

Councillor
C/o Leadership Support Team
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Clacton on Sea
Essex
CO15 1SE

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Email: KCharles@tendringdc.gov.uk
Our ref: KC/0000064/0

17th February 2026

Reference: Legionella Remedial Works – Dovercourt Bay Lifestyles

Dear Cllr Mick Barry and Cllr Mark Stephenson,

As you are aware, staying compliant and on top of legionella in a leisure facility is highly important. We recently undertook some remedial works at Dovercourt Bay due to a number of samples resulted in levels of legionella being detected at higher than recommended parameter level, meaning that they have been out of specification, on consecutive occasions. I am happy to let you know that these works have been successfully completed. However, what was not included at the point of writing the decision was although the tanks would be drained and dead legs removed, the removal of the tanks was not included in the overall price. Therefore, we would like to request for a small additional sum, to remove these tanks.

Specifically, the removal of;

1 x hot water cylinder
2 x storage tanks

Works will be completed over 2 days and one evening, the price included the hire of a skip for disposal.

The total cost of these works, parts, and labour has been quoted at £3,350.00, excluding VAT.

As mentioned previously, Concept are our current service contract providers for our management of legionella, on that basis, under the procurement exemption rules, this allows us for continuity of service to extend the current contract agreement via purchase order arrangement, to cover these works as outlined in the exemption rules 2.1 (g) detailed below.

(g) Where a partnership arrangement has been entered into with a contractor or a supplier as a result of competitive tendering, and the proposed procurement is within or related to the documented scope of that partnership arrangement. In such cases the Corporate Director/Head of Department must be able to demonstrate that the proposed procurement through such a partnership arrangement is advantageous to the Council (for example, continuity of service or product supply, or extension of existing arrangements). The documentation will be issued will take the form of a contract variation as determined in the partnership contract and/or via the Official Ordering rules or if appropriate the documentation to be issued will be as required by the Procurement Procedure Rules for

the value of the procurement. (EU limits must be observed to ensure no thresholds are exceeded).

Therefore, a total sum of £3,350.00 is requested to proceed with these works.

As part of the Council's 10-year financial plan, a £50,000 contribution per annum is being made to a Leisure Capital Projects Reserve to enable a proactive approach to maintaining the various Leisure Facilities. Therefore, it is proposed to use up to 25/26 contribution from the revenue-reserved accounts to support the work. If you agree, there will be remaining £14,525 left in this reserve account once works have been completed.

I would appreciate it if you could kindly respond to this letter to confirm that you have been consulted.

Yours sincerely

Kieran Charles, BA Hons, MCIMSPA
Head of Sport and Leisure

Dear Kieran

I refer to your letter dated 17th February 2026, I can advise I have been consulted on the appointment, award and entering of contract with Concept Environmental Solutions for the legionella remedial works – removal of redundant tanks at Dovercourt Bay Lifestyles. The total cost of these works is £3,350.00 and agree for these works to be funded from the Leisure Capital Projects Reserve 25/26 contribution.

- I hereby confirm that I have been consulted regarding the proposed use of these funds for the purpose outlined above.

Cllr Mark Stephenson, Leader, and Portfolio for Finance and Governance

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Dated

- Please delete as appropriate

Cllr Mick Barry, Portfolio Holder for Leisure and Public Realm

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Dated

- Please delete as appropriate

Additional comments