Oakington & Westwick Parish Council

Meeting Papers

Full Council Meeting, 8 April 2024

Stagecoach East
100 Cowley Road
Cambridge
CB 4 0DL

20th March 2024

Mr Anthony Browne MP
Broadway House
149-151 St Neots Road
Hardwick
CB23 7QJ

(sent via email)

Dear Mr Browne

Mr Bernard J Yates re buses to Girton and Oakington

I write further to your recent email dated 18th March

May I thank you for bringing Mr Yates concerns to my attention. Service levels to Girton and Oakington and the evening service have been the subject of letters to us previously and I take the liberty of attaching a copy of the letter which I sent to Girton Parish Council in January 2023.

Sadly, despite the advent of the £2 fare, the service is still not earning enough to be able to pay for extra journeys. It is covering the costs of its drivers and fuel and basic depot costs but loosing on its overall costs £20k per year.

On the issue of the evening journeys, I would simply reiterate what we shared with the Parish Council in January 23. The evening journeys to Girton and Oakington did not cover their costs and so we had to take the reluctant decision to redirect the resource used to an area where they could cover their costs. To reintroduce these journeys I would need to see clear evidence of what has or would change to allow them to cover the costs. The parish council could raise a precept to cover the necessary costs, which would not be a large sum of money. I do note though, that despite the offer of my Business Development Director to discuss this there was no approach.

With regard to service performance, I do offer Mr Yates my apologies for this.

The table below is a 3month summary of our operational performance for service 6. This shows:

- The % of mileage operated against the scheduled bus timetable
- The on time performance (buses arrive at timing points along the route), based on the Traffic commissioners operational window of up to 1 minute early and up to 5 minutes late.

Week Com	Miles operated	On time Performance
Dec-23	99.3%	79%
Jan-24	96.8%	74%
Feb-24	98.4%	77%
Average over 3 months	98.2%	76.7%

What this definitively shows is that, on average **we are operating 98.2%** of the scheduled mileage against the scheduled timetable, of the 1.98% of none operation, **1.2%** of this is down to congestion, especially long Huntingdon Road which results in service cancellations, as the vehicles run so delayed, we have to cancel some services to get the buses back on time.

The average On Time Performance of **77%** reflects the level of congestion along the route, these are the delays customers experience as buses are stuck in traffic.

Congestion across the network is causing significant challenges to operate a reliable and punctual bus service, un planned road works, parking enforcement and the lack of bus priorities make bus services unattractive to current and new users, leading to a circle of decline, as costs rise, fares go up to cover the cost of provision, which leads to the bus becoming more unattractive. Once a bus leaves the depot, the performance of the service is overwhelmingly at the hands of the local authorities who control the highways, road infrastructure and parking enforcement. It's a daunting task for MP's and Cllrs, but they must make bold decisions to tackle the levels of congestion, as I fear if not, letters from Mr Yates are other members of the public will become much more frequent as the network deteriorates further.

Our teams continue to work hard to improve the reliability and punctuality of the service, we regularly review service performance and take action where we can to improve services as we recognise the impact that delays have to our customers.

I am sorry that I cannot offer anything further to Mr Yates but hope that this information helps to explain our situation in regard to this service.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

Darren Roe
Managing Director

Stagecoach East, 100 Cowley Road, Cambridge, Cambridgeshire, CB4 0DN
T: 01223 433 250 **stagecoachbus.com**

PRIVATE & CONFIDENTIAL

Yvonne Murray
Girton Parish Clerk
Girton Parish Council

Via Email

2nd January 2023

Dear Yvonne Murray

Evening Services to Girton and Oakington

I write in response to your recent email. Please forgive the slight delay in response.

Our services serving Girton and Oakington have, since COVID, been loss making for us. This can be clearly seen in the passenger numbers for service 6, which are only at 58% pre COVID levels. The passenger numbers for service 5 are only slightly better at 67%.

The financial losses on these services are a considerable and significant sum.

In our last service change we looked carefully at the number of people travelling to and from Girton and Oakington and offered a reduced timetable which reflects those passenger numbers. This was not an easy decision for us to make, but we must ensure that the level of service we provide offers a chance of covering its costs.

Passenger numbers on the evening services which served Girton and Oakington were simply not sufficient to cover the costs of operating the service. Having the buses instead run fast towards Northstowe is, currently, given the passenger numbers which we had seen on those buses from Girton and Oakington, our only option to try and make the service sustainable and so ensure it has a long-term sustainable future.

In your email you say that if we provide these services people will use them. Given that we have provided later buses before and not enough people used them to allow them to cover their costs, can you please help me to understand what would change if we provided those services again ?

In terms of a late night bus so people could go out in town, how could the parish guarantee that enough people would actually travel to allow the service to cover its costs ?

I understand and appreciate the distance to divert the bus, but that would cost us additional vehicle and driver costs to deliver and unless there was some guarantee of covering those costs this is not something which we can agree to do, without some offer of financial support.

Girton Parish Council is able to legally raise a precept from its residents to fund essential services. My Business Development Director would be more than willing to explore with you how, for a short-term financial guarantee, the evening buses which you seek could be tried to see if passenger numbers could be grown to a level to cover their costs.

This guarantee would work on the basis of us working out how much it costs to operate the evening journeys. This would be the revenue guarantee. We would then net off that revenue guarantee any on bus fare we take on the bus and then invoicing you the net difference. We would pay for marketing of those journeys.

We feel that there is potential for passenger numbers from Girton and Oakington to grow and with time further journeys could be financially sustainable, but in the interim, I am sorry, but without some form of revenue guarantee, I cannot offer any further journeys.

If you do wish to explore further the revenue guarantee idea, my Business Development Director, David, can be contacted at David.Boden@stagecoachbus.com.

Yours sincerely

Darren Roe
Managing Director

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ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Trading Title: Cambridge Electrical Services Ltd

Address: Unit 3a Meadow View Ind Est, Reach Road, Burwell, Cambridge

Postcode: CB25 0GH Tel No: 01223430430

DETAILS OF THE CLIENT

Contractor Reference Number (CRN): N/A

Name: Oakington and Westwick Parish Council

Address: Oakington Parish Council, Sports Pavilion, Queens Way, Oakington, Cambridge,

Postcode: CB24 3AW Tel No: N/A

DETAILS OF THE INSTALLATION

Occupier: Oakington and Westwick Parish Council

Unique Property Reference Number (UPRN): N/A

Address: Oakington Parish Council, Sports Pavilion, Queens Way, Oakington, Cambridge,

Postcode: CB24 3AW Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:

Ascertain compliance of electrical installation to current regulations - BS7671.

Date(s) when inspection and testing was carried out: (25/03/2024) Records available (651.1): (N/A) Previous inspection report available (651.1): (N/A) Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): The general condition of the electrical installation is good. A code 2 defect and a defect requiring further investigation were found meaning an unsatisfactory assessment must be given. Existing cabling is a mixture of PVC singles and PVC Twin and CPC. Cables appear in good condition.

Description of premises Dwelling: (N/A) Commercial: (✔) Industrial: (N/A) Other (include brief description): N/A

Estimated age of electrical installation: (12) years Evidence of additions or alterations: (✘ if Yes, estimated age N/A years) Overall assessment of the installation for continued use: ~~Satisfactory~~/Unsatisfactory** (delete as appropriate)

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitals) on behalf of the contractor identified in PART 1: ANDREW PETERS Signature: A Peters Date: 25/03/2024

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 26/03/2029 (date)

Give reason for recommendation: N/A

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY

Name (capitals) on behalf of the contractor identified in PART 1: SEAN KENNELLY Signature: SA Kennelly Date: 27/03/2024

Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A

Please see the 'Notes for Recipients'

ELECTRICAL INSTALLATION CONDITION REPORT

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PART 5 : OBSERVATIONS

One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action:	**Code C1 Danger Present** Risk of injury. Immediate remedial action required	**Code C2 Potentially Dangerous** Urgent remedial action required	**Code C3 Improvement Recommended**	**Code FI Further Investigation Required**

Referring to the **Schedule of Items Inspected** (see PART 9), the attached **Schedule of Circuit Details and Test Results** (see PART 11A & 11B), and subject to any **agreed limitations** listed in PART 6 –

No remedial action is required (✗), **OR** The following observations are made:

Item No	Observation(s)	Code	Location Reference
1	4.14No RCD protection to circuits 8L1, 8L2, 8L3, 9L1 and 9L2 feeding hand driers in WC's.	C3	
2	4.15Quarterly retest label fitted to DB lid	C3	
3	6.8 No CPC continuity at kitchen light switches.	C3	
4	6.13Water softner socket has no 30mA RCD protection.	C2	
5	6.13Lack of 30mA RCD protection to majority of circuits.	C3	
6	6.13Lack of 30mA protection to majority of circuits.	C3	DB 1
7	9.1 Lack of 30mA RCD protection to circuits feeding lights in changing rooms.	C3	Changing rooms
8	Emergency light in 1st floor boiler room does not operate on power failure.	C3	Boiler room
9	High value of R2 measured in comparison to R1 and Rn.	C3	
10	Circuit 2L2. No CPC continuity to light switches in kitchen.	FI	Kitchen
11	Cable supplying 3 phase RCD socket in external cabinet poorly terminated within enclosure.	C3	External cabinet
12	No RCD protection to socket feeding water softner in hall store	C2	Hall store
13	Light switch in referees room damaged and requires replacing. (10 amp 1 way MK grid module)	C3	Referees room
14	Unable to override external lights to carry out testing. Circuits 3L3, 4L1 and 4L3.	LIM	
15	Unable to locate points of isolation for extract fans- circuit 4L2.	LIM	
16	No RCD protection to circuits feeding lights in changing rooms.	C3	Changing rooms

Additional pages? (None) State page numbers: (N/A)

Immediate remedial action required for items: (N/A)

Urgent remedial action required for items: (4,12)

Improvement recommended for items: (1,2,3,5,6,7,8,9,11,13,16)

Further investigation required for items: (10)

Please see the 'Guidance for recipients on the classification codes'

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 6 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with *BS 7671: 2018*, as amended to (N/A) (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the electrical installation covered by this report: Fixed wiring within Pavillion and circuits feeding floodlights up-to feeder pillar adjacent to all weather pitch. A selection of accessories (switches, sockets, light fittings) were removed for visual inspection. (see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing (653.2): Values of Zs for sub-circuits calculated via the equation Zs = (r1+r2) + Zs (at origin of circuit). This was to avoid live testing. Where circuits feed 13amp socket outlets, live testing was carried out.

Agreed with (print name): CLIENT

Extent of sampling: Lights, switches, sockets & distribution boards (see additional page No. N/A)

Operational limitations including the reasons: None (see additional page No. N/A)

PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements

TN-C: (N/A) TN-S: (N/A) TN-C-S: (✔)

TT: (N/A) IT: (N/A)

Supply protective device

BS EN: (LIM) Type: (N/A) Rated current: ( ) A

Number and type of live conductors

AC 1-phase, 2-wire: (N/A) 2-phase, 3-wire: (N/A)

3-phase, 3-wire: (N/A) 3-phase, 4-wire: (✔)

DC 2-wire: (N/A) 3-wire: (N/A) Other: (N/A)

Confirmation of supply polarity: (✔)

Other sources of supply (Schedule of Test Results) Page No: (N/A)

Nature of supply parameters

Nominal voltage between lines, U [1]:	(N/A) V
Nominal line voltage to Earth, U_0 [1]:	(230) V
Nominal frequency, f [1]:	(50) Hz
Prospective fault current, I_{pf} [2]*:	(1.22) kA
External earth fault loop impedance, Z_e [2]*:	(0.35) Ω

[1] By enquiry

[2] By enquiry or by measurement

PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Maximum demand (load): (N/A) ~~kW/A~~ (*delete as appropriate*)

Means of Earthing

Distributor's facility: (✔)

Installation earth electrode(s): (N/A)

Earth electrode type – rod(s), tape, etc: (None)

Location: (N/A)

Electrode resistance to Earth: (N/A) Ω

Main protective conductors

Earthing conductor:

(material Copper)

csa (25) mm² Connection/continuity verified: (✔)

Main protective bonding conductors:

(material Copper)

csa (25) mm² Connection/continuity verified: (✔)

Main protective bonding connections

Water installation pipes:	(✔)
Gas installation pipes:	(✔)
Structural steel:	(N/A)
Oil installation pipes:	(N/A)
Lightning protection:	(N/A)
Other (state):	
N/A	(N/A)
N/A	(N/A)

Main switch / Switch-fuse / Circuit-breaker / RCD

Location: (DB 1)

BS EN: (5419) Type: ( ) Rating / setting of device: ( ) A

No. of poles: (3) Current rating: (125) A Voltage rating: (400) V

Where an RCD is used as the main switch

RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA RCD Type: (AC)

Rated time delay: (N/A) ms Measured operating time: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf}, and external earth fault loop impedance, Z_e, must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; '**N/A**' if Not applicable; '**LIM**' if a Limitation exists, or Code appropriately: CODE '**C1**,' '**C2**,' '**C3**' or '**FI**' (codes to be recorded in PART 5, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

1.0 Intake equipment (visual inspection only)

An outcome against an item in section 1.1, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in Part 5 of this report.

1.1 Distributor / supplier intake equipment

- Service cable (✓)
- Service head (✓)
- Earthing arrangement (✓)
- Meter tails (✓)
- Metering equipment (✓)
- Isolator, where present (N/A)

Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.

1.2 Consumer's isolator, where present (N/A)

1.3 Consumer's meter tails (✓)

2.0 Presence of adequate arrangements for parallel or switched alternative sources

2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) (N/A)

2.2 Adequate arrangements where a generating set operates in parallel with the public supply (551.7) (N/A)

3.0 Methods of protection

3.1 Automatic disconnection of supply (ADS)

- Main earthing / bonding arrangement (411.3; Chap. 54) (✓)
- Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3) (✓)
- Adequacy of earthing conductor size (542.3; 543.1.1) (✓)
- Adequacy of earthing conductor connections (542.3.2) (✓)
- Accessibility of earthing conductor connections (543.3.2) (✓)
- Adequacy of main protective bonding conductor sizes (544.1.1) (✓)
- Adequacy and location of main protective bonding conductor connections (544.1.2) (✓)
- Accessibility of all protective bonding connections (543.3.2) (✓)
- Provision of earthing / bonding labels at all appropriate locations (514.13.1) (✓)

3.2 FELV - requirements satisfied (411.7) (N/A)

3.3 Other methods of protection

Where any of the methods listed below are employed, details should be provided on separate sheets

- Non-conducting location (418.1) (N/A)
- Earth-free local equipotential bonding (418.2) (N/A)
- Electrical separation (413; 418.3) (N/A)
- Double insulation (412) (N/A)
- Reinforced insulation (412) (N/A)
- Provisions where automatic disconnection of supply is not feasible (419) (N/A)

4.0 Distribution equipment, including consumer units and distribution boards

4.1 Adequacy of working space / accessibility to equipment (132.12; 513.1) (✓)

4.2 Security of fixing (134.1.1) (✓)

4.3 Condition of insulation of live parts (416.1) (✓)

4.4 Adequacy security of barriers or enclosures (416.2.3) (✓)

4.5 Condition of enclosure(s) in terms of IP rating, etc. (416.2) (✓)

4.6 Condition of enclosure(s) in terms of fire rating, etc. (421.1.201; 421.1.6; 526.5) (✓)

4.7 Enclosure not damaged / deteriorated so as to impair safety (651.2) (✓)

4.8 Presence and effectiveness of obstacles (417.2) (✓)

4.9 Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) (✓)

4.10 Operation of main switch(es) (functional check) (643.10) (✓)

4.11 Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10) (✓)

4.12 Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (643.10) (✓)

4.13 RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.4.5; 411.5.2; 531.2) (✓)

4.14 RCD(s) provided for additional protection / requirements, where required - includes RCBOs (411.3.3; 415.1) (C3)

4.15 Presence of RCD six-monthly test notice, where required (514.12.2) (C3)

4.16 Confirmation that integral test button / switch, where present, causes AFDD to trip when operated (643.10) (✓)

4.17 Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) (✓)

4.18 Presence of alternative supply warning notice at or near equipment, where required (514.15) (✓)

4.19 Presence of next inspection recommendation label, where required (514.12.1) (✓)

4.20 Presence of other required labelling (please specify) (514) (✓)

4.21 Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (432; 433; 434) (✓)

4.22 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)

4.23 Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) (✓)

4.24 Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1) (✓)

5.0 Distribution circuits

5.1 Identification of conductors (514.3) (✓)

5.2 Cables correctly supported throughout their run (521.10.202; 522.8.5) (✓)

5.3 Condition of insulation of live parts (416.1) (✓)

5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) (✓)

5.5 Suitability of containment systems for continued use (including flexible conduit) (522) (✓)

5.6 Cables correctly terminated in enclosures (526) (✓)

5.7 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) (✓)

5.8 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6) (✓)

5.9 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523) (✓)

ELECTRICAL INSTALLATION CONDITION REPORT

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PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

5.10 Adequacy of protective devices; type and rated current for fault protection (411.3) (✓)

5.11 Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) (✓)

5.12 Coordination between conductors and overload protective devices (433.1; 533.2.1) (✓)

5.13 Cable installation methods / practices with regard to the type and nature of installation and external influences (522) (✓)

5.14 Where exposed to direct sunlight, cable of a suitable type (522.11.1) (✓)

5.15 Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –

- Installed in prescribed zones (see Section D. *Extent and limitations*) (522.6.202) (✓)
- Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204) (✓)

5.16 Provision of fire barriers, sealing arrangements and protection against thermal effects (527) (✓)

5.17 Band II cables segregated / separated from Band I cables (528.1) (✓)

5.18 Cables segregated / separated from non-electrical services (528.3) (✓)

5.19 Condition of circuit accessories (651.2) (✓)

5.20 Suitability of circuit accessories for external influences (512.2) (✓)

5.21 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)

5.22 Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment - identify / record numbers and locations of items inspected (526) (✓)

5.23 Presence, operation and correct location of appropriate devices for isolation and switching (Chap. 46; 537) (✓)

5.24 General condition of wiring system (651.2) (✓)

5.25 Temperature rating of cable insulation (522.1.1; Table 52.1) (✓)

6.0 Final circuits

6.1 Identification of conductors (514.3) (✓)

6.2 Cables correctly supported throughout their run (521.10.202; 522.8.5) (✓)

6.3 Condition of insulation of live parts (416.1) (✓)

6.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) (✓)

6.5 Suitability of containment systems for continued use (including flexible conduit) (522) (✓)

6.6 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523) (✓)

6.7 Adequacy of protective devices; type and rated current for fault protection (411.3) (✓)

6.8 Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) (C3)

6.9 Co-ordination between conductors and overload protective devices (433.1; 533.2.1) (✓)

6.10 Wiring system(s) appropriate for the type and nature of the installation and external influences (522) (✓)

6.11 Where exposed to direct sunlight, cable of a suitable type (522.11.1) (✓)

6.12 Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –

- Installed in prescribed zones (see Section D. *Extent and limitations*) (522.6.202) (✓)
- Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204) (✓)

6.13 Provision of additional protection by RCD having rated residual operating current not exceeding 30 mA –

- *For all socket-outlets of rating 32 A or less (411.3.3) (C2)

Additional protection by RCD may not have been provided as a noted exception in certain non-domestic installations covered by indent (ii) of Regulation 411.3.3.

- *For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3) (✓)
- *For cables concealed in walls at a depth of less than 50 mm (522.6.202) (C3)
- *For cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203) (C3)
- *For final circuits supplying luminaires within domestic (household) premises (411.3.4) (N/A)

** Older installations designed prior to BS 7671: 2018 may not have required RCDs for additional protection.*

6.14 Provision of fire barriers, sealing arrangements and protection against thermal effects (527) (✓)

6.15 Band II cables segregated / separated from Band I cables (528.1) (✓)

6.16 Cables segregated / separated from non-electrical services (528.3) (✓)

6.17 Termination of cables at enclosures - identify / record numbers and locations of items inspected (526) –

- Connection under no undue strain (526.6) (✓)
- No basic insulation of a conductor visible outside enclosure (526.8) (✓)
- Connections of live conductors adequately enclosed (526.5) (✓)
- Adequately connected at point of entry to enclosure (glands, bushes, etc.) (522.8.5) (✓)

6.18 Condition of accessories including socket-outlets, switches and joint boxes (651.2) (✓)

6.19 Suitability of accessories for external influences (512.2) (✓)

6.20 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)

7.0 Isolation and switching

7.1 Isolators –

- Presence and condition of appropriate devices (462; 537.2) (✓)
- Acceptable location - state if local or remote from equipment in question (462; 537.2.7) (✓)
- Capable of being secured in the OFF position (462.3) (✓)
- Correct operation verified (643.10) (✓)
- Clearly identified by position and / or durable marking (537.2.7) (✓)
- Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) (✓)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

7.2 Switching off for mechanical maintenance –
- Presence and condition of appropriate devices (464.1; 537.3.2) (✓)
- Capable of being secured in the OFF position where not under continuous supervision (464.2) (✓)
- Correct operation verified (643.10) (✓)
- Clearly identified by position and / or durable marking (537.3.2.4) (✓)

7.3 Emergency switching off –
- Presence and condition of appropriate devices (465; 537.3.3; 537.4) (✓)
- Readily accessible for operation where danger might occur (537.3.3.6) (✓)
- Correct operation verified (643.10) (✓)
- Clearly identified by position and / or durable marking (537.3.3.5; 537.3.3.6; 537.4.3; 537.4.4) (✓)

7.4 Functional switching –
- Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2) (✓)
- Correct operation verified (643.10) (✓)

8.0 Current-using equipment (permanently connected)

8.1 Condition of equipment in terms of IP rating, etc. (416.2; 422.3; 422.4; 522.4) (✓)

8.2 Equipment does not constitute a fire hazard (421) (✓)

8.3 Enclosure not damaged / deteriorated so as to impair safety (134.1.1; 416.2) (✓)

8.4 Suitability for the environment and external influences (512.2) (✓)

8.5 Security of fixing (134.1.1) (✓)

8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2) (✓)

8.7 Recessed luminaires (downlighters) –
- Correct type of lamps fitted (559.3.1) (✓)
- Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2) (✓)
- No signs of overheating to surrounding building fabric (559.4.1) (✓)
- No signs of overheating to conductors / terminations (526.1) (✓)

9.0 Special locations and installations

Where special installations or locations relating to a particular Section of Part 7, an additional Inspection Schedule(s) should be provided on separate pages.

9.1 Location(s) containing a bath or shower –
- Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.411.3.3) (C3)
- Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5) (✓)
- Shaver supply units complying with *BS EN 61558-2-5* formerly *BS 3535* (701.512.3) (✓)
- Presence of supplementary bonding conductors, unless not required by *BS 7671: 2018* (701.415.2) (✓)
- Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3) (✓)
- Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2) (✓)
- Suitability of accessories and controlgear etc. for a particular zone (701.512.3) (✓)
- Suitability of current-using equipment for particular position within the location (701.55) (✓)

9.2 Other special installations or locations –
N/A (N/A)

10.0 Prosumer's low voltage installation (N/A)

Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.

Schedule of Items Inspected by

Name (capitals): ANDREW PETERS

Signature: A Peters Date: 25/03/2024

PART 10 : SCHEDULES AND ADDITIONAL PAGES (the pages identified are an essential part of this report (see Regulation 653.2))

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9.2 above)	Schedules relating to Prosumer's installations (indicated in item 10 above)	Continuation sheets
Page No(s): (4, 5 & 6)	Page No(s): (7 & 8)	Page No(s): (None)	Page No(s): (None)	Page No(s): (None)	Page No(s): (None)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 11A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part 11B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART 11B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671)	Overcurrent protective device					RCD			
					Live (mm²)	cpc (mm²)	(s)	BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Zs* (Ω)	BS (EN)	Type	Rating (A)	Operating current, $I_{\Delta n}$ (mA)
1L1	Hall ceiling lights	A	100	5	1.5	1	0.4	60898	C	10	10	2.19				
1L2	Function room and parish office lights	A	100	22	1.5	1	0.4	60898	C	10	10	2.19				
1L3	Female, Male, refs room lights	A	100	14	1.5	1	0.4	60898	C	10	10	2.19				
2L1	Hall ceiling lights	A	100	5	1.5	1	0.4	60898	C	10	10	2.19				
2L2	Kitchen, lobby, Disabled WC lights	A	100	9	1.5	1	0.4	60898	C	10	10	2.19				
2L3	Changing room and store lights	A	100	8	1.5	1	0.4	60898	C	10	10	2.19				
3L1	Hall wall lights	A	100	6	1.5	1	0.4	60898	C	10	10	2.19				
3L2	1st floor lights	A	100	13	1.5	1	0.4	60898	C	10	10	2.19				
3L3	External lights	A	100		1.5	1	0.4	60898	C	10	10	2.19				
4L1	Lighting control circuit	A	100		1.5	1	0.4	60898	C	6	10	3.64				
4L2	Extract fans	A	100		1.5	1	0.4	60898	C	10	10	2.19				
4L3	External lights	A	100		1.5	1	0.4	60898	C	10	10	2.19				
5L1	Hall sockets	A	B	8	2.5	1.5	0.4	61009	C	32	10	0.68	61009	A	32	30
5L2	1st floor sockets	A	B	6	2.5	1.5	0.4	61009	C	32	10	0.68	61009	A	32	30
5L3	Gas rm, corridor, chair store sockets	A	B	5	2.5	1.5	0.4	61009	C	32	10	0.68	61009	A	32	30
6L1	Function rm, parish room sockets	A	B	8	2.5	1.5	0.4	61009	C	32	10	0.68	61009	A	32	30
6L2	Kitchen sockets	A	B	9	2.5	1.5	0.4	61009	C	32	10	0.68	61009	A	32	30
6L3	Cooker	A	100	1	10	4	0.4	60898	B	40	10	1.09				

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB 1

Location of DB: Store off hall

Z_{db}: 0.36 (Ω) I_{pf} at DB†: 1.2 (kA)

Confirmation of supply polarity: (✔) Phase sequence confirmed†: (N/A)

SPD Details** Types: T1 (N/A) T2 (N/A) T3 (N/A) N/A (N/A)

Status indicator checked (where functionality indicator is present): (N/A)

**SPD Type.

Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.

Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART 11B), (See Section 534 for further details).

Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: N/A

Overcurrent protective device for the distribution circuit

BS (EN): (N/A) Type: (N/A) Nominal voltage: (N/A) V Rating: (N/A) A No. of phases: (N/A)

Associated RCD (if any)

BS (EN): (N/A) RCD Type: (N/A) $I_{\Delta n}$: (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

This report is based on the model forms shown in Appendix 6 of *BS 7671: 2018+A2:2022*

Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A

† Where applicable. *Where figure is not taken from *BS 7671*, state source: N/A

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

PART 11B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part 11A)

Circuit number	Continuity (Ω)					Insulation resistance			Polarity	Max. measured earth fault loop impedance, Zs	RCD		AFDD**	Comments and additional information, where required
	Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live	Live / Earth	Test voltage DC			Operating time*	Test button	AFDD test button	
	(Line) r_1	(Neutral) r_n	(cpc) r_2	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(V)	(✓)	(Ω)	(ms)	(✓)	(✓)	
1L1				0.75			200	250	✔	1.11				
1L2				1.63			200	250	✔	1.99				Including WC's, chair store and cleaners store
1L3				0.85			200	250	✔	1.21				
2L1				0.69			200	250	✔	1.05				
2L2				1.40			200	250	✔	1.76				
2L3				0.85			200	250	✔	1.21				
3L1				0.56			200	250	✔	0.92				
3L2				1.45			200	250	✔	1.81				
3L3														
4L1														
4L2														
4L3														
5L1	0.72	0.72	0.70	0.35			200	250	✔	0.58	18.9	✔		
5L2	0.51	0.51	0.80	0.32			200	250	✔	0.61	18.5	✔		Some outlets may be hidden. Number of points based on those that were accessible.
5L3	0.39	0.39	0.83	0.31			200	250	✔	0.58	18.8	✔		
6L1	0.77	0.77	1.23	0.50			200	250	✔	0.77	18.7	✔		
6L2	0.90	0.90	1.61	0.62			200	250	✔	0.99	88.3	✔		
6L3				0.30			200	250	✔	0.61				

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capitals): ANDREW PETERS Position: Approved Electrician Signature: A Peters Date: 25/03/2024

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function:	Continuity:	Insulation resistance:	Earth fault loop impedance:	Earth electrode resistance:	RCD:
101512140	N/A	N/A	N/A	N/A	N/A

* RCD effectiveness is verified using an alternating current test at rated residual operating current ($I_{\Delta n}$)

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other (state): N/A

Enter a (✓), (✗) or value in the respective fields, as appropriate
Where an item is not applicable insert N/A

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671)	Overcurrent protective device					RCD			
					Live (mm²)	cpc (mm²)	(s)	BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Zs* (Ω)	BS (EN)	Type	Rating (A)	Operating current, $I_{\Delta n}$ (mA)
7L1	Disabled WC alarm	A	100	1	1.5	1	0.4	60898	C	6	10	3.64				
7L2	Fire alarm panel	A	100	1	2.5	1.5	0.4	60898	C	6	10	3.64				
7L3	Boiler control panel	A	100	1	2.5	1.5	0.4	60898	C	20	10	1.09				
8L1	Hand drier disabled WC	A	100	1	2.5	1.5	0.4	60898	B	16	10	2.73				
8L2	Hand drier female WC entrance	A	100	1	2.5	1.5	0.4	60898	B	16	10	2.73				
8L3	Hand drier male WC entrance	A	100	1	2.5	1.5	0.4	60898	B	16	10	2.73				
9L1	Hand drier female WC changing rm	A	100	1	2.5	1.5	0.4	60898	B	16	10	2.73				
9L2	Hand drier male WC changing rm	A	100	1	2.5	1.5	0.4	60898	B	16	10	2.73				
9L3	Hand drier refs changing rm	A	100	3	2.5	1.5	0.4	60898	B	20	10	2.19	61009	A	20	30
10TP	Spare							60898	C	50	10					
11L1	Intruder alarm panel	A	100	1	1.5	1	0.4	60898	C	6	10	3.64				
11L2	External lights court area	C	B		1.5	1.5	0.4	60898	B	6	10	7.28				
11L3	Water softner socket	C	B	1	2.5	2.5	0.4	60898	C	16	10	1.37				
12TP	Floodlighting DB adjacent	F	D	1	10	10	5	60898	C	63	10	0.35				

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB 1

Location of DB: Store off hall

Z_{db}: 0.36 (Ω) I_{pf} at DB†: 1.2 (kA)

Confirmation of supply polarity: (✔) Phase sequence confirmed†: (N/A)

SPD Details** Types: T1 (N/A) T2 (N/A) T3 (N/A) N/A (N/A)

Status indicator checked (where functionality indicator is present): (N/A)

**SPD Type.

Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.

Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART B), (See Section 534 for further details).

Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: N/A

Overcurrent protective device for the distribution circuit

BS (EN): (N/A) Type: (N/A) Nominal voltage: (N/A) V Rating: (N/A) A No. of phases: (N/A)

Associated RCD (if any)

BS (EN): (N/A) RCD Type: (N/A) $I_{\Delta n}$: (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

This schedule is based on the model forms shown in Appendix 6 of *BS 7671: 2018+A2:2022*

Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A

† Where applicable. *Where figure is not taken from *BS 7671*, state source: N/A

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part A)

Circuit number	Continuity (Ω)					Insulation resistance			Polarity	Max. measured earth fault loop impedance, Zs	RCD		AFDD**	Comments and additional information, where required
	Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live	Live / Earth	Test voltage DC			Operating time*	Test button	AFDD test button	
	(Line) r_1	(Neutral) r_n	(cpc) r_2	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(V)	(✓)	(Ω)	(ms)	(✓)	(✓)	
7L1				1.11			200	500	✔	1.47				
7L2				0.81			200	250	✔	1.17				
7L3				0.15			200	250	✔	0.51				
8L1				0.75			200	250	✔	1.11				
8L2				0.75			200	250	✔	1.11				
8L3				0.91			200	250	✔	1.27				
9L1				0.66			200	250						
9L2				0.27			200	250	✔	0.63				
9L3				0.43			200	250	✔	0.79	28.8	✔		Also including washing machine supply
10TP														
11L1							200	250	✔	0.41				
11L2														
11L3				0.13			200	250	✔	0.49				
12TP				0.01		200	200	250	✔	0.36				

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capitals): ANDREW PETERS Position: Approved Electrician Signature: A Peters Date: 25/03/2024

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function:	Continuity:	Insulation resistance:	Earth fault loop impedance:	Earth electrode resistance:	RCD:
101512140	N/A	N/A	N/A	N/A	N/A

* RCD effectiveness is verified using an alternating current test at rated residual operating current ($I_{\Delta n}$)

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other (state): N/A

For an EIC, enter a (✓) or value in the respective fields, as appropriate.
For an EICR, enter (✓), (✗) or value in the respective fields, as appropriate
Where an item is not applicable insert N/A

CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671)	Overcurrent protective device					RCD			
					Live (mm²)	cpc (mm²)	(s)	BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Zs* (Ω)	BS (EN)	Type	Rating (A)	Operating current, $I_{\Delta n}$ (mA)
1TP	Floodlights controls	F	D	1	10	10	0.4	60898	C	32	10	0.68				
2TP	Spare															
3TP	3 phase RCD socket	F	D	1	10	10	0.4	60898	C	32	10	0.68				
4TP	Spare															

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: Floodlighting DB

Location of DB: Store off hall

Z_{db}: 0.36 (Ω) I_{pf} at DB†: 1.2 (kA)

Confirmation of supply polarity: (✔) Phase sequence confirmed†: (NA)

SPD Details** Types: T1 (N/A) T2 (N/A) T3 (N/A) N/A (✔)

Status indicator checked (where functionality indicator is present): (N/A)

**SPD Type.

Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.

Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART B), (See Section 534 for further details).

Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: DB 1 - 12TP

Overcurrent protective device for the distribution circuit

BS (EN): (60898) Type: (C) Nominal voltage: (N/A) V Rating: (63) A No. of phases: (3)

Associated RCD (if any)

BS (EN): (N/A) RCD Type: (N/A) $I_{\Delta n}$: (N/A) mA No. of poles: (N/A) Operating time: (N/A) ms

This schedule is based on the model forms shown in Appendix 6 of *BS 7671: 2018+A2:2022*

Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A

† Where applicable. *Where figure is not taken from *BS 7671*, state source: N/A

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CONTINUATION SHEET : EIC and EICR

Issued in accordance with *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations

Original (to the person ordering the work)

PART B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part A)

Circuit number	Continuity (Ω)					Insulation resistance			Polarity	Max. measured earth fault loop impedance, Zs	RCD		AFDD**	Comments and additional information, where required
	Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live	Live / Earth	Test voltage DC			Operating time*	Test button	AFDD test button	
	(Line) r_1	(Neutral) r_n	(cpc) r_2	$(R_1 + R_2)$	R_2	(MΩ)	(MΩ)	(V)	(✓)	(Ω)	(ms)	(✓)	(✓)	
1TP				0.06			200	250	✔	0.42				
2TP														
3TP				0.06			200	250	✔	0.42				
4TP														

Circuits/equipment vulnerable to damage when testing (where applicable): N/A

TESTED BY Name (capitals): ANDREW PETERS Position: Approved Electrician Signature: A Peters Date: 25/03/2024

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function:	Continuity:	Insulation resistance:	Earth fault loop impedance:	Earth electrode resistance:	RCD:
101512140	N/A	N/A	N/A	N/A	N/A

* RCD effectiveness is verified using an alternating current test at rated residual operating current ($I_{\Delta n}$)

** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other (state): N/A

For an EIC, enter a (✓) or value in the respective fields, as appropriate.
For an EICR, enter (✓), (✗) or value in the respective fields, as appropriate
Where an item is not applicable insert N/A

NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018+A2:2022* – Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 5), together with any items for which improvement is recommended.

You should have received the report marked 'Original' and the contractor should retain a duplicate. If you were the person ordering this report, but not the owner or user of the installation, you should pass this report, or a full copy of it, including these notes, the schedules and additional pages (if any), immediately to the owner or user of the installation.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work.

The recommended date by which the next inspection should be carried out is stated in PART 4 of this report. With the exception of domestic (household) premises, there should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least eight numbered pages. The report is only valid if the Schedule of Items Inspected (PART 9) has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details (PART 11A) and the Schedule of Test Results (PART 11B) are attached. For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded in PARTS 11A & 11B, one or more additional Schedule of Circuit Details and Schedule of Test Results, should form part of the report. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. The report is invalid if any of the additional pages, listed in PART 10 are missing.

Where the installation includes a residual current device (RCD) it should be tested every six months by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 7 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Test Results (PART 11A & 11B) compiled accordingly.

PART 6 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 6. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 5. Where one or more observations have been made in PART 5, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as C1 should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 9), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in raise the specific concerns in writing with the contractor.

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED OBSERVATION

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing (entered in PART 6), could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory.'

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

For further information about electrical safety and how NICEIC can help you, visit www.niceic.com

Cambridge Electrical Services Ltd

Portable Appliance Testing Report

Customer: Oakington & Westwick Parish Council
Address: Oakington Sports Pvilion

Date of Test : 25/03/2024
Date of retest 24/03/2025
Name of Test Engineer: Andy Peters
Test Equipment ID: Meggar

ID No.	Description of Appliance	Make	Model No	Serial No	Visual Inspec PASS/FAIL	Class	Fuse Amp	Voltage	Insulation Resistance	Earth Leakage	Earth Test PASS/FAIL	Comments/ Work done	Location
1	Epson projector				PASS	1	10	230	200	0.15	PASS	PC test	
2	Laptop charger				PASS	2	5	230	200	N/A	N/A		
3	Phone base				PASS	2	150mA	230	200	N/A	N/A		
4	Router				PASS	2	1	230	200	N/A	N/A	PC test	
5	Printer				PASS	1	10	230	200	0.14	PASS	PC test	
6	4way extension lead				PASS	1	13	230	200	0.05	PASS	Long lead test	
7	Shredder				PASS	2	8	230	200	N/A	N/A		
8	Tea Urn				PASS	1	13	230	200	0.08	PASS		
9	Kettle				PASS	1	13	230	200	0.06	PASS		
10	Dyson vacuum				PASS	2	13	230	200	N/A	N/A		
11													
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Unit 3A Meadow View Ind Est,
Reach Road
Burwell
Cambridge, CB250GH

Enquiries@cambridge-electrical.co.uk
Telephone 01223 430 430

Cambridgeshire & Peterborough
Association of Local Councils
The Norwood Building
Parkhall Road
Somersham
PE28 3HE
www.capalc.org.uk

March 2024

Empowering and Equipping Local Councils to Benefit their Communities

Dear Council Chair and Councillors,

Thank you for being members of CAPALC. I would like to invite you to renew for 2023-2024. Please find enclosed a membership renewal invitation.

The AGM agreed to a 5% fee increase. Like you, we saw significant cost increases last year and need to continue to pay our staff and suppliers fairly.

We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC and NALC websites on 1 July 2024. We will advise members of the new passwords on renewal, prior to 1 July.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will decide to be in membership of CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities and raise problems with us and be kept up to date with developments by email.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

Henry Clark, Chair

CAPALC
The Norwood Building
Parkhall Road
Somersham
Huntingdon
PE28 3HE
Tel: 07507 520849
www.capalc.org.uk
office@capalc.org.uk

Cambridgeshire & Peterborough Association of Local Councils
Empowering and Equipping Local Councils to Benefit their Communities

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Affiliation Fee Invoice

For the period 1st April 2024 to 31st March 2025

Council Name	Number of Electorates as of 1st January 2024	District
Oakington & Westwick	1,125	South Cambs

Your standard annual membership fee to be paid before 30th April 2024 is: **£502.93**

Data Protection Officer Membership Scheme

For the period 1st April 2024 to 31st March 2025

Further information about our DPO scheme and other benefits can be found on our 2024/2025 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

TOTAL amount including DPO Membership Option: **£552.93**

Please make your cheque payable to **CAPALC Ltd** or
by BACs Payment details below
Sort Code: 60-83-01, Account No: 20449285

Please check the above bank details before making your payment.

2024 2025

capalc
Cambridgeshire and Peterborough Association of Local Councils

In 2023

CAPALC provided over 233 teaching hours with 463 delegates.

For 2024 – over 250 teaching hours are already scheduled.

24/25

As a member of CAPALC your council is a member of NALC.

NALC holds the unique position as the representative body for local councils at Government level.

24/25

What we do for you …..

We support and represent local town, parish and parish meetings to be successful, effective and to act within the law.

24/25

As a member, you will have the opportunity to network at Clerk and Councillor update sessions and CAPALC's annual conference.

Members will be informed with the latest legislative sector updates.

24/25

CAPALC send monthly e-bulletins and weekly email updates to members with topical information and legal advice.

In 2023

CAPALCs membership helpdesk supported an average of 40 queries per month.

Queries are usually answered within 24 - 36 hours during the working week.

24/25

We provide indemnified legal advice through NALC and also through CAPALC's specialist consultants for HR, finance and data protection.

24/25

Member councils have access to model statutory documents and other legal information through CAPALCs direct link to NALC

24/25

CAPALC services include.

Internal Audit, locum clerk, council health checks, Quality Council pre-application advice and we process borrowing applications for the DLUHC.

24/25

Your council can obtain essential training, specialist subject training and bespoke council training opportunities at preferential membership rates.

2024 2025

Member Benefits 2024/2025

Legal, HR and Finance – *included in annual affiliation fee*

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

HR Consultants – WorkNest Advisory Service

Finance Consultants – Parkinson Partnerships

Data Protection Officer Scheme – *Opt-in*

Opt-in Member Benefits DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. **For all the additional benefits detailed above,** if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

Ends.