MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 16 May 2019 at Melbourn Community Pavilion, The Moor, Melbourn at 09:00

Present: Cllrs Travis (Chair), Cllr Barnes, Cllr Clark, B Deville, M Sherwen

In attendance: C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle

Absent: R Gatward, T Stebbings

MA090/18 To receive and approve apologies for absence

Apologies received from Cllr Wilson

MA091/18 **Co-option:** To consider co-opting a member of the public to the Committee

Chair introduced Mike Sherwen to the committee.

It was:

RESOLVED to co-opt Mike Sherwen to the Maintenance Committee. Proposed by Cllr Barnes, seconded by Cllr Clark - all in favour.

MA092/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA093/18 To approve the minutes of the Maintenance Committee Meeting held on 18 April 2019

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 18 April 2019 be approved as a correct record and duly signed by the Chair. Proposed by Clir Clark, seconded by Clir Barnes – All in favour.

MA094/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee - 3 minutes per item)

There were no members of the public in attendance

MA095/18 **Grass Cutting Contract:** To consider an update from the Parish Clerk

Noted that the Parish Office had received many complaints about frequency and quality of grass cutting in the village. Letter has been sent to the contractor giving 21 days to remedy situation and also to provide further clarity when invoicing. A further inspection of the areas will be carried out on 31 May 2019.

Noted that, at the end of the financial year, the budget relating to maintenance was positive.

MA096/18 Vandalism issues: To consider any updates on vandalism in the Parish

The updated sheet was noted.

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97/18	ROSPA reports: To consider the 2019 annual safety reports for play areas.
	The reports were circulated.

ACTIONS:

- Wardens to review works required and carry out remedial works were possible. Contractors to be instructed if necessary.
- Assistant to Clerk to order replacement cradle swing parts from Wicksteed

MA098/18 Allotment Matters:

a) To consider a revised allotment rental agreement

It was

RESOLVED to adopt the reviewed allotment rental agreement. Proposed by Cllr Clark, seconded by Cllr Barnes – all in favour.

b) To receive any other updates and consider actions
Noted that Fleet Insulations will attend to remove all asbestos materials on 22 May
2019

MA099/18 Stockbridge Meadows Matters:

a) To consider reports on the Boardwalk Railings

Noted that following discussions, JM volunteers had carried out work at Stockbridge Meadows but this did not include work to the boardwalk railings.

A member reported that an email had been sent to Wildlife Trust. They indicated that there is no requirement to have railings unless there is presence of a specific risk. Discussion as to further investigation into grants which may be available (Amey Cespa) and identifying works upon which to apply for a grant. Discussion as to potential to increase the public profile of Stockbridge Meadows.

ACTIONS:

- Cllr Wilson and K Rudge to discuss further including options re boardwalk
- Wardens to repair damaged 'dog' signs.

MA100/18 Cemetery Matters:

a) To consider actions regarding the unauthorised removal of a section of Orchard Road cemetery hedge

Noted that a portion of the wire fence appears to have been removed to allow for the fence to be removed.

It was:

RESOLVED to write to the residents to advise that we intend to restore the boundary and request that they repair the wire fence before we re-plant the hedge.

Proposed by Cllr Barnes, seconded by Cllr Clark – all in favour.

ACTIONS:

- Parish office to write to the resident requesting that they repair the fence and we will replant the hedge.in September.
- Parish office to establish precisely where the boundary is.
- b) To receive any other updates and consider actions
 Discussion as to Saxon burial information board.

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ACTIONS:

- Cllr Barnes and M Sherwen to share information.
- Cllr Barnes and Clerk to discuss budget and design.

MA101/18 Pavilion Matters: To receive updates and consider actions

a) Chair suggested that provision be made in next year's budget to repaint the exterior of the building. Also noted rear patio requires attention.

Annual PAT and fire alarm testing re-instated with Newflame.

MA102/18 Littlehands Matters: To receive any other updates and consider actions

Meeting updated on electrical works. Upgrade to roof lights has been carried out. Internal works to be completed 8/9 June.

ACTION:

- Cllr Clark to reiterate that wipes must not be flushed away during next meeting with Jane Marshall.
- Assistant to Clerk to follow up with Dynorod re annual drain inspection.

MA103/18 Village maintenance matters

a) To consider a report on the siting of the football container on the Old Rec.

Clerk updated the meeting on the request from a resident following an incident of indecent exposure. Noted that anti-climb paint had been applied to the container. Also noted that the container had been in its current location for c[10] years and this is the first incident of this kind. Current location was chosen as there is reduced visibility from the road. Discussed that moving the container to a more visible location may prompt more complaints.

It was:

RESOLVED that the Parish Office should write to the resident advising that the container will remain in situ and that anti-climb paint has been applied. Proposed by Cllr Clark, seconded by Cllr Barnes - all in favour.

ACTIONS:

- Assistant to Clerk to write to resident as above.
- Assistant to Clerk to check with David Atkins when container was first installed.

[10:00 K Rudge and M Sherwen left the meeting.]

b) To consider updates on Councillor road inspections. Discussion as to various trees to be inspected in the village. Next inspections to be carried out in September 2019.

ACTIONS:

- Assistant to Clerk to establish who is responsible for tree opposite entrance to Science Park. If PC responsibility, tree to be inspected.
- Clerk to arrange for silver birches on The Moor play area to be inspected.

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c) To consider a quotation for the pollarding of trees on the New Rec

Shire Trees quotation was considered. Work to be deferred until next year unless the trees present a danger.

ACTION: Willows to be included in the inspection of other trees (see b) above).

MA104/18 Outstanding maintenance issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Repor ted by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. Action: Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust. DISCUSSED AT MA099/18	CL / RB
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - ONGOING	KR/DB
3	Trees overhanging in Chalkhill Barrow/Back Lane	Reside nt	Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. CL TO CHASE AGAIN	CL
4	Tidying New rd cemetery soil store	DB	Quote received 29 jan 2019 with update for grass seeding. Awaiting updated quote from HCGM	SC
5	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting - Awaiting quote from HCGM	SC
6	Littlehands external electricity box	contra ctor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18	CL
7	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. Clerk noted that shrubs replanted from hub to car park have failed. New planting required.	CL
8	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor. Noted ongoing problems. SvdV arranging drainage tour.	
9	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee. Updated log attached to agenda. DISCUSSED AT MA096/18 - ONGOING	SC/CL
10	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ONGOING	SC/RF O

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11	Presence of asbestos or asbestos type material at allotments Street lighting	variou s	Allotment rental agreement to contain hazardous material clause - to be emailed out to tenants. Details of testing kits to be obtained. Discussed at MA047/18c). Discussed at MA064/18b). Quotes now in. DISCUSSED AT MA098/18b) - Fleet Insulation carrying out works 22 May 2019. Audit of ownership of streetlighting columns that	CL/BD
12	energy charges		PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - Clerk noted that CCC may be ending agreement with energy provider. Possible that responsibility will fall to parish.	
13	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. Awaiting date from Shelford Heating for repairs.	DB
14	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections - ONGOING. ACTION: Clerk to progress registration of land at 83 High Street and Maple Way	RW
15	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access. Clerk reported that cost of work is calculated using a formula - we have no influence	SC
16	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme. RG requires larger hardcopy. RG noted concern as to ongoing maintenance costs of planting and street furniture. Chair thanked RG for her input. Suggestion was made that grounds maintenance contractor could provide an indication of cost of ongoing maintenance. Clerk reported that some highways verges, open areas and buffer will be adopted. Money to be made available to PC for maintenance (10 years). Highways should adopt roads but not confirmed.	RG
17	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back ACTION: Wardens to check if tree has been cut back.	KR/DB
18	Rupert Neve Close	Reside nt	Neighbour has cut boundary hedge back and resident is concerned about exposure of their property and also as to what replacement hedge will be planted. RG noted there are restrictions on cutting back this hedge. John Obrien indicated he would visit to inspect the work. TO BE MONITORED.	SC
19	Village car park	Reside nt	Resident has requested 'no ball games' sign to be installed in the car park. It was RESOLVED to defer installation of 'No Ball Games' sign and to re-visit decision if further incidents occur. Proposed by Cllr Barnes, seconded by Cllr Clark - all in favour.	SC

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20		David Farr,	Rob Barratt has damaged the wall. CL spoke to Val - no issues over liability. They will obtain quote for MPC and Ely Diosese to consider.	
	Retaining wall in All	church warde	QUOTE SENT TO DAVID FARR FOR ELY DIOSESE - AWAIT RESPONSE OR FOLLOW	
	Saints churchyard	n	UP WITH ROGER MELLOR / DAVID FARR	
			Resident emailed concerned that the trees	
			appear to need cutting back - queried if they are	
21	Trees in Orchard		TPO'd. CL checked CCC map and responded to	
	Road bordering 12	Reside	resident that they are not. ACTION: Trees to be	
	Pryors Orchard	nt	included in tree reported (MA103/18b) and c))	CL
			RW suggested a bin be installed by the bench	
			on the corner of Medcalfe and Palmers Way.	
22			Response from SCDC. They will consider	
	Medcalfe Way /		installation a bin but concern raised over	
	Palmers Way	RW	previous incidents of vandalism.	SC
			Reported that Solar panels and wif-fi no longer	
23	New Rec Youth		working. ACTION: Clerk to obtain quote for	
	Shelter	JH	repairs	SC
	2.70.10		Reported that Wifi regularly used by residents.	
			Possible link to car park CCTV. If so, data	
24			protection implications. ACTION: Clerk to	
	High St Bus Stop	JH	investigate further	SC

MA105/18 New maintenance issues: To consider maintenance issues arising since the last meeting

Agreed to replace the padlock on the gate from The Moor to Littlehands' carpark and provide keys to approved users.

ACTION: Assistant to Clerk to purchase new padlock and keys.

Discussion as to funeral bier currently stored in Fire Engine shed. Noted that the item is in poor condition. Is of historical interest but uncertainty as to where to display it.

ACTION: Assistant to Clerk to investigate grants for renovation. [Post meeting note: Cllr Travis and Cllr Clark to carry out further inspection of funeral bier.]

MA106/18 Next meeting scheduled for Thursday, 20 June 2019 at 09:00

The meeting closed at 10:42.

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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 18 April 2019 at Melbourn Community Pavilion, The Moor, Melbourn at 09:00

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Wilson, B Deville, R Gatward

In attendance: C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle, T Stebbing

Absent: None

MA073/18 To receive and approve apologies for absence

Apologies received from Cllr Barnes

MA074/18 Co-option: To consider co-opting a member of the public to the Committee

Mike Sherwen was not in attendance. This item to be deferred to the next meeting of the

Maintenance Committee.

MA075/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA076/18 To approve the minutes of the Maintenance Committee Meeting held on 21 March 2019

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 21 March 2019 be approved as a correct record and duly signed by the Chair.

Proposed by Clir Clark, seconded by Clir Wilson – All in favour.

MA077/18 Public Participation: (For up to 15 minutes members of the public may contribute their

views and comments and questions to the Maintenance Committee - 3 minutes per item)

There were no members of the public in attendance

MA078/18 Finance Matters: To receive a monthly finance report on expenditure within the Committee's

remit

Noted that, at the end of the financial year, the budget relating to maintenance was positive.

MA079/18 Vandalism issues: To consider any updates on vandalism in the Parish

Assistant to the Clerk reported that PCSO James Lynch had held a surgery in The Hub on 17 April. PCSO Lynch indicated that all unlawful behaviour and vandalism should be reported either

via 101 (for non-emergencies) or online at https://www.cambs.police.uk/report/Report.

MA080/18 Maintenance Contracts: To consider a report from the Parish Clerk on contract reviews

Noted that the contract for Recs had been reviewed and was fit for purpose. Other contracts to

be reviewed in due course.

MA081/18 Allotment Matters:

a) To consider a draft Bee keeping policy

Draft policy was circulated. Reported that an email had been sent to plot holders adjacent to the plot making the request to keep bees. Only one had noted an objection. Discussion as to possible alternative site for bees at the far end of the allotment gardens. To be investigated further. Agreed that Bee policy is fit for purpose – to be approved by full council in due course.

Actions:

Barry Deville to discuss further with plot holder requesting permission to keep bees.

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b) To consider progress on hazardous material removal

Barry Deville reported on his meetings with contractors and two quotations were circulated (Cambridge Asbestos £1,340 + VAT and Fleet Insulation £2,302 + VAT).

It was:

RESOLVED: to accept the quotation from Fleet Insulation in the sum of £2,302 + VAT. Proposed by Cllr Clark, seconded by Cllr Wilson – all in favour.

Actions:

- Assistant to Clerk to contact Fleet Insulation to arrange a date for removal of asbestos.
- Assistant to Clerk to write to all plot holders to advise of the date for removal of ALL asbestos-type material from the area in accordance with H&S Regulations.
- c) To receive any other updates and consider actions

Barry Deville noted that replacement pins are required for the main gate. **Action:** Wardens to repair.

MA082/18 Stockbridge Meadows Matters:

a) To consider reports on the Boardwalk Railings

Assistant to Clerk reported that she was waiting to hear back from the RSPB with their views on railings. **Action:** Assistant to Clerk to seek views of the Ecology Officer at SCDC re boardwalk railings.

Noted that volunteers from Johnson Matthey are due to carry out work for one day at Stockbridge Meadows on 22 May 2019. Discussion as to what the group could be asked to do. **Action:** Cllr Wilson to prepare a scope of work to identify what needs to be done.

b) To receive any other updates and consider actions

Noted that some of the fruit trees require placing. **Action:** Rosemary Gatward and Keith Rudge to discuss a plan for re-planting 10-12 trees in the autumn.

It was reported that a resident was given permission to plant a memorial tree in the orchard (to be included in the autumn planting scheme).

MA083/18 Cemetery Matters:

a) To consider a report from the parish Clerk on the New Road Cemetery field trip.

The report was received – the following comments were made:

- 1 Judas tree: request that this be multi-stemmed.
- 2 New soil store: noted
- 3 Spraying the mound : HGCM to be requested to ensure they spray the mound as per Cemeteries Contract
- 4 Old soil store: Laurels to be planted
- 6 Water connection : Clerk to write to Butch Tyler to ensure water connection has been disconnected.
- b) To consider proposals for the marking of the Saxon burial site

 Item to be deferred in the absence of Cllr Barnes and Mike Sherwen.
- **c)** To receive any other updates and consider actions

None

MA088/18 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Noted that the Parish van had failed its MOT. Repair costs iro £200. Cllr Clark, as Chair of the Parish Council, indicated that spending would be within discretionary spending powers.

MA084/18 Pavilion Matters: To receive updates and consider actions

a) To consider the purpose of additional cleaning equipment

Noted that current cleaning equipment is not fit for purpose, particularly when cleaning showers after football matches. Also discussion about difficulties in identifying a new pavilion cleaner.

Actions:

- Assistant to Clerk to write to regular users to reiterate that boots must be removed before entering the pavilion.
- Assistant to Clerk to see if boot brushes are available from Wicksteed.
- Assistant to Clerk to identify suitable steam cleaner for pavilion.

MA085/18 Littlehands Matters: To receive any other updates and consider actions

Reported that Dynorod had attended to clear a block from the drain (not the drain that had previously been repaired). Noted that Dynorod had suggested an annual inspection of the drains to prevent blockages.

Actions:

- Assistant to Clerk to write to Littlehands advising that wipes must not be flushed away.
- Assistant to Clerk to investigate annual service contracts for drains.

Noted that electrical works have not yet been carried out.

Action: Assistant to Clerk to following up with Littlehands to agree dates for works and also arrangements for out of hours opening / key holder.

MA086/18 Village maintenance matters

a) Top consider a request from Cambs County Council on the proposed removal of a gate on public byway number 10

Action: Clerk to write to Peter Gaskin to indicate that we would prefer the right of way to remain open but note concern as to consequences of removing the gate.

b) To consider a report from Chain of Wild Flowers

Noted that Chain of Wild Flowers had requested assistance in maintaining planted areas.

Action: Assistant to Clerk to write to Chain of Wild Flowers to advise that Parish Council would re-incorporate the planted areas in to the wider Parish estate and take on responsibility for ongoing maintenance.

MA087/18 Outstanding maintenance issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WH O?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. Action: Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust. DISCUSSED AT MA082/18	CL/ RB

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2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - ONGOING	KR/D B
3	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. CL TO CHASE AGAIN	CL
4	Ivy choking poplar trees on Royston Road	RG	Ivy to be removed - ongoing work as filler job. 2 trees still to do. COMPLETED - REMOVE FROM SHEET	KR
5	Bushes on Orchard Road (opp Orchard Gate)	Resident	Contractor instructed. Work has been done. RG noted this is responsibility of CCC - CL to investigate. CCC RESPONSIBLE IN FUTURE	CL
6	Tidying New rd cemetery soil store	DB	Quote received 29 jan 2019 with update for grass seeding. DISCUSSED AT MA083/18a)	SC
7	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting - COMPLETE - DISCUSSED AT MA083/18	SC
8	Littlehands Roof safety issue	GC	Work undertaken by General Maintenance Barley - minor finishing off required. Anti climb paint left over - to be kept by wardens. COMPLETE - REMOVE FROM SHEET	GC
9	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to check with Coton Electrical if work has been carried out - CL spoke to David 11/04. He will look for dates and get back to us. DISCUSSED AT MA085/18 - CL TO FOLLOW UP WITH ELECTRICITY BOARD	CL
10	Stockbridge Meadows wire fencing	SC / KR	Wire removed. Awaiting contractor to liaise with local farmer to dispose. Action: Wardens to check that wire has been removed - COMPLETE - REMOVE FROM LIST	SC
11	Cllr Road Inspections	JT	implemented 22 October 2018. Inspection sheets sent out 14/12/18. All reports in now apart from CS - roads to be reallocated. All roads inspected. CL TO COLLATE REPORT	CL
12	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. ACTION: Clerk to write to HCGM to request tarmaced pathway as part of original job. Any additional costs to be discussed by Maintenance Committee	CL
13	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor. Noted ongoing problems. ACTION: Assistant to Clerk to write to CCC to report	
14	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee. Updated log attached to agenda. DISCUSSED AT MA079/18 - ONGOING	SC/C L
15	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ONGOING	SC/R FO
16	Review of grass cutting contracts	SC/CL	SC to prepare and agenda review process for March 2019. RG suggested arranging additional cut for woodland along Royston Road. ACTION: Assistant to Clerk to check with MD Landscapes if this area has been cut	SC
17	Maintenance contract invoices not sent in timely manner	SC	Contractors to be requested to supply monthly invoices. To be monitored. Contracted to be reviewed annually TO BE MONITORED.	SC
18	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause - to be emailed out to tenants. Details of testing kits to be obtained. Discussed at MA047/18c). Discussed at MA064/18b). Quotes now in. DISCUSSED AT MA081/18b) - FLEET INSULATION QUOTE ACCEPTED	CL/B D
19	Zip wire at Moor playpark loose	DB	Discussed at MA068/18b). HCGM carried out repairs - COMPLETE - TAKE OFF LIST	SC
20	Street lighting energy charges	SC	Audit of ownership of streetlighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - ONGOING	SC

Signed: Dated/...../.......

21	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. SUGGESTED THAT ASHP REPAIRS ARE CARRIED OUT IN SUMMER HOLIDAYS. ACTION: CLERK TO WRITE TO SHELFORD HEATING.	DB
22	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections - ONGOING. ACTION: Clerk to progress registration of land at 83 High Street and Maple Way - to be discussed by PC	RW
23	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access. Noted that costs for this work appear to be very high. ACTION: Clerk to write to SvdD to query costs and request if scope of works is available.	SC
24	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme. RG requires larger hardcopy. RG noted concern as to ongoing maintenance costs of planting and street furniture. Chair thanked RG for her input. Suggestion was made that grounds maintenance contractor could provide an indication of cost of ongoing maintenance. Clerk reported that a commuted sums will be payable to PC. Amounts to be determined once planting scheme is approved. ACTION: Clerk to clarify who will own roads and common areas if we are responsible for maintenance - SCDC or PC?	RG
25	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back ACTION: Assistant to Clerk to write to resident advising that if no action is taken within a month, we will cut the tree back.	KR/D B
26	Rupert Neve Close	Resident	Neighbour has cut boundary hedge back and resident is concerned about exposure of their property and also as to what replacement hedge will be planted. RG noted there are restrictions on cutting back this hedge. Work has been reported to Planning Enforcement and Highways. TO BE MONITORED.	SC
27	Village car park	Resident	Resident has requested 'no ball games' sign to be installed in the car park. ACTION: WARDENS TO PUT SIGN UP BUT NOT ATTACH TO WORKSHOP	SC
28	Station Road - near Sheene Mill	TS	Fallen branch - likely to fall into the road. ACTION: WARDENS TO REMOVE BRANCH	SC
29	Clear Crescent play park	DB	Missing spacers on equipment. DB temporary repair. CL ordered replacements 11/4/19 AWAITING PARTS FROM WICKSTEED.	CL
30	Retaining wall in All Saints churchyard	David Farr, church warden	Rob Barratt has damaged the wall. CL spoke to Val - no issues over liability. They will obtain quote for MPC and Ely Diosese to consider. QUOTE SENT TO DAVID FARR FOR ELY DIOSESE - AWAIT RESPONSE OR FOLLOW UP WITH ROGER MELLOR / DAVID FARR	
31	Footpath to Meldreth under A10	SAH	Litter bin has been thrown into the river. RMRG HAVE RETREIVED BIN - ASSISTANT TO CLERK TO ASK WHERE IT IS	DB
32	Trees in Orchard Road bordering 12 Pryors Orchard	Resident	Resident emailed concerned that the trees appear to need cutting back - queried if they are TPO'd. CL checked CCC map and responded to resident that they are not. ACTION: ASSISTANT TO CLERK TO CHECK WHO IS RESPONSIBLE FOR THESE TREES.	CL
33	Littlehands manhole cover	KR	Manhole cover raised - KR investigated possible blockage. Dynorod to inpsection 17/4/19 with KR in attendance. DISCUSSED AT MA085/18	KR
34	Stockbridge Meadows boardwalk	SC	JM volunteers to repair boardwalk - 2/5/19 DISCUSSED AT MA082/18	SC
35	Fly tipping - Royston Road	TS	Oil cans - TS moved items to collection point for SCDC NOTED	TS

Signed: Dated/...../.......

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36			RW suggested a bin be installed by the bench on the corner of	
30	Medcalfe Way /		Medcalfe and Palmers Way. ACTION: CLERK TO CHECK IF THIS	
	Palmers Way	RW	IS SCDC LAND AND REQUEST BIN	SC

MA088/18 New maintenance issues: To consider maintenance issues arising since the last meeting

A member requested that the willows along the river bank on the New Rec should be pollarded. **Action:** Assistant to Clerk to seek quotations for this work.

MA089/18 Next meeting scheduled for Thursday, 16 May 2019 at 09:00

The meeting closed at 10:55.

Signed:	Dated///	

Date reported t	to PO Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
27	/01/2019 Stockbridge Meadows	Damage to double bench	TS			
		Drugs paraphernalia - Stockbridge Meadow, Church Walk, village carpark				
27	/01/2019 Various	(by school gate), pig farm behind allotments, bottom of London Way	TS	Yes		TS removed - no cost
27,	/01/2019 New Road track to Black Peak	Empty alcohol bottles	TS			TS removed - no cost
10,	/02/2019 Orchard Road cemetery	Moving benches - meeting place	KR			Wardens repaired - no cost
11,	/02/2019 Clear Crescent play area	Damage to wooden train	DB			Wardens repaired - no cost
						Barley Maintenance quote to repair and paint with anti climb pain - cost £382.47. Plus cost of pa
	Mar-19 Littlehands Nursery	Damage to downpipe - used to access roof of the building	GC			c£80
	Mar-19 Littlehands Nursery	Outside play equipment damaged and removed from play area	GC / Jayne Marshall			
06	/03/2019 Bus shelter on car park	Damage to wooden slats to the rear of the shelter	JT	No		Wardens repaired - no cost
		Young people playing football in the car park and attempting to recover				Resident has requested 'no ball games' sign. CL responded to email and suggested police be
08,	/03/2019 Car park	ball from their garden without permission	Resident	No		alerted wrt unauthorised access to property.
	Mar-19 Pavilion	Windows broken to rear of building	Wardens	No		Broken units replaced - cost of 117.64
	Mar-19 Bus shelter on car park	Graffiti on walls	Wardens	No		
18,	/03/2019 Allotments	Fly tipping - wooden fence panels and concrete supports	Wardens / BD	No		Wardens to remove
18	/03/2019 Track to the rear of allotments	Fly tipping - washine machine etc	CL	No		Report to police. Farmer also aware. Now removed.
		Young people climbing on the container - exposing themselves and				
23,	/03/2019 Container by Army Cadet hut	urinating in view of local residents	Resident	Yes		Reported to the police
23,	/03/2019 70 High Street	Boundary wall damaged	TS	?		Private property - not PC responsibility. TS recorded with photos
23,	/03/2019 London Way (botton nr Back Lane)	Fly tipping of turf - piled up on the bank	TS			TS has recorded with photos - no action required.
15,	/04/2019 Royston Road	Fly tipping - oil cans etc	TS	No		TS has moved to a pick up point for SCDC collection
nknown	Car park	Damage to soak away cover and loose concrete slab	Resident	No		Wardens to attend and remove debris
		Report of increase in cold callers/hawkers - concern they will approach		Yes (101 online and		
01,	/05/2019 Vicarage Close	vulnerable residents in sheltered housing	Resident	PCSO)		Reported online to 101 and PCSO. Jeanie Seers also to make warden in residence aware.
02	/05/2019 London Way (nr Grinnell Hill BMX)	3 x white goods fly tipped on side of track	Resident	No		Reported to SCDC



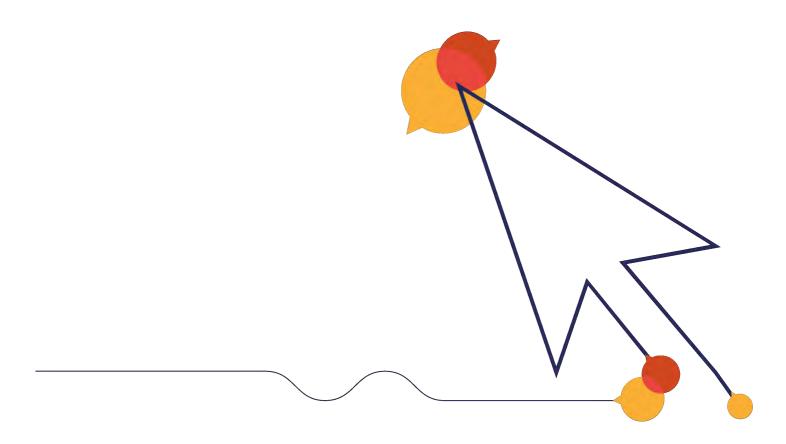
Safety Inspection Report

Annual Inspection

Clear Crescent Play Area



11 April 2019





Safety Inspection Report

Annual Inspection

Site name: Clear Crescent Play Area

Date of inspection: 11 April 2019
Inspector: David Owen





Report layout notes

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each Ancillary Item is listed in this way:

Name of item or items (some listings may include multiple items)

Default risk = n (This is the item's intrinsic risk if in pristine condition)

Photo (A representative photo is included)

Findings (Findings are listed with remedial action, risk score and

photograph. If no faults are listed the item is satisfactory

and assumes the Default risk.)

Each **Play Item** is listed in this way:

Name of item

Manufacturer (The name of the manufacturer or supplier, if known)

Applicable Standard: (The number of any applicable standards are shown here)

Default risk = n (This is the item's intrinsic risk if in pristine condition)

Photo

Faults (Findings are listed with remedial action, risk score and

photograph. If no faults are listed the item is satisfactory

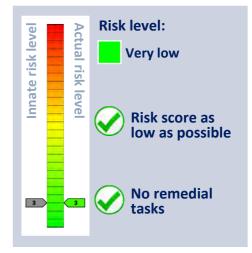
and assumes the Default risk.)

The risk score for any items is the higher of the Default risk or the Finding risk.

Gates - Combination

Manufactured by (Unknown)





Standards:



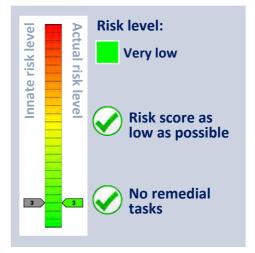
None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Seating - Picnic Tables

Manufactured by (Unknown)







Standards:

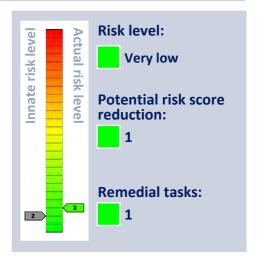
None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Sign

Manufactured by (Unknown)





Standards:



None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Finding

Description

Vegetation obstructing sign or causing hazard.

Tasks

Remove.

Note

Both signs.

Risk level:



Risk score:





Seating

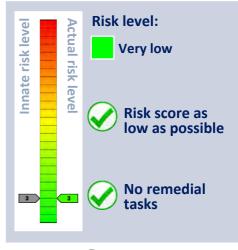




Pathways

Manufactured by Wicksteed Leisure Ltd





Standards:

None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.



Litter Bins

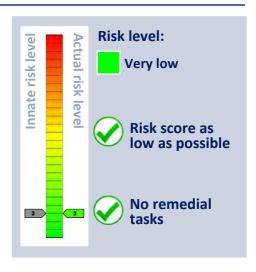




Fencing - Perimeter Hedgerow

Manufactured by (Unknown)





Standards:

Ø

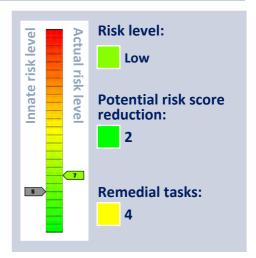
None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Climber - Net & Ladder

Manufactured by (Unknown)







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

5



Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

One rung and two hand holds missing - replace.

Finding Photos



Finding

Description

RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

Tasks

If possible, on angled or S-shaped bars, consideration should be given to level bars with firm grips and even spacings. The protective surface under all bars and rings must be kept in good condition.

Risk level:

Risk level:

Low

Risk score:

7

Low

Risk score:

5



Description

The core of the wire is exposed.

Tasks

No reasonably practicable action is identified.

Note

Replace net when wire is broken.

Finding Photos



Risk level:

Low

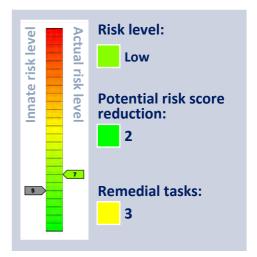
Risk score:

4

Multiplay - Junior

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Vandalised (arson).

Tasks

No reasonably practicable action is identified.

Note

Two burn marks inside the tunnel - monitor.

Risk level: Low



Risk score:





Description

The opening for the steep play element from the platform is greater than 500 mm or the platform height is greater than 2000 mm.

Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

Low

Risk score:

7

Note

On both ladder entry / exit points between the hand holds.







Description

Wedge (head/neck) entrapment is present.

Tasks

Modify to eliminate the entrapment.

Note

Wedge entrapment on both ladder climber hand rail and platform.

Finding Photos









Low

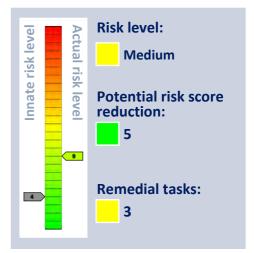
Risk score:

6

Agility Trail - 7 Element

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Strimmer damage to supports is likely to accelerate timber rot.

Tasks

Prevent further damage.

Risk level:

Low

Risk score:

4



Description

Timber is splintered.

Tasks

Repair.

Note

Rope Burma Bridge post has split and damaged - repair.

Risk level: Medium Risk score:

Finding Photos



Finding

Description

The core of the wire is exposed.

Tasks

Read the notes for further action.

Note

The rope is rubbing on the balance beam and wearing down to the wire - monitor for broken wires and replace if found.

Risk level:



Risk score:

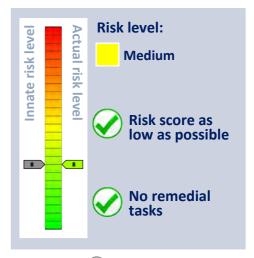




Swing - Mixed - 3 Bay 1 Accessible 1 Basket 3 Junior Seat (2300 mm)

Manufactured by Wicksteed Leisure Ltd







Standards:

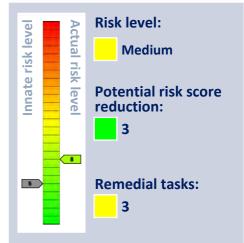
EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Rocker / Rotator - Chair - Space Rocket

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-5:2008, EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

There are sharp edges or projections.

Tasks

Remove the sharp/projecting parts.

Note

Sharp edging are projecting from the surfacing edge. This could cut anyone in barefoot or open toe sandals etc. - remove.

Risk level:



Risk score:





Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

The seat has water inside its frame - contact the manufacturer for their recommendations.

Risk level: Low Risk score:

Finding Photos



Finding

Description

Surface is compacted or displaced.

Tasks

Rake and fork over and top up as required to maintain minimum depth (usually 300 mm).

Risk level:



Risk score:



Note

Rake over area removing grass and weeds and top up.

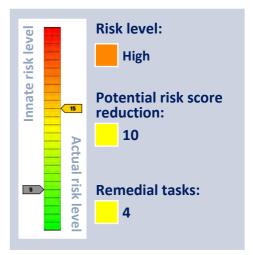




Cableway

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-4:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Chains links worn.

Tasks

Replace the worn parts.

Note

Remove worn links.

Risk level:



Risk score:





Description

Where the cable enters into a tube, top bar or similar it is not possible to determine its condition, therefore this is excluded from our inspection. It is vital that the operator arranges to dismantle the unit to inspect the full length of the cable for any corrosion, wear or damage.

Risk level: High Risk score:

Tasks

No Tasks for this Finding

Finding Photos



Finding

Description

Incorrectly installed.

Tasks

Install correctly according to the manufacturer's instructions.

Note

End tyre stop fitted incorrectly. There should only be one plate and u-bolt clamp to prevent the tyre from moving. There is one installed at the front, this will prevent the tyre from compressing and can lead to the cable snapping - reinstall as per 5d installation instructions.

Risk level:



Risk score:







Description

Strimmer damage to supports is likely to accelerate timber rot.

Tasks

Prevent further damage.

Risk level:

Medium

Risk score:

9

Finding Photos



Finding

Description

It is considered that the runway will have insufficient ground clearance under seat.

Tasks

Modify to give a minimum 350 mm clearance under load.

Note

Seat is actually lower than 300 mm when fully loaded.

Finding Photos



Risk level:

Medium

Risk score:

8

Play Panel - Bats

Manufactured by Wicksteed Leisure Ltd







Standards:

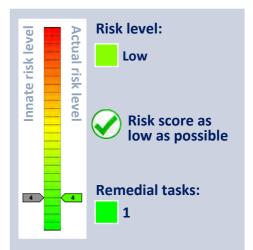
EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Rocker - Elephant

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-6:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Protruding handles / foot rests.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

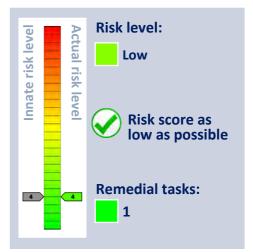
4



Rocker - Motorbike

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-6:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Protruding handles / foot rests.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

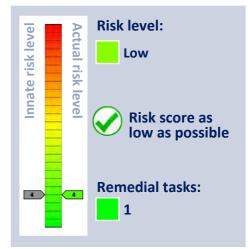
4



Swing - Toddler - 1 Bay 2 Seat (2300 mm)

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.

Risk level: Very low Risk score:

Tasks

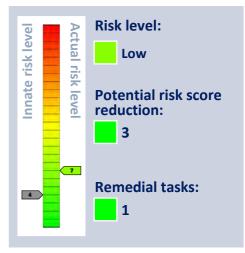
Conduct the checks and take action as necessary.



Play Train & Carriage - With Play Panel - Station

Manufactured by Wicksteed Leisure Ltd





Surface: Rubber - Mulch - Bonded

Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Fixtures loose or missing.

Tasks

Tighten/replace.

Note

Exhaust loose to tunnel and seat rest panels loose - secure.

Finding Photos





Risk level:

Low

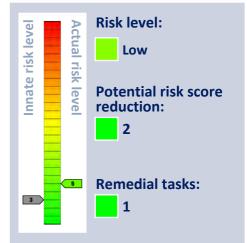
Risk score:

7

Play Panel - Mirror

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Item is bent.

Tasks

Read the notes for further action.

Note

Mirror bent - monitor for splits / cracks, if found replace.

Risk level:

Low

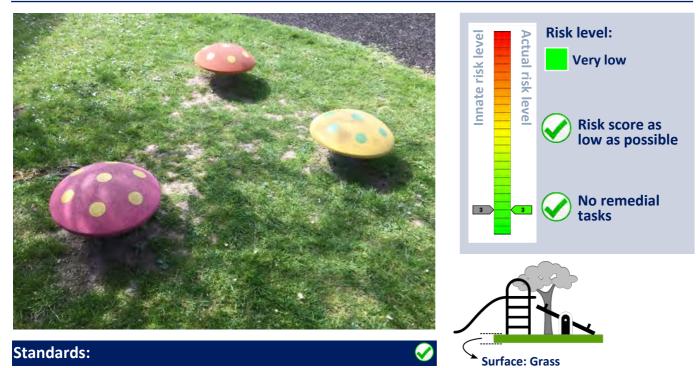
Risk score:





Stepping Posts - Mushroom x 3

Manufactured by Wicksteed Leisure Ltd

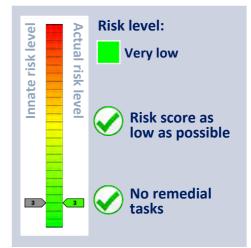


EN 1176-1:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Play Panel - Spooky Pairs

Manufactured by Wicksteed Leisure Ltd







Standards:

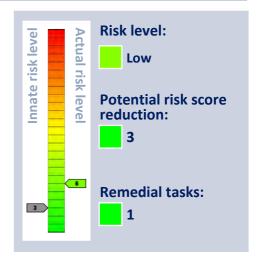
EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Play Panel - Make it Rain

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Bolt cap damaged.

Tasks

Replace.

Note

Repalce.

Risk level:



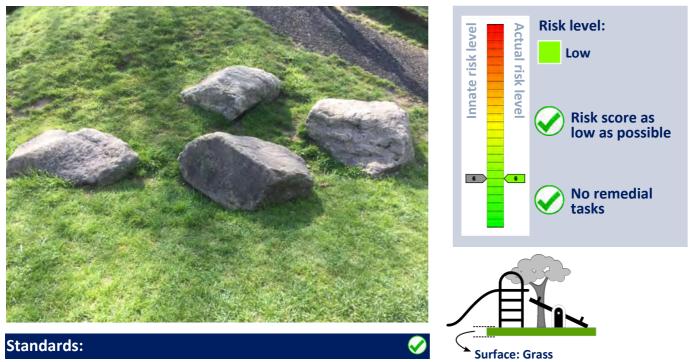
Risk score:





Natural Play - Boulders

Manufactured by (Unknown)



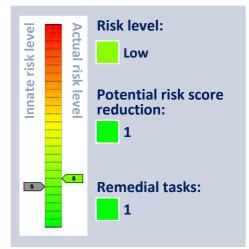
EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Log Stockade - With Balance Logs

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

The timber components are slippery.

Tasks

Remove slipperiness. Consider adding surface texture.

Note

Log balance beams slippery.

Risk level:





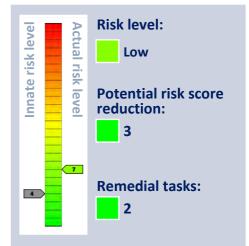




Rope Balance - Embankment

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Bolt cap damaged.

Tasks

Replace.

Note

Replace.

Risk level:



Risk score:





Finding

Description

Ground erosion present.

Tasks

Repair the worn areas.

Note

Foundations exposed - reinstate mound.

Finding Photos



Risk level:

Low

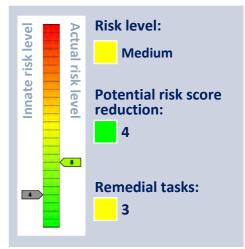
Risk score:

7

Slide - Embankment - With Log Steps

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Surface needs repair.

Tasks

Repair.

Note

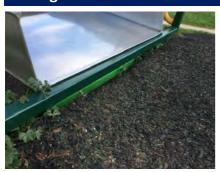
Surfacing shrunk at top of embankment at entrance to slide, creating a potential entrapment.

Risk level:



Risk score:





Finding

Description

Surface has unintended weeds.

Tasks

Remove.

Note

Remove brambles from under unit.

Risk level: Low Risk score: 7

Finding Photos



Finding

Description

Worn ground areas.

Tasks

Build up ground levels to remove trip hazard.





Risk score:

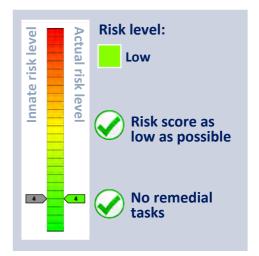




Agility Bars - 3 Tier

Manufactured by HAGS Play Ltd







Standards:

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 = low risk$. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 = low risk$. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity						
		1	2	3	4	5	
L		Insignifi-	Minor	Moderate	Major	Catastro-	
i		cant				phic	
k	1 = Rare	1	2	3	4	5	
е		LOW	LOW	LOW	LOW	LOW	
1	2 = Unlikely	2	4	6	8	10	
i		LOW	LOW	LOW	MEDIUM	MEDIUM	
h	3 = Moderate	3	6	9	12	15	
0		LOW	LOW	MEDIUM	MEDIUM	HIGH	
0	4 = Likely	4	8	12	16	20	
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH	
	5 = Certain	5	10	15	20	25	
		LOW	MEDIUM	HIGH	HIGH	HIGH	

Inspection Methodology

The inspections are undertaken using the RPII's inspection methodology.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under

manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

General Notes

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using a resistograph. Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using a resistograph can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.

The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection				
5.1 and 6.2 c) Inspect and maintain in accordance with the manufacturer's instructions (see note 1)	× [1]			
5.2 a) Identify obvious hazards	✓			
5.2 b) Check for operation, stability and wear (see note 2)	√ [2]			
5.2 b) Check sealed for life parts	×			
5.2 b) Check for cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) and structural integrity (see note 2)	√ [2]			
5.2 c) Overall levels of safety of equipment	✓			
5.2 c) Overall levels of safety of foundations (see note 2)	√ [2]			
5.2 c) Overall levels of safety of surface (see note 3)	√ [3]			
5.2 c) Compliance with the relevant parts of the standard (see note 4)	√ [4]			
6.2 c) Undertaking the responsibility of the operator's periodic, systematic assessment of the effectiveness of all heir safety measures (BS EN 1176-7, 8.2.1)	×			
5.2 c) Effects of weather	✓			
5.2 c) Presence of rot or corrosion (see note 2)	√ [2]			
5.2 c) Assessment of repairs made/added or replaced components (see note 5)	√ [5]			
5.2 c) Excavation/dismantling/additional measures	×			
5.3.1 Assessment of glass reinforced plastics (see note 6)	√ [6]			
5.3.2 Maintenance of one post equipment (see note 2)	√ [2]			
N.B. The clause numbers above are taken from BS EN 1176-7. The content is equally applicable to all other elevant standards.				
Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not eadily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards 2] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. For any corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be own with specialist equipment. 3] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections 4] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment 5] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance				

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

* Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 45mm (i.e. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

* Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

* Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 45mm (nets comply with Grip requirements)

ENTRAPMENTS

* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

* The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30 mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- * Tube ends should be securely enclosed and removable only with tools
- * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

* Hand-rail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill **HAND-RAILS**

* Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to \pm 3°(ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flats seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

- * Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m
- * Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
- * Areas for two seats in one bay may overlap providing the distance between seats is correct Single point swings
- * Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

- * Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.
- N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

- * Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm
 RUN -OUTS
- * Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only) * Chutes should have a side height related to the fall height: 1.2m: 100mm minimum: 1.2m 2.5m: 150mm minimum: Over 2.5m: 500mm minimum
- * Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

- * Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
- * Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per s econd. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are: Platform roundabouts:

EN 1176 Notes – Summary of Requirements

- * Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected Giant revolving discs
- * Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

- * Rocking equipment which can be moved by the user and is supported from below
- * Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

- * Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
- * Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

- * Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible
- * Information on accidents should be kept (RoSPA has a suitable form)
 * Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

- * An inspection schedule should be prepared for each playground, listing components and methods
- * Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person





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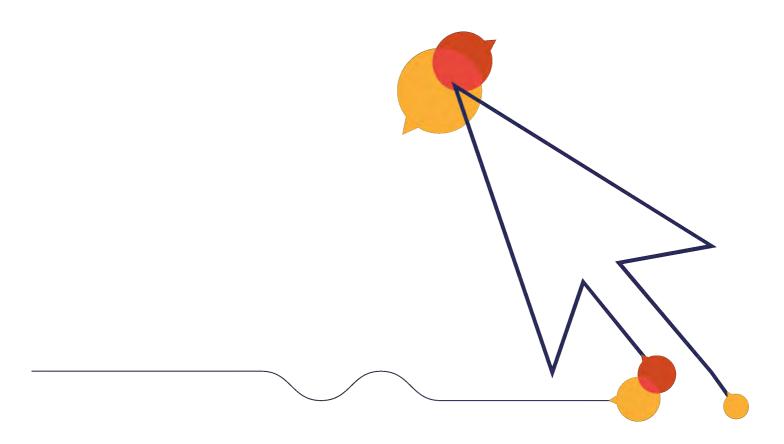
Safety Inspection Report

Annual Inspection

The Moor Play Area



11 April 2019





Safety Inspection Report

Annual Inspection

Site name: The Moor Play Area

Date of inspection: 11 April 2019
Inspector: David Owen





Report layout notes

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each Ancillary Item is listed in this way:

Name of item or items (some listings may include multiple items)

Default risk = n (This is the item's intrinsic risk if in pristine condition)

Photo (A representative photo is included)

Findings (Findings are listed with remedial action, risk score and

photograph. If no faults are listed the item is satisfactory

and assumes the Default risk.)

Each **Play Item** is listed in this way:

Name of item

Manufacturer (The name of the manufacturer or supplier, if known)

Applicable Standard: (The number of any applicable standards are shown here)

Default risk = n (This is the item's intrinsic risk if in pristine condition)

Photo

Faults (Findings are listed with remedial action, risk score and

photograph. If no faults are listed the item is satisfactory

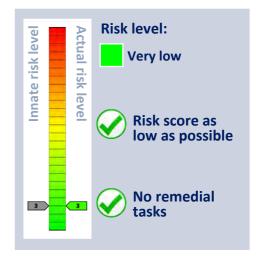
and assumes the Default risk.)

The risk score for any items is the higher of the Default risk or the Finding risk.

Fencing - Bow Top & Closeboard

Manufactured by (Unknown)





Standards:



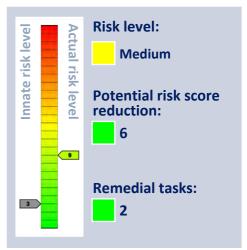
None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Shelters x 2

Manufactured by SMP (Playgrounds) Ltd







Standards:

None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Finding

Description

Bolt is missing.

Tasks

Replace.

Note

Roof bolt missing - replace.

Risk level:

Medium

Risk score:

9





Finding

Description

Surface is wearing.

Tasks

Repair.

Note

Surface wearing exposing tree roots - reinstate.

Low

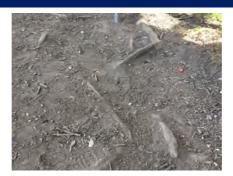
Risk level:

Risk score:



Finding Photos

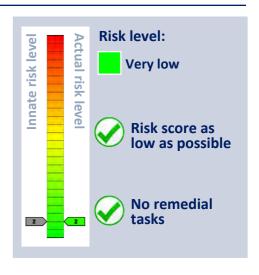




Signs

Manufactured by (Unknown)





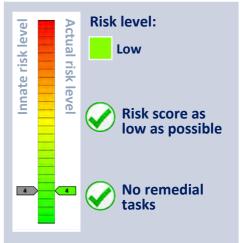
Standards:

None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Gates





Litter Bins

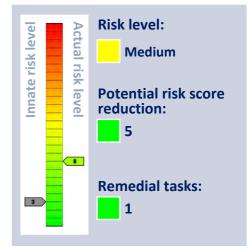




Seating - Benches & Tables

Manufactured by (Unknown)





Standards:



None

This item has not been assessed against any applicable standards, but the principles of other standards may have been applied to ensure suitable safety.

Finding

Description

Bird fouling present.

Tasks

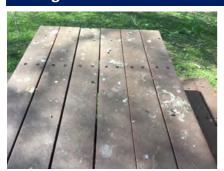
It is recommended that playground equipment be regularly checked for bird fouling - if found, the affected items should be cleaned with a disinfectant solution.

Risk level:



Risk score:

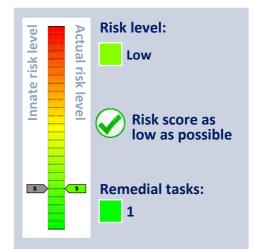
8



Slide - Freestanding

Manufactured by Record Playground Equipment Ltd







Standards:

EN 1176-1:2017, EN 1176-3:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Access fails entrapment requirements.

Tasks

No reasonably practicable action is identified.

Risk level:

Very low

Risk score:

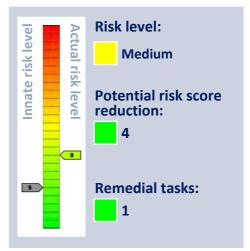
3



Carousel

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-5:2008, EN 1176-1:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Finger entrapment.

Tasks

Eliminate the entrapment.

Note

There is a finger entrapment between the boards - eliminate trap.

Risk level: Medium

Risk score:

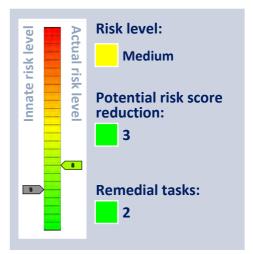




Slide - Embankment - With Cage & Steps

Manufactured by Homemade







Standards:

EN 1176-1:2017, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Ground erosion present.

Tasks

Repair the worn areas.

Finding Photos

Note

Ground erosion exposing the slide foundations - reinstate.



Risk score:



Finding

Description

Surface needs repair.

Tasks

Read the notes for further action.

Note

Ground mesh exposed and loose leaving sharp edges projecting - remove mesh.

Finding Photos







Risk level:

Risk score:

8

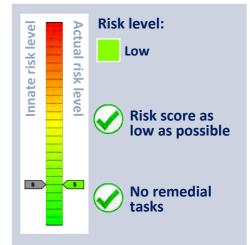
Medium



Rocker - Seesaw

Manufactured by Wicksteed Leisure Ltd







Standards:

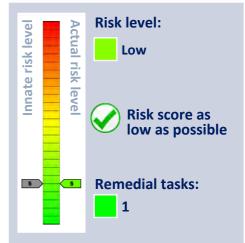
EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Rocking - Horse

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Item has corrosion.

Tasks

Treat and repair.

Note

Corrosion under the horse's head - descale and paint.

Risk level:

Low

Risk score:



Finding Photos



Rocker - Bird

Manufactured by Ausplay Ltd







Standards:

EN 1176-1:2017, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Item has some parts missing.

Tasks

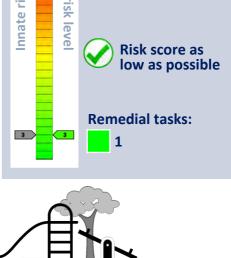
Replace the missing parts.

Note

Tail missing - replace or blank off holes.

Finding Photos







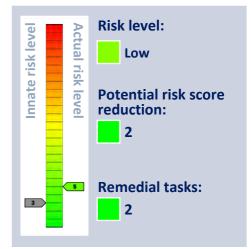
Risk score:



Rocker - Tractor

Manufactured by Ausplay Ltd







Standards:

EN 1176-1:2017, EN 1176-6:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Monitor.

Tasks

Monitor.

Note

The unit is leaning - monitor.

Risk level:



Risk score:



Finding Photos



Finding

Description

Protruding handles / foot rests.

Tasks

No reasonably practicable action is identified.

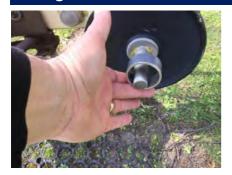
Risk level:

Very low

Risk score:

3

Finding Photos



MUGA - Goal End

Manufactured by SMP (Playgrounds) Ltd





Standards:

EN 15312:2007+A1:2010

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Swing - Junior - 2 Bay 4 Seat (2300 mm)

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description

Gaps between the tiles present hazards.

Tasks

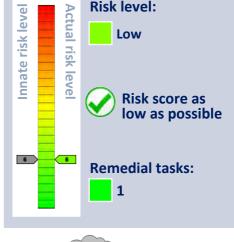
Eliminate the gaps.

Note

Repair gaps and remove moss between tiles.

Finding Photos







Risk score:

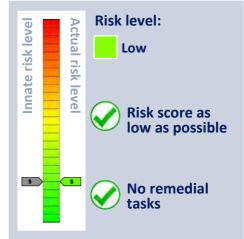
Low

4

Cableway

Manufactured by HAGS Play Ltd







Standards:

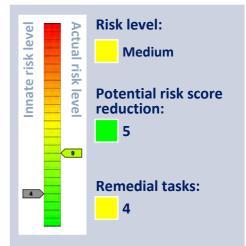
EN 1176-1:2017, EN 1176-4:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Swing - Toddler - 2 Bay 4 Seat (2800 mm)

Manufactured by (Unknown)







Standards:

EN 1176-1:2017, EN 1176-2:2017

The item or its surfacing are not compliant with the requirements of the relevant standards.

Finding

Description

Gaps between the tiles present hazards.

Tasks

Eliminate the gaps.

Risk level:

Very low

Risk score:

3

Finding Photos



Finding

Description

Timber is splintered.

Tasks

Replace.

Note

Timber edgings damaged and splintered.

Finding Photos



Finding

Description

The distance between the seat side and the support is insufficient.

Tasks

No reasonably practicable action is identified.

Risk level:

Risk level:

Risk score:

Medium

Very low

Risk score:

3

Finding Photos



Finding

Description

Insufficient protective surfacing extent has been provided.

Tasks

Modify to meet the standard.

Risk level:

Medium

Risk score:

9

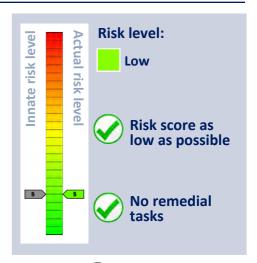
Finding Photos



Climber - Metal

Manufactured by (Unknown)





Standards:

</r>

Surface: Grass Matting

EN 1176-1:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 = low risk$. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 = low risk$. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity					
		1	2	3	4	5
L		Insignifi-	Minor	Moderate	Major	Catastro-
i		cant				phic
k	1 = Rare	1	2	3	4	5
е		LOW	LOW	LOW	LOW	LOW
1	2 = Unlikely	2	4	6	8	10
i		LOW	LOW	LOW	MEDIUM	MEDIUM
h	3 = Moderate	3	6	9	12	15
0		LOW	LOW	MEDIUM	MEDIUM	HIGH
0	4 = Likely	4	8	12	16	20
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH
	5 = Certain	5	10	15	20	25
		LOW	MEDIUM	HIGH	HIGH	HIGH

Inspection Methodology

The inspections are undertaken using the RPII's inspection methodology.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under

manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

General Notes

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using a resistograph. Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using a resistograph can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.

The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA
	Inspection?
6.1 and 6.2 c) Inspect and maintain in accordance with the manufacturer's instructions (see note 1)	× [1]
5.2 a) Identify obvious hazards	✓
5.2 b) Check for operation, stability and wear (see note 2)	√ [2]
5.2 b) Check sealed for life parts	×
6.2 b) Check for cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) and structural integrity (see note 2)	√ [2]
5.2 c) Overall levels of safety of equipment	✓
5.2 c) Overall levels of safety of foundations (see note 2)	√ [2]
5.2 c) Overall levels of safety of surface (see note 3)	√ [3]
6.2 c) Compliance with the relevant parts of the standard (see note 4)	√ [4]
5.2 c) Undertaking the responsibility of the operator's periodic, systematic assessment of the effectiveness of all their safety measures (BS EN 1176-7, 8.2.1)	×
5.2 c) Effects of weather	✓
5.2 c) Presence of rot or corrosion (see note 2)	√ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	√ [5]
6.2 c) Excavation/dismantling/additional measures	×
6.3.1 Assessment of glass reinforced plastics (see note 6)	√ [6]
5.3.2 Maintenance of one post equipment (see note 2)	√ [2]
N.B. The clause numbers above are taken from BS EN 1176-7. The content is equally applicable to all other relevant standards.	
Notes [1] Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards [2] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment [3] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of mpact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections [4] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [5] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [6] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

* Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 45mm (i.e. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

* Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

* Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 45mm (nets comply with Grip requirements)

ENTRAPMENTS

* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

* The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30 mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- * Tube ends should be securely enclosed and removable only with tools
- * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

* Hand-rail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill HAND-RAILS

* Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to \pm 3°(ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flats seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

- * Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m
- * Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
- * Areas for two seats in one bay may overlap providing the distance between seats is correct Single point swings
- * Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

- * Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm
 RUN -OUTS
- * Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only) * Chutes should have a side height related to the fall height: 1.2m: 100mm minimum: 1.2m 2.5m: 150mm minimum: Over 2.5m: 500mm minimum
- * Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

- * Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
- * Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per s econd. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are: Platform roundabouts:

EN 1176 Notes – Summary of Requirements

- * Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected Giant revolving discs
- * Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

- * Rocking equipment which can be moved by the user and is supported from below
- * Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

- * Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
- * Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

- * Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible
- * Information on accidents should be kept (RoSPA has a suitable form)
 * Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

- * An inspection schedule should be prepared for each playground, listing components and methods
- * Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person





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MELBOURN PARISH COUNCIL

ALLOTMENT RENTAL AGREEMENT Revised on 28 February 2019

day of

AN AGREEMENT made this

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between

MELBOURN PARISH COUNCIL (hereinafter called the Council) of the one part and
(hereinafter called the Tenant) of the other part.
WHEREBY the Council agrees to let and the Tenant agrees to take on a yearly tenancy from
the Allotment Garden numbered in the register of Allotments
provided by the Council and measuring approximately 250 square yards at the yearly rental o
£25.00 payable yearly in advance and reviewed annually.

The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions:

- The rent is due from 1st October each year or at the date of the tenancy is granted and is payable to Melbourn Parish Council, The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.
- The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.
- 3. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.
- 4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
- The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.
- 6. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
- The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.
- 8. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.
- The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.
- 10. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area and Tenants should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.
- 11. The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications overleaf.
- 12. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.
- 13. Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
- 14. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after one month's notice:
 - (a) If the rent is in arrears, for more than 40-14 days; OR or
 - (b) If the Tenant is not duly observing the conditions of his or her tenancy or allowing the plot to become untended and overgrown, their tenancy will be rescinded immediately after two warnings by the Council.
- 15. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
- 16. The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the allotment gardens.

The Parish Clerk		
Tenant		

Maintenance Committee Jobs Spreadsheet - LISTING
DATE: Meeting 16 May 2019

	DATE: Meeting 16 May 2019					
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?		
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. Action: Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust. DISCUSSED AT MA082/18	CL / RB		
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - ONGOING	KR/DB		
3	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. CL TO CHASE AGAIN	CL		
4	Bushes on Orchard Road (opp Orchard Gate)	Resident	Contractor instructed. Work has been done. RG noted this is responsibility of CCC - CL to investigate. CCC RESPONSIBLE IN FUTURE	CL		
5	Tidying New rd cemetery soil store	DB	Quote received 29 jan 2019 with update for grass seeding. DISCUSSED AT MA083/18a)	SC		
6	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting - COMPLETE - DISCUSSED AT MA083/18			
7	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to check with Coton Electrical if work has been carried out - CL spoke to David 11/04. He will look for dates and get back to us. DISCUSSED AT MA085/18 - CL TO FOLLOW UP WITH ELECTRICITY BOARD	CL		
8	Cllr Road Inspections	JT	implemented 22 October 2018. Inspection sheets sent out 14/12/18. All reports in now apart from CS - roads to be re-allocated. All roads inspected. CL TO COLLATE REPORT	CL		
9	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. ACTION: Clerk to write to HCGM to request tarmaced pathway as part of original job. Any additional costs to be discussed by Maintenance Committee	CL		
10	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor. Noted ongoing problems. ACTION: Assistant to Clerk to write to CCC to report			
11	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee. Updated log attached to agenda. DISCUSSED AT MA079/18 - ONGOING	SC/CL		
12	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ONGOING	SC/RFO		
13	Review of grass cutting contracts	SC/CL	SC to prepare and agenda review process for March 2019. RG suggested arranging additional cut for woodland along Royston Road. ACTION: Assistant to Clerk to check with MD Landscapes if this area has been cut	SC		
14	Maintenance contract invoices not sent in timely manner	SC	Contractors to be requested to supply monthly invoices. To be monitored. Contracted to be reviewed annually TO BE MONITORED.	SC		
15	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause - to be emailed out to tenants. Details of testing kits to be obtained. Discussed at MA047/18c). Discussed at MA064/18b). Quotes now in. DISCUSSED AT MA081/18b) - FLEET INSULTATION QUOTE ACCEPTED	CL/BD		
16	Street lighting energy charges	SC	Audit of ownership of streetlighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - ONGOING	SC		
17	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. SUGGESTED THAT ASHP REPAIRS ARE CARRIED OUT IN SUMMER HOLIDAYS. ACTION: CLERK TO WRITE TO SHELFORD HEATING.	DB		
18	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections - ONGOING. ACTION: Clerk to progress registration of land at 83 High Street and Maple Way - to be discussed by PC	RW		
19	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access. Noted that costs for this work appear to be very high. ACTION: Clerk to write to SvdD to query costs and request if scope of works is available.	SC		
20	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme. RG requires larger hardcopy. RG noted concern as to ongoing maintenance costs of planting and street furniture. Chair thanked RG for her input. Suggestion was made that grounds maintenance contractor could provide an indication of cost of ongoing maintenance. Clerk reported that a commuted sums will be payable to PC. Amounts to be determined once planting scheme is approved. ACTION: Clerk to clarify who will own roads and common areas if we are responsible for maintenance - SCDC or PC? Tree overgrown and causing possible obstruction for pedestrians.	RG		
21	69 Beechwood Avenue	JH	Wardens to inspect. CL sent letter requesting resident to cut back ACTION: Assistant to Clerk to write to resident advising that if no action is taken within a month, we will cut the tree back.	KR/DB		

			Neighbour has cut boundary hedge back and resident is concerned	
22			about exposure of their property and also as to what replacement	
			hedge will be planted. RG noted there are restrictions on cutting back	
			this hedge. Work has been reported to Planning Enforcement and	
	Rupert Neve Close	Resident	Highways. TO BE MONITORED.	SC
			Resident has requested 'no ball games' sign to be installed in the car	
23			park. ACTION: WARDENS TO PUT SIGN UP BUT NOT ATTACH TO	
	Village car park	Resident	WORKSHOP	SC
24			Fallen branch - likely to fall into the road. ACTION: WARDENS TO	
24	Station Road - near Sheene Mill	TS	REMOVE BRANCH	SC
25			Missing spacers on equipment. DB temporary repair. CL ordered	
25	Clear Crescent play park	DB	replacementments 11/4/19 AWAITING PARTS FROM WICKSTEED.	CL
			Rob Barratt has damaged the wall. CL spoke to Val - no issues over	
26			liability. They will obtain quote for MPC and Ely Diosese to consider.	
		David Farr, church	QUOTE SENT TO DAVID FARR FOR ELY DIOSESE - AWAIT RESPONSE OR	
	Retaining wall in All Saints churchyard	warden	FOLLOW UP WITH ROGER MELLOR / DAVID FARR	
27			Litter bin has been thrown into the river. RMRG HAVE RETREIVED BIN -	
21	Footpath to Meldreth under A10	SAH	ASSISTANT TO CLERK TO ASK WHERE IT IS	DB
			Resident emailed concerned that the trees appear to need cutting back -	
28			queried if they are TPO'd. CL checked CCC map and responded to	
			resident that they are not. ACTION: ASSISTANT TO CLERK TO CHECK	
	Trees in Orchard Road bordering 12 Pryors Orchard	Resident	WHO IS RESPONSIBLE FOR THESE TREES.	CL
29			Manhala sayar raised I/D investigated nossible blockage. Dynased to	
29	Littlehands manhole cover	KR	Manhole cover raised - KR investigated possible blockage. Dynorod to inpsection 17/4/19 with KR in attendance. DISCUSSED AT MA085/18	KR
	Littlefialius mannole cover	NN NN	impsection 17/4/19 with KK in attendance. Discossed AT MA085/18	KN
30	Stockbridge Meadows boardwalk	SC	JM volunteers to repair boardwalk - 2/5/19 DISCUSSED AT MA082/18	SC
31	Fly tipping - Royston Road	TS	Oil cans - TS moved items to collection point for SCDC NOTED	TS
	. A abbano melana		RW suggested a bin be installed by the bench on the corner of Medcalfe	
32			and Palmers Way. ACTION: CLERK TO CHECK IF THIS IS SCDC LAND AND	
	Medcalfe Way / Palmers Way	RW	REQUEST BIN	SC
33	New Rec Youth Shelter	JH	Reported that Solar panels and wif-fi no longer working	SC
2.6			Reported that Wifi regularly used by residents. Possible link to car park	
34	High St Bus Stop	JH	CCTV. If so, data protection implications	SC
35	<u> </u>	<u>'</u>	, , , , , , , , , , , , , , , , , , , ,	