

PETROLEUM ENFORCEMENT LIAISON GROUP

**ACTION NOTES OF 32nd PELG MEETING HELD ON 11 JULY 2006
In Rose Court**

Allan Davies (Chair)	HSE – LAU
Shirley Howes (Secretariat)	HSE – LAU
Rob Tunnicliff	Midlands Licensing Group
Roger Marris	North East Licensing Group
Rory Hennessy	AUKOI
Phil Monger	Petrol Retailers Association
Stephen Grey	Welsh Licensing Authorities
Neil Simms	North West Licensing Group
Ray Blake	LFEP
John Hazeldean	HSE
Bill Francis	UK PIA
Steve Rowe	SELCOG

1. Allan Davies welcomed members to the 32nd PELG meeting.
2. Apologies were received from:

Rupert Ainsworth	(Bill Francis substitute)
Brian Baker	(Steve Rowe substitute)
Ted Beckley	Michael Webber
Jo Bradley	John Worth HSE

3. Chair paid tribute to the late Peter Roberts who died in March. Peter was the Secretary and had been involved with the group for over 12 years. The group acknowledged and recognised the work he did and agreed he would be sadly missed.

4. The next secretary for the group would come from Stewart McEwen's section in Policy Group, until then Shirley Howes will be the temporary secretary.

5. Draft 'Notes of 31st PELG meeting' were accepted with just a few minor amendments (Paper PELG 32B). These will be circulated once amended.

ACTION: Secretariat

6. The Chair announced that LACoRS would no longer be represented on this group. Allan wants the group to be recognised as taking the lead on petroleum enforcement issues and LACoRS are happy with this. Allan agreed to write to the Welsh Heads of Trading Standards to confirm Stephen Grey is representing the Welsh Regions. Subject to a further discussion and advice from Stephen.

ACTION: Allan Davies

7. Allan asked for all members to consult their constituency about regional policies and to agree a consistent approach. PELG to consider at the next meeting.

ACTION: All members & Secretariat

Matters arising from last meeting – Paper PELG 32B

8. Agendum 4 - Model Licensing Conditions Action on the working group to amend the consultation paper for a further round of consultation. Action was carried and this is Item 4 on main agenda.

9. Agendum 5 – Renewal of Petrol Licences – the burden on industry – Roger Marris carried out this action and produced a first draft of a PETEL circular (Paper PELG 32C). Members asked to consult and comment to Shirley by 8 August.

ACTION: All members

10. Agendum 5 (continued) The progress on the development of model forms for the application, renewal and transfer of petrol licences was raised by Rory Hennessey. The merits and benefits of a national standard format was unanimously agreed. All PLA representatives to send their application, transfer and renewal proformas to Roger, with a view to developing a common format.

ACTION: All PLA members and Roger Marris

11. Agendum 6 - Following Action 5 of this meeting the Notes of the last meeting can be cascaded by members down to their constituent parties regarding HSG 146 'periodic leak testing' in accordance with PELG 32B Para 6.

ACTION: All members

12. Agendum 7 - Action on John Hazeldean, Andy Berry and Rory Hennessey to discuss the unloading procedures (ACoP 133 paras 32 and 33) and report back. Meeting held with HSE, LFEPA, Tesco and UKPIA but further work required to progress this issue. Industry members were asked to send John their suggestions for improvements to the delivery procedures so that he can consider options and the way to take this item forward. –

ACTION: All members & John Hazeldean

13. Agendum 8 - Petrol Legislation – anomalies in the enforcement remits: no comments had been received from the first round of consultation in February 2006. However as not all members of PELG had received the original draft, it was agreed to carry out one further round of consultation before referring the matter to the HSE solicitor. Roger Marris will send to Shirley who will circulate to all members.

ACTION: Roger Marris & Secretariat

Model Licensing Conditions – Paper PELG 32D

14. HSE solicitors have been consulted and endorsed the draft Model Conditions.

Some minor amendments to conditions 1.3 (5th bullet point) and 4.1 were agreed during the meeting:

15. It was also agreed that Roger Marris should add some words to the Conclusion section of the draft PETEL to make clear that the Model Conditions had replaced the LACoRS standard licensing conditions.

16. As it is not yet possible for the West Yorkshire FRS operational guidance for petrol filling stations to be transferred to the HSE's website, the HSE will insert a hyperlink from their website to the WYFRS website. In this respect, the HSE's website address will be given in the PETEL circular publishing the Model Conditions.

17. The practicality on compliance with the filling of only suitable containers at unmanned sites was discussed and after some discussion it was decided that there was no realistic alternative to model condition 3.3. Roger Marris will trawl for existing guidance material and draft further guidance.

ACTION: Roger Marris

18. The Chair and group thanked Roger Marris for all his hard work on this. Roger will make the amendments and send to Shirley to produce as a PETEL circular. This will then be sent to all members. It will be published on HSE website.

ACTION: Roger Marris & Secretariat

19. Chair confirmed that the new agreed conditions would replace the LACoRS conditions. Allan will write a covering note. The conditions will be effective immediately they are published and applicable as licences are renewed.

ACTION: Allan Davies

Agenda Item 5 – Recurring problems with electrical testing – Phil Monger

20. An electrical safety certificate issued by a competent electrician and marked as either A or B confirms that the system is safe. Comments on a B certificate are considered as advice to the Operator and should not normally need to be investigated further by PLAs. Category C has failed.

19. PELG will consider any responses from PLAs at the next meeting in December.

20. A note of clarification can be produced from this group with reference to this document, should it be required.

Agenda Item 6 – Drivestop Security System - Phil Monger

21. Advised group that there is a security system which will set off an alarm if no payment is made, if the driver continues and drives away a stinger will puncture both rear tyres which will disable the vehicle.

Agenda Item 7 – Feedback from SELCOG Meeting – Steve Rowe

22. Feedback from SELCOG meeting was provided for information to members by Steve Rowe, he will email to Secretariat who will forward to all members.

ACTION: Steve Rowe & Secretariat

23. Papers PELG 32 E & F were discussed and Steve asked the group if this data was valuable and should it continue to be collated. It was agreed that unless there was the resource to analyse the data and spot trends then it was not worth continuing to collect it.

24. De-commissioning LPG Installations (BP) - John Hazeldean to make enquiries about current guidance.

ACTION: John Hazeldean

25. E85 Ethanol – Use and Compatibility with existing petrol storage/dispensing facilities Roger advised that APEA are in the course of drafting advise to supplement guidance given in sections 8 and 9 of the Blue Guide.

26. Backfill for Underground Storage Tanks. The query was raised as to whether concrete was still acceptable as a method of back-filling buried storage tanks. The view of the meeting was that a decision on the method of back-filling a tank excavation was a site specific matter to be determined by the ground conditions or any other unusual features. Whilst the recommended method in the Blue Guide (paragraph 8.3.5.6) is non-cohesive granular materials, this should not be taken as a prohibition on the use of concrete.

27. Fuel Bowsers at Airfields – A number of PLAs in SELCOG have small private airfields where a Bowser is used to re-fuel small aircraft. The question is whether they should be licensed as a means of storage or not. PETEL Circular 65-53 provides some guidance on Bowsers and members should consider the adequacy of this guidance and whether a revision is required.

ACTION: All members

28. Tanker Delivery Certificates - Some Supermarket chains have introduced “paper-free” tanker deliveries to their sites and Inspectors find they cannot audit the process as no site documentation exists. PELG to advise PLAs.

ACTION: Secretariat

Any other business

29. Stage II Vapour Recovery Systems - John Hazeldean informed the Group that the Forecourt Equipment Federation (FEF) are writing a Code of Practice on the design, installation, commissioning, maintenance and testing of stage II vapour recovery systems. Amendments to the current UK Pollution Prevention and Control Regulations are likely to be implemented later this year requiring the installation of Stage II Systems to control the release of petrol vapours during dispensing operations at most filling stations by January 2010. These requirements will require modifications to dispensers and underground pipework and the FEF Code of Practice will provide guidance to suppliers and contractors to allow the work to be carried out in accordance with current safety and environmental legislation. FEF have drafted the Code in consultation with HSE and DEFRA.

Date of next meeting

30. Next meeting will be held on Wednesday 6 December 2006 in HSE's Merseyside Headquarters: Redgrave Court, Bootle.

ACTION: Secretariat