

# SOUTHERN WATER/PAN-PARISH FORUM

## Notes from Quarterly Meeting held 27<sup>th</sup> June 2024

### Present:

<b>Southern Water</b>	<b>Local Parish Councils</b>
Keith Herbert - Pathfinder Lead Scott Howe - Wastewater Networks Operations Manager, Hants Floyd Cooper - Wastewater Networks Groundwater Manager Glenn McCubbin - Pathfinder Engineer Steve Court - Regional Stakeholder Engagement	Chris Harris - Amport (PPF Co-Chair) Greg Michalczyk - Kimpton Beryl Vickers - Fyfield Peter Christie - Thruxton Richard Munday - Thruxton Sally Leech - Quarley John Heather - Abbots Ann Peter Heslop - Upper Clatford Alan Willens - Goodworth Clatford Henryk Kwiatkowski - Goodworth Clatford Claire Henderson - Goodworth Clatford Janet Wright - Secretary to PPF
<b>Guests</b>	<b>HCC</b>
Sue Smith, Appleshaw & Redenham PC Jenny Hopkins, Appleshaw & Redenham PC David Burlington, St Mary Bourne PC	Sarah Reghif, Flood & Water Management Technical Co-ordinator

### Apologies received from:

Nick Mills - SW Environment & Innovation Director (SW Co-Chair)  
Keith Broomfield - Environmental Agency, Land & Water West Team  
TVBC Cllr Maureen Flood - Anna Ward  
Mike Cleugh - Monxton, Compliance  
Tim Grimshaw - East Cholderton Resident  
Alistair Dougall - Houghton PC/ Pan Parish River Pollution forum

### Agenda:

1. Welcome & Intro from Keith Herbert, SW Pathfinder Lead and Chris Harris, PPPF Chair
2. Re-brief of objectives to new members (Keith Herbert, SW Pathfinder Lead)
3. Flow restoration update (Floyd Cooper SW Wastewater Networks)
4. Groundwater strategy and preparedness (FC)
5. Mill Lane Valve update (FC)
6. Treatment updates (FC)
7. Lay-by update (FC)
8. Ecology survey and sampling results (FC/JW)
9. Monitoring update and state of the nation (KH)
10. Programme update (KH)
  - i. Tubogel
  - ii. Manhole sealing
  - iii. public sealing
11. Results, next steps and AMP8 (KH)
12. HCC road safety strategy and preparedness (Sarah Reghif, HCC Flood & Water Management)

13. EA Issues? (Keith Broomfield, EA)
14. Wider Pan Parish Communications (led by PPPF)
15. Outstanding actions
16. AOB

## 1. Welcome and Intro from Co-Chairs:

**Chris Harris (CH)**, Chair of Amport Parish Council, and co-chair of this body, opened the meeting with the following statement:

Welcome everyone to this quarterly meeting of the Pillhill PanParish Forum, the PPPF. I am Chris Harris, Chair of Amport Parish Council, and I act as co-chair of this body. Many of you have been regular attendees at our previous meetings, but today we have guests from other parishes in the area who wish to learn from our experiences over the past 3 years. Also we have Sarah Reghif of HCC's Flood and Water Management team who will address us on her team's plans for next winter, and also some new faces from SW.

We have apologies from Keith Broomfield of the EA, TVBC Cllr Maureen Flood, Mike Cleugh from Monxton PC who is away, Tim Grimshaw from East Cholderton, Alistair Dougall from Houghton Pan Parish River Pollution Forum

As most of you will know, Southern Water (or SW) has been instrumental in running a Pathfinder project in this catchment in order to address the serious problem of groundwater infiltration in our villages. The project has involved SW sealing of almost all sewers, including private laterals, at the northern end of our catchment at their expense, with the consequence that, despite the unprecedented groundwater levels in the catchment, regular tankering in the villages here is a thing of the past. The community here is grateful to SW. The theme of today is to make sure that the achievements of SW through the Pathfinder project are locked in, and we can prepare properly with regular contact with SW and other agencies for whatever comes up in the next groundwater season.

The PPPF has worked hard to try and engage the Environmental Agency (EA) and Hampshire County Council (HCC) to better prepare us for the next groundwater season and further into the future. Successful water management in the catchment must be a collaborative venture. SW appears to be taking the lead but building resilience needs to be a collaborative venture between all agencies. It seems that our efforts to engage HCC has succeeded: we await the result of CCTV drain inspections in flooding hotspots within the catchment and look forward to hearing from Sarah Reghif later, including how our communities can help HCC.

We have had quotes from the EA as follows:-

*"infiltration into the sewers has been of high concern to the EA and we have continued to work closely with Southern Water throughout this year to understand and mitigate the sewerage issues related to the high groundwater in all impacted catchments. We have held regular meetings with Southern Water to fully discuss specific catchment issues and have required a number of additional mitigation measures to be delivered in a number of catchments. We are aware that the Pathfinder Project, that has been actioned in the Pan Parishes, has been tested in this groundwater season and has clearly resulted in less impact being seen within this catchment, which is really positive. We will continue to work with Southern Water and support the ongoing identification of innovative solutions to the historic issues caused by elevated groundwater."*

*Currently the EA is awaiting the imminent submission of the updated Infiltration Reduction Plan (IRP) for the Pan Parishes, as well as for other catchments. We expect this to fully document the work delivered through the Pathfinder Project, provide a full assessment of the benefits this project has achieved for the Pan Parishes over this winter and spring, as well as documenting any further actions that have been identified and will be delivered in this catchment over the coming months. We will, of course, fully review this once received and understand that this updated IRP will be available on Southern Water's website in the coming months."* End quote.

Most of today's discussion will be led by Keith Herbert and Floyd Cooper, and the team at SW. The PPPF would like to hear of SW's plans going forward, particularly in terms of work moving down the catchment, notably in Monxton, Abbots Ann and Upper Clatford. The issues in these villages have been outstanding now for some months. One of the major concerns that the community would like to address is the identity of our point of contact at SW going forward, as our regular contacts over the recent years, notably Keith and Glenn, have moved on to other SW projects. As we have learned through the Pan Parish project, good communication is crucial to our success.

With no other comments from the Parishes **CH** handed over to **Keith Herbert (KH)**, **SW Pathfinder Lead** who presented a slide pack covering the agenda items (2 through 5). Specific slides referred to in the minutes are denoted by [slide x]. The slide pack itself has been circulated separately.

## 2. Re-brief of Objectives (KH, SW Pathfinder Lead)

**KH** apologised for not being able to get his laptop to talk to the hall projector. [JW comment: this made following discussion surrounding the detailed content presented at the meeting difficult and note taking a challenge.]

**KH** began by stating that the sewer network in the PPPF catchment is designed for foul only flows and so it is not storm reactive. With the sewer in generally good condition, graded 2 to 3, it is groundwater (GW) infiltration through sewer joints that makes this catchment highly GW reactive. A CCTV screenshot was used to illustrate infiltration entering through sewer jointing. The objective of the Pathfinder Project was simply to remove the need for tankers: protect the environment and stop the disruption [slide 3, 16 & 17]. **KH** added that with tankers costing in the region of £2,500 per day it was a win-win all round. However we must remember that 50% of the catchment network is privately owned and so just addressing the public network was not sufficient to meet this objective.

SW is regulated in 5 year chunks and locked into key financial drivers. In 2020 - 2025 it was bill reduction, in the 2025 - 2030 it will be about building in learnings/savings.

## 3. Flow Restoration update (Floyd Cooper, SW Wastewater Networks)

**Floyd Cooper (FC)** opened by saying he was pleased to be staying on GW issues whilst Scott Howe had now taken over Wastewater Network Management in Hampshire.

**Action USW/PPF 23.2.1 (d): SW Stakeholder Team contact to be provided to handle SW/PPF communications during GW season - ongoing.**

**FC** introduced Steve Court from SW Stakeholder Regional Management who would be acting as the PPPF single point of contact (SPOC) on non-operational matters. The PPPF had already met with Wayne Carter from Flow Management Solutions and he would be acting as the operational SPOC going forward. The intention was that both Steve and

Wayne would attend the, now monthly, SW/PPPF update meetings.

#### 4. Groundwater Strategy and Preparedness (FC)

**FC** introduced the **SW Operational Playbook** to the meeting [slides 4 - 8]. There would be a playbook created for each catchment providing a background to help bring SW staff and contractors up to speed quickly. Annual maintenance would be brought forward by one month, to September, to allow any necessary repairs to be carried out prior to rising GW levels. The Summer readiness action list extract [slide 8] showed that there was a lot of work to do.

Details still to be included are CCTV checks at water pumping stations (WPSs), provision of critical spares, flow meters (in place at Mullens Pond WPS but not yet working correctly), procedures to minimise traffic management, regular jetting and investigations into the installation of bigger pumps e.g. at Longparish and St Mary Bourne. **KH** warned that pump upgrades were not a silver bullet.

**FC** said he intended to share the Pillhill Pan Parish final draft with the PPPF as soon as available.

**FC** also said that telemetry from sewer level monitors (SLM) has been a big learning curve and the plan was to deploy more.

##### Action USW/PPF 23.2.1(f): Review tanker operational protocols - ongoing

**Janet Wright (JW)** asked whether the Playbook had come from the work that Flow Management Solutions had been contracted to do surrounding tanker operating protocols.

**Scott Howe (SH)** confirmed that it had.

**Sue Smith (SS)** wanted reassurance that Appleshaw and Redenham's specific issues would be covered? **FC** confirmed that all current operational issues would be covered in the Playbooks for Appleshaw and St Mary Bourne.

##### QSW/PPF 21.3.2: Investigate tanker requirements at Goodworth Clatford South & Station WPSs to avoid persistent spills in the village - ongoing

**Henryk Kwiatkowski (HK)** asked if issues with the manhole overflow in Goodworth Clatford, likely caused by dewatering of foundations, and the subsequent clean up were being addressed? **FC** replied that the parish's contact for these issues was Bobbie Wilmott, SW Customer Case Lead. **HK** replied that the parish was already speaking with Bobbie.

#### 5. Mill Lane Valve Update (FC/Scott Howe, SW Wastewater Networks)

##### Action USW/PPF 23.2.1(c): Automation of Mill Lane Valves - FC Outstanding

Repeated spills at the Manor Farm bell mouth during GW season have demonstrated that there is a problem here either further north in Monxton or at the Mill Lane valves themselves. **KH** said that he and Glen McCubbin (GMcC) had been trying to get the different SW teams: Asset Management and Project Management, to provide a clear way forward on this. The PPPF expressed disappointment that another 3 months have passed with no apparent progress being made. **John Heather (JH)** asked how we ensure that a solution is found before we head into another GW season? **KH** said that he would continue to pursue resolution.

**JW** asked GMcC about the bell-mouth at Manor Farm. It was now in a poor state and the new emergency signage promised back in March was still outstanding. **GMcC** replied that the signs were nearly ready and that Wayne Carter would be supervising the necessary

works to tidy up the area and erect the signs.

## 6. Lay-by update (FC/SH)

### Action USW/PPF 23.2.1(b): Road & WPS lay-by conditions reparation plan - FC Ongoing

**FC** stated that the work at Mullens Pond water pumping station (WPS) was still awaiting planning permission. The PPPF understands that without being granted permanent status by Hampshire County Council this lay-by and the immediate surrounding area will remain an eyesore for locals and visitors alike.

A works order has been raised for the reparation work at Furzedown Lane [Amport] WPS.

**JW** said that PPPF understood ground conditions, after a very wet winter, had hampered progress here but hoped better conditions would now enable this work to be completed.

**Greg Michalczyk (GM)** reminded **FC** that, although a temporary repair had been made to the verge along Water Lane south of Kimpton Green, permanent reparation was still outstanding. HCC Highways have proposed that verge markers be installed on the verge here to prevent future encroachment. However these markers cannot be installed until SW complete full reparation.

## 7. Treatment updates (FC)

### Action USW/PPF 23.2.1(a): Provide regulatory requirements for overpumping & triggers - FC Outstanding

It was not clear whether the SW Playbook would detail SW overpumping plans should that be necessary in the future. The PPPF still awaited clearer information on the implications of overpumping into the Pillhill Brook and an update on the results of the UV treatment closed loop testing carried out on Kimpton Green.

### Action USW/PPF 23.2.1(g): Anna Valley rising main integrity following burst

This section of rising main is budgeted for replacement in AMP8 but not discussed here.

**Peter Heslop (PH)** reported that SW's clean up operation at the watercress beds in Anna Valley had been completed yesterday 26.06.24. This work followed the rising main burst (RMB) here last November. PH said that Upper Clatford PC wished to know the likely volume of the spill and had raised an Emergency Information request (EIR) on the suggestion of NM back in March this year. A discussion ensued covering the extent of the reparation works carried out by SW and the PC's frustration with the EIR procedure. The lack of progress was due to ongoing litigation between SW and the business owner of the water cress beds which is outside of the scope of this forum. However the PPPF are keen to see the results of the water quality testing that Adler & Alan have been contracted to collect on behalf of SW at a number of sites both up and downstream of the RMB. It would be unfortunate if this data was withheld from the PPPF.

## 8. Ecology Survey and sampling results (FC/JW)

### Action QSW/PPF 23.3.4: Provide historical baseline ecology survey results - NM (Nick Mills, SW Environment & Innovation Director) Outstanding

In NM's absence **FC** apologised but he had not been able to get the latest ecology survey results in time for the meeting. **JW** expressed her disappointment at this. SW had had three months to address this action. It was at the last meeting that NM had agreed to provide this data and have an expert attend this meeting to explain them. **FC** apologised

again, he had misunderstood JW's email and agreed to expedite the historical data requested.

**JW** had provided 3 slides [12 - 14] which gave an update on the ecology surveys and their respective results now being carried out monthly along the Pillhill Brook by the Pillhill Brook Association (PBA), a growing group of riparian owners and volunteers. These slides were not discussed. However gaining access to SW's biannual ecology results will help the PBA/PPPF create a more comprehensive overview of the ecological health of the brook.

SH and FC then left the meeting.

## 9. Monitoring update and state of the nation (KH)

**Groundwater (GW) levels** are dropping but still high for this time of year. SW and the PPPF are monitoring the GW levels at which tankers are deployed and stood down in the catchment. The Clanville Gate trigger point is 84 m and the current level sits at 87.53 m [slides 18 - 20]. GW levels are 10 m higher than this time last year. If levels fall at the same rate as last year then we are in for the long haul and sewers will remain below the water table for months to come.

**Pump performance** is reviewed using a pump runs graph [slide 21]. During November to March this graph shows that all pumps were beaten and tankers were required to support flow. Relining in the north of the catchment was completed on 3 May 2024 and the graph clearly shows pump recovery, indicating that all pumps are now switching on and off as designed and a decreasing rate. **KH** stated that some earlier down ticks would have been due to tanker support during relining works.

**KH** next spoke about **Temperature Sensor** changes within the catchment [slides 21 to 30]. There are 26 temperature sensors deployed across the Pillhill Pan Parish sewer network. These clearly show how sewer temperatures are lowered by significant GW infiltration and how they have recovered since relining has taken place. Drilling down into specific sensor data **KH** explained how diurnal trends can be used to inform SW of the location of the water table and predict when sewer infiltration is a risk and take appropriate action. As the village of Quarley is not prone to GW infiltration a sensor here is being used as a control.

**Sewer Level Monitors** are also being used to flag unexpected foul water levels in the sewer network [slides 31 & 32]. Over time these monitors clearly show how levels have been impacted by infiltration and these can be calibrated to help predict network hotspots.

**KH** stated that additional monitors were being planned for this coming GW season.

## 10. Programme update (KH)

**KH** summarised what the Pathfinder's relining programme had covered [slide 33]:

- **301 private properties/2.5 km of pipework sealed with Tubogel**, a process that works by pumping one compound into an isolated section of private sewer or lateral, extracting it and then pumping in a second compound that reacts with the first to seal any weaknesses.
- **2.54 km of public sewer relined** - equal to that covered by Tubogel
- **120 manhole chambers relined**

## 11. Results, next steps and AMP8 (KH)

**KH** said that originally the percentage of private laterals had been estimated at 42% but it could be seen from the above that the split had ended up being more or less 50/50. The Pathfinder had had a budget of £2.5 m and with the decrease in tanker numbers over the

last 3 years [slide 34] the Pathfinder had clearly paid for itself. Considering villages like St Mary Bourne tubogel would be a win - win paying for itself with 6 months!

**Alan Willens (AW)** asked how much had been spent on the Tubogel programme? **KH** replied £1.1 m.

**Peter Christie (PC)** asked whether the Pathfinder intended to tubogel the outstanding 112 properties in Thruxton. **KH** replied that at this time these properties were above GW level and sealing them would provide no discernible benefit. He pointed out that there was a clear distinction between GW infiltration (it is not possible or indeed desirable to entirely seal a sewer network) and GW infiltration that was a problem. **KH** said that he would rather keep the remaining £800/900k in his back pocket for next GW season.

**Action QSW/PPF 21.3.1: Provide evidence that brook levels will be unaffected by GW locked-out of the sewer network - PPPF to respond**

**KH** had consulted with SW's GW expert and had provided a response on 03.05.24.

**Action QSW/PPF 7.12.1 ('23): SW Pathfinder to lobby for a change to private sewer building regulations - KH leading on this**

*Not discussed but this is considered such a critical issue in GW reactive catchments that this action is to remain open.*

**QSW/PPF 21.3.3: Provide breakdown of SW investment that is to be spent in the Pan Parishes and the wider Fullerton catchment area - NM Outstanding**

**HK** asked whether SW were going to provide the budget breakdown promised at the previous meeting. In NM's absence **KH** said that the submission of the AMP8 2025 - 30 business plan had been delayed until 11 July, after the election. Ofwat was currently in Purdah where governments, ministers and civil servants must exercise caution in making any announcements or decisions that might have an effect on the election campaign.

**KH** concluded by saying that there was still a wetland solution to consider if relining does not work. His presentation with What happens now [slide 35] saying that learnings were to be built into the AMP8 business case and it was the Pathfinder's aim was to expand SW's knowledge to inform other parts of the Fullerton catchment.

**12.HCC road safety strategy and preparedness (Sarah Reghif, HCC Flood & Water Management Technical Co-ordinator)**

**Sarah Reghif (SR)** said that her team were responsible for managing the risk of flooding from surface water, groundwater and ordinary watercourses. All work affecting capacity of an ordinary watercourse i.e. culverts, ditches or lie outside of what the EA define as main river require consent and have a 2 month consultative period [HCC slide 3]. **SR** continued by saying that HCC can send enforcement letters if lack of maintenance is causing flooding or increasing the risk of flooding [HCC slide 4]. Whilst non-compliance can lead to a court summons and ultimately a criminal record HCC wanted to avoid lengthy and time consuming legal proceedings and try to engage and educate landowners. **SR** outlined the maintenance responsibilities of riparian landowners [HCC slide 5 & 6]. If in doubt contact [FWM@hants.gov.uk](mailto:FWM@hants.gov.uk) to seek guidance.

**JH** asked about the blocked drain south of the Vitacress watercress beds in Abbots Ann. and **Beryl Vickers (BV)** asked about the flooded road access to her property. **HK** also voiced his frustration over flooding in his parish. **SR** replied that all flooding issues must be reported to the right agency and she recommended using [HCC Report Flooding services](#) to ensure that each occurrence is reported correctly. Much like SW has advised it is



important to report every flooding risk/incident as ultimately funding is allocated according to the number of incidents reported at a particular location [HCC slide 7]. **JW** stated that it would be shame after all the progress SW have achieved to see tankers returning due to flood water ingress. **SR** stated that not all flooding can be prevented [slide 8]. The PPPF would want to provide a platform for cross-agency dialogue in tackling flooding in general.

### 13.EA Issues? Keith Broomfield, EA Land & Water West Team

Due to the upcoming general election the EA were unable to attend the meeting. The statement they submitted in their absence was covered by **CH** in his introduction.

N.B. With the meeting overrunning it was unfortunately necessary to quickly cover the last 3 agenda items.

### 14.Wider Pan Parish Communication (led by PPPF)

Covered under agenda item 3. above.

### 15.Outstanding Action

Main action points had already been covered but a comprehensive list of actions are listed in the Actions from previous meetings below.

### 16.AOB

There being no other pressing business the meeting closed at 18:10.

**The next meeting is planned for Thursday 26 September between 4 - 6 pm, venue TBD.**

### Actions from previous meetings

All actions are reviewed and progressed through the regular now monthly SW/PPF Update Meetings (separate meeting notes circulated to PPPF).

No.	Action	Who	By When	Status
USW/PPF 23.2.1	<b>Wastewater Networks issues and action points</b> (a) Provide regulatory requirements for overpumping plus details of SW plans & implications - <b>outstanding</b> (b) Road & WPS lay-by conditions reparation plan - <b>slow progress</b> <b>Verge south of Kimpton Green - outstanding</b> <b>Mullens Pond WPS - awaiting planning permission</b> <b>Furzedown Lane WPS - works order raised</b> (c) Automation of Mill Lane Valves - <b>outstanding</b> <b>No apparent progress since last mtg disappointing</b> (d) Stakeholder Engagement - <b>ongoing</b> Steve Court, SW Stakeholder Regional Management allocated for non-operational issues & Wayne Carter, Flow Management Solutions allocated for Wastewater Network operational issues - both to attend monthly update mtgs (e) Relationship with Hampshire County Council Highways - <b>ongoing</b> <b>promising PPPF dialogue established</b> (f) Tanker Operational Protocols - <b>ongoing</b> Now included in SW Operational Playbook. Draft awaited. (g) Anna Valley rising main integrity following burst - <b>ongoing</b> <b>Replacement budgeted in AMP8 (2025 - 30)</b> <b>Water quality data collected by SW awaited.</b>	SH/FC	Monthly updates	Open



<b>QSW/PPF 7.12.1 ('23)</b>	<b>SW Pathfinder to lobby for a change to private sewer building regulations - material &amp; connection for the use of plastic piping &amp; a more rigorous method of connection in Pan-Parish and similar high groundwater infiltration catchments</b>	<b>NM/ KH</b>	<b>Quarterly update</b>	<b>Open</b>
<b>QSW/PPF 7.12.2 ('23)</b>	<b>Build rigour into SW comms process using Pathfinder learnings</b>	<b>NM</b>	<b>Quarterly update</b>	<b>Open</b>
<b>QSW/PPF 7.12.4 ('23)</b>	<b>Hold public consultation on mobile treatment</b>	<b>NM</b>	<b>Quarterly update</b>	<b>Open</b>
<b>QSW/PPF 17.5.11 ( '23)</b>	SW to share Phase 4 sewer relining programme with PPF. a) continuation of full relining in north of the catchment; b) relining selected sections in south of the catchment, highlighted by the electroscanning survey. Work recommenced 7.7.23 under emergency measures. Monxton High Street completed 18.10.23. Thrupton all bar manholes completed 22.12.23. Work on hold due to exceptional GW levels 8.1.24 Kimpton completed 5.4.24 Fyfield completed 23.04.24 <b>Relining programme complete 3.5.24</b> <b>Two o/s issues to be addressed over the summer:</b> <b>1) Monxton High Street sewer lining ridge to be removed</b> <b>2) 'Belly' in sewer north of Stanbury Road WPS</b>	<b>KH/ GMCC</b>	<b>Monthly Updates</b>	<b>Ongoing</b>
<b>USW/PPF 11.7.3</b>	Would a local group(s) benefit from a FOG presentation? Awaiting result of scoping of Pollution Event Exercise - superseded by Ops Tour on 1.2.24	<b>JW/KH</b>	linked to ragging?	<b>Open</b>
<b>QSW/PPF 25.4.5</b>	Seek a S278 licence for reducing the speed limit and widening the road opposite Amport Fisheries <b>FC has confirmed that SW will apply for this licence before the start of 2024-25 GW season.</b>	<b>FC</b>	<b>Quarterly update</b>	<b>Open</b>
<b>QSW/PPF 21.3.1</b>	Provide evidence that brook levels will be unaffected by GW locked-out of the sewer network <b>Explanatory text provided 03.05.24 for PPPF comment.</b>	<b>PPPF</b>	Review at 27/6/24	<b>Open</b>
<b>QSW/PPF 21.3.2</b>	Investigate tanker requirements at Goodworth Clatford South & Station WPSs to avoid persistent spills in the village <b>PC in dialogue with Bobbie Wilmott</b>	<b>FC</b>	Review at 26/9/24	<b>Open</b>
<b>QSW/PPF 21.3.3</b>	Provide breakdown of SW investment that is to be spent in the Pan Parishes and the wider Fullerton catchment area <b>Delayed due to pre-election purdah.</b>	<b>NM</b>	Review at 26/9/24	<b>Open</b>
<b>QSW/PPF 21.3.4</b>	Provide historical baseline ecology survey results Confirmation rec'd that results to be presented by expert at June's Quarterly Meeting - <b>outstanding</b>	<b>NM</b>	Monthly Updates	<b>Open</b>
<b>Completed Actions (will be removed in next issue but kept on file)</b>				

**Janet Wright**  
Secretary to the PPPF