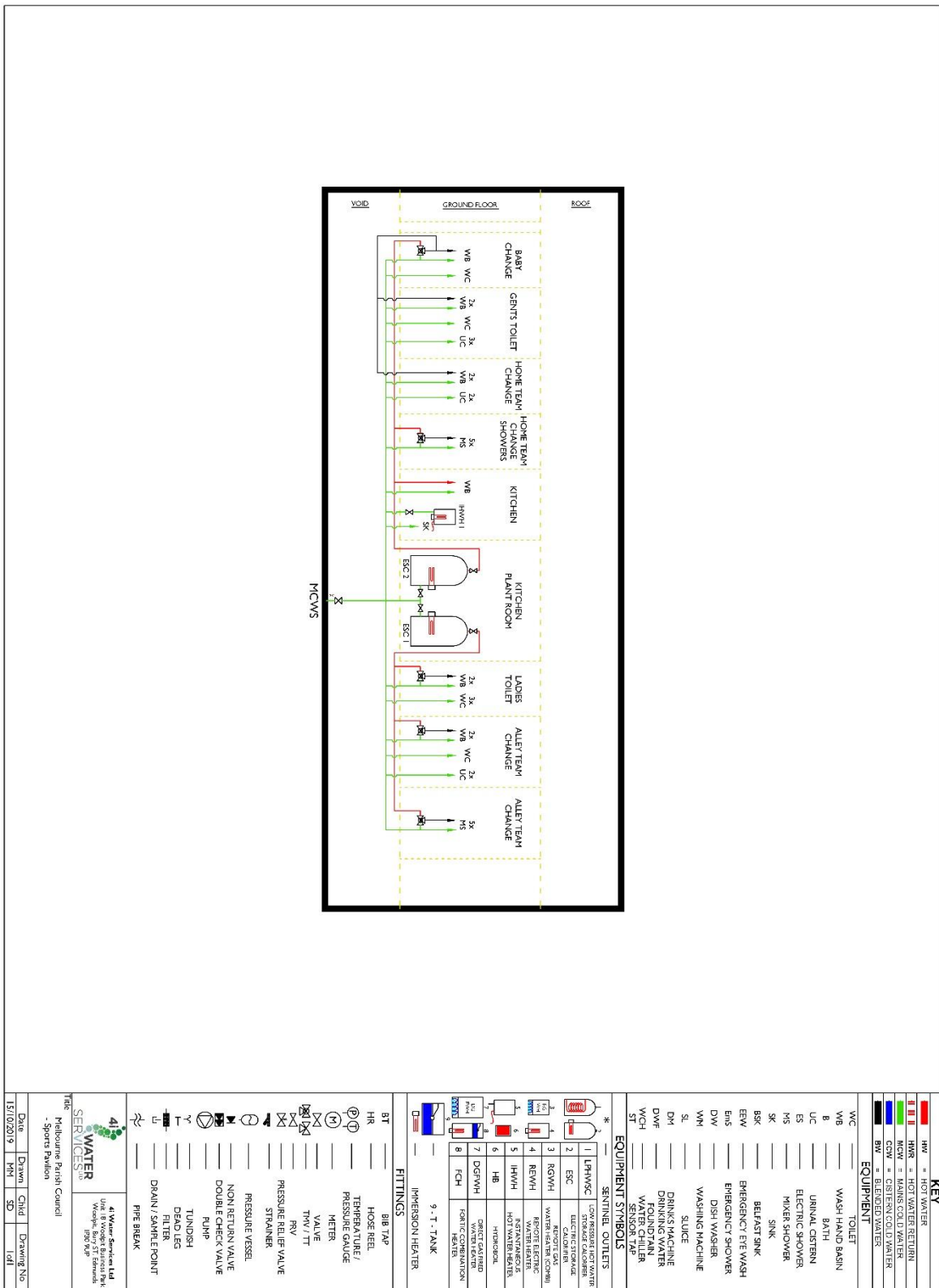
It is considered that the following action points should be implemented in order to reduce risk from Legionella. The timescales for the completion of the action points is determined by the priority rating. The timescales below are for guidance only; it is recommended that the action points are completed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

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

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

LEGIONELLA BACTERIA Cfu/Litre	ACTION REQUIRED
All sample 0 cfu/l	No action required.
Up to 100 cfu/l	Any detection of legionella should be investigated and, if necessary, the system resampled to aid interpretation of the results in line with the monitoring strategy and risk assessment.
>100 cfu/l and up to 1000	<p style="text-align: center;"><b>If the <u>minority</u> of samples are positive.</b></p> <p>The system should be resampled – if similar results are found again, a review of the control measures and risk assessment should be carried out to identify any remedial actions necessary.</p> <p style="text-align: center;"><b>If the <u>majority</u> of samples are positive.</b></p> <p>The system may be colonised (at low level). An immediate review of the control measures and risk assessment should be carried out to identify any other remedial action required. Disinfection of the system should be considered.</p>
>1000 cfu/l	The system should be resampled and an immediate review of the control measures and risk assessment carried out to identify any remedial actions, including possible disinfection of the system. Retesting should take place a few days after disinfection and at frequent intervals afterwards until a satisfactory level of control is achieved.

13. SCHEMATIC DRAWINGS



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

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

### **Legionella in Hot and Cold-water Storage Vessels**

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

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

Re-test the system following cleaning and disinfection.

Re-assess the routine maintenance regime/system design.

### **Suspected Case of Legionnaires Disease**

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

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

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

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

**DO NOT MAKE CONTACT WITH THE PRESS.**

### **Escalation pathway**

If a healthcare associated incident/outbreak of Legionella is suspected it shall be reported to the Infection Prevention and Control Committee (IPCC). The estates department team will then determine the appropriate action for the responsible persons to undertake and will liaise with the local authority, Proper Officer or Environmental Health Officer acting on their behalf.

In practice, the control measures that have been put in place and the reporting procedure for Legionella positives should allow action to be taken to prevent the occurrence of an outbreak of Legionellosis.

The RP (Water) shall ensure that any systems identified are safely isolated until a course of action has been agreed and ensure that the system is not drained or disinfected before samples have been taken.

The RP (Water)'s role will be an important one in guiding the various specialists to the water systems within the site.

The Estates Department will work to identify the cause of the infection and take advise on cleaning, disinfection, engineering modifications that may be necessary.



# Legionella Control Association

A Code of Conduct for Service Providers

## Certificate of Registration

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

Name of Company: 4i Water Services Ltd

Registration Number: 2010/2125 Certificate valid until: 31st August 2023

Registration under the following services categories:

**(1) Legionella Risk Assessment Services**

- 1.1 Hot and Cold Water Services Risk Assessment
- 1.4 Healthcare Risk Assessment

**(2) Water Treatment Services**

- 2.1 Hot and Cold Water Systems Water Treatment

**(3) Hot and Cold Water Monitoring and Inspection Services**

**(4) Cleaning and Disinfection Services**

- 4.1 Hot and Cold Water Systems Cleaning and Disinfection
- 4.3 Process and Other Systems Cleaning and Disinfection

**(7) Legionella Monitoring Services**

- 7.1 Sampling
- 7.4 Interpretation of Analysis

**(8) Plant and Equipment Services**

- 8.1 Design and Supply
- 8.2 Installation
- 8.3 Servicing/maintenance
- 8.4 Refurbishment

**This Certificate is only valid if the Company named is listed on the LCA website [www.legionellacontrol.org.uk/directory.php](http://www.legionellacontrol.org.uk/directory.php)**



Signed:

Chairman, Executive Committee



Certificate Secretary

**Legionella Control Association Limited. [www.legionellacontrol.org.uk](http://www.legionellacontrol.org.uk)**

Registered in England and Wales No. 8502723

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



## CERTIFICATE OF ACHIEVEMENT

RISK ASSESSMENT FOR LEGIONELLA CONTROL IN  
WATER SYSTEMS

**DAVE JONES**

HAS SUCCESSFULLY MET THE COURSE  
ASSESSMENT CRITERIA

### COURSE DETAILS:

DATE OF COURSE: 4 JANUARY - 6 JANUARY 2022

COURSE VENUE: PPL TRAINING LTD, SLOUGH

ENR NUMBER: FFB0355

Issued by PPL Training

A handwritten signature in black ink, appearing to read "J Booth".

James W Booth  
Executive Chairman

Course Director

A handwritten signature in black ink, appearing to read "Les Payne".

Les Payne

The City &amp; Guilds logo, featuring the text "City &amp; Guilds" in a bold, sans-serif font, with a red lion rampant icon to the right of the word "City".

ACCREDITED  
PROGRAMME



# TEST CERTIFICATE

1st Floor Building 550 Winch Road Kent Science Park Sittingbourne Kent ME9 8EF England  
Telephone: 0844 7250742

Page 1 of 1

**Mrs Cara Cook**  
**4i Water Services Ltd**  
**Unit 17 (next door to unit 18)**  
**Woolpit Business Park**  
**Woolpit**  
**Bury St Edmunds, Suffolk**  
**IP30 9UP**  
**Fax: 01359 244 405**

**Certificate Number:** TSBN1842692-1 Final  
**Date Reported:** 31/07/2023  
**Date Analysis Started:** 20/07/2023  
**Order Number:**

Lab Ref.	Sample Details	Method Number	Test	Result	Units	Flag
SBN6964649	Rcvd Dt:: 20/07/2023 Description: Melbourn Parish Council The Sport Pavillion - Kitchen HWS Date / Time Sampled: 17/07/2023 10:00	BIO114	Legionella spp.	Not Detected	In volume tested	-
		BIO114	Limit of Detection	100	cfu in volume tested	-
		BIO114	Legionella - Volume Filtered	1000	ml	-

Certificate approved and electronically signed on 31/07/23 16:28

By Marcin Kruk, Laboratory Manager

For and on Behalf of ALS Laboratories (UK) Limited

## Disclaimers:

The testing results in this certificate relate only to the samples described above.  
Unless otherwise stated, all results are expressed on an as received basis.  
Statement of conformity made against the result does not take into account the uncertainty of measurement associated to the method.  
Opinions and interpretations expressed herein are outside the scope of UKAS accreditation.  
Time of Sampling; 00:00 indicates no time of sampling has been supplied.

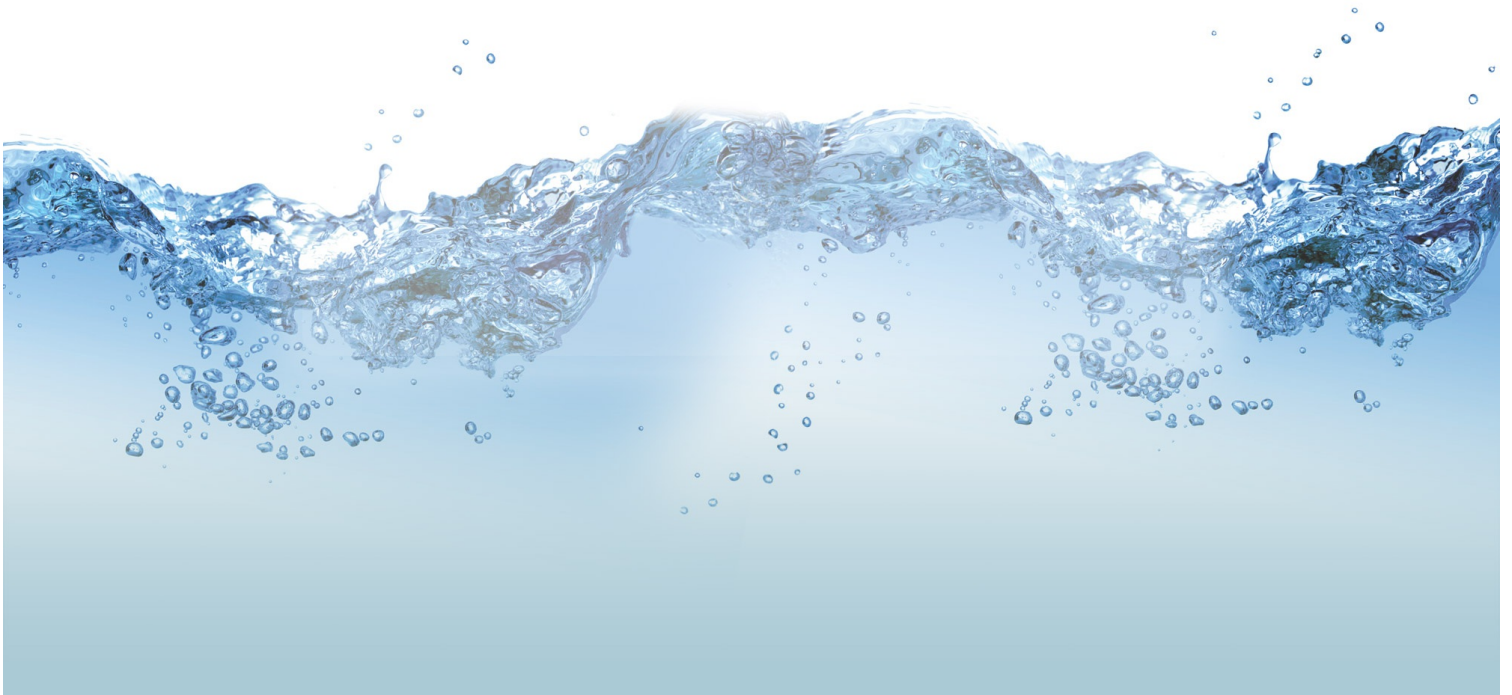


1282



## ENGINEERS REPORT SHEET

**Date Completed**  
19/07/2023



### ENGINEERS REPORT SHEET

<b>Date of Attendance</b> 17/Jul/2023	<b>Job Number</b> 11192	<b>Client Purchase Order Number</b> Assistant Clerk Email 22/05/2023
<b>Client Name</b> Melbourn Parish Council	<b>Billing Address</b> Melbourn Community Hub 30 High Street Melbourn SG8 6DZ	<b>Site Address</b> The Sports Pavillion The Moor Melbourne Cambridge SG86DZ
<b>Contact</b>		
<b>Telephone</b>		
<b>Contract</b>		

### PROGRAMME OF WORKS

<b>PROGRAMME OF WORKS</b> Legionella Risk Assessment	<b>Job Name</b> Melbourn - LRA Review + Legionella Sample	
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### Additional Comments

Legionella Risk Assessment review at Melbourne parish council sports pavilion carried out.

Water sample collected for micr bacterial analysis.

### Samples

Type	PPM/°C	Sample Ref.

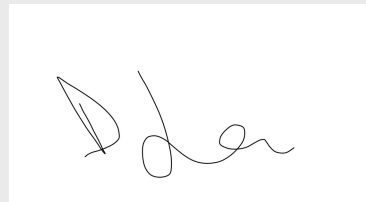
### Engineer

Dave Jones

### Customer Name

Melbourne parish council

### Customer Signature | Engineer Signature



**Additional Photographs**

**Additional Photographs**

**Additional Photographs**

No

**Additional Photographs**

**Additional Photographs**

No

**Additional Photographs**

**Additional Photographs**

No

Additional Photographs

No

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 August 2023

ITEM	Location	Reported by	Notes	Actions	WHO?
1	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. Being consider for inclusion in the 2023/24 maintenance budget. Office to obtain quotes.	SM
2	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.	Clerk to follow up	JH
3	Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
4	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec.	Wardens and clerk to identify possible location to fix bench. Bench not been moved recently. UPDATE - bench broken when recently moved - currently dismantled and stored in lock up	Wardens
5	The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
6	Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
7	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting.	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
8	All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
9	Outside Orchard Surgery	Wardens	Salt bin on Orchard Surgery road - destroyed	Contacted SCDC about replacement - awaiting approval of costs	ATC
10	Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 17 August 2023

ITEM	Details of work required	Reported by	Notes	Actions	WHO?
1	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
2	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
3	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. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year. Highways confirmed that they will pay for the work, however quote is out of date. Re-quote required.	SM / Highways
4	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
5	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign.	Action Clerk to chase - Highways confirmed replace of Library sign on lamppost outside of Hub and possible alternative locations on A10 etc.	CCC
6	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
7	Palmer's way	resident	Damaged sign on Palmer's way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC
8	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign.	SM reported to SCDC	SCDC