

COTTENHAM PARISH COUNCIL

COMMUNITY & LEISURE FACILITIES COMMITTEE

AGENDA REPORTS PACK – NOVEMBER 2014

Item 14L/082

COTTENHAM PARISH COUNCIL

Minutes of Community and Leisure Facilities Committee
Held in the Village Hall, Lambs Lane on Tuesday 21st October 2014 at 7.30pm

Present: Cllrs Mudd (Chair), Berenger, Collier, Heydon, Morris, Richards, Young, Alan Raven (Cricket), Terry Keeble (Colts), Andy Ward (S&SC) and Clerk

In attendance: 2 members of the public

14L/051. Chairman's Introduction and Apologies – Cllr Leeks.

14L/052. Public participation – Standing Orders to be suspended – Resident (Colin Coe) has a background in cycling (Anglia Cycling) and wanted to float the idea of a village cycle event perhaps linked to another village event. Suggested route is laps of Long Drove/Twenty Pence Road through the village. It would require either full or partial road closures and a traffic management company would be involved. It would be for adults only and they would be made aware of the road surfaces prior to the race (Long Drove was mentioned as a concern). The event would be on a weekend and is not commercial.

14L/053. To accept Declarations of Interest - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – none.

14L/054. Minutes – Resolution that the minutes of the Committee meeting held on the 16th September be signed as a correct record. **RESOLVED.**

14L/055. Reports

- **Clerk** – report circulated prior to the meeting. Need to look at getting additional bin at the recreation ground but user to pay for it. Lawsons Circus would like to return next year. Cllrs Mudd & Nicholas will look at Fen Reeves and report back.

- **Playground safety** – report circulated prior to the meeting

14L/056. Colts tournament 2015 – To consider permission for the Colts to hold their annual 5 aside tournament on 24th May 2015 at the recreation ground – Resolution to grant permission for the Colts to hold their annual 5 aside tournament on 24th May 2014 at the recreation ground. **RESOLVED.**

14L/057. Recreation ground user agreements – To consider drawing up formal user agreements. Cllrs Morris and Mudd will look at the agreements. NB: The football club have asked for a review of their fees following a reduction of teams playing.

14L/058. Village hall user agreements – To consider amendments to current user agreements – working party to be formed consisting of Cllrs Morris, Mudd, Young and Andy Ward.

14L/059. Village green hire agreements – To consider amendments to current hire agreement. Clerk to contact other villages to see what they charge. Any wording amendments should be forwarded to the Clerk.

14L/060. PAT testing – To consider testing of equipment at the village hall – Resolution that PAT testing is carried out of equipment at the village hall. **RESOLVED.**

14L/061. Bus shelter cleaning – To consider quotes for getting the bus shelters cleaned – Clerk to obtain quotes.

14L/062. Village hall cleaning – To consider drawing up of formal contract. It was noted that there were issues with users not cleaning the kitchen properly. We need a schedule of work to be done and when. Cllrs Berenger and Collier offered to do a deep clean of the kitchen. Item deferred for further information.

14L/063. Connections Bus – To consider ongoing support for the youth bus in 2015/16 – Cllr Collier is attending the Connections AGM next week. There are currently an average of 15-20 kids per session and there has been good feedback over the summer. Cllr Collier is meeting with Andrea

Kramp who does youth work for Histon to look at additional ideas. Cllr Young felt that we needed to stimulate numbers and it is expensive for the number of kids attending. The bus will be doing a free session at the College during a lunch or training day as publicity. The numbers have increased over the summer. Defer to main agenda.

- 14L/064. Christmas tree** – To consider purchase of tree at a cost of £425 + VAT (inc. delivery) – Resolution that we purchase a 35' tree at a cost of £425 including delivery + VAT. **RESOLVED.**
- 14L/065. Skatepark access** – To consider disabled access to the new skatepark – Cllr Morris outlined the background which came following a conversation with the WREN grant representative. We need to cost and see what grants may be available. Resolution that a feasibility plan is undertaken to look into disabled access to the new skatepark. **RESOLVED.** NB: Cllr Richards suggested speaking to Mike George re. possible sponsorship. Cllr Berenger left the meeting at 9.06pm.
- 14L/066. Rubbish bins** – To consider purchase of additional bin for Wilkin Walk – Cllr Mudd outlined resident request which came following an increase in rubbish in the area. There is currently a bin at each end of Wilkin Walk and an additional bin was not considered necessary.
- 14L/067. Pumping station inspection** – To consider permission for Aquarius Liquid Engineering to carry out annual pump inspection and service – Resolution for Aquarius Liquid Engineering to carry out annual pump inspection and service. **RESOLVED.**
- 14L/068. Yesteryear Run 2015** – To consider giving permission to hold the event on the village green on 19th April 2015 – Resolution that permission is given for the Yesteryear Run to be held on the village green on 19th April 2015. **RESOLVED.**
- 14L/069. Lighting** – To consider improvements to the lighting for the outside toilet at the rec ground. Resolution that a sensor light is installed in the outside toilet at the rec ground. **RESOLVED.**
- 14L/070. Changing rooms** – To receive an update on the project – The tender deadline is 12 noon on Friday 31st October and the tenders are being opened in the afternoon. Cllrs Morris and Mudd have visited other buildings by the companies approached to tender. Cllr Morris has been investigating running costs and has been looking at a revised sewerage system which may reduce costs. He has also been working with Cllr Richards to ascertain current usage re. showers etc. Cllr Mudd has been in touch with the Football Foundation and they want our first claim in by 22nd November which will be very tight. All funders have been invited to the tender opening and all except Sport England have responded so far to say that they won't attend. Cllr Morris ran through the changes to the interior space. Alan Raven has had more paperwork from the ECB re. a possible loan and a meeting has been arranged with them to discuss. The sports clubs are holding a quiz night on 15th November to raise funds for the project.
- 14L/071. 2015/16 budget** – To consider projects/items to be put forward to the Finance Committee for inclusion in the next budget – List of ideas was presented prior to the meeting. These need prioritising and further prices adding. The information needs presenting to FLAC by 11th November.
- 14L/072. Vision Plan questionnaire** – To consider results of the questionnaire – Standing Orders suspended at 7.52pm. Cllr Ward ran through the top 4 results and themes of the data received so far. She was thanked for the huge amount of work she has put into compiling the data. An article has gone in the newsletter with the information. There was debate around the top answer of a swimming pool and whether the primary school would be amenable to their pool being used over the summer. Lack of lifeguards seem to be the issue. Cllr Young will speak to James Kilsby. Cllrs Berenger, Collier, Richards and Young to meet in the new year to look at the feasibility of the top 4 items on the list. Standing Orders reinstated at 8.11pm.
- 14L/073. Recreation Ground Play Area** – To consider repairs to the retaining timber surrounding the Himalayan Play & the Aerial Runway equipment – Cllr Mudd outlined the work required. Quotes need to be obtained 1) to replace; 2) to bank the ground instead; 3) new grass mat surfacing. Resolution that quotes are obtained for repairs/replacement to the retaining timber surrounding the Himalayan Play and Aerial Runway equipment. **RESOLVED.**
- 14L/074. Terms of Reference** – To consider development of a 4-year strategic framework, reviewed at least annually, for desirable improvements to leisure, recreation and sports facilities within the village – Item deferred. NB: the Vision Plan data will be used as a starting point.

- 14L/075. Circular Village Walk** – To consider creation of an access from the Recreation Ground to Les King Wood. Contact to be made with David Thomas of the Pathways Association – Cllr Mudd stated that security was no longer an issue via the third field and that a ‘kissing gate’ would provide pedestrian access and a new circular village walk; this has been raised in the Vision Plan. Dogs may be an issue and this would need to be taken into consideration. Item deferred for further information.
- 14L/076. Vertidrainning** – To consider vertidrainning of recreation ground at a cost of £250 per day – The pitches weren’t drained last season. Cllr Mudd explained the rationale for doing the work. Cllr Richards stated that sand would be needed to make the work truly effective. Previously the work has taken no longer than a week. Resolution to consider vertidrainning and getting quotes including sand for the 3rd pitch. **RESOLVED.**
- 14L/077. Floodlights** – To consider obtaining quotes for repairs to the existing lights – Cllr Richards reported that LED bulbs would be £399 each and 10 were needed. There is also a suggestion that the lights are moved to create a bigger area. The LED running costs are 3p per hour compared to the existing bulbs which are 7p per hour. The cost would be approx. £800 if we just replace the existing bulbs and these should last 3 years. Resolution that the existing bulbs in the floodlights are replaced on a like for like basis. **RESOLVED.**
- 14L/078. Health & Safety matters** – To consider solution the finger entrapment problem on the gate entrance to the Skateboard Park – Report and photos circulated in the reports pack. The issue will be looked at in the new year.
- 14L/079. Matters for consideration at the next meeting** – none given.
- 14L/080. Dates of next meetings** – 18th November. Cllr Young gave his apologies in advance (work).
- 14L/081. Close of Meeting** – 10.10pm.

Signed _____ (Chair) Date _____

Item 14L/086

CLERKS REPORT – November 2014

Community & Leisure Facilities Committee

Village Hall

- ABCO contacted regarding repairs to gutting on the village hall.
- Fire extinguisher inspection carried out by Cromwell Fire. Extinguisher in the kitchen has been replaced due to legislation changes.
- Issues have been noted re. poor cleaning of the kitchen by users. Cllrs Berenger and Collier have offered to do a deep clean as an interim measure.
- Aquarious Liquid Engineering have been given the go-ahead for the annual pump inspection. This will take place on 18th November.

Recreation ground

- More of the retaining woodwork around the aerial pit has fallen off and quotes are being sourced.
- There have been issues with the contractors doing the work for Ladybirds. Clerk/Groundsman/Cllr Mudd have been liaising to resolve problems.

Misc admin

- Skatepark – WREN have been in touch to say that due to unforeseen circumstances that have affected their internal timetables, they have had to revise the date of the next WREN Board meeting to the 8th December 2014, a delay of approx. 2 weeks.
- Waiting to see whether height issues with dog bins will be rectified as part of the SCDC programme being rolled out in September. Dog bin on Rampton Road by the allotments has been moved to alleviate the vision problems for drivers.
- Refurbishment of benches on the Pond and High St has been completed. The Pond bench has been relocated facing the High Street rather than Broad Lane so that it's not situated under the trees. Martin has also removed the village sign in preparation for work.
- Christmas - tree has been ordered from Rougham Estates with a requested delivery date of Friday 5th December. Volunteers needed to help put the lights on! Cllr Berenger has obtained several donations towards costs so far and other companies have been approached. The lights around the green will be installed on 8th December. A lighting technician in the village has also offered to floodlight the green for the carol concert but details/costs still to be discussed. The carol sheets will be re-typed and made into a booklet format which will also make them easier to read. Ladybirds are providing a BBQ and The Chequers will provide mulled wine & mince pies.
- The side lock at the Community Centre has been changed on 31st October and keyholders issued with a new key.
- Info received confirming the changes to the 110/106 bus service which is effective from 3rd November. Posters have been distributed and info added to our website.
- The hedges around the Brookfields Business Park which were obscuring traffic views have been cut back.
- WISER Recycling – a collection has been arranged for Tuesday 6th January. Cllr Ward has written an article for the next newsletter and the event will be further advertised via website/Facebook/posters. This is a great opportunity to raise some money towards community projects so we need to promote heavily.
- Fen Reeves has been inspected and needs some maintenance. Groundsman to clear 'rides' and will trim around the pond area. Possible tree work needed in addition.

Playground safety report

Playground Inspection Action Report Council

Cottenham Parish

Site: Cottenham Recreation Ground
Person/s carrying out Inspection:

Date of Inspections: 29 October 2014
Cllrs David Mudd and Tony Nicholas

Location

Attention Required

Skateboard Park

Gate Entrance*

Finger Entrapment on side of gate. Adjust gate and posts and fit new rubber buffer to ensure a spacing of at least 12mm throughout the range of the gate to remove the entrapment. The 12mm gap also should apply on the hinge side of gate. The left hand gate post (hinge side) **is not** vertical. Position checked with spirit level and found that to be correct.

Dig out gate post and reset vertical to gate. This should give ample space to satisfy avoidance of finger entrapment at gate

Driveway with Grind Rail*

Rivet damage/loose/missing. Five rivets missing. Repair as necessary.

The grind rail end should be flush with the surface.

Flat Ramp/Platform Bank

The barrier does not meet 1200mm high within 200mm from the front of the barrier.

Quarter Pipe

As above findings for this unit.

Note: Both of the above relates to the manufacturers construction and installation of unit.

Surface

Some burn damage to the tarmac. Monitor area.

Main Play Area

Multiplay – Himalayan Uniplay

Part of surface area needs repair. Notify contractor. Skirting board coming loose and detached from safety surface area. (see photo). Note: this skirting board has now **another large** section missing and is a danger likely to result in trips and falls for users.

Aerial Runway

Skirting board wooden edging to hold in surface bark has eroded in places and needs replacing. On both sides of runway skirting board sections are missing.

The side nearest the Himalayan House is the latest one.

Benches

Cracks in wooded seating and some graffiti drawn on table top. (black spray paint tag) Efforts made to remove same from bench.

Carousel – Inclusive

Received a comment from a Mum who stated that a little girl had caught her hair between the the base/floor of the Carousel and the surrounding edge. Base/floor of Carousel spins within the outer edge of the unit. Comments also included children can catch their fingers between the base/floor and the outer edges of the unit. When asked how this could occur, the reply was that the little girl’s resulting hair entanglement was due to the fact she was laying flat on the base/floor and, as a result flowing hair came into contact with outer edge and the vortex of the spinning base/floor enabled the strands of hair to be sucked into the gap that allows free rotational movement of the Carousel.

Perhaps a warning notice to Mum’s to be aware of this type of freak occurrence and to be watchful of young children to only use the unit as prescribed.

Toddlers Play Area

Swing: 1 bay 2 seat (old)

Rubber edging splitting at edges on seating. **Advise** replacement of the two swings.

Action Plan signed by Cllrs: David Mudd and Tony Nicholas

David Mudd.....Date 29 October 2014

Tony Nicholas.....Date 29 October 2014

Action Plan to be sent to Clerk and Chair of the Community & Leisure Facilities Committee in order to progress the repairs noted in report.

WARNING: Some of the above have been reported over many months and nothing has been done to repair the noted items. Parish Council could be in serious trouble if legal action is taken by parents’ due to child injuries suffered as a result.

NOTE: All items above have been notified to CALF previously and probably now in the course of being actioned!

Item 14L/087

Signs for noticeboards & recreation ground

Currently none of the CPC boards have anything to identify them as being specifically CPC info. Additionally the current signs at the village hall (on the front of the building) are only A4 and could be made more obvious by increasing their size.

Quote:

Artwork for various Parish Council Office signs:

Print signs onto MPI2800 s/a vinyl, apply DOL2800 laminate and mount onto 3mm or 5mm foamex board.

3 off signs, Cottenham Parish Council, cut to size 700mm x 45mm x 3mm

1 off sign, Cottenham Parish Council, cut to size 560mm x 60mm x 3mm

1 off sign, No barbeques without permission, By Order of Parish Council, cut to A3, 297mm x 420mm x 5mm

1 off sign, No Model Planes, By Order of Parish Council, cut to A3, 297mm x 420mm x 5mm

1 off sign, No dogs By Order of Parish Council, cut to A3, 297mm x 420mm x 5mm

£136.99 + VAT

Item 14L/088

Deep clean of village hall

As part of maintenance for the village hall it has been suggested that a deep clean is undertaken. The Clerk has met with suppliers and details of the cheapest quote are below.

Quote:

- *Deep clean Floors, de-cobweb, descale shower heads - deep clean floors in shower areas to all changing rooms.*
- *Deep clean toilet areas at front of building – deep clean floors, de-cobweb, descale taps and urinals*
- *Deep clean Hall floor using Scrubber dryer and buffing machine*
- *Deep Clean to Kitchen floor*
- *Clean behind all grills in each room*
- *Clean main entrance hallway*

All of the above for a total price of £350.00, plus VAT Please note we can clean but we cannot make the areas look as new some of the walls are in dire need of decorating/refurbishment.

NB: during the inspection further suggestions were made by the supplier:

- The showers should be run with hot water for 5 minutes before use to reduce likelihood of Legionnaires.
- Only 1 sanitary bin is necessary in the ladies toilets instead of the current 3. This should be placed in our current equivalent of a disabled toilet to comply with legislation. The reduction could save us money.
- A disabled toilet could be added by creating a doorway where the current fire alarm control is and knocking into the ladies toilets. This would however mean a net loss of 1 cubicle but bring us up to required disabled requirements.

Item 14L/089
Toddler swing seats

During inspection it has been noted that the rubber seats on the two oldest toddler swings are deteriorating and splitting. There is a safety issue and this needs addressing promptly. It may be possible to replace just the seats rather than the whole cradle. The original supplier has been contacted for a quote.

Item 14L/096
2015/16 budget

2015/16 Community Facilities projects

| Ideas | Facility | Grant/Co | SyCost | 2014/5 | C2015/6 | I 2015/6 | M2015/6 |
|---|----------|----------|----------|----------|---------|----------|---------|
| VH front door/mats replacement plus 2 hand dryers | VH | Maybe | £2,200 | £2,000 | | | £140 |
| VH disabled toilets | VH | Maybe | £5,500 | | £5,000 | | £500 |
| Annual deep clean of the village hall | VH | | £5,750 | | | | £1,000 |
| OS disabled access path/fence to SkatePark | OS | Maybe | £11,500 | | £10,000 | | £300 |
| VH Replacement flooring and LED lighting | VH | Maybe | £2,400 | | | £3,000 | £30 |
| VH dishwasher + Community cups/glasses/plates etc in kitchen | VH | | £2,750 | | | £2,500 | £175 |
| OS Fitness equipment on the rec plus Broad Lane - £1900-3k per item | OS | Maybe | £17,250 | | £15,000 | | £450 |
| Annual village hall floor cleaning/re-polish - - £500-600 | VH | | £3,450 | | | | £600 |
| Village Link Paths | OS | | £10,500 | | | | £0 |
| Bike Learning Trail | OS | | £10,500 | | £10,000 | | £100 |
| OS Circular Walking Route, Path/fence, Kissing Gate, Benches, Signage (Pond, Pound, Old VG) | OS | | £11,500 | | £10,000 | | £300 |
| New dog bins (2) | OS | | £1,350 | £1,000 | | | £70 |
| Refurbishment of village hall exterior - painting + plastering | VH | | £5,500 | | £5,000 | | £350 |
| New LED Christmas lights for around the village green £10/m (2016?) | OS | Maybe | £2,750 | | £5,000 | | £50 |
| Rugby development - trial drainage | P | | £5,000 | | £5,000 | | £350 |
| Nature Trail and pond | OS | | £31,500 | | | | £300 |
| VH Flat Roof replacement | VH | Maybe | £22,000 | | | | £0 |
| Swimming Pool | OS | Maybe | £650,000 | | | | £0 |
| Playground safety signage - £170-600 fence mounted vandal proof | PA | | £675 | £500 | | | £35 |
| Replacement 'no bbq/dogs/model planes' signage at the rec ground | OS | | £675 | £300 | | | £35 |
| Changing Rooms | P | Maybe | £287,500 | £250,000 | | | £17,500 |
| Rugby development - Drainage of 3rd field, LED flood lights | P | Maybe | £35,000 | | | | £0 |
| Tennis development - plan? Grants? | P | Maybe | £33,750 | | | | £0 |
| SkatePark | PA | Maybe | £44,625 | £42,500 | | | £425 |
| Replace flat roof for village hall (initial review) | VH | | £550 | £500 | | | £35 |
| Mem Refurbishment of village sign | OS | | £2,025 | £1,500 | | | £105 |
| Clean-up war memorial (2016?) | OS | Maybe | £4,050 | | | | £0 |
| Village noticeboards (approx 1k each) | OS | | £2,700 | £2,000 | | | £140 |
| Additional (+2pa) grass cutting around the village (£15ph) | OS | | £3,000 | | | | £500 |
| Replacement edging to Himalayan climbing frame & aerial slide and surface matting | PA | | £5,400 | £4,000 | | | £280 |
| Swing, bench, trees and meadow seed for WARG field (Histon Road) - swing £2-3k | OS | | £5,400 | | | | £0 |
| Pocket parks on Tenison Manor and BGW - 2 x 2 bay swings + benches | OS | | £6,750 | | | | £0 |
| Replacement LED floodlights for the training ground. May be able to get grant | P | Maybe | £3,350 | | | | £0 |
| Trees | OS | | £30,000 | | | | £5,000 |

Notes:

Survey-weighted Ben/Cost - cost/beneficiaries weighted by VP mentions and/or safety/disability
Grouped projects then fall into:
I2014/5 DO this year!

C2015/6 - significant capital projects for next year
I2015/6 - minor capital projects for next year
M2015/6 - maintenance budget for next year

C2016 - significant capital projects for 2016/7
M2016 - maintenance budget for 2016/7 (nned to watch increasing maintenance costs)

Later is later

| | | | | |
|------------|----------|---------|--------|---------|
| | £304,500 | £65,000 | £5,500 | £28,620 |
| Net 2014/5 | £304,500 | | | |
| Net 2015/6 | | £65,000 | £5,500 | £28,620 |
| NetLater | | | | |

| | | |
|------------|-----------|--------------------------|
| SUGGESTION | CALF bid: | £70,500 capital projects |
| | | £28,620 Maintenance |

Item 14L/097

Hand dryers

Users have been complaining for some time that the existing hand dryers are ineffective. As a result some groups have been using toilet paper to dry hands resulting in increased usage/costs. It is therefore proposed that 2 more powerful dryers are purchased. The cost of the units are £79.99 each + VAT and installation by qualified electrician.

Item 14L/098

Village hall front door & mat

The front door of the village hall is in poor repair. Furthermore it is too narrow for use by those in wheelchairs. It is proposed to replace the door with a two thirds/one third door. The wider access will also assist user groups with getting equipment in/out of the building.

Additionally the front and hall fire exit door mats need replacing.

Item 14L/103

LEGIONELLA RISK ASSESSMENT for VILLAGE HALL, LAMBS LANE, COTTENHAM, CAMBRIDGE

Draft 1.0

February 2013

1. SUMMARY

- 1.1 A Legionella risk assessment for the impact of exposure of the bacteria to Village Hall for users to and the Village Hall water systems has been conducted. A scheme for preventing, reducing and controlling the risk and with appropriate record keeping has been recommended for Cottenham Parish Council to implement.
- 1.2 Disease development in users of the Village Hall resulting from exposure to Legionella is considered to be a medium risk. This is largely because the general public which includes higher risk groups (those susceptible and vulnerable to Legionella infection) use the Village Hall.
- 1.3 The cold water system risk is managed by design, operation and maintenance and it is unlikely that Legionella has the opportunity to build to levels that would be dangerous to susceptible users of the Village Hall. The residual risk from the cold water system to users of the village hall is therefore assessed as low.
- 1.4 Considering the design, operation and maintenance of the hot water taps in the kitchen (on-demand electric heater supplied directly from mains cold water) it is unlikely that Legionella has the opportunity to build to levels that would be dangerous to susceptible users of the Village Hall. The residual risk from the hot water taps in the kitchen to users of the village hall is therefore assessed as low.
- 1.5 Considering the design, operation and maintenance of the hot water storage tank and associated hot water system at the Village Hall it is likely that Legionella has the opportunity to build to levels that would be dangerous to users of the Village Hall. The hot water storage system operation and maintenance does not meet with current guidance and practice for managing the risk adequately. Temperature conditions that promote the survival and growth of Legionella in the system and the residual risk to users of the village hall from this system is therefore assessed as high.
- 1.6 The use of water from the hot water storage tank for showers increases further the risk of exposure to Legionella for changing room facility users at the Village Hall due to the significant amounts of aerosols that are generated by shower heads.
- 1.7 If the hot water storage system remedial action and the operation and maintenance changes are successfully implemented, to meet with current guidance and practice for managing the risk for the hot water system, it will be unlikely that Legionella will have the opportunity to build to levels that would be dangerous to susceptible users of the Village Hall. In this instance the residual risk from the hot water system to users of the village hall would be assessed as low - and overall the residual risk from all water systems to susceptible users of the Village Hall will be low.
- 1.8 The scheme for preventing, reducing and controlling the risk with the appropriate record keeping recommended to Cottenham Parish Council in this assessment is based on the Health and Safety Executive Accepted Code of Practice relating to control of Legionella bacteria in water systems.

2. INTRODUCTION

- 2.1 Cottenham Parish Council controls the Village Hall and is ultimately responsible for health and safety relating to the premises.
- 2.2 The Village Hall is a multi-use building comprising bar area, sports changing rooms, a hall area and kitchen. It is open to members of the public.
- 2.3 *Legionella pneumophila* ('Legionella') is the bacterium responsible for a group of pneumonia-type diseases collectively termed 'Legionellosis' or Legionnaires disease. The disease is usually contracted by inhaling the bacteria in aerosol form i.e. the droplets of water created by a shower, spray tap or a standard tap. It is possible to inhale airborne bacteria after the water droplets have evaporated.
- 2.4 *Legionella* bacteria are common in the water supply but usually in low numbers. Water temperatures in the range 20 to 45°C favour growth. At temperatures below 20°C the bacteria will lie dormant until more favourable conditions occur, at which point they will begin to multiply. To kill the bacteria, the water must be heated to a minimum of 60°C.
- 2.5 This document records the assessment of the risk and recommends a scheme to prevent, reduce and control the risk for exposure to *Legionella* at the Village Hall.
- 2.6 The relevant legislation are the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulation 1994.
- 2.7 *Legionella* is classed as a biological agent by the Health and Safety Executive (HSE) and is listed as a Class 2 Hazard under the COSHH Regulations 2002. There is no legislation specific to *Legionella*.
- 2.8 The HSE published an Approved Code of Practice ('ACOP L8') 'The control of *Legionella* bacteria in water systems' in 2001. This publication is included as an attachment to this assessment. The ACOP is not an Act or a Regulation, however it has legal status.
- 2.9 If prosecuted under the Health and Safety at Work Act 1974 following a Legionnaire's disease outbreak, it is the responsibility of Cottenham Parish Council to prove the relevant provisions of the ACOP were followed or compliance with the law in some other way. The ACOP is intended to offer practical advice on how to comply with the law. The guidance laid down in the ACOP is not compulsory, however it illustrates good practice and Health and Safety inspectors seeking to secure compliance with the law may use this as a point of reference.
- 2.10 The recommended steps for compliance are;
- 2.9.1 identify and assess sources of risk;
 - 2.9.2 prepare a scheme for preventing, reducing or controlling the risk;
 - 2.9.3 implement and manage precautions;
 - 2.9.4 keep records of the precautions implemented
- 2.11 The assessment has been conducted by Mark Burton on behalf of Cottenham Parish Council. A qualified biochemist with previous facilities management and experience of risk assessments relating to class 2 microbiological hazards. Other specialist organisations and consultants should be utilised as and when any professional advice on the issues raised in this assessment or future assessment is required by the Cottenham Parish Council.
- 2.12 There are no historical *Legionella* assessments or scheme for preventing, reducing or controlling the risk available for this building.

3.0 IDENTIFYING AND ASSESSMENT OF SOURCES OF RISK - SUSCEPTIBLE PEOPLE

3.1 The Village Hall is used by members of the public and include;

- Afterschool Club - Primary school aged children.
- Cottenham United Sports and Social Club.
- Cottenham Day Care – Elderly people
- Cottenham Parish Council
- Cottenham United Football Club
- Cottenham Cricket Club

3.2 Certain groups of people are more susceptible to developing disease following exposure to the Legionella bacteria. These include immuno-suppressed people e.g. cancer patients receiving chemotherapy, those with chronic kidney disease, those with chronic lung disease, smokers, diabetics and alcoholics. There is a greater tendency for men to catch the disease than women, especially those over 45 years of age. The elderly are vulnerable members of the population.

3.3 Members of the public may fall into any of the above categories in 3.2 therefore it is possible that people susceptible/vulnerable to developing disease following exposure to Legionella will be using the Village Hall.

3.4 The ACOP considers that a reasonably foreseeable risk of exposure to Legionella bacteria exists in hot and cold water systems.

3.5 The consequences of developing disease following exposure can be fatal or permanently debilitating.

3.6 Using a 5x5 risk matrix assessment method; the risk associated with disease resulting from exposed to Legionella for the type of people who use the Village Hall has been assigned a medium risk.

Probability: 3 (Possible).

Impact: Between 4 (Major injury resulting in disability) and 5 (Fatality).

Risk score = 12 to 15 (Medium)

4.0 IDENTIFYING AND ASSESSMENT OF SOURCES OF RISK - WATER SYSTEMS

4.1 COOLING SYSTEMS

4.1.1 Not applicable to this assessment. No air conditioning or cooling systems are used in the premises

4.2 COOLING TOWERS

4.2.1 Not applicable to this assessment. No cooling towers are used in the premises

4.3 HOT AND COLD WATER SYSTEMS

4.3.1 COLD WATER SYSTEM

4.3.1.1 At the Village Hall cold water is supplied from the rising main. No storage tanks are used in the main cold water system. Small water cisterns are used to flush urinals and WCs.

4.3.1.2 A schematic of the cold water supply is included in appendix A. The cold water system is predominantly copper piping.

4.3.1.3 The cold water system is in use at the Village Hall.

4.3.1.4 Systems that have no stored water are low risk provided they are correctly operated and maintained, due to mains cold water temperature being below the threshold for Legionella growth.

4.3.1.5 The urinals are regularly flushed several times daily from cold water automatic flushing cisterns.

- 4.3.1.6 The WCs are all used or cleaned on at least a weekly basis and are therefore flushed regularly.
- 4.3.1.7 To meet the ACOP for a cold temperature control regime the temperature of the water must be below 20°C.
- 4.3.1.8 Where visible the cold water pipes are not lagged except for in the outside toilet and sink supply.
- 4.3.1.9 Where visible the cold water pipes do not run closely alongside hot water or heating pipes.
- 4.3.1.10 No dead-legs were observed during inspection of the building.
- 4.3.1.11 The temperature of the cold water taps were measured at equilibrium allowing the tap to flow for up to 2 minutes. The measurements were taken on 31st January 2013. The data is included in Appendix B.
- 4.3.1.12 All measurements taken were below 20°C, therefore meeting the requirements of the ACOP.
- 4.3.1.13 Considering the design, operation, maintenance and frequency of use for the cold water system at the Village Hall it is unlikely that Legionella has the opportunity to build to levels that would be dangerous to susceptible users of the Village Hall.
- 4.3.1.14 Using a 5x5 risk matrix assessment method, the residual risk from the cold water system to users of the village hall is therefore assessed as low.

Probability: 1 (Rare)

Reduced from 3 (Possible) due to the low likelihood of Legionella being present at a dangerous level.

Impact: Between 4 (Major injury resulting in disability) and 5 (Fatality). Risk score = 4 to 5 (Low)

4.3.2 HOT WATER SYSTEM

- 4.3.2.1 At the Village Hall hot water is supplied from a central calorifier/immersion tank.
- 4.3.2.2 The hot water system has large-sized (ca. 300 - 400 Litre) hot water storage capacity. This is required to provide the volume of hot water required for showering in the changing rooms.
- 4.3.2.3 The hot water tank has a cold water head tank.
- 4.3.2.4 The tank is heated 7 days per week on a pre-programmed timer. The timer has cycles of heating and no heating.
- 4.3.2.5 The maximum temperature of the hot water storage tank is set by a combination of thermostat in the heating element and the duration that the tank is heated.
- 4.3.2.6 The hot water storage tank provides hot water to all showers and hot water taps except in the kitchen area.
- 4.3.2.7 The hot water taps in the kitchen are supplied via an on demand heater fed directly by mains cold water.
- 4.3.2.8 A schematic of the hot water supply is included in appendix A.
- 4.3.2.9 The hot water systems are presently in use at the Village Hall.
- 4.3.2.10 The large volume of the hot water storage tank increases Legionella risk.
- 4.3.2.11 To comply with ACOP the storage temperature is to be maintained at 60°C (optimum) but no lower than 55°C and no higher than 65°C.
- 4.3.2.12 Direct measurement of the temperature of the contents of the tank is not possible. The closest tap from the hot water tank (HWTB2) provided water at 47.1°C when measured on 31st January 2013.
- 4.3.2.13 This was the highest temperature water available from the hot water system and is below the recommended safe temperature for hot water storage. At 48°C to 50°C Legionella bacteria can survive but do not multiply.
- 4.3.2.14 If temperatures of 60°C are not being achieved then no pasteurisation of the hot water storage tank will be achieved. During use the emptying and then filling of the hot water storage tank with cold water will reduce the temperature of the tank towards the 32°C to 42°C ideal growth range of Legionella bacteria. Periods when the heating element is off will result in temperature drops.
- 4.3.2.15 There is reasonable assumption that growth in Legionella bacteria will occur during the time the hot water tank is at or near the ideal growth temperature range. These bacteria will subsequently survive at the maximum tank temperature measured of 47.1°C.

- 4.3.2.16 Any hot water storage vessel displaying thermal stratification and maintaining temperatures in the range of 20 to 45°C is very likely to contain Legionella bacteria in significant numbers, unless regular pasteurisation of the entire contents of the vessel takes place at temperatures of 60°C or above.
- 4.3.2.17 Legionella bacteria in concentrations of 100,000 colony forming units per litre (cfu/L) and higher are not uncommon at the base of conventional hot water storage vessels where temperatures of 20 to 45°C are maintained.
- 4.3.2.18 The ACOP recommends review of control measures where Legionella concentrations are in the range 100 to 1,000 cfu/L and corrective action where they exceed 1,000 cfu/L
- 4.3.2.19 Under optimum conditions, Legionella bacteria can multiply from background numbers to dangerous concentrations in less than five days.
- 4.3.2.20 Thermal inactivation of Legionella bacteria starts around 50°C but is quicker at higher temperatures. Legionella pneumophila requires on average 3.2 minutes exposure to 60°C to inactivate 90% of the bacteria.
- 4.3.2.21 Where the water contains 100,000 cfu/L Legionella, the bacteria need to be held at 60°C for approximately 10 minutes to reduce numbers to below the HSE action level of 100 cfu/L.
- 4.3.2.22 Hot water storage cylinders that maintain a temperature of 60°C throughout the whole storage vessel for a period of one hour daily should achieve satisfactory control of Legionella bacteria, in line with recommendations in the ACOP.
- 4.3.2.23 There are no recorded instances of the hot water storage tank/system at the Village Hall being periodically cleaned to remove any sludge or lime scale or being treated with biocide.
- 4.3.2.24 Where visible the hot water pipes are not lagged.
- 4.3.2.25 No dead-legs were observed during inspection of the building.
- 4.3.2.26 To meet the ACOP for a hot temperature control regime the temperature of the water at the tap/outlet must be above 50°C after 1 minute of flow.
- 4.3.2.27 The temperature of the hot water taps were measured at equilibrium allowing the tap to flow for up to 1 minute. The measurements were taken on 31st January 2013. The data is included in Appendix C.
- 4.3.2.28 All measurements taken for taps supplied from the hot water storage tank were lower than 50°C, therefore failing to meet the requirements of ACOP. However this is not unexpected because of the temperature of the contents of the hot water storage tank was below 50°C.
- 4.3.2.29 The kitchen hot water taps achieved a temperature greater than 50°C within 1 minute and therefore meet with the requirements of ACOP.
- 4.3.2.30 Considering the design, operation and maintenance of the hot water taps in the kitchen at the Village Hall it is unlikely that Legionella has the opportunity to build to levels that would be dangerous to susceptible users of the Village Hall.
- 4.3.2.31 Using the 5x5 risk matrix assessment method, the residual risk from the hot water taps in the kitchen to users of the village hall risk is therefore assessed as low.

Probability: 1 (Rare)

Reduced from 3 (Possible) due to the low likelihood of Legionella being present at a dangerous level.

Impact: Between 4 (Major injury resulting in disability) and 5 (Fatality).

Risk score = 4 to 5 (Low)

- 4.3.2.32 Considering the design, operation and maintenance of the hot water storage tank system at the Village Hall it is likely that Legionella has the opportunity to build to levels that would be dangerous to users of the Village Hall.

- 4.3.2.33 Using the 5x5 risk matrix assessment method, the hot water system increases the risk to users of the village hall and is therefore assessed as high.

Probability: Between 4 (Probable) to 5 (Almost certain).

Increased from 3 (Possible) due to the likelihood of Legionella being potentially present at a dangerous level.

Impact: Between 4 (Major injury resulting in disability) and 5 (Fatality).

Risk score = 18 to 25 (High)

5.0 SCHEME FOR PREVENTING, REDUCING AND CONTROLLING THE RISK

5.1 COLD WATER SYSTEM

- 5.1.1 The risk from exposure from the cold water system can be controlled by measures which do not allow the proliferation of Legionella bacteria in the system.
- 5.1.2 From the risk assessment provided in 4.3.1 the precautions required to control the risk are avoidance of water temperatures and conditions that favour the proliferation of Legionella bacteria and other micro-organisms. Avoidance of water stagnation. Maintenance of the cleanliness of the system and the water in it. Action to ensure the correct and safe operation and maintenance of the water system.
- 5.1.3 No remedial work is recommended for the cold water system.
- 5.1.4 The following monitoring and maintenance schedules are recommended
 - 5.1.4.1 At least weekly, during the routine cleaning schedule all WCs are to be flushed and cold water taps run for at least 2 minutes.
 - 5.1.4.2 Monthly measurement of the temperature for sentinel taps. The water temperature needs to be measured below 20°C after running the water for up to 2 minutes to comply with the ACOP temperature control regime. Non-compliant measurements should be investigated immediately.
 - 5.1.4.3 At six monthly intervals (Winter and Summer) measurement of the incoming water supply, which can be practically measured by taking a measurement of the cold water tap in the bar sink after 2 minutes of flow. The incoming water supply should be less than 20°C. Non-compliant measurements should be investigated immediately.
 - 5.1.4.4 Annually the temperature for all cold water taps. The water temperature should be below 20°C after running the water for up to 2 minutes. Non-compliant measurements should be investigated immediately.
 - 5.1.4.5 Annually the WC and urinal cisterns should be checked for correct function (i.e. fill level and correct emptying on flush) and if required cleaned to remove any build up of lime scale.
 - 5.1.4.6 Annually the insulation to the system is checked.
 - 5.1.4.7 All of these measurements and checks should be recorded into a log-book for the Village Hall, with any observations or comments the date and signature of the person conducting the check or measurement.
 - 5.1.4.8 Annually the schematic plans are to be checked to ensure they are correct and up to date. This should be recorded into the log-book for the Village Hall, with the date and signature of the person and either a note that the plans are up to date or the relevant updates to the system are recorded in the log-book.
 - 5.1.4.9 Annually the log-book for the Village Hall is required to be checked to ensure the monitoring and maintenance activities for the cold water system have been recorded, dated and signed over the year.
 - 5.1.4.10 On at least a two year basis or if changes are made to the cold water system the Legionella risk assessment needs to be reviewed and updated.
 - 5.1.4.11 Cottenham Parish Council needs to appointment a person or persons to take management responsibility and provide supervision of the monitoring and maintenance schedules for the cold water system.

5.2 HOT WATER SYSTEM

- 5.2.1 The risk from exposure from the hot water system can be controlled by measures which do not allow the proliferation of Legionella bacteria in the system.
- 5.2.2 From the risk assessment provided in 4.3.2 the precautions required to control the risk are (i) avoidance of water temperatures and conditions that favour the proliferation of Legionella and other micro-organisms (ii) Avoidance of water stagnation. (iii) Maintenance of the cleanliness of the system and the water in it. (iv) Action to ensure the correct and safe operation and maintenance of the water system.

- 5.2.3 Remedial work is recommended for the hot water system before implementation of the recommended monitoring and maintenance schedules. The following are recommended;
- 5.2.3.1 Inspection of the hot water storage tank and removal of sludge or lime scale that may have accumulated in the base.
 - 5.2.3.2 Establish whether the hot water tank has a functional recirculation pump to intermittently mix the contents of the tank, ensure the entire tank reaches 60 °C and prevents stratification.
 - 5.2.3.3 Thermal disinfection of the hot water storage tank. This process can be performed by raising the temperature of the entire contents of the hot water tank to 60°C for at least an hour.
 - 5.2.3.4 Thermal disinfection of the hot water distribution system. This process can be performed by running each tap or outlet sequentially, with the draw-off at the furthest tap or outlet being for a period of five minutes. Then each tap should be flushed back to source for the same period of time. The minimum flow temperature of water leaving the hot water tank should be 60°C at all times and 55°C at the supply to the furthest draw-off point in the system.
 - 5.2.3.5 Ensure the temperature of the hot water tank is set to reach and maintain 60°C by a combination of thermostat and timer settings.
 - 5.2.3.6 The water temperature at hot water taps and shower heads will need to be re-measured to ensure a minimum of 50°C at 1 minute is achieved. Addition of insulated lagging or trace heating or a higher hot water tank temperature setting may be required if the temperature is not achieved.
 - 5.2.3.7 The function of the thermostatic mixer valve to the shower heads needs to be checked and set to prevent scalding in the showers and ensure a water temperature of no higher than 43 °C is obtained at the shower head.
 - 5.2.3.8 Thermostatic mixer valves added to the taps in the entrance toilet basins (HWTM1 and HWTM2) and set to 41°C to avoid scalding risk.
 - 5.2.3.9 Hot water warning notices are placed at the hot water taps (HWTM1, HWTM2, HWTM3, HWTM4, HWTM5, HWTM6, HWTM7, HWTM8, HWTM9, HWTM10, HWTM11, HWTM12, HWTM13, HWTM14, HWTM15, HWTM16, HWTM17, HWTM18, HWTM19, HWTM20, HWTM21, HWTM22, HWTM23, HWTM24, HWTM25, HWTM26, HWTM27, HWTM28, HWTM29, HWTM30, HWTM31, HWTM32, HWTM33, HWTM34, HWTM35, HWTM36, HWTM37, HWTM38, HWTM39, HWTM40, HWTM41, HWTM42, HWTM43, HWTM44, HWTM45, HWTM46, HWTM47, HWTM48, HWTM49, HWTM50, HWTM51, HWTM52, HWTM53, HWTM54, HWTM55, HWTM56, HWTM57, HWTM58, HWTM59, HWTM60, HWTM61, HWTM62, HWTM63, HWTM64, HWTM65, HWTM66, HWTM67, HWTM68, HWTM69, HWTM70, HWTM71, HWTM72, HWTM73, HWTM74, HWTM75, HWTM76, HWTM77, HWTM78, HWTM79, HWTM80, HWTM81, HWTM82, HWTM83, HWTM84, HWTM85, HWTM86, HWTM87, HWTM88, HWTM89, HWTM90, HWTM91, HWTM92, HWTM93, HWTM94, HWTM95, HWTM96, HWTM97, HWTM98, HWTM99, HWTM100) to reduce the risk of scalding.
- 5.2.4 Following the completion of the remedial work the following monitoring and maintenance schedules are recommended, subject to any amendments from the risk assessment as a result of issues arising during the remedial work.
- 5.2.4.1 At least weekly, during the routine cleaning schedule all hot water taps and showers are run for at least 2 minutes. This should be recorded into a log-book for the Village Hall, with the date and signature of the person taking the action.
 - 5.2.4.2 Monthly measurement of the temperature for sentinel taps. The water temperature needs to be measured above 50°C after running the water for up to 1 minute to comply with the ACOP temperature control regime. Non-compliant measurements should be investigated immediately.
 - 5.2.4.3 Quarterly shower heads must be removed, disinfected and de-scaled.
 - 5.2.4.4 At six monthly intervals the inspection of the hot water storage tank and removal of sludge or lime scale that may have accumulated in the base. A thermal disinfection of the hot water tank and hot water distribution system.
 - 5.2.4.5 Annually the temperature for all hot water taps. The water temperature should be a minimum of 50°C after running the water for up to 2 minutes at the tap (or at the TMV if fitted). Non-compliant measurements should be investigated immediately.
 - 5.2.4.6 Annually the insulation to the system is checked.
 - 5.2.4.7 Annually the schematic plans need to be checked to ensure they are correct and up to date.
 - 5.2.4.8 All of these measurements and checks should be recorded into a log-book for the Village Hall, with any observations or comments the date and signature of the person conducting the check or measurement.

5.2.4.9 On at least a two year basis or if changes are made to the hot water system the Legionella risk assessment needs to be reviewed and updated.

APPENDIX B

| Cold Water Tap | Temperature C | Meets Standard |
|--------------------------------------|---------------|-----------------------------|
| Male Toilets Entrance (CWTM1) | 9.2 | Pass |
| Female Toilets Entrance (CWTF1) | 9.2 | Pass |
| Kitchen Left Hand Sink (CWTKL) | 8.3 | Sentinel Tap (Far) Pass |
| Kitchen Right hand Sink (CWTKR) | 8.5 | Pass |
| Kitchen Hand Basin (CWTKB) | 8.4 | Pass |
| Bar Hand Basin (CWTB2) | 8.2 | Pass |
| Bar Sink (CWTB1) | 7.8 | Sentinel Tap (Near) Pass |
| Outside Toilet Hand Basin (CWTO1) | 8.1 | Pass |

APPENDIX C

| Hot Water Tap | Temperature C | Status |
|------------------------------|-------------------------------------|-----------------------------|
| Male Toilets Entrance | 36.2 @ 1 minute 41.3 @ 3 minutes | Fail |
| Female Toilets Entrance | 15.2 @ 1minute 39.8 @ 3 minutes | Sentinel Tap (Far) Fail |
| Kitchen Left Hand Sink* | 54.0 @ 20 seconds | Pass |
| Kitchen Right hand Sink* | 54.0 | Pass |
| Kitchen Hand Basin* | 54.0 | Pass |
| Bar Hand Basin | 46.3 @ 1 minute | Fail |
| Bar Sink | 47.1 @ 1 minute | Sentinel Tap (Near) Fail |
| Changing Room Male Toilet | 26.6 @ 1 minute 45.4 @ 3 minutes | Sentinel Tap (Far) |
| Away Changing Room 1 | 44.6 @ 1 minute | Fail |
| Away Changing Room 2 | 46.2 @ 1 minute | Fail |
| Home Changing Room | 45.7 @ 1 minute | Fail |

Item 14L/104

Cycle event – summer 2015

Details provided by Colin Coe:

I am hoping that the parish council might be interested in my proposal to organise/promote a cycle road race in the village some time next year. I recently moved into the village and can see the potential for holding a race which would hopefully become an annual event and perhaps encourage the formation of a Cottenham club.

I have many years experience of organising cycle road races, including events for professionals to amateurs and for all ages, from juveniles to veterans. My most recent promotion was the 'Circuit of the Fens' (based on Whittlesey) on 27th July, one of British Cycling's major domestic road races. A video of the race is still available on Eurosport until Friday of this week.

A road closure order would be required to provide for a safe environment for both the competitors and the public alike. The closure order is normally be free of charge for community events although there may be some cost involved for traffic management.

I am not seeking funding from the parish council, although grant's are often available for 'grass roots' projects but would require support from local groups to help run the event on the day and for local traders and businesses to supply the prizes. Race officials would be appointed by British Cycling or other regulatory body.

Item 14L/106
Verti-draining

Ongoing drainage issues with the 2nd and 3rd fields. Having spoken with supplier they have had good results by deep-tine aerating with sand which is more significant than the work we have done previously.

Quote:

| | |
|---|----------|
| To deep-tine aerate (vert-drain) pitch using 1" solid tines working at 125mm spacing's and to a 25 degree heave | 280.00 |
| To apply approx. 40 ton of selected sand to surface and drag-mat in | 1,075.00 |

Prices quoted are per pitch and exclude VAT.