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

**A meeting of this Committee was held on Thursday, 3 October 2019 at Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

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| **Present:** | Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville |
| **In attendance:** | S Crocker, Parish Clerk, C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle |
| **Absent:** | Cllr Wilson |

**MA052/19 To receive and approve apologies for absence**
Apologies received from R Gatward, M Sherwen, T Stebbings.

**MA053/19 To receive any Declarations of Interest and Dispensations**
There were no declarations of interest and no requests for dispensation

**MA054/11 To approve the minutes of the Maintenance Committee Meeting held on 15 August 2019**

It was:
RESOLVED to accept the minutes as written.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

Discussion with regard to thanking the retiring Postmaster - agreed that a card would be sent. Resolution in this regard to be made retrospectively by full council on 28 October 2019.
A member noted that South Cambs Motors would be closing in December 2019.

**MA055/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**
No members of the public were in attendance.

**MA056/19 Finance Matters:**

a) **To receive a finance report on expenditure within the committee's remit**
The report was received**.**

b) **To consider a report on water bills for Parish Council assets**
Report not yet available - to be carried forward.

c) **To consider the purchase of a chainsaw and provision of relevant training**
Cost of chainsaw, relevant training and PPE expected to be iro £210. **ACTION:** Clerk to cost out and check if there is sufficient money in budget.

It was:
RESOLVED to purchase a chainsaw, safety equipment and required training if sufficient funds available in current budget. If not, then amount to be precepted for in 2020.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**MA057/19 Conservation Matters:**

a) **To report on water levels in the River Mel**
Clerk reported on a meeting with Environment Agency. RMRG also in attendance. Water table is very low – spring not flowing from The Bury. EA advised that they will not continue to pump water into the Mel as it is simply draining into the ground. Noted that the EA report is well presented and clearly written. **ACTION:** Chair to have further discussions with landowner of The Bury with regard to Mel replenishment and also hedges along Royston Road.



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**MA058/19 Governance Matters:**

a) **To receive the weekly inspection reports and consider any necessary actions**
The inspection reports were received**.**

b) **To consider any updates on vandalism in the Parish**
Report was circulated and considered. Wardens reported bench in Orchard Road cemetery had been moved. Also reported a number of bikes have been dumped in the village. **ACTION:** Wardens to dispose of the bikes.

c) **To consider a request to hold a 'sausage picnic' in the Millennium Copse**
It was:
RESOLVED to give consent for the sausage picnic to be held in Millennium Copse on Boxing Day.
Proposed by Cllr Clark, Seconded by Cllr Barnes. All in favour.

**MA059/19 Cemetery Matters: To receive any updates and consider actions**
It was noted that a number of memorials on cremated remains plots did not conform to Regulations. Also noted that the Regulations currently on the website required updating. Discussion as to revising permitted dimensions for memorials on cremated remains plots.

It was:
RESOLVED to revise permitted dimensions for memorials on cremated remains plots to a maximum of 22" at the base, increased to 23" at the discretion of the Clerk and to amend the Rules & Regulations accordingly.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**ACTION:** Assistant to Clerk to amend the Rules & Regulations and update the website.

A member raised a query as to the size of the interpretation boards for New Road Cemetery and the Jubilee Orchard. Noted that the grant application had been submitted. **ACTION:** Assistant to Clerk to provide the information to Cllr Barnes.

Wardens reported that they had requested a quote for 10 laurels for planting at the existing soil store at New Road Cemetery. A query was raised with regard to the proposed new soil store at New Road Cemetery. **ACTION:** Clerk to discuss with Mike Sherwen requirement for a new soil store and whether existing soil store is fit for purpose.

**MA060/19 Village Maintenance Matters:**

a) **To consider a quotation for felling of trees in All Saints Churchyard**
Quote received from Shires. Clerk reported on discussions with Church Warden. Church have indicated that views of the Diocese should be obtained. Ultimately responsibility for public safety lies with the Parish Council. Noted that the quotes does not include tree protection. Wardens indicated that they could arrange protective wire to be placed around the new trees.

It was:
RESOLVED to accept the quote from Shire Trees in the sum of £2,500 plus VAT to fell and grind root balls below ground level on 8 plum trees, including removal of all debris from the site and to supply and plant 8 new plum trees.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**ACTIONS:**
- Parish Office to draft a notice informing public of planned tree works.
- Wardens to install protective wire around new trees once planted.



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b) **To consider the need for herbicide spraying in All Saints Churchyard**
A member raised concern with regard to harm to flowers in the churchyard. Discussion as to necessity to spray footpaths. It was noted that members of the church clear the footpaths of weeds. To be monitored – no further action at this time.

c) **To consider quotations for repairs to the zip wire in Clear Crescent playground**
Clerk requested that this item be deferred for further investigation into availability of s106 money for play areas. Zip wire has been decommissioned pending repair/replacement.

d) **To consider the need for herbicide spraying in Clear Crescent playground**
No quote available for this. To be monitored – no further action at this time.

e) **To consider a report on the location of bollards in Clear Crescent playground**
Noted an incident involving the bollards on the mound. Clear Crescent had RoSPA inspection in April 2019 – no concerns raised at that time. To be monitored – no action required at this time.

f) **To receive an update on the Parish clock**
No report received from Smiths of Derby following their visit on 13 September.

g) **To consider quotations for the reduction of an overhanging tree in Beechwood Avenue**
It was:
RESOLVED to accept the quote from Shire Trees in the sum of £125 plus VAT.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

h) **To consider quotation for crown lift of tree outside the Black Horse on Orchard Road**
It was:
RESOLVED to accept the quote from Shire Trees in the sum of £250 plus VAT.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**MA061/19 Allotment Matters: To receive any updates and consider actions**
Noted that nettles have been cut back at the rear of the allotments. Allotment renewals have been sent out. **ACTION:** Assistant to Clerk to follow up with HCGM with regard to hedge cutting along the road and back of allotments.

**MA062/19 Stockbridge Meadows Matters**:

a) **To consider replacing trees in the orchard area**
Discussed need to replace 10 trees (cost c£15 each). Delegated authority for wardens and R Gatward to purchase trees and replant.

It was:
RESOLVED to replace 10 trees in Stockbridge Meadows orchard depending on cost and decision as to type of tree.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

b) **To receive any other updates and consider actions**
Request received from Small Mammal Group to survey mammals in Stockbridge Meadow.

It was:
RESOLVED to approve the request subject to:
- Proof of relevant insurance;
- Appropriate risk assessment
- Further information to be provided on steps to prevent dogs interfering with the traps.

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



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A request had been received to use the Allen Scythe to cut back nettles in Stockbridge Meadows. Concern was raised with regard to safety and risk of injury and also appropriate insurance.
**ACTION:** Wardens to liaise with resident making the request to discuss areas to be cut.

It was:
RESOLVED that the Parish Office respond to the request setting out concerns and advising that the Allen Scythe is not available for use by non-council employees.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**MA063/19 Pavilion Matters:**

a) **To consider measures to protect heating controls and compressor switches**
Wardens to source appropriate anti-tamper cover and report back.

b) **To consider a quotation for an annual Legionella Risk Assessment**
It was:
RESOLVED to accept the quote from 4i Water Services in the sum of £212.50 plus VAT for the Legionella risk assessment at the Pavilion.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

c) **To receive any other updates and consider actions**
Noted that there are currently no mid-week daytime bookings in the Pavilion. Discussion as to external decorations to the Pavilion. Suggested that this be precepted for in 2020. Possible s106 money available at some point in the future.

**ACTIONS**:
- Assistant to Clerk to put posters up advertising the Pavilion for hire.
- Wardens to re-set heating for the winter months.

It was:
RESOLVED to obtain quote for external redecorating of the Pavilion.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**MA064/19 Littlehands Matters: To receive any updates and consider actions**

a) **To consider a quotation for repairs to doors**
Two quotes considered. Noted that the quotes not like for like. Clerk noted that this work is not budgeted and should be precepted for in 2020. Work to be carried over to next year.

**ACTIONS:**
- Further inspection of the doors to be made and spec for works required to be provided to the Parish Office.
- Further quotes to be obtained**.**

b) **To consider a quotation for a drain patch**
Problem with drain at the identified when annual clean was carried out by Dynorod. Work is necessary to avoid continued blockages.

It was:
RESOLVED to accept Dynorod's quote number 0667550 for £375.00 plus VAT.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

**ACTION:** Clerk to take this quote to full council for ratification on 28 October 2019.

c) **To consider a quotation for works to roof area**
Quote considered for works to make roof inaccessible. Noted this is not budgeted for and also



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noted that less likely to be an issue over the winter. To be reconsidered in the new year. A member suggested included amounts for repairing items of vandalism in 2020 precept.

**MA065/19 Outstanding maintenance issues: To consider the status of the jobs spreadsheet**

| | **Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 3 October 2019** | | | |
|---|---|---|---|---|
| **ITEM** | **Details of work required** | **Reported by** | **Update Notes / Actions** | **WHO?** |
| **1** | Stockbridge Meadows - boardwalk railings | June 2018 emails | Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. **No update available. Awaiting response from boardwalk supplier. Clerk and Cllr Wilson to discuss further.** | SC |
| **2** | Trees overhanging in Chalkhill Barrow/Back Lane | Resident | Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. CL TO CHASE AGAIN. DB noted that a neighbouring resident had spoken to him about damage to greenhouse - CL has reported. Response received from John O'Brien at CCC. They have advised that roots should not be cut back. CL replied that we did not intend to carry out works - but were passing on residents comments as trees are responsibility of CCC. **ACTION: CL to advise resident to contact CCC direct about work required.** | CL |
| **3** | Tidying New rd cemetery soil store | DB | Quote received 29 jan 2019 with update for grass seeding. Discussed - ACTION: Parish Office to obtain additional quote. **Discussed at MA059/19.** | SC |
| **4** | Littlehands external electricity box | contractor | Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40). Discussed at MA048/19. Work complete and refund for approx £185 received. **Work completed. Wardens to demolish electricity box.** | CL |
| **5** | Street Lights and Energy Charges | SC | Clerk reported this item had been discussed at full council meeting. SCDC to upgrade lights to LEDs - will reduce electricity costs. **Clerk in discussions about responsibility for street lights. SCDC have indicated that they will be upgrading to LEDs within 12 months. GC queried if a refund can be claimed for payments made to date.** | SC/RFO |
| **6** | Medcalfe Way / Palmers Way | RW | RW suggested a bin be installed by the bench on the corner of Medcalfe and Palmers Way. Response from SCDC. They will consider installation a bin but concern raised over previous incidents of vandalism. Resident has reported again 12/6/19. Resident has suggested removing bench rather than installing bin. Still awaiting decision by SCDC. ONGOING - no decision yet on installation of bin. **ACTION: CL to chase SCDC.** | CL |



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| **7** | New Rec Youth Shelter | JH | Reported that Solar panels no longer working. ACTION: Clerk to chase quote for repairs. **No quotes received. ACTION: Clerk to contact suppliers of play ground equipment for further information.** | SC |
| **8** | Overgrown trees opposite entrance to science park | JT | CL inspected. Trees are outside garden fencing - appear to be responsibility of PC ACTION: Trees to be included in inspection to be arrange by Clerk. Tree report received - not priority. **Tree near bus stop needs to be felled. ACTION: Clerk to obtain quote for felling.** | SC |
| **9** | Overgrown bushes / trees nr Beechwood green (nr 7 Cedar Close) | JT | Wardens inspected. Very high branch overhanging. Wardens can cut back ivy from Beechwood side. ACTION: CL to obtain quote for tree work. Quotes received . **Discussed at MA060/19g)** | KR / DB and CL |
| **10** | Overhanging trees on High Street | JH | CL to write to residents on the High Street where trees/bushes are overhanging/obstructing the footpath. Properties to be identified and letters sent. Letters sent 11/9/19. **ACTION: Chase and request side bushes are cut back** | CL |
| **11** | Beechwood Avenue | Resident | Complaint of construction traffic using Beechwood as a cut-through. Advised resident to contact CCC Highways. Also copied SvdV on emails - she is in contact with resident. **A number of reports of heavy construction vehicles, including crane for Hopkins developed, witnessed accessing Beechwood Avenue / Back Lane. ACTION: Email to be sent to County Cllr van de Ven, Robert Eburn at Hopkins, Director of Planning at McGoff, Aaron Sands at SCDC Planning and District Cllr Hales setting out concerns.** | CL |
| **12** | littlehands - refurb of 2 x double doors | RW | CL has requested quotes from Barley Maintenance and Handylamb - quotes in. **Discussed at MA064/19a)** | CL |
| **13** | 35 High Street | SC | Willow tree requires cutting back - too low over footpath. Letter sent - tree has been cut back. Request made to resident to cut back bushes along the side of property. **Already discussed.** | CL |
| **14** | Benches on Cambridge Road (x 3) | MS | Require cleaning and maintenance - DB has inspected. **ACTION: clerk to update Asset Register with bench in Hale Close. Wardens to clean bench once trailer is repaired.** | KR / DB |
| **15** | 2&3 Hale Close | MS | Overhanging Leylandii branches - need to check house number. CL to write requesting trees cut back. **ACTION: Assistant to Clerk to write to resident to cut back trees.** | KR / DB |
| **16** | New Road Cemetery | MS | Pathsway need cutting back, branch removed and hedges along rear footpath require cutting. **Hedge adjacent to new development cut back but not along the top. ACTION: Parish office to speak to contractor to cut hedge and tidy up hedge along back of cemetery - this to be done separately to any works relating to new soil store. FURTHER ACTION: Assistant to Clerk to find out details of closure of track at the top of Water Lane.** | SC |
| **17** | Fence to the rear of Bowls Club storage shed | Bowls Club | Clerk discussed with Bowls Club - celebrating centenary in 2022. Damaged fence to be repaired. **ACTION: Parish office to obtain quotes from HCGM and Cambridge Fencing for repair.** | CL |
| **18** | Bramble overhanging footpath nr Clear Crescent park | KR | Needs cutting back - too big for wardens - poss SCDC. **ACTION: CL to check. If not SCDC, then obtain quotes.** | CL |



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| **19** | Between 13 and 15 Clear Crescent | Resident | Sinkhole has appeared. Urgent report made to Highways - John O'Brien dealing. **Wardens noted that the area is not cordoned off. Need to check for safety of public. ACTION: Parish office to follow up with District Cllr Hales.** | SC |
| **20** | River Mel at New Rec | DB | Logs have been placed in the river creating a dam. Report to RMRG for their advice on clearance. | DB |

**MA066/19** **New maintenance issues: To consider maintenance issues arising since the last meeting**

Information on Mosquito Alarms circulated. Cost for two alarms c£1,500 including installation. Noted that roof at Littlehands needs to be secured before any further safety equipment is installed. To be considered further and possibly precepted for in 2020. **ACTION:** To be added to Clerk's list.

**MA067/19** Next meeting scheduled for 31 October 2019 if necessary.

The meeting closed at 11:24



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

**A meeting of this Committee was held on Thursday, 15 August 2019 at Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

| | |
|---|---|
| **Present:** | Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, R Gatward, M Sherwen, B Deville |
| **In attendance:** | S Crocker, Parish Clerk, C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle |
| **Absent:** | Cllr Wilson |

**MA037/19 To receive and approve apologies for absence**
Apologies received from T Stebbings.

**MA038/19 To receive any Declarations of Interest and Dispensations**
There were no declarations of interest and no requests for dispensation

**MA039/11 To approve the minutes of the Maintenance Committee Meeting held on 18 July 2019**

It was:
RESOLVED to accept the minutes as written.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**MA040/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**
No members of the public were in attendance.

**M041/19 Finance Matters:**

a) To receive a finance report on expenditure within the committee's remit
Noted that any items overspent were reported back to full council. These included asbestos removal from the allotment and change of grass cutting contractor resulting in spend over budget due to additional cuts as a result of weather conditions.

b) To consider the use of s106 monies
Indemnity for s106 payment for Victoria Heights development was circulated. Noted this includes monies for children's play areas. Discussion as to which areas could benefit and possibility of someone taking this on as a project to assess current play facilities and possible improvements. Public consultation to be considered.

**ACTIONS:**

- Clerk, Cllrs Clark and Travis to discuss updating The Moor play area.
- Clerk to arrange field trip to Cambourne play area.
- Clerk to review s106 agreement for The Moor development

Awaiting quote from HCGM for repairs to zip wire at Clear Crescent play area. A**CTION:** Clerk to contact insurers with regard to repairs to play equipment



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**MA042/19 Governance Matters: To receive the weekly inspection reports and consider any necessary actions**

Inspection reports were received.

**ACTIONS:**

- Assistant to Clerk to ensure wardens have updated inspection sheets.
- Assistant to Clerk to ensure Hub outside areas are removed**.**

**MA043/19 Vandalism issues:** to consider any updates on vandalism in the Parish

Updated sheet circulated. At recent Police Surgery, PCSO had emphasised importance of all non-emergency incidents being reported via 101. Concern was noted over increase in anti-social behaviour involving young children.

**ACTIONS**:

- Assistant to Clerk to look into local Neighbourhood Watch schemes
- Clerk to write article for Melbourn Magazine requesting residents to report any unlawful or anti-social behaviour to the police.

**MA044/19 Village Maintenance Matters**:

a) To receive an update on fly tipping

Update on a recent incident of fly tipping reported to SCDC which resulted in a fine of £400 and prosecution.

b) To consider a Tree Health & Safety survey and Arboricultural report

Tree inspector had attended and inspected a number of trees in the village including all trees in All Saints Churchyard. Report was considered – noted that the report was very thorough. A number of trees, including plum trees in churchyard, were given priority 1 status – urgent attention required. Discussion as to increased budget for tree work in 2020 precept. Further meeting to be arranged with tree inspector to discuss village-wide inspections.

It was:
RESOLVED that Ian Lorman should be approached for a quote to carry out a village-wide inspection of trees (frequency to be determined).
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

It was:
FURTHER RESOLVED that the Clerk would arrange a meeting with Cllr Travis and the Church Wardens to discuss a course of action with regard to the works required to the avenue of plum trees.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

c) To consider a quote for pollarding of willows on New Rec

It was:
RESOLVED to accept the quote from Shire Trees in the sum of £1,300 plus VAT (£1,560) to pollard the willows on the New Rec.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

d) To consider provision for out of season football pitch marking

Noted that the pitch had not been marked in time for a recent pre-season friendly. A quote had been obtained for one-off line marking. **ACTION:** Clerk to investigate one off line marking costs and obtain further quote.

A letter from Melbourn Dynamos was circulated with their proposal for a single payment for the new season. Noted that Melbourn Sundays would now fall under the umbrella of Dynamos and would not therefore be making separate match bookings.

It was:
RESOLVED that the Clerk be given delegated authority to discuss with Dynamos arrangements with regard to Melbourn Sundays' match fees and single payment for Dynamos' new season.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

e) To consider a report on the Parish Clock
It was noted that the parish clock is mis-chiming and requires repair. Further noted that the clock was serviced within the last 3 months.

**ACTIONS:**

- Clerk to check maintenance agreement for parish clock.
- Clerk to research clock repairers in the local area for future servicing and repairs.

It was:
RESOLVED that the Clerk should obtain a quote from Smiths of Derby to carry out repairs to the parish clock.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

f) To consider a quote for hedgerow maintenance in Thatcher Stanford's Close
It was:
RESOLVED to accept Option 2 on Herts & Cambs Ground Maintenance quote dated 2 August 2019 for £280 + VAT.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**MA045/19 Allotment Matters:** To receive updates and consider actions.
Updated quote for cutting the hedge along the front of the allotments had been received from Herts & Cambs Ground Maintenance (previously accepted by Maintenance Committee at 28 February 2019 meeting). Noted that the hedge at the rear of the allotments is very overgrown. Uncertainty as to who is responsible for the track.

**ACTIONS:**

- Clerk to instruct Herts & Cambs Ground Maintenance to carry out work.
- Assistant to Clerk to ascertain who is responsible for track to the rear of the allotments. If MPC, obtain quotes for cutting back hedge.

**MA046/19 Stockbridge Meadows Matters:**

a) To receive a progress update on the boardwalk

Noted that £20,000 s106 money has been ring-fenced for boardwalk. Replacement is likely to cost c£40/50k – grants to be investigated to cover shortfall.

**ACTIONS:**

- Clerk to investigate grants as sources of funding
- Clerk to arrange for boardwalk supplier to visit Stockbridge Meadows
- Clerk to invite representative from RMRG to attend.

b) To receive any other updates and consider actions

Letter from representative of RMRG was discussed. Noted that meadow has been cut – resident to be contacted with regard to clearing the area after cuts. Discussion as to ant and mole hills in the meadow – require rolling to allow mowing of the area. Discussion as to re-seeding wild flower area.

**ACTIONS:**

- Keith Rudge to arrange to meet representative of RMRG, Cllr Travis and Rosemary Gatward to discuss future maintenance of the area.
- Wardens to remove fencing around wild flower area behind Pavilion and return gate to Chain of Wild Flowers.

**MA046.5/19** **Cemetery Matters**

a) To consider progress updates following New Road Cemetery field trip
No updates available.

b) To consider a quote for the construction of a soil store at New Road Cemetery
Quote circulated – noted this expenditure has not been precepted for. **ACTION:** Clerk to obtain a second quote based on same specification.

c) To receive any other updates and consider actions
Noted that trees along the south border require support posts to be removed. **ACTION:** Wardens to remove posts.

Noted that Waterbeach Parish Council had approached the parish office for advice on setting up a new cemetery. Mike Sherwen offered to share his photographs of the development of New Cemetery with the Parish Council.

**MA047/19** **Pavilion Matters:** To receive any updates and consider actions
Noted that repairs to heating system will be carried out 27 August 2019.

**MA048/19** **Littlehands Matters:** to receive any updates and consider actions
Noted that UK Power Networks will attend to remove external electricity cable on 27 August 2019.

A member reported increased incidents of people climbing on to the building roof and removing spikes. Discussion as to securing the area.

**ACTIONS:**

- Assistant to Clerk to investigate mosquito alarms
- Cllr Clark to discuss with Barley Maintenance to secure roof

**MA049/19** **Outstanding maintenance issues: To consider the status of the jobs spreadsheet**

| | Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 15 August 2019 | | | |
|---|---|---|---|---|
| **ITEM** | **Details of work required** | **Reported by** | **Update Notes / Actions** | **WHO?** |
| **1** | Stockbridge Meadows - boardwalk railings | June 2018 emails | Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. **Discussed at MA046/19** | SC / CL |
| **2** | Orchard Rd Cemetery Yellow Lines | KR | Wardens to repaint yellow line. Waiting for dry weather to carry out work. **Wardens reported that parking has improved. ACTION: Assistant to Clerk to order permanent signs for gate - no yellow lines to be painted at this time.** | KR/DB |
| **3** | Trees overhanging in Chalkhill Barrow/Back Lane | Resident | Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. **CL TO CHASE AGAIN. DB noted that a neighbouring resident had spoken to him about damage to greenhouse - CL has reported.** | CL |
| **4** | Tidying New rd cemetery soil store | DB | Quote received 29 jan 2019 with update for grass seeding. **Discussed - ACTION: Parish Office to obtain additional quote** | SC |
| **5** | Littlehands external electricity box | contractor | Box can only be removed by electricity supplier. Wait until wider condition issues resolved. **ACTION:** Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40). **Discussed at MA048/19** | CL |
| **6** | Car Park Shrub bed planting | JN | HCGM quote accepted. Work completed. Clerk noted that shrubs replanted from hub to car park have failed. New planting required. **ACTION:** Monitor new planting to ensure it is sufficiently watered. **Ongoing - wardens to weed car park. Remove from list** | SC |
| **7** | Blocked Gullies in village | TS | report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor. Noted ongoing problems. Drainage tour rescheduled to 2 July - TS to report back after that. TS report discussed at MA033/19a). Ongoing. **Remove from list** | TS |
| **8** | Utility supply consolidation | SC | Make contact with LSI before end of financial year - ONGOING - **See item 9 below** | SC/RFO |
| **9** | Street lighting energy charges | SC | Audit of ownership of streetlighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - Clerk noted that CCC may be ending agreement with energy provider. Possible that responsibility will fall to parish. **ONGOING. ACTION**: Clerk to contact Sean Gentle about unfinished light on the footpath from Beeton Close. **Clerk reported this item had been discussed at full council meeting. SCDC to upgrade lights to LEDs - will reduce electricity costs. To be considered in future under new item - Street Lights and Energy.** | SC |
| **10** | Pavilion compressor switches | DB | In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. **Repairs booked for 27 August 2019** | DB |
| **11** | Asset verification | RFO | Cllr Wilson has the asset list and will undertake inspections - ONGOING. **ACTION**: Clerk to progress registration of land at 83 High Street and Maple Way. LR rejected application - new forms to be submitted. **RW undertaking rolling review of assets. Hopes to complete by end of summer - remove frm list** | RW |
| **12** | 69 Beechwood Avenue | JH | Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back **AC**TION: Wardens to check if tree has been cut back. UPDATE 29/05 - CCC say its responsibility of landowner but they don't know who that is **ACTION**: Parish Office to write to resident advising that we will cut tree back. Letter sent. **Wardens to cut tree back and clear footpath** | KR/DB |



Signed: …… Dated ……../……../……..

| | | | | |
|---|---|---|---|---|
| **13** | Rupert Neve Close | Resident | Neighbour has cut boundary hedge back and resident is concerned about exposure of their property and also as to what replacement hedge will be planted. RG noted there are restrictions on cutting back this hedge. John Obrien indicated he would visit to inspect the work. **ACTION**: Clerk to chase Planning Enforcement for updates. **CL followed up with JH - JH indicated there is unlikely to be further action taken. CL to advise resident** | SC |
| **14** | Trees in Orchard Road bordering 12 Pryors Orchard | Resident | Resident emailed concerned that the trees appear to need cutting back - queried if they are TPO'd. CL checked CCC map and responded to resident that they are not. **AC**TION: Trees to be included in tree inspection - CL meeting Ian Lorman on 25/7/19 to quote for tree inspections. Tree report received. **Discussed - remove from list** | CL |
| **15** | Medcalfe Way / Palmers Way | RW | RW suggested a bin be installed by the bench on the corner of Medcalfe and Palmers Way. Response from SCDC. They will consider installation a bin but concern raised over previous incidents of vandalism. Resident has reported again 12/6/19. Resident has suggested removing bench rather than installing bin. Still awaiting decision by SCDC. **ONGOING - no decision yet on installation of bin** | SC |
| **16** | New Rec Youth Shelter | JH | Reported that Solar panels and wif-fi no longer working. **ACTION: Clerk to chase quote for repairs** | SC |
| **17** | Overgrown trees opposite entrance to science park | JT | CL inspected. Trees are outside garden fencing - appear to be responsibility of PC **ACTION: Trees to be included in inspection to be arrange by Clerk. Tree report received - not priority** | SC |
| **18** | Overgrown bushes / trees nr Beechwood green (nr 7 Cedar Close) | JT | Wardens inspected. Very high branch overhanging. Wardens can cut back ivy from Beechwood side. **ACTION: CL to obtain quote for tree work.** | KR / DB and CL |
| **19** | Worcester Way Pocket Park | TS | TS reported continued fly tipping behind properties. **ACTION**: TS and JT to inspect and identify the property before reporting to SCDC. CL reported fly tipping to SCDC. SCDC Officers attended - resident fined and fly tipping removed. **DISCUSSED at MA044/19a). Remove from list** | TS / JT |
| **20** | Silver birches on The Moor Play Area | GC | To be included in tree inspection to be arranged by Clerk. **Tree report received - remove from list** | SC |
| **21** | Willows along River Mel | RG | Quotes obtained for pollarding. To be carried over to next year. **Tree report received - remove from list** | SC |
| **22** | Clear Crescent (between 18 & 20) | Resident | Bench damaged - possibly by grass cutters. CL asked wardens to inspect. RW has supplied photos of two benches on Clear Crescent - appear to be in good condition. **Damage has been repaired** | CL |
| **23** | Thatcher Stanfords - behind Grays allotments | Resident | Hedge and ivy overgrown and obstructing footpath. KR inspected - CL requested quote from HCGM - **Already discussed MA044/19f) - remove from list** | CL |
| **24** | Light on footpath to the pavilion | Resident | Light is coming on during daylight hours - can we re-set timer? Need to identify where the controls are - Wardens to locate timer and re-set. **Timer to be re-set in lighting column - KR to arrange** | CL |
| **25** | London Way - north of A10 | IC | Chair fly tipped on Bury Lane (opp entrance to London Way) - CL reported to SCDC | CL |
| **26** | Millennium Orchard | JT | Wardens to remove gate and arch from wild flower area and return to L Williams. | Wardens |
| **27** | Millennium Orchard | JT | JT to meet with L williams to discuss future works | JT |
| **28** | Overhanging trees on High Street | JH | CL to write to residents on the High Street where trees/bushes are overhanging/obstructing the footpath. **Properties to be identified and letters sent** | CL |
| **29** | Millennium Orchard | Resident | Resident complained that the grass had not been cut and was concerned about spread of seeds to his property (Thatcher Stanfords). CL advised that a pathway was cut around the area. Resident thought the whole area had been cut in the past. **ACTION: CL to check contracts** | CL |
| **30** | Beechwood Avenue | Resident | Complaint of construction traffic using Beechwood as a cut-through. Advised resident to contact CCC Highways | CL |
| **31** | littlehands - refurb of 2 x double doors | RW | CL has requested quotes from Barley Maintenance and Handylamb | CL |
| **32** | Parish Clock | DB/resident | Clock is chiming out of sync. SC to report to Smiths of Derby. **Discussed at MA044/19e)** | SC |
| **33** | 35 High Street | SC | Willow tree requires cutting back - too low over footpath | CL |
| **34** | Stockbridge Meadows | KR | Ash die-back - Ian Lorman to inspect trees as part of village-wide inspection. **Discussed at MA050/19** | SC |



Signed: …….. Dated ……../……../……..

| | | | | |
|---|---|---|---|---|
| | Trailer for parish van | KR | Lights do not work - must be repaired. **Discussed at MA050/19** | KR |

**MA050/19 New maintenance issues: To consider maintenance issues arising since the last meeting**

Trees: Concern was raised with regard to Ash Die-back. **ACTION:** Clerk to request Ian Lorman to include Stockbridge Meadows in village-wide inspection.

Noted that the current sub-post master will be leaving the Post Office on 1 October 2019 after 19 years in the village. The Parish Council will show appreciate for his service. **ACTION:** Parish Office to follow up with Royston Crow and arrange presentation.

Noted that trailer for the parish van requires repairs to lights. **ACTION:** Wardens to arrange.

Query was raised as to re-location of Kohima Stone – noted that a report and method statement as to re-location was being prepared.

**MA051/19** Next meeting scheduled for Thursday, 19 September 2019

The meeting closed at 10:58.



Signed: ……. Dated ……../……../……..

**Melbourn Parish Council**
**Maintenance Expenditure Tracking 2019/20**
(Based on Paid Invoices)

| EDGE Code | Budgeted expenditure (included in Precept) | Budget 2019/20 £ | Actual to date (31/08/19) £ | Balance £ | Notes |
|---|---|---|---|---|---|
| | Conservation: | | | | |
| 1000 | Allotments - plot clearance/maintenance | 500 | - | 500 | |
| 1000 | Allotments - unplanned e.g. asbestos removal | 240 | 2,110 | (1,870) | Asbestos removal - unbudgeted |
| 1100 | Conservation - tree work,hedge cutting, tree inspections, Christmas tree, plants for tubs | 5,000 | - | 5,000<br>- | Tree inspection costs + related work expected Sept onwards |
| 1100 | Conservation - unplanned | 500 | - | 500 | |
| 1150 | Stockbridge Meadows - boardwalk repair/replacement | 1,500 | - | 1,500 | Now likely to be funded from S106 monies |
| 1150 | Stockbridge Meadows - unplanned | 500 | - | 500 | |
| | | 8,240 | 2,110 | 6,130 | |
| | Cemeteries | | | | |
| 2000 | Cemeteries - maintenance, tree work, soil store | 1,535 | - | 1,535 | High water bill of £463 which is being investigated |
| 2000 | Cemeteries - headstone bases | 2,600 | - | 2,600 | |
| | | 4,135 | - | 4,135 | |
| | Play Areas and Recreation Grounds | | | | |
| 3000 | Playground - wild play area Armingford Crescent | 1,000 | | 1,000 | |
| 3000 | Playground - auto closing gate at The Moor | 1,650 | | 1,650 | |
| 3000 | Playground - play area maintenance, equipment repair/renewals | 1,500 | 634 | 866 | Repairs to cradle swing plus new sign for Clear Crescent |
| 3200 | Recreation Ground - pest treatment | 200 | | 200 | |
| 3200 | Recreation Ground - unplanned | 570 | | 570 | |
| 3400 | Pavilion - maintenance (sanitary disposal, septic tank) | 500 | 242 | 258 | |
| 3400 | Pavilion - maintenance (PAT testing, boiler service, fire alarm service) | 370 | 80 | 290 | |
| 3400 | Pavilion - unplanned | 300 | | 300 | c£1,100 to come (£850 heating repairs, c£250 for boot brushes + steam cleaner) |
| | | 6,090 | 955 | 5,135 | |
| | Finance & General Purpose | | | | |
| 4300 | Wardens' equipment | 500 | 70 | 430 | |
| 6401 | Hub maintenance projects A rated - disability access steps £700, legionella £1,400, magazine rack £125, kitchen equipment £725 | 2,950 | 160 | 2,790 | Mag rack £160<br>Legionella Risk Assessment £350 (paid Sept) |
| 6401 | Hub maintenance projects B rated - repaint exterior £3,000, air con parish office/meeting room £3,250, CCTV upgrade £4,000 | 10,250 | 8,270 | 1,980 | Aircon £4,390 (including base), CCTV £3,880 |
| 6401 | Hub maintenance - unplanned | 500 | 397 | 103 | Repairs to faulty boiler |
| 6401 | Hub maintenance - services for stair lift (x2) £300, CCTV, fire extinguishers, fire alarms, boiler + PAT | 1,300 | 943 | 357 | Fire stops/cover grilles for fire doors £625 |
| 7100 | Car park - path to RHS of bus shelter including planting | 1,010 | - | 1,010 | Done 2018/19 |
| 7100 | Car park - PAT testing | 200 | - | 200 | |
| 7100 | Car park - unplanned | 200 | - | 200 | |
| | | 16,910 | 9,839 | 7,071 | |
| | Highways | | | | |
| 8100 | Street lighting maintenance contract | 500 | - | 500 | |

| | | | | | |
|---|---|---|---|---|---|
| | Streetlight lantern LED upgrade - 12 per year @ £240 | 2,900 | - | 2,900 | |
| | (Reserve - not sure if plan is to upgrade 12 per yr or save for 3 yrs and do in one go) | | | | |
| | | 3,400 | - | 3,400 | |
| | Rental Property | | | | |
| 9000 | Rental Property - Littlehands annual drain cleaning | 300 | | 300 | |
| 9000 | Rental Property - Littlehands move electricity cabinet/repair outside lights | 685 | 515 | 170 | |
| 9000 | Rental Property - Littlehands electrical works | 5,000 | 4,391 | 609 | £405 charge from e.on/UK power networks re store disconnection |
| 9000 | Rental Property - unplanned | 190 | 236 | (46) | Drain blockage/padlock & keys for gate |
| | | 6,175 | 5,142 | 1,033 | |
| | | **44,950** | **18,046** | **26,904** | |
| | | | | | |
| | **Grounds Maintenance Contracts** | | | | |
| 1200 | Grass cutting contract - verges/Hub etc | 6,420 | 4,133 | 2,288 | £2,720 MD Landscapes. H&CGM £790 initial cut then £622.50 p/m |
| 1300 | Public Open Space - maintenance (£460 per month +£1,500 for extra works) | 7,000 | 2,340 | 4,660 | |
| 2100 | Cemeteries (£405.83 x 12) | 4,870 | 2,029 | 2,841 | |
| 3200 | Recreation Grounds (currently £755 per month but may change) | 9,360 | 3,775 | 5,585 | Contract due to be retendered - spec may change slightly |
| | | **27,650** | **12,277** | **15,373** | |
| | | | | | |
| | **Community Benefit** | | | | |
| 9600 | Community Benefit Donations - Cemetery Tree Planting (New Rd) | 1,000 | | 1,000 | These items are ring-fenced within Community Benefit monies - |
| 9600 | Community Benefit Donations - Pavilion pool table (still needed?) | 230 | | 230 | are they still needed? |
| | | **1,230** | **-** | **1,230** | |
| | | | | | |

# SHIRE
# TREES LIMITED

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

Date Sent: 05/09/2019

**Quote Information**

| | |
|---|---|
| Client Ref: | 143 |
| Quote No: | 1170 |
| Surveyor: | Frank Cantle |
| Site Ref: | 1040 |
| Order No: | |

## Quote

**Site Address** Melbourn

| Item No | Item | Description Of Work | Value |
|---|---|---|---|
| | Plum | Fell and grind root balls below ground level on 8x trees. All debris from trees and stump grindings to be removed from site.<br><br>supply and plant 8X Plum trees. Does not include watering plan or aftercare. Does not include tree protection (this can be installed for additional cost) | £2,500.00 |

| | |
|---|---|
| Total Value: | £2,500.00 |
| VAT (20%): | £500.00 |
| Total Inc VAT: | £3,000.00 |

1A TRIGG WAY, MELBOURN, ROYSTON, SG8 6HX
07725 808887 shiretreesltd@gmail.com

# SHIRE
# TREES LIMITED

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

Date Sent:

**Quote Information**

| | |
|---|---|
| Client Ref: | 143 |
| Quote No: | 1125 |
| Surveyor: | James Cantle |
| Site Ref: | 1012 |
| Order No: | |

## Quote

**Site Address** Beechwood Avenue park, Beechwood Avenue, Melbourn

| Item No | Item | Description Of Work | Value |
|---|---|---|---|
| | Silver birch | Reduce overhang by 7 Cedar Close by 2.5M | £125.00 |

| | |
|---|---|
| Total Value: | £125.00 |
| VAT (20%): | £25.00 |
| Total Inc VAT: | £150.00 |

1A TRIGG WAY, MELBOURN, ROYSTON, SG8 6HX
07725 808887 shiretreesltd@gmail.com

# SHIRE
# TREES LIMITED

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

Date Sent:

**Quote Information**

| | |
|---|---|
| Client Ref: | 143 |
| Quote No: | 1206 |
| Surveyor: | James Cantle |
| Site Ref: | 1076 |
| Order No: | |

## Quote

**Site Address** Black Horse pub junction, melbourn

| Item No | Item | Description Of Work | Value |
|---|---|---|---|
| | Maple X2 | Crown Lift to provide 5 metres clearance from ground level | £250.00 |

| | |
|---|---|
| Total Value: | £250.00 |
| VAT (20%): | £50.00 |
| Total Inc VAT: | £300.00 |

1A TRIGG WAY, MELBOURN, ROYSTON, SG8 6HX
07725 808887 shiretreesltd@gmail.com

**4i Water Services Ltd**
Unit 17
Woolpit Business Park
Woolpit
Bury St Edmunds
IP30 9UP
01359 242000

Melbourn Hub
30 High St
Melbourn
South Cambs
SG8 6DZ

# Quotation

<default address>
30 High St
Melbourn
South Cambs
SG8 6DZ

**No:** 4272
**Date:** 09/09/2019
**Our Ref:** 4272
**Your Ref:**

4i Water Services Limited propose to complete the following programme of works to maintain hygienic conditions within the above system and to keep them in compliance with current operational requirements including these in A.C.O.P. (L8), Workplace (Health, Safety and Welfare) Regulations 1992, C.O.S.H.H. Regulations and Water Regulations 1999:-

| Qty | Part Ref | Description | Price Each | Price Total |
|---|---|---|---|---|
| 1 | | Legionella Risk Assessment<br><br>Melbourne Parish Council - Sports Pavillion<br><br>4i Water Services Limited propose to complete a detailed site survey and report to ensure the maintenance of hygienic conditions within the above systems and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558:2011, C.O.S.H.H. Regulations and Water Regulations 1999.<br><br>The survey and report will be completed by a surveyor with suitable experience and holding a minimum of City & Guilds qualification in this specialist aspect. 4i Water Services Limited are also audited members of the Legionella Control Association as recommended to undertake these types of work within the ACOP L8 and to the specification set in the BS8580.<br><br>The report will include detailed system information relating to domestic hot and cold-water systems and any other systems or devices likely to present a risk with regard to legionellosis and will additionally have corresponding photographs and risk evaluation. A detailed schematic diagram is included in compliance with the above regulations and will be based on our findings during the tracing of the mains water supplies.<br><br>Any relevant recommendations for remedial action and ongoing monitoring made in the report will be cross referenced to recognised codes of conduct, regulation and accepted operational practice and will reflect the most effective and appropriate methods by which to remove or reduce any identified risk. | £212.50 | £212.50 |

**Nett Estimate Total:** **£212.50**
**VAT Estimate Total:** **£42.50**
**Gross Estimate Total:**

**£255.00**

Site to ensure all rooms are accessible for works to be undertaken.
Costed for normal working hours, uplift if required to be undertaken out of hours.

**Additional Information**

Water system/s to be included are...

We confirm we have Legionella Control association membership for the legionella control activities offered. A current copy of our LCA certificate and code of conduct can be found on our website at www.4iwaterservices.co.uk

All client obligations and requirements have been supplied in the form of a recommended code of conduct for service providers (www.legionellacontrol.com). Please see Clients Obligation Sheet in the Water Hygiene Log Book and

http://www.hse.gov.uk/search/search-results.htm?q=indg458#gsc.tab=0&gsc.q=indg458&gsc.page=1.

**Terms and Conditions**

This quotation is costed for completion during normal weekday working hours.
Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays.
The above quotation is to remain firm for 90 days
Terms are strictly 30 days from date of invoice.
Prices are exclusive of V.A.T. and delivery

**Please refer to our company's full terms and conditions at www.4iwaterservices.co.uk/further-info**

Registered Office:
4i Water Services Ltd,
Unit 17 Woolpit Business Park, Woolpit,
Bury St Edmunds, Suffolk, IP30 9UP.
Tel : 01359 242 000  Web : www.4iwaterservices.co.uk
Company Registration Number: 04391787

**Table 2.1:** Checklist for hot and cold water systems

| Service | Action to take | Frequency |
|---|---|---|
| **Calorifiers** | 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<br>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)<br>Check calorifier return temperatures (not below 50 °C). | Monthly |
| **Hot water services** | 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 50 °C within one minute (55 °C in healthcare premises) | Monthly |
| | For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises). 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 50 °C within one minute of running (55 °C in healthcare premises). 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 50 °C (55 °C in healthcare premises) 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 |
| **POU water heaters (no greater than 15 litres)** | Check water temperatures to confirm the heater operates at 50–60 °C (55 °C in healthcare premises) or check the installation has a high turnover | Monthly–six monthly, or as indicated by the risk assessment |

| | | |
|---|---|---|
| **Combination water heaters** | 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 50–60 °C | Monthly |
| **Cold water tanks** | 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 |
| **Cold water services** | 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 whole system is reaching satisfactory temperatures for legionella control |
| | Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment | Annually |
| **Showers and spray taps** | 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, eg areas with high risk patients |
| **POU filters** | Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2 µm membrane POU 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 |
| **Base exchange softeners** | 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 |

| | | |
|---|---|---|
| **Multiple use filters** | Backwash and regenerate as specified by the manufacturer | According to manufacturer's guidelines |
| **Infrequently used outlets** | 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 (eg to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T'<br>Infrequently used equipment within a water system (ie not used for a period equal to or greater than seven days) should be included on the flushing regime<br>Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain<br>Regularly use the outlets to minimise the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started<br>For high risk populations, eg healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment | Weekly, or as indicated by the risk assessment |
| **TMVs** | Risk assess whether the TMV fitting is required, and if not, remove<br>Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs<br>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 | Annually or on a frequency defined by the risk assessment, taking account of any manufacturer's recommendations |
| **Expansion vessels** | Where practical, flush through and purge to drain.<br>Bladders should be changed according to the manufacturer's guidelines or as indicated by the risk assessment | Monthly–six monthly, as indicated by the risk assessment |
| **4i WS XT2010 Dosing System** | Carry out dosing line replacement and update software | Six monthly |
| | Carry out full service on the system | Annually |
| **Swimming Pool** | To carry out a service visit on the pools Olyaluminium Chloride dosing unit, Strantrol system4 controller and the two dosing pumps. | Six Monthly |
| | Carry out the bacterial sampling as required | Monthly |
| | Carry out chemical testing and dosing | Daily |
| **Legionella Risk Assessment** | Review to be carried out every two years or if the systems changes. | Annually |
| **Legionella Sampling** | To carry out a monthly sample of the domestic water system and have it analysed for specific Legionella bacteria | Monthly |
| **Water Softeners** | Clean and disinfect the resin and brine tank | Twice Annually |
| **Chemical** | To supply CD Base Agent and Activator. | When Required |

# Quotation

DYNO

AMG Southern Services
Unit E Cartel Business Estate,
Edinburgh Way, Harlow,
Essex, CM20 2TT
Tel: 01279 866486

VAT No. 898 3566 51 Company Reg No. 6054410

The Dyno-Rod and Dyno-Plumbing services are provided by Dyno's own staff and by franchisees. Dyno-Rod Limited (Registered in England & Wales with registered number 1046906). Registered office: Millstream, Maidenhead Road, Windsor, Berkshire, SL4 5GD.

Job No. DB534311

Date 22 / 8 / 19

A/C No.

Site No.

Order No.

No: A 1850 0667550

*ALL SECTIONS MUST BE COMPLETED, WRITE FIRMLY IN BLOCK CAPITALS*

Sheet of

**Customer Address (or account)**

Name Little hands nursery

Address The moor

Town County

Post Code SG8 6ED Telephone

**Site Address (if different)**

Name Name of Organisation

Address

Town County

Post Code Telephone

Time of Arrival (24 hour) :

Time of Departure :

Engineer Name

Engineer No.

**DESCRIPTION OF WORK**

To supply and install 4" Drain patch from M/H in park play Ground. to cover misplace Joint.

Please tick appropriate box

- [x] Plumbing
- [x] Drains
- [ ] Domestic
- [x] Commercial
- [ ] Industrial
- [ ] Municipal
- [ ] Construction

| | |
|---|---|
| Labour Excl. VAT | £ |
| Materials Excl. VAT | £ |
| **Net Value** | £ 375.00 |
| VAT (Rate 20%) | £ 75.00 |
| **The price for this work to be done is** | £ 450.00 |

L. EDWARDS

*Signed (on behalf of Dyno)*

*PLEASE PRINT NAME*

Intertek UKAS MANAGEMENT SYSTEMS

The Dyno service is provided by Dyno's own staff and by franchisees.
Distribution WHITE: Customer Copy GREEN: DYNO/Franchisee Copy

A British Gas company

# Quotation Acceptance

DYNO

Signing gives us instructions to carry out the work as described for the price indicated above. I understand and accept that, should I subsequently cancel this instruction, I will be liable for your reasonable costs incurred up to that time.

BEFORE signing please read the Terms and Conditions on the reverse of this Quotation which will form the basis of the agreement between us, if you do not accept any of the provisions you should let us know before signing this form.

Customer Signature

Please print name

Date

Postcode

No: A 1850 0667550

The Dyno-Rod and Dyno-Plumbing services are provided by Dyno's own staff and by franchisees. Dyno-Rod Limited (Registered in England & Wales with registered number 1046906). Registered office: Millstream, Maidenhead Road, Windsor, Berkshire, SL4 5GD.