

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 18 May at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Kilmurray and Clark

Absent: Cllrs Barley and Barnes,

In attendance: Sophie Marriage (Parish Clerk), Steve Pitman and Keith Rudge (Wardens), Maureen Brierley (RMRG), and Alexandra Coxall and Abigail Williams (Assistants to the Parish Clerk).

MA218/22 To receive and approve apologies for absence

None received.

MA219/22 To receive any Declarations of Interest and Dispensations

None received.

MA220/22 To approve the minutes of the Maintenance Committee Meeting held on 20 April 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 20 April 2023 were an accurate record.

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

MA222/22 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)

None in attendance.

MA223/22 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.

It was noted.

MA224/22 Conservation Matters:

- a) To receive the EA Monthly situation-report for April 2023

It was noted.

- b) To receive a report from River Mel Restoration Group

A verbal report was received.

- EA and RMRG to meet to discuss anomalies in the report relating to the support pipe. Members are welcome to join the meeting. RMRG to advise meeting date to MPC.
- The river is flowing well, but unfortunately no "significant" species of fish, such as brown trout, were identified from the survey. Rob Mungovan will be commencing work to add gravel to the river on Monday 22 May.
- RMRG require more space for storing equipment because they have new members. ACTION: Look at possible spaces or reworking current area.

- c) To receive any other updates and consider actions

None received.

MA225/22 Allotment Matters:

- a) To consider quotations to cut the grass along the main walkway of St George's allotments

Deferred awaiting quotation.

- b) To receive any updates and consider actions

It was noted that inspections will take place next week.

MA226/22 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan

MB and JT to meet with KR and possibly Rob Mungovan to discuss the document in its current form. Thanks were noted to MB for creating the current document and gathering information.

- b) To receive any other updates and consider actions

It was noted that there are a lot of nettles at Stockbridge Meadows and MB has been taking photos to record the water in the FWAG pond trench. ACTION: LB to investigate how best to deal with nettles.

There are reeds growing through the boardwalk that will require cutting back. ACTION: Wardens to cut back when necessary. The dog management signs have been removed from entrance. ACTION: Assistant to the parish Clerk to obtain quotes for replacement. It was noted with thanks that a resident has offered to water young trees again this year.

MA227/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
The reports were noted.
- b) To consider any updates on vandalism in the Parish
The report was noted.
- c) To receive any other updates and consider actions
None received

MA228/22 Cemetery Matters:

- a) To consider advice to replace the dead lavender and hebe shrubs in New Road
Deferred. Awaiting advice.
- b) To consider a request from a resident regarding land at New Road Cemetery
It was agreed that to properly understand the proposal that a meeting should be arranged with the resident. ACTION: Clerk to arrange.
- c) To receive any other updates and consider actions
None received.

MA229/22 Village Maintenance Matters:

- a) To consider the ROSPA reports
The reports were noted. ACTION: Parish Office to identify areas requiring action and who should carry them out.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
Deferred. Awaiting quotations.
- c) To consider quotations to clear soil from along the fence line at Worcester Way
Deferred. Awaiting quotations.
- d) To receive an update and regarding tree planting
It was noted with thanks that Shire Trees have offered to carry out the planting free of charge. ACTION: Clerk to inform resident and wardens to carry out watering of trees
- e) To consider quotations to repair the notice board
Deferred. Awaiting quotations.
- f) To consider quotations for tree work in the churchyard
One quotation was obtained. It was noted that the work may need to wait until the end of nesting season. Item deferred to obtain second quotation. ACTION: Parish Office to obtain second quotation and to contact Church authorities for permission to carry out the work.
- g) To note the plans for the funfair and an email decision regarding charges
It was noted.
- h) To receive an update regarding the path behind the war memorial
It was noted that a proposal had been received from the Greenways initiative that the path might be within their project scope and they may carry out the work to widen the path. ACTION: Clerk to follow up.
- i) To receive any other updates and consider actions
Goal mouth maintenance may be required. ACTION: Clerk to check all teams have stopped playing and to instruct contractor.

MA230/22 Pavilion Matters:

- a) To receive an update on fire safety
It was noted that this is in progress.
- b) To consider quotations to empty the septic tank
It was RESOLVED to accept the quote from Mitchell and Mayle for £170.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- c) To consider quotations for Legionella Risk Assessment
It was RESOLVED to accept the quote from 4i water for £355+VAT,
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.
- d) To consider quotations to replace the TMVS on the showers
Deferred. Awaiting additional quotations.
- e) To consider quotations for drain jetting
It was RESOLVED to accept the quote from Mitchell and Mayle for £160 + VAT,
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- f) To receive any other updaters and consider actions
None received.

MA231/22 Littlehands Matters:

- a) To consider quotations to repair the floodlight
Deferred. Awaiting quotations.
- b) To consider a quotation to survey the external flood lighting and report findings
Deferred. Awaiting quotations.
- c) To receive an update on the drains
It was noted that quotations are being obtained for the works on the drains and to subsequently repair the car park.
- d) To receive any updates and consider actions
None received.

MA232/22 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy
In progress.
- b) To consider any updates and consider actions
None received.

MA233/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
Actions need to be completed from previous meetings to progress the project.

MA234/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 May 2023

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.	CL/SM

3	Norgetts lane	Resident	Bench along Norgetts Lane needs repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget. To be on June agenda.	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year	CL/SM
6	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition. ACTION: Clerk to follow up	JH
7	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
8	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
9	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign. Action Clerk to chase	CL/SM
10	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
11	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
12	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo.	SCDC
13	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks. ACTION : Councillors to inspect roads for potholes. Creation of map to identify the worst areas.	CCC
15	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
17	Notice boards	GC	Poor repair - Wardens to look at. The repair project will require planning with the parish office. Action: Clerk to obtain quotes	Clerk
18	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
19	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
20	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
21	Pavilion	FC	Showers are very hot. Wardens investigating. SM to seek quotes	SM
22	Bowls club hedge	Wardens	Conifer needs cutting back/ Obtain quotes	SM

23	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec. ACTION: Wardens and clerk to identify possible location to fix bench. Bench not been moved recently.	Wardens
24	The moor	wardens	Sign faded. New sign needed (12 and under). ACTION Obtain quotes - ROSPA report states new guidelines.	SM
25	Worcester Way	Resident	Branches over hanging residents garden. Discussed 20/04/23	Wardens
26	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting. SM to inform contractor	Contractor
27	Cross Lane	South Cambs	Bin blocked so unable to empty on the junction of Rose Lane and Cross Lane - car consistently blocking bin shed. ACTION: Note to be left of car.	Wardens

It was noted that the job list will be split into jobs for the Parish Council and jobs for other organisations.

MA235/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

It was noted that quotes to replace bins will be obtained from the Parish Office.

MA236/22 To note date of next meeting: Thursday, 15 June 2023

The date of the next meeting was noted at Thursday, 15 June 2023.

Meeting closed at 10:38

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday, 20 April at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Kilmurray, Barnes, and Clark

In attendance: Sophie Marriage (Parish Clerk), Steve Pitman (Warden), Les Brierley (RMRG), Chris Selway (Allotment Association)

MA200/22 To receive and approve apologies for absence

Apologies were received from Cllr Barley. Acceptable reasons were given.

It was RESOLVED to accept Cllr Barley's apologies.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour

MA201/22 To receive any Declarations of Interest and Dispensations

None received.

MA202/22 To approve the minutes of the Maintenance Committee Meeting held on 16 March 2023

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 16 March 2023 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

MA203/22 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)

No members of the public were in attendance.

MA204/22 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.

The report was received and it was noted that general expenditure was £1,052 under budget for 2022/23. The expenditure for maintenance contracts was under spent due to fewer extra cuts being required.

MA205/22 Conservation Matters:

- a) To receive the EA Monthly situation report for March 2023

The report was received and noted high levels of rainfall.

- b) To receive a report from River Mel Restoration Group

The group have received the report from the EA regarding the re-routing of the support pipe. At first reading some discrepancies have been highlighted and the group plans to meet with the EA to discuss the report.

- c) To discuss and consider the planting of two horse chestnut trees

Possible locations were discussed. It was noted that Shire Trees had suggested a location between the New Rec and school field in the past. ACTION: Clerk to contact Shire Trees to discuss location and planting.

- d) To receive an update and discuss the electro-fishing survey

It was noted that the survey will identify the number and types of fish in the river.

It was RESOLVED to permit the electro-fishing survey on the parish council's land.

Proposed by Cllr Clark, second Cllr Kilmurray. All in favour. ACTION: Clerk to notify Rob Mungovan.

- e) To receive any other updates and consider actions

None were received.

MA206/22 Allotment Matters:

- a) To receive any updates and consider actions

The chair of the allotment association reported that the AGM has taken place and he has been re-elected as chair. The association will be applying for a community grant for 2 skip hires a year. 8 plots appear to be un-worked. ACTION: Clerk to contact holders. Grass in the central walk way requires cutting ACTION: Clerk to obtain quotes. It was noted that the waiting list is currently quite long and residents from Meldreth have been enquiring about plots. A delivery of wood chips would be appreciated. ACTION: Clerk to contact contractor. It was noted that holders would like soil conditioner to be delivered from Waterbeach recycling centre. ACTION: Chair of Allotment Association to contact the recycling centre and delivery

Signed: Date:.....

companies to find an idea of cost. Any added costs to be included with the upcoming Allotments community benefit grant application. *CS left the meeting at 9:52*

MA207/22 Stockbridge Meadows:

- a) To receive an update on the progress of the management plan
Cllr Travis has met with MB and LB to continue the creation of a draft plan. The Clerk has answered queries to assist with plan. Input from Natural England and Rob Mungovan will be sought when the draft has reached a more complete stage.
- b) To receive an update on the bench for the boardwalk
The plan to install a bench on the boardwalk, as per agreed by full council, were noted. The exact location will be determined on receipt of the bench based on advice from Maydencroft.
- c) To receive any other updates and consider actions
None were received. *LB left the meeting at 9:56*

MA208/22 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions
The reports were received and it was noted that cars parking in front of the Orchard Road Cemetery gates are causing an issue. ACTION: Clerk to contact the highways officer to discuss options.
- b) To consider any updates on vandalism in the Parish
The report was received. It was noted that the lock needs replacing on the appliance bin ACTION: Clerk to source. The vandalism to the fence and to the lock on the gates at the New Road Cemetery should be reported to the police. ACTION: Clerk to report.
- c) To receive any other updates and consider actions
None were received.

MA209/22 Cemetery Matters:

- a) To consider quotations to replace the dead lavender and hebe shrubs in New Road
It was noted that hebe may no longer be appropriate due to the changing weather condition. ACTION: Clerk to contact local nurseries for advice.
- b) To consider a request from a resident regarding burial of ashes
It was noted that the suggestion of the ashes being interred under a tree was sympathetic to the aesthetic of the cemetery. It was suggested that a garden of remembrance where interments without a headstone could take place could be a nice addition and give people an alternative option. It was agreed this idea will be deliberately developed because of this specific request and in the same location.
It was RESOLVED to approve the request from the resident to have ashes interred under a tree with a memorial bench and that the area around will become a garden of remembrance for interments without a headstone.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions
It was noted that following reports of night-time activity in the car park the situation will be monitored.

MA210/22 Village Maintenance Matters:

- a) To consider quotations to repair the fence at Worcester Way
It was RESOLVED to approve the quotation from Universal Fencing to replace the fencing for £495.50 +VAT.
Proposed by Cllr Kilmurray, second by Cllr Clark. All in favour.
- b) To consider quotations to cut back to trees along the Worcester Way fence boundary
It was noted that the wardens have inspected the areas but clarification is required. ACTION: Clerk will contact the resident
- c) To receive an update and consider the plan to plant trees along Cambridge Road
This is ongoing and requires further investigation.
- d) To receive an update regarding crocheted poppies near the war memorial

A scheme for installing the poppies on the village sign base was noted and agreed.

- e) To consider quotations for tree work in the churchyard
Deferred. Awaiting quote.
- f) To consider quotations for war memorial path
Deferred. Awaiting response.
- g) To receive an update on the request to collect fallen branches from Parish Land
Awaiting contact from resident. It was noted that this requires further investigation if a similar request was put to the council in the future.
- h) To receive any other updates and consider actions
Nothing to receive.

MA211/22 Pavilion Matters:

- a) To receive an update on fire safety
The fire safety documents are being drafted.
- b) To consider revised quotations to install an extractor fan in the changing room
It was RESOLVED to approve the quote from Barley Property Maintenance for £531.00 +VAT.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To receive any other updates and consider actions

MA212/22 Littlehands Matters:

- a) To consider quotations to repair the floodlight
Deferred. Awaiting quote.
- b) To consider a quotation to survey the external flood lighting and report findings
Deferred. Awaiting quote.
- c) To receive an update on the drains
Two quotes have now been received and will be considered by Full Council on 24 April 2023.
- d) To receive any updates and consider actions
It was noted that where the outside wire had been repositioned the area needs repainting. ACTION: Wardens to paint.

MA213/22 Policies and Risk Assessments

- a) To consider the approval of the fire safety policy
Deferred. Awaiting document.
- b) To consider any updates and consider actions
None were received.

MA214/22 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions
None were received.

MA215/22 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 April 2023

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.	CL/SM

Signed: Date:.....

3	Norgetts lane	Resident	Bench along Norgettes need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget. To be on May agenda	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year	CL/SM
6	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition. ACTION: Clerk to follow up	JH
7	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
9	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
10	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign. Action Clerk to chase	CL/SM
11	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
13	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
14	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo	SCDC
15	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks. ACTION : Councillors to inspect roads for potholes. Creation of map to identify the worst areas.	CCC
16	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
17	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
19	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
20	Notice boards	GC	Poor repair - Wardens to look at. The repair project will require planning with the parish office. Action: Clerk to obtain quotes	Wardens
21	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
22	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
26	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
29	Pavilion	FC	Showers are very hot. Wardens investigating. SM to seek quotes	SM
30	Bowls club hedge	Wardens	Conifer needs cutting back/ Obtain quotes	SM
31	New Rec bench	Wardens	although the bench is heavy keeps being moved around the new rec. ACTION: Wardens and clerk to identify possible location to fix bench	Wardens
32	The moor	wardens	Sign faded. New sign needed (12 and under). ACTION Obtain quotes	SM
34	Worcester Way	Resident	Branches over hanging residents garden. Discussed 20/04/23	Wardens

MA216/22 New Maintenance Issues: To consider Maintenance issues arising since last meeting

None were received.

MA217/22 To note date of next meeting: Thursday, 18 May 2023

The date of the next meeting was noted at Thursday 18 May 2023

Meeting closed at 11:02

Signed: Date:.....

Melbourn Parish Council
Maintenance Expenditure Tracking 2023/24
(Actuals based on paid invoices)

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2023/24 £	Actual to date (31/03/2024) £	Committed £	Balance £	Notes
	<u>Conservation:</u>		Paid	Unpaid		
1000	Allotments - water (2 meters)	850			850	
1000	Allotments - plot clearance/maintenance	400		20	380	
1000	Allotments - Hedge Cutting	600			600	
1000	Allotments - unplanned e.g. asbestos removal	1,300			1,300	
1100	Conservation - Christmas tree and plants for tubs	400			400	
1100	Conservation - tree survey & Tree works	6,160			6,160	
1100	Conservation - emergency tree works	3,300			3,300	
1100	Conservation - tree planting	2,350		22	2,328	
1100	Conservation - unplanned	1,000		496	505	Fencing at 32 Worcester Way
1150	Stockbridge Meadows - path cutting and rolling	300			300	
1150	Stockbridge Meadows - Pond testing	500			500	
1150	Stockbridge Meadows - unplanned	500			500	
		17,660	-	538	17,122	
	<u>Cemeteries</u>					
2000/1	Orchard Road - electricity	200		360	(160)	
2000/1	Orchard Road - water	100	53	51	(3)	
2000/1	Orchard Road Lychgate - recoat main walls (£835) and gates (£415)	1,000			1,000	
2000/1	Orchard Road - Electrical Testing	170			170	
2000/1	Orchard Road - unplanned (eg path cleaning)	425			425	
2000/2	New Road - water	135			135	
2000/2	New Road - tree & hedge work, soil store, path edging	990			990	
2000/2	New Road - unplanned	500			500	
		3,520	53	410	3,057	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	300			300	
3000	Playground - play area maintenance, equipment repair/renewals	1,500		231	1,270	
3000	Playground - tree work/edging	800			800	
3000	Playground - unplanned	250			250	
3200	Recreation Ground - electricity	250		9	241	
3200	Recreation Ground - pest treatment	500			500	
3200	Recreation Ground - unplanned	2,500	720		1,780	Verrtidrain Rec
3400	Pavilion - cleaning	1,100		112	988	
3400	Pavilion - electricity	2,400	522		1,878	
3400	Pavilion - water	100			100	
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	1,050			1,050	
3400	Pavilion - drain clean	300			300	
3400	Pavilion - legionella assessment	330			330	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service, security alarm)	705			705	
3400	Pavilion - unplanned repairs & renewals	1,000		103	897	
		13,085	1,242	455	11,389	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials (mower fuel, spare parts, materials)	680	19		661	
4300/3	Wardens' equipment	500	5		495	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,450	381		1,069	Signwriting of van £325
4900	Parish Clock - service	200			200	
4900	Parish Clock - repairs	215			215	
5000/9	Litter picking & warden cover	6,300	446	146	5,708	
7100	Car park workshop - water	205			205	
7100	Car park workshop - electricity	2,700	183	67	2,450	

Melbourn Parish Council
 Maintenance Expenditure Tracking 2023/24
 (Actuals based on paid invoices)

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2023/24 £	Actual to date (31/03/2024) £	Committed £	Balance £	Notes
7100	Car park workshop - PAT testing	30			30	
7100	Car park - unplanned	515			515	
7200	Fire Engine House - Roof repairs	400			400	
		13,195	1,034	213	11,948	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	500			500	
9000	Rental Property - Legionella testing Roof inspection	550			550	
9000	Rental Property - unplanned	500	225		275	Jetting of Drains
9000	Rental Property - projects (drain works in carpark)	5,000			5,000	
		6,550	225	-	6,325	
	Total Maintenance (excluding grounds maintenance contracts)	54,010	2,554	1,616	49,841	

Melbourn Parish Council
Maintenance Expenditure Tracking 2023/24
(Actuals based on paid invoices)

EDGE Code	Budgeted expenditure (included in Precept)	Budget 2023/24 £	Actual to date (31/03/2024) £	Committed £	Balance £	Notes
	Grounds Maintenance Contracts					
1200	Grass cutting contract - verges/Hub etc (£622.50 x 12)	7,470		623	6,848	
1200	Grass cutting contract - extra cuts x 2	1,200			1,200	
1300	Public Open Space - maintenance (£460 per month)	5,520		460	5,060	
1300	Public Open Space - additional work (leaf/hedge works etc)	900			900	
2100	Cemeteries (£405.83 x 12) + £1,000 for extra hedge work in new contract	4,870		406	4,464	
2100	Cemeteries - extra cuts (£360 x 2)	720		406	314	
3200	Recreation Grounds (£755 per month)	9,060		755	8,305	
3200	Recreation Grounds - extra cuts (£130 x 2)	260			260	
		30,000	-	2,649	27,351	

Monthly water situation report: East Anglia

1 Summary - April 2023

Overall, April 2023 was a relatively wet month which saw 110% to 155% of the long term average rainfall across the area and rainfall totals typically being classified as normal to above normal for the time of year. The soil moisture deficit in the area was above normal for most of April, before increasing slightly to 19.4mm, which remains in the normal range for the time of year. With March 2023 having been an exceptionally wet month, river flows in April tended to drop below the levels recorded in March. Despite this drop, the majority of river flow report sites still recorded normal to notably high monthly mean flows for April. Groundwater levels generally increased over those recorded at the end of March, indicating continued aquifer recharge into April. Reservoir levels improved, or remained stable, across the area. Most reservoirs ended April with levels at or above their normal operational curves. The majority of East Anglia hydrological areas remain in drought status.

1.1 Rainfall

April 2023 was a relatively wet month with 110% to 155% of the long term average [LTA] rainfall across the area. This classified rainfall in hydrological areas as normal to notably high for the time of year. The wetter areas were generally in the north of East Anglia, with the highest area averaged total of 71mm being recorded in the North West Norfolk and Wissey hydrological area.

The exceptionally wet March and above average levels of rainfall in April have largely cancelled out the effects of the exceptionally dry February, with the 3 month and 6 month totals across the area typically being in the above normal to notably high range. The 12 month totals are classified as normal for all hydrological areas within East Anglia.

1.2 Soil moisture deficit and recharge

The April end of month soil moisture deficit [SMD] for the East Anglia area was 19.4mm. This figure is within the normal range for the time of year. The relatively low SMD values throughout April allowed for continued aquifer recharge across much of the area, with the majority of groundwater report sites showing increased groundwater levels over those recorded for March.

1.3 River flows

Due to the exceptionally wet March conditions, river levels across the area dropped at the majority of monitoring sites in April. However, the above average rainfall for April, along with favourable antecedent conditions, resulted in the majority of report sites recording normal to notably high monthly mean flows for April. Most of the sites with normal month mean flows for

April were located towards the north and east of the area, while the sites with above normal or notably high month mean flows were typically located towards the south and west of the area.

1.4 Groundwater levels

The relatively low SMD values throughout April allowed for continued aquifer recharge across much of the area, with the majority of groundwater report sites showing increased groundwater levels over those recorded for March. As of the end of April, 2 sites were classified as notably low, 1 as below normal, 6 as normal, 5 as above normal and 1 as having exceptionally high groundwater levels for the time of year. There were no April groundwater level values available for 5 groundwater sites located in the east and north east of the area.

1.5 Reservoir stocks

With above average rainfall for April, reservoir storage across the area either increased or remained approximately stable at all sites during the month. The majority of reported reservoir sites ended April with levels approximately equal to or above the normal operation curves for the time of year. Only Grafham ended April with a level below the normal operation curve.

1.6 Environmental impact

As of the end of April, only a single support pump remains on. This pump discharges to the Wilbraham River and is part of the Lodes-Granta support scheme. No other support pumps were used during April.

The Broadland, East Suffolk, Ely Ouse, North Norfolk and North West Norfolk areas remain in drought status. The Upper Bedford Ouse, Middle Level and Essex areas are in recovery status.

1.7 Forward Look

1.7.1 Probabilistic ensemble projections for river flows at key sites

For September 2023, most sites are showing an increased probability of normal or higher flows, with the exception of the Stiffkey which displays a greater likelihood for below normal or notably low flows for the forecast month.

For March 2024, most sites are showing an increased probability of normal or higher flows for the forecast month. The Stiffkey and Gipping forecasts are in line with the expected probability distribution.

1.7.2 Probabilistic ensemble projections for groundwater levels in key aquifers

For September 2023, Therfield, Redlands, Bury St. Edmunds, Newmarket and Kenninghall show a high probability for groundwater levels being normal for the forecast month. Smeetham

shows a high probability for above normal groundwater levels, whereas Bircham Newton and Washpit Farm display a high probability of below normal groundwater levels for the forecast month.

For March 2024, Therfield has a high probability of normal or higher groundwater levels. For the other forecast sites, there are no strong signals that would suggest a significantly enhanced probability of groundwater levels being either greater than or less than what would be considered normal for the time of year.

Author: Hydrology & Operations, ANG-Hydrology@environment-agency.gov.uk

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained in this report.

*[SMD]: soil moisture deficits

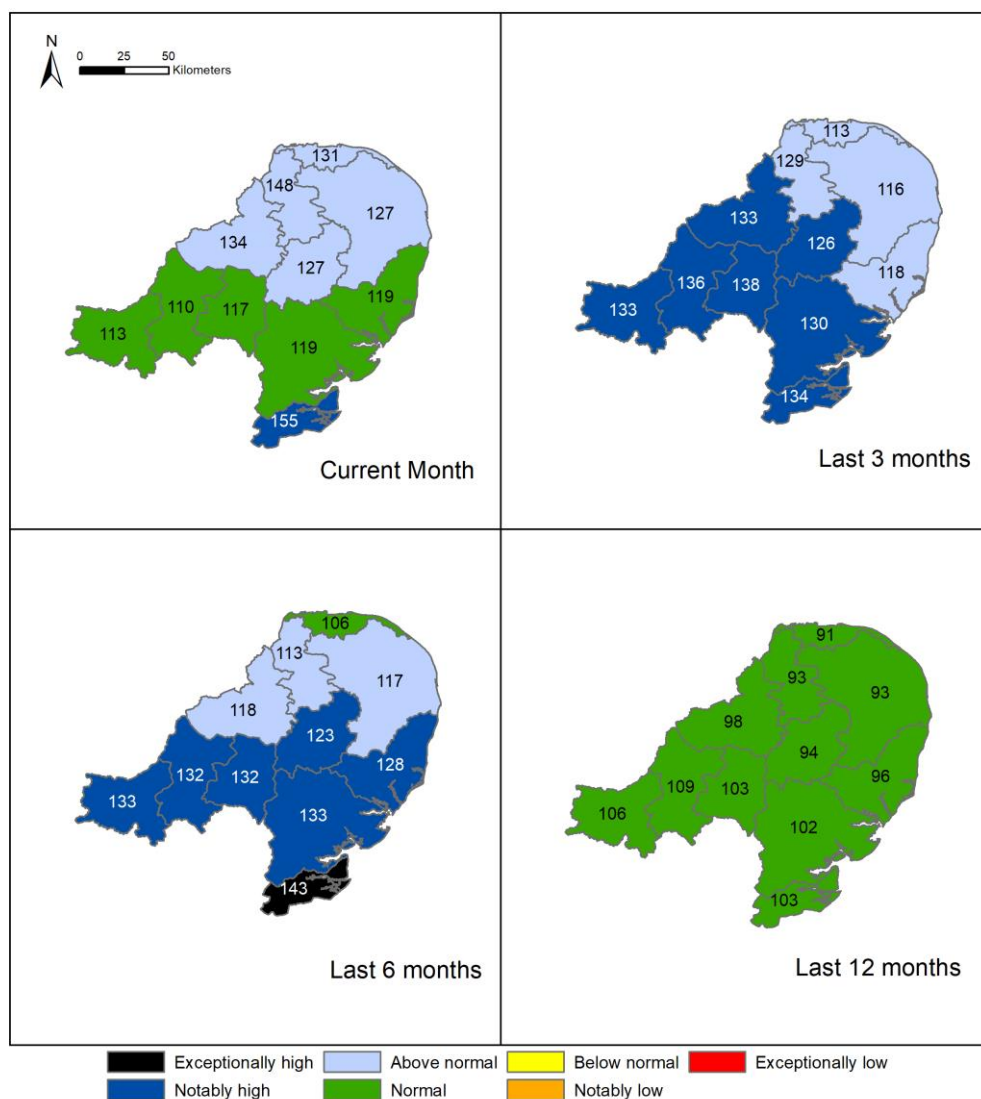
*[LTA]: long term average

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

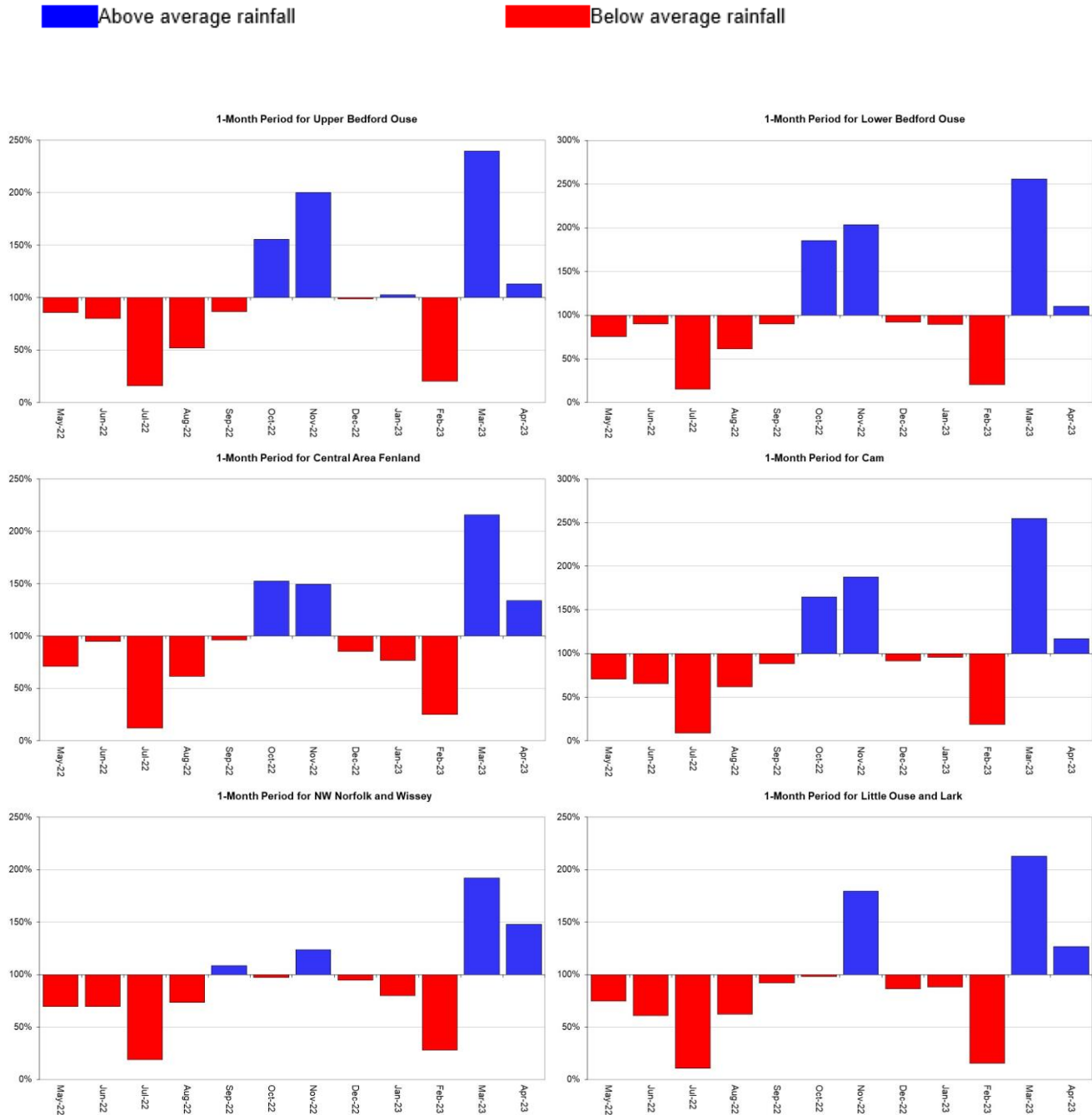
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 30 April 2023), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

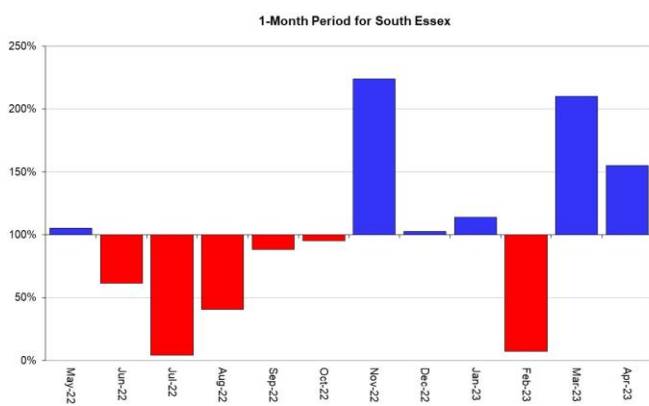
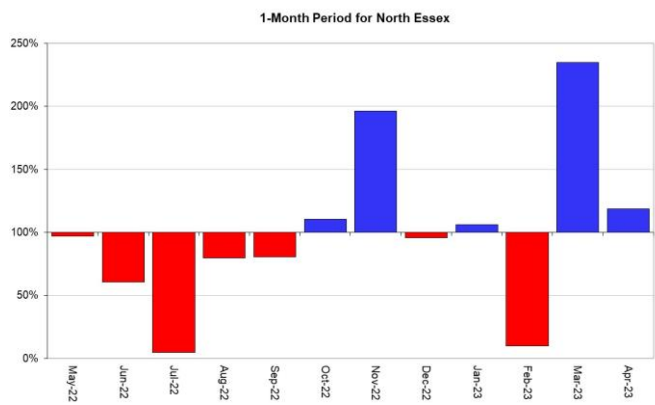
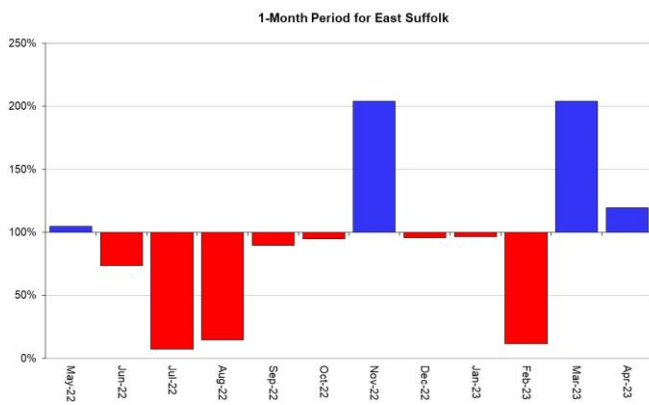
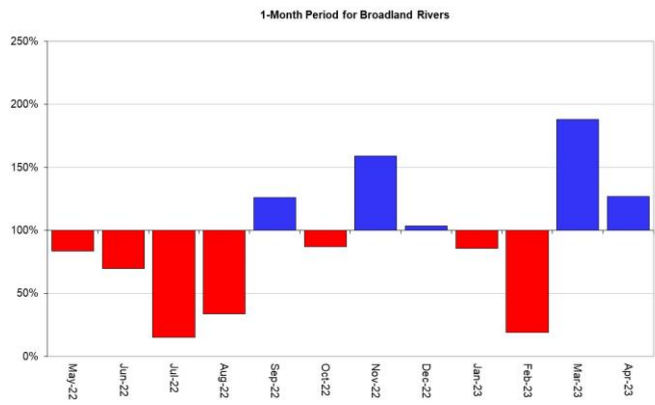
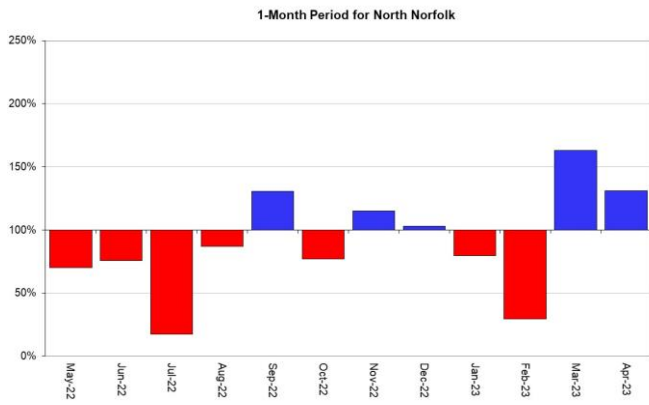


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2023). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

2.2 Rainfall charts

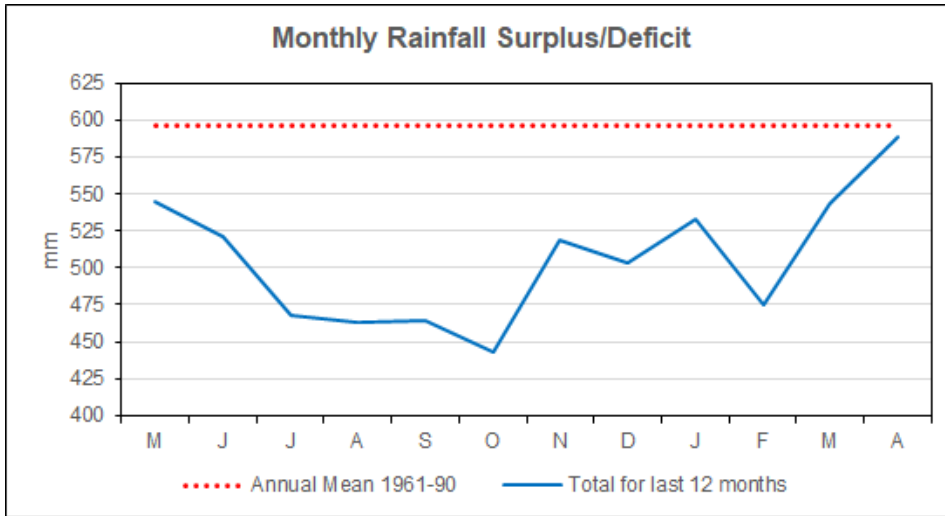
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1961 to 1990 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

2.3 Monthly Rainfall Surplus Deficit Chart

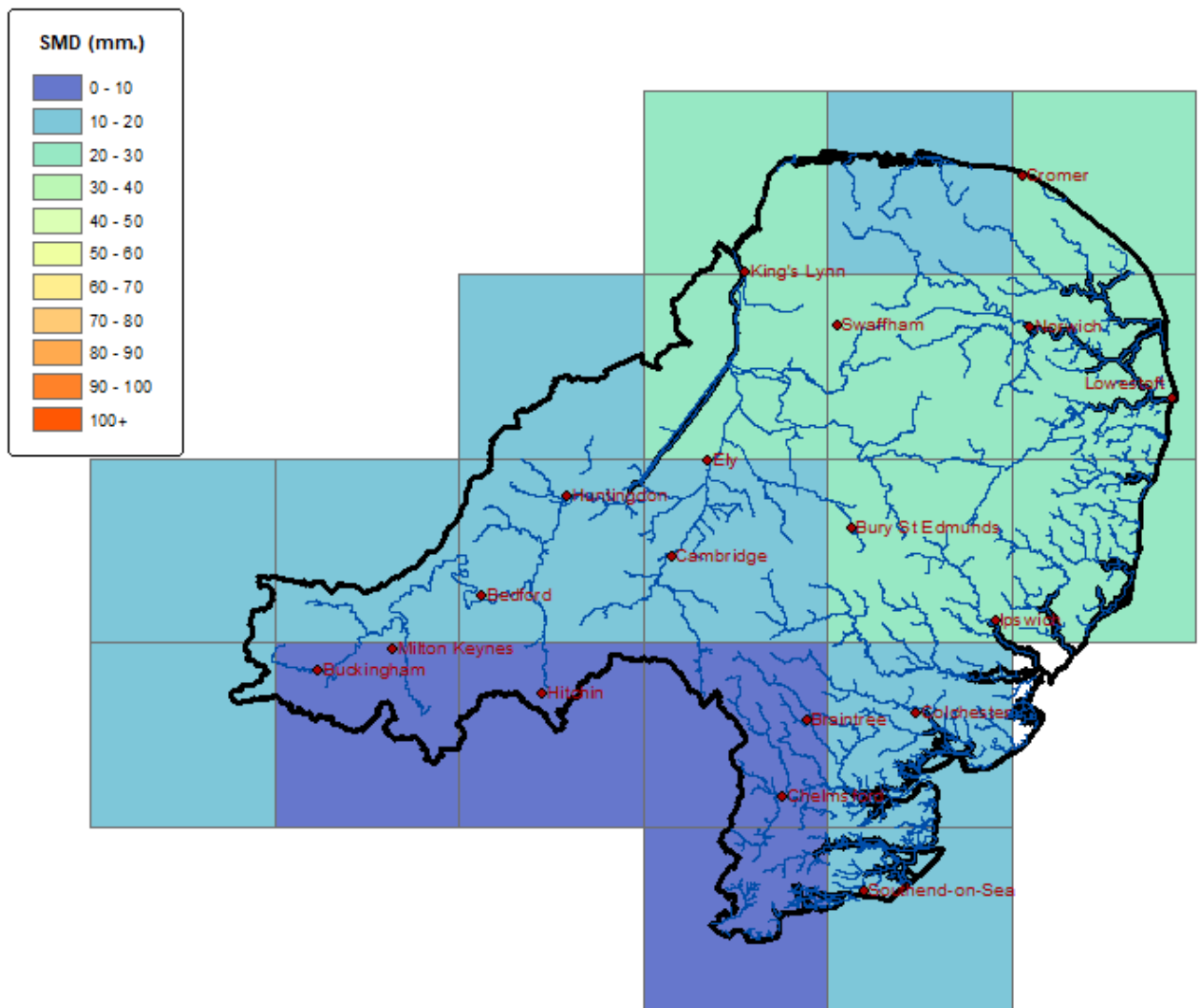


HadUK rainfall data. (Source: Met Office. Crown copyright, 2023).

3 Soil moisture deficit

3.1 Soil moisture deficit map

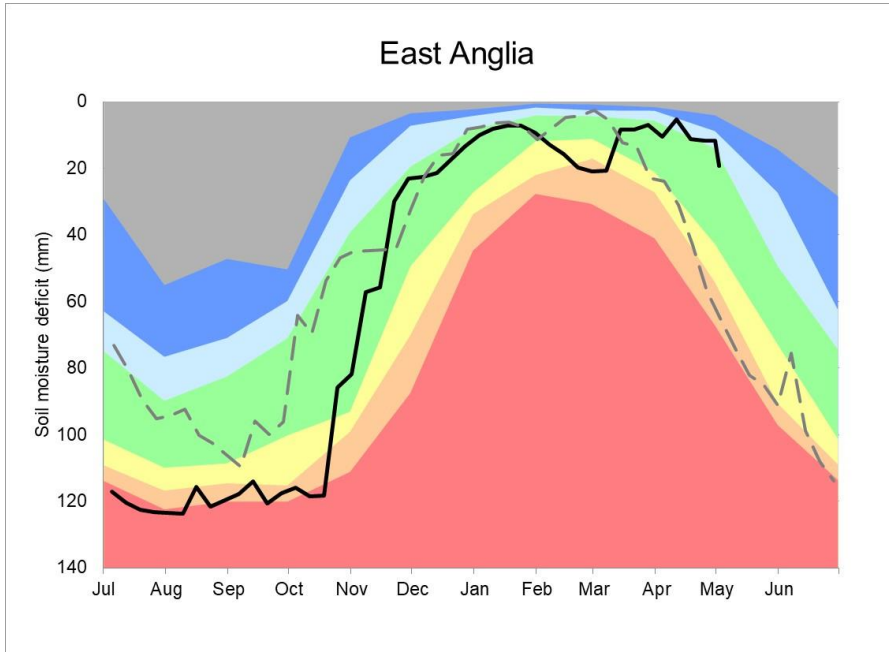
Figure 3.1: Soil moisture deficit values for 30 April 2023. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2023). All rights reserved. Environment Agency, 100024198, 2023.

3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1961 to 1990 long term data set. Weekly MORECS data for real land use.

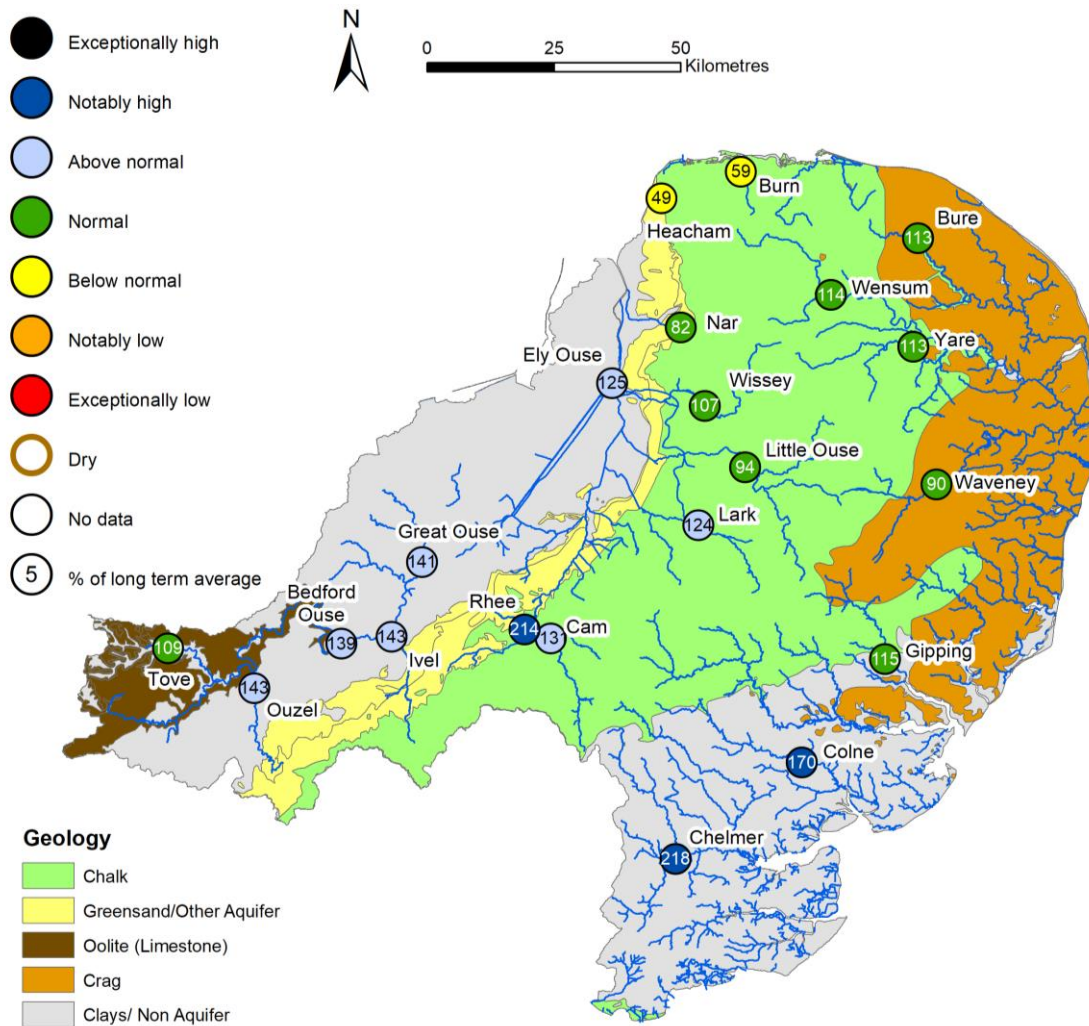


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4 River flows

4.1 River flows map

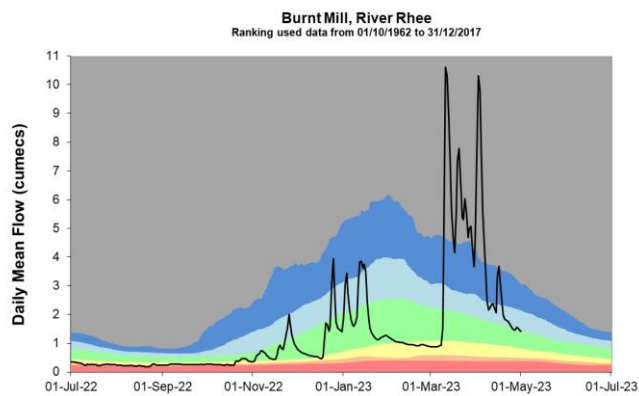
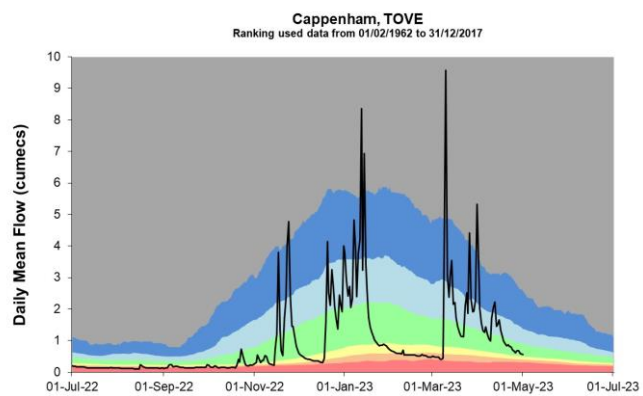
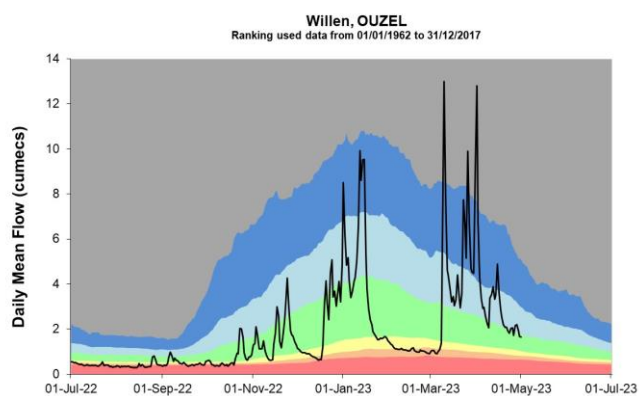
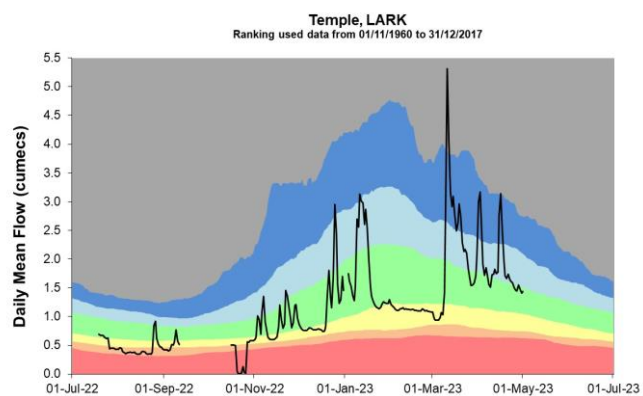
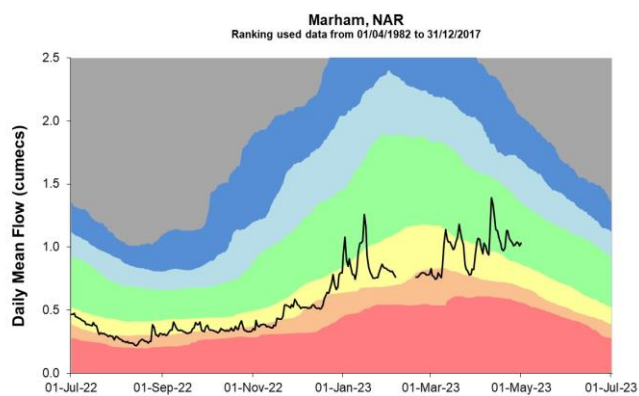
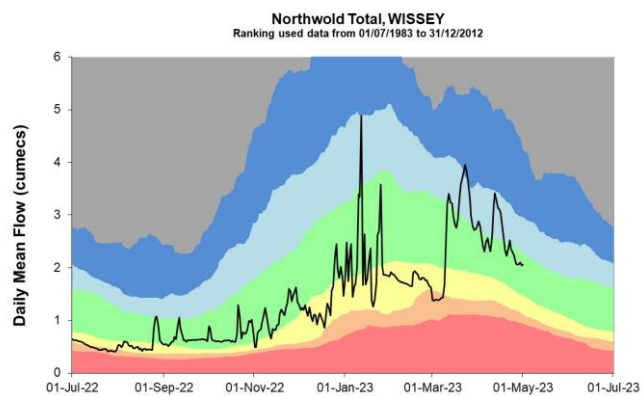
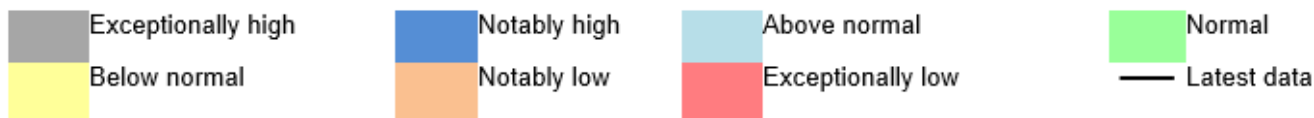
Figure 4.1: Monthly mean river flow for indicator sites for April 2023, expressed as a percentage of the respective long term average and classed relative to an analysis of historic April monthly means Table available in the appendices with detailed information.

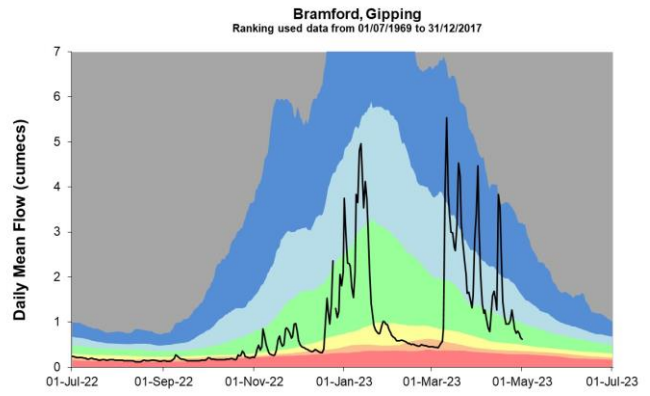
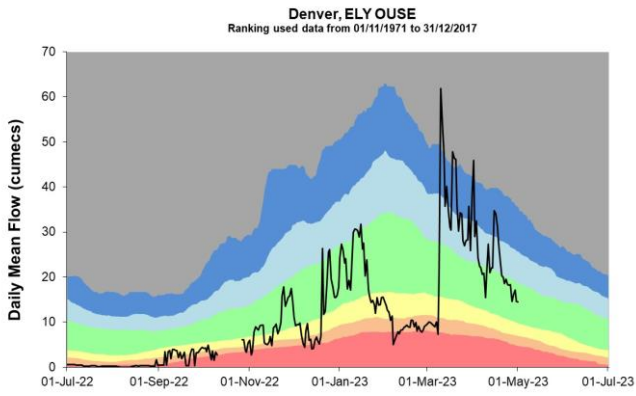
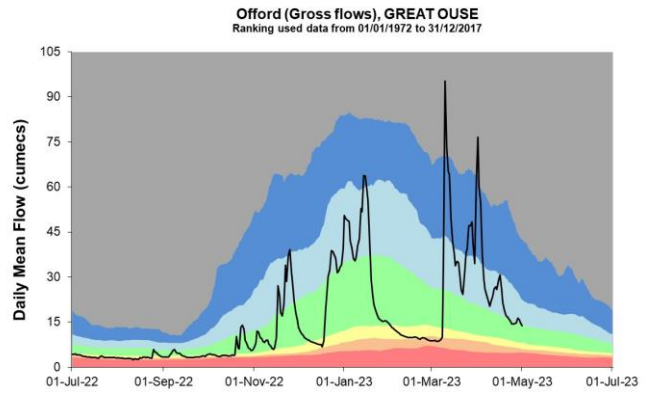
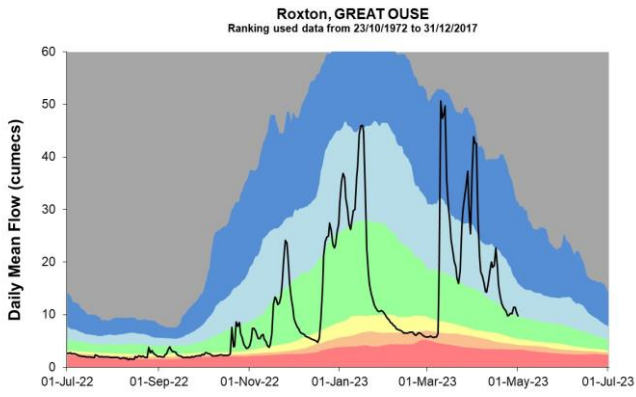
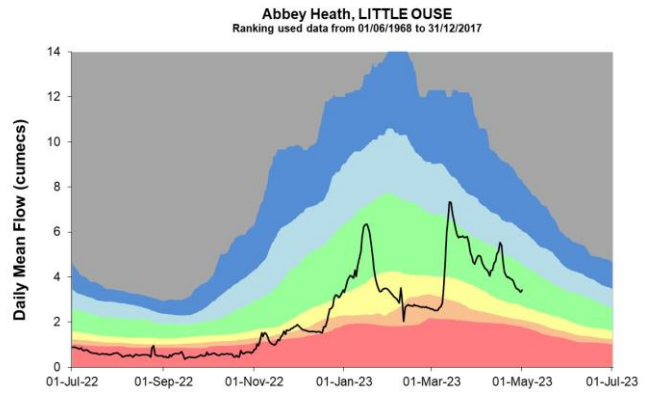
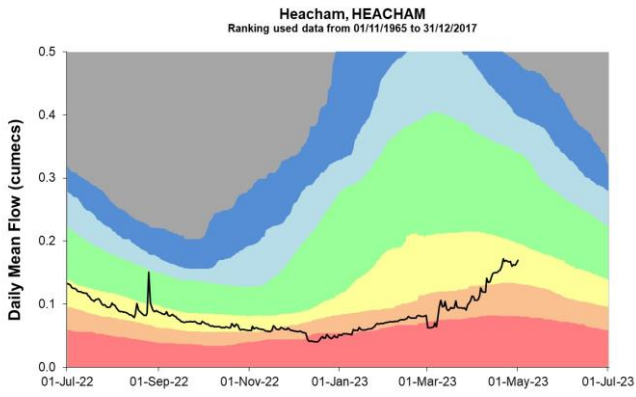
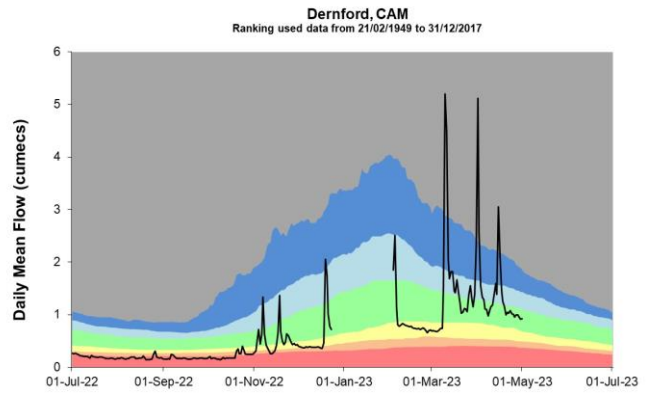
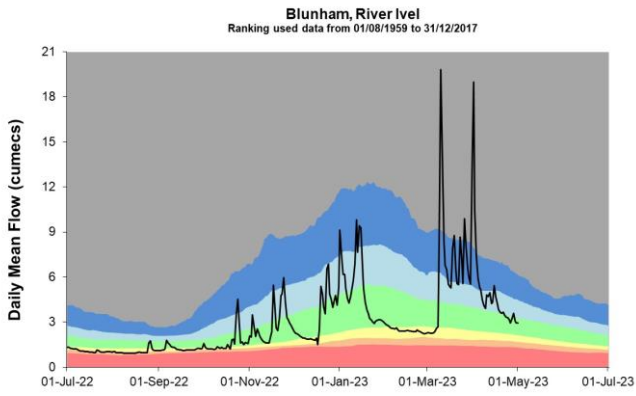


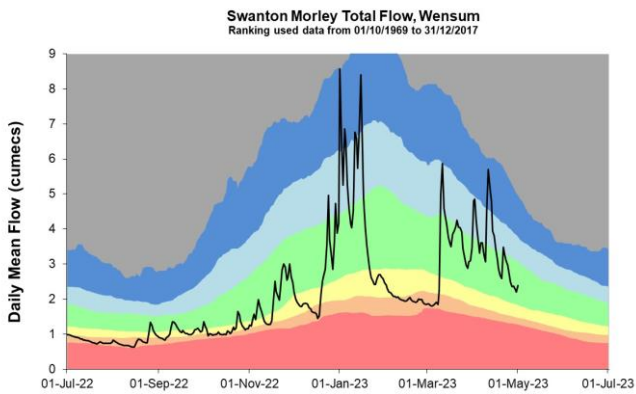
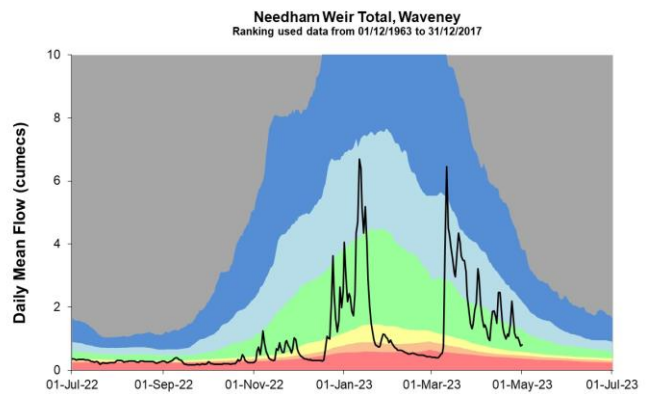
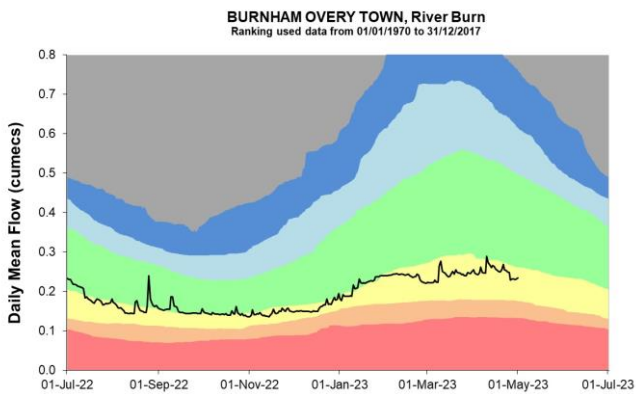
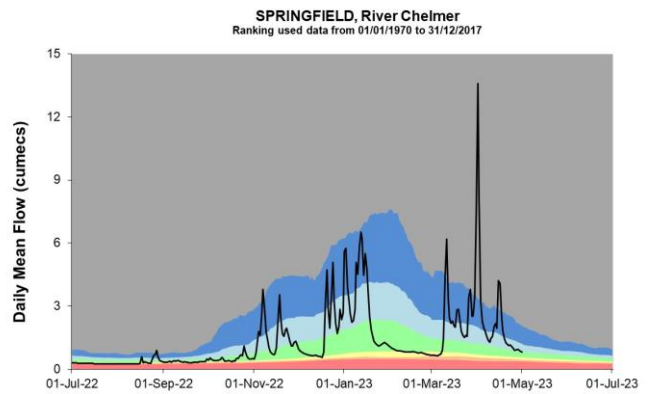
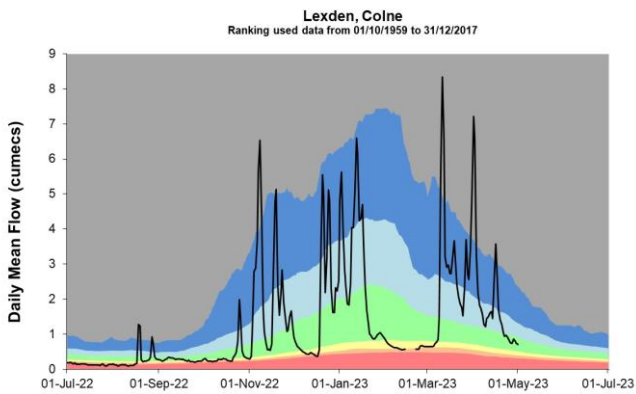
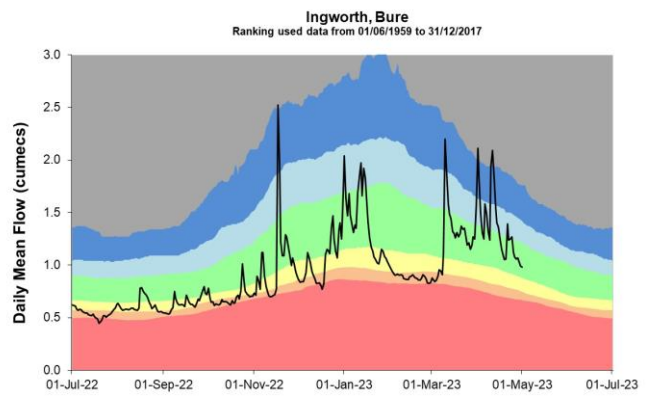
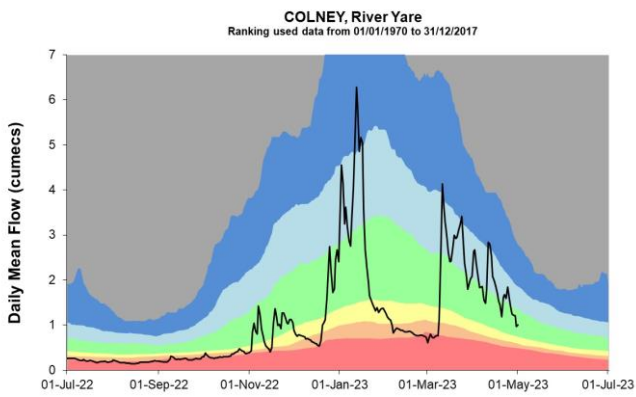
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

4.2 River flow charts

Figure 4.2: Daily mean river flow for index sites over the past year, compared to an analysis of historic daily mean flows, and long term maximum and minimum flows.





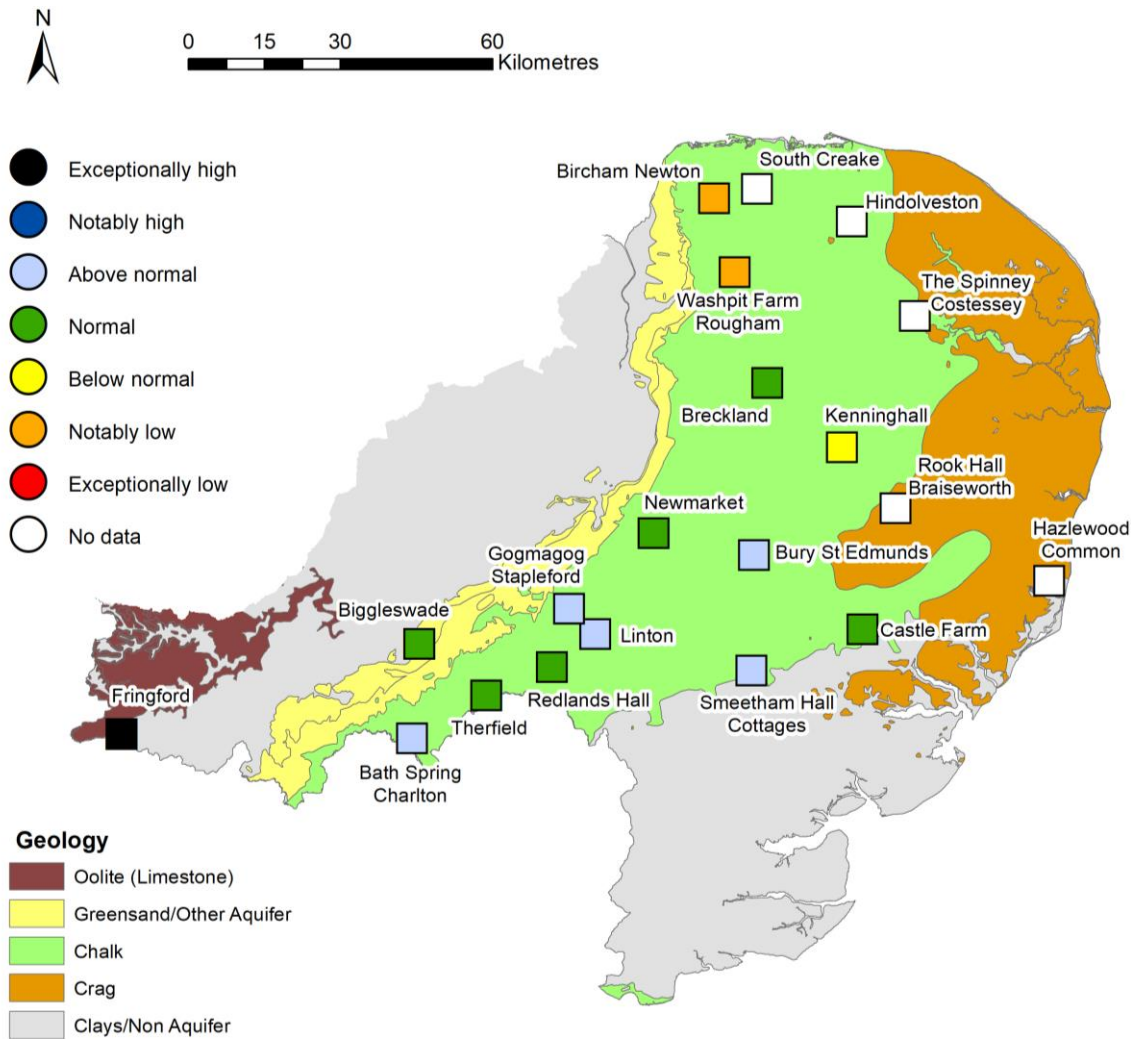


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

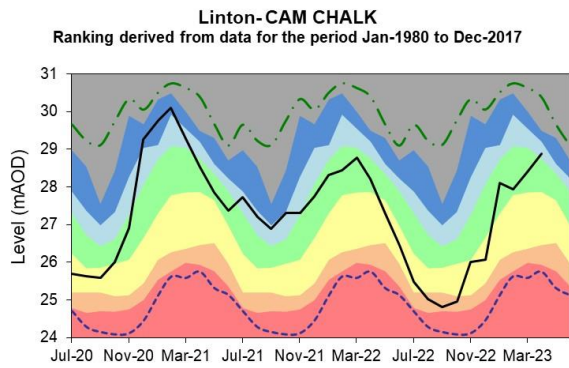
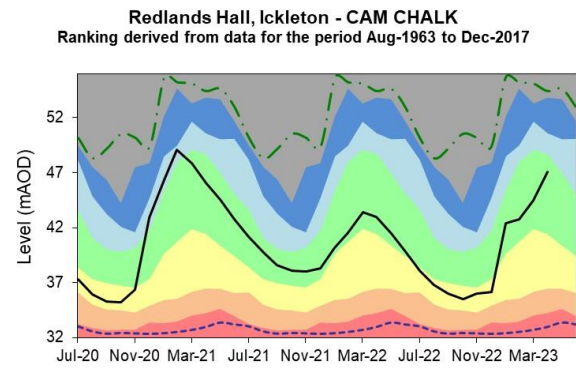
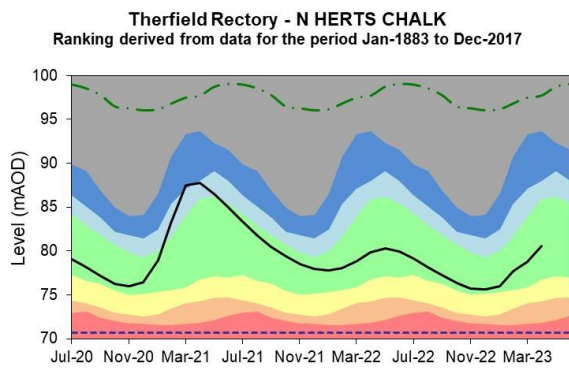
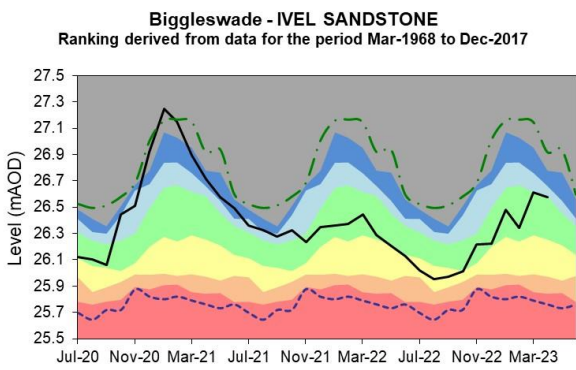
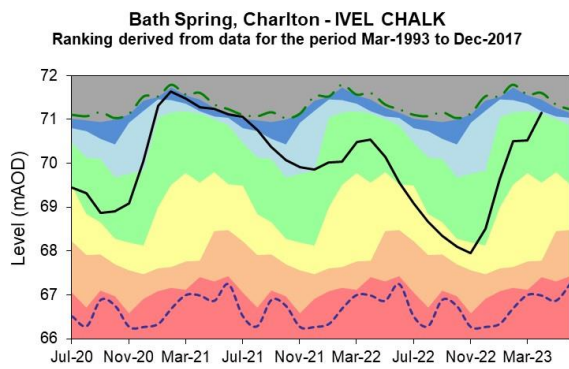
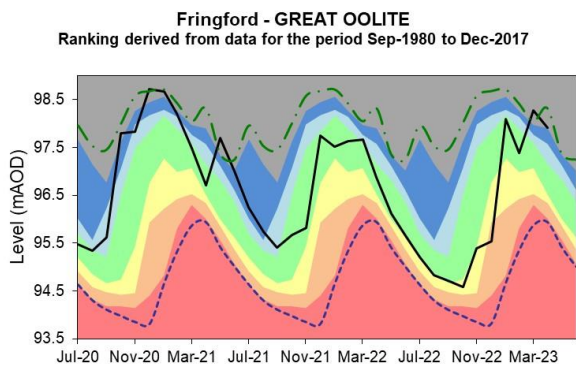
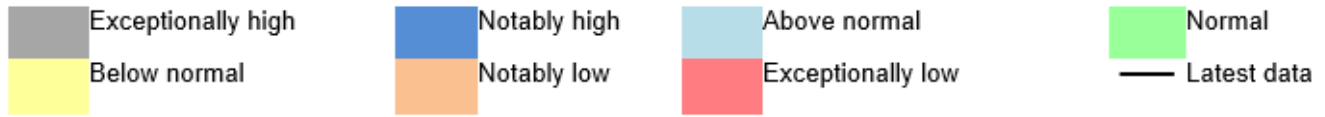
Figure 5.1: Groundwater levels for indicator sites at the end of April 2023, classed relative to an analysis of respective historic April levels. Table available in the appendices with detailed information.



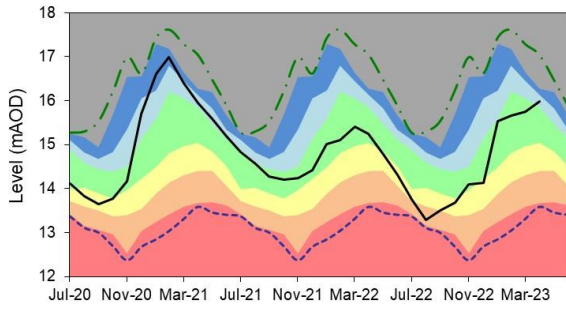
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2023.

5.2 Groundwater level charts

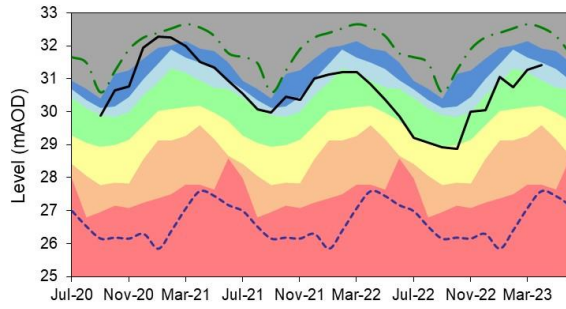
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



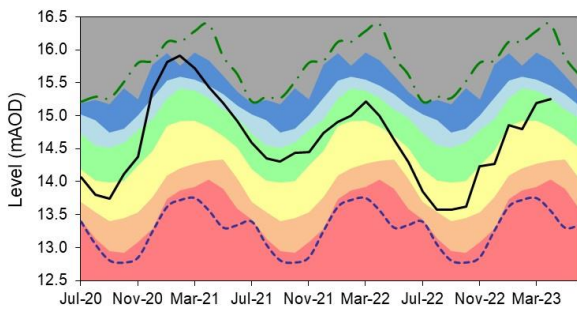
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



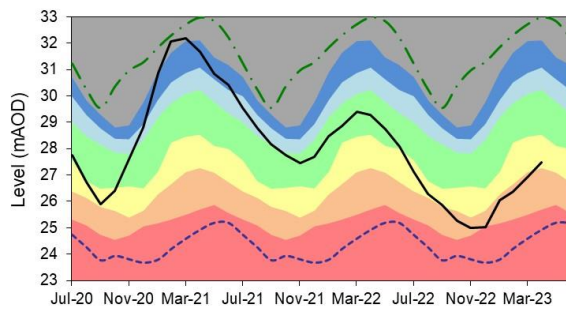
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017



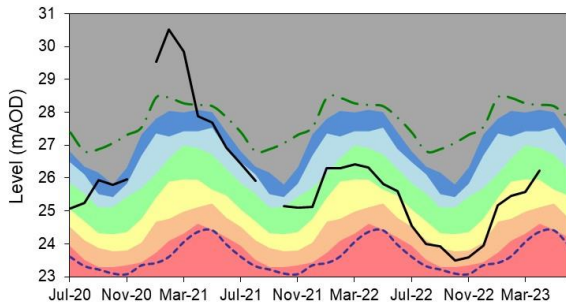
Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017



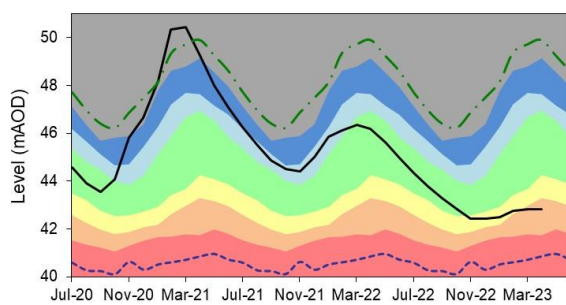
Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017



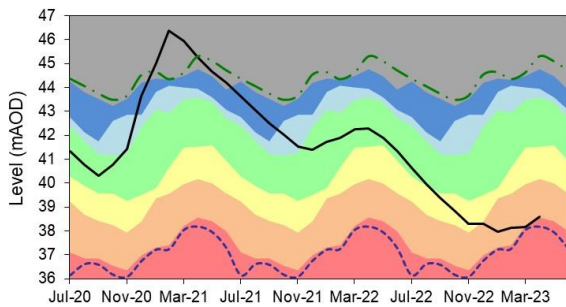
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



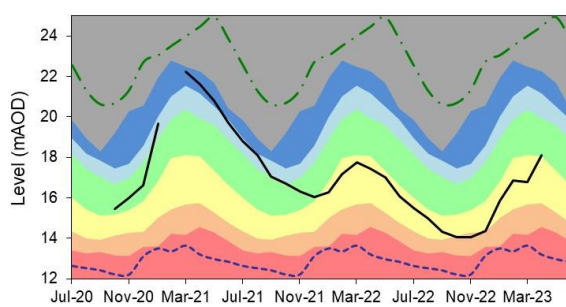
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



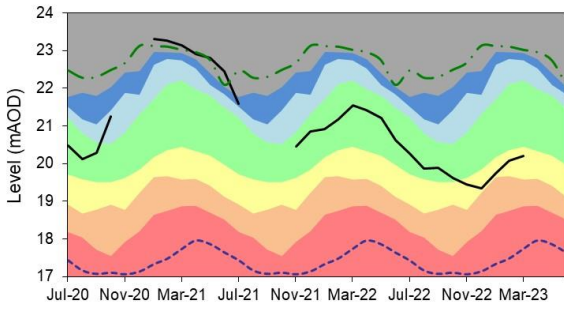
Bircham Newton-NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



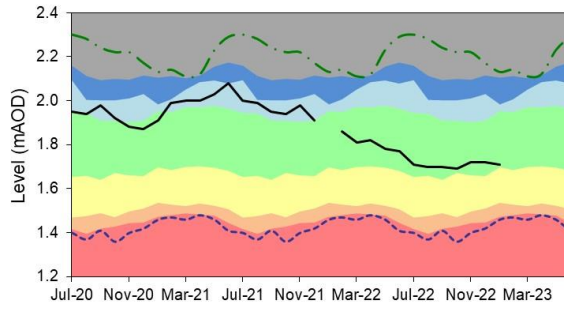
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



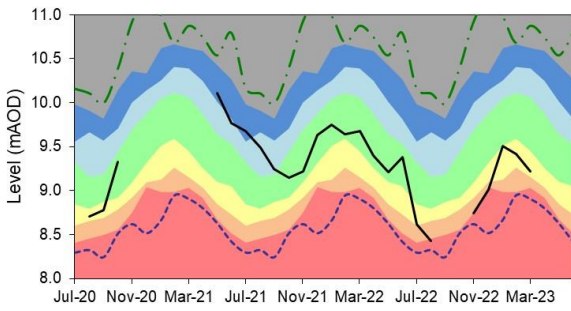
Old Primary School, South Creake, NORFOLK CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



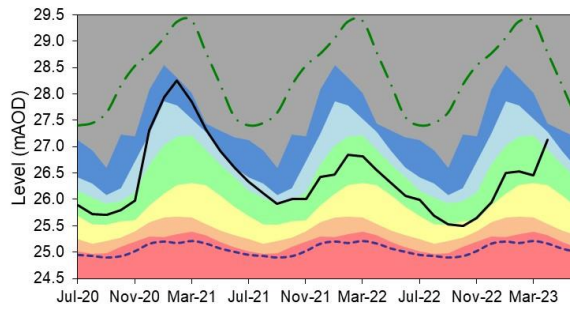
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Feb-2020



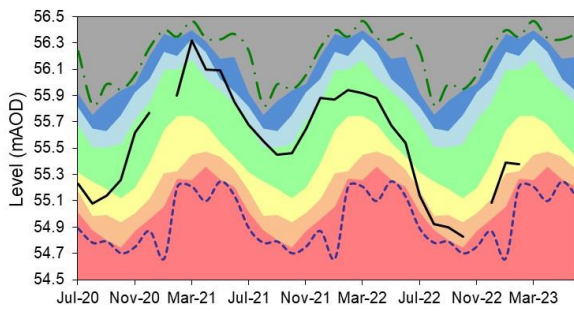
The Spinney, Costessey- WENSUM CHALK
 Ranking derived from data for the period Oct-1971 to Dec-2017



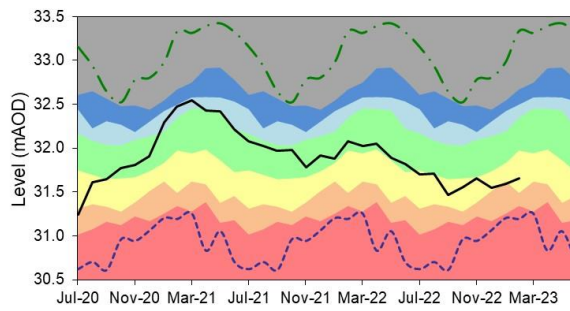
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking derived from data for the period Jan-1964 to Dec-2017



Hindolveston - NORFOLK CHALK
 Ranking derived from data for the period Sep-1984 to Nov-2017



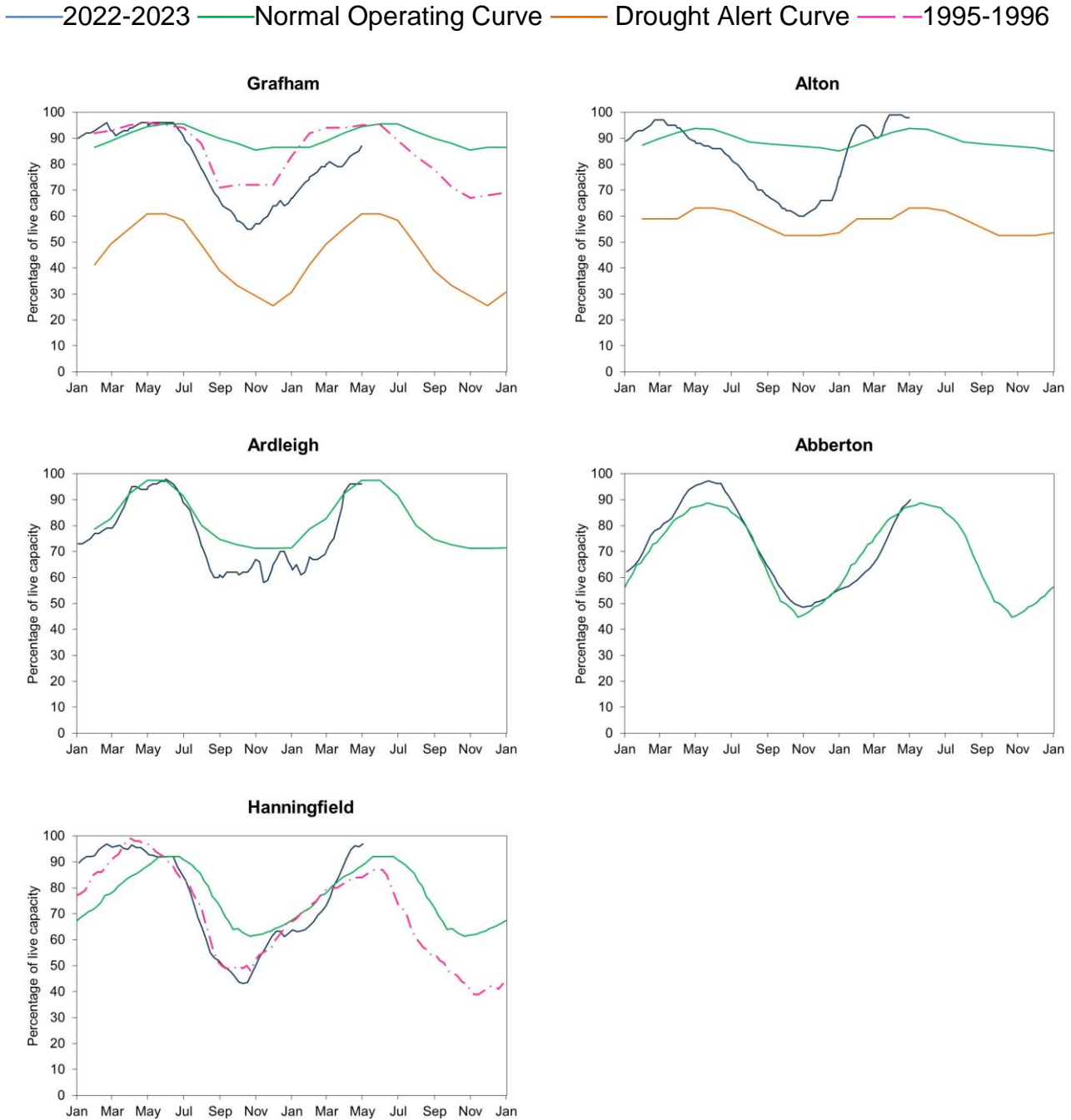
Rook Hall, Braiseworth- SUFFOLK CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2017



Source: Environment Agency, 2023.

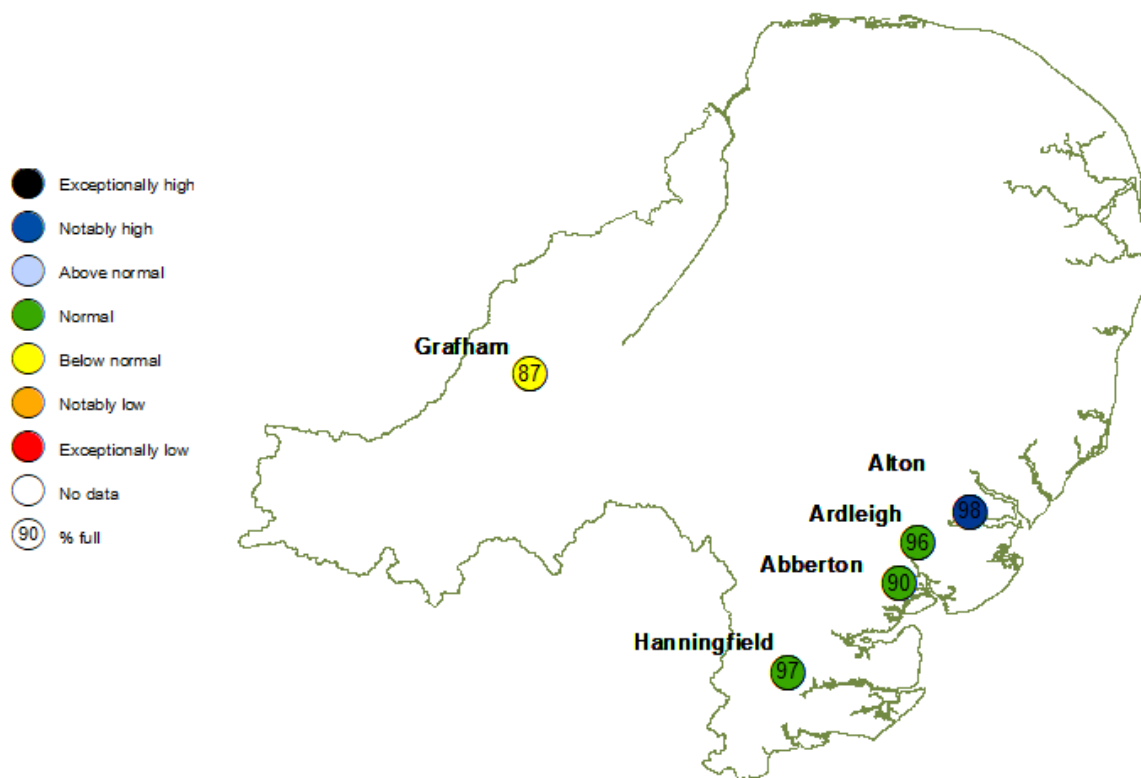
6 Reservoir stocks

Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.



(Source: water companies).

6.1 Reservoir Stocks Map

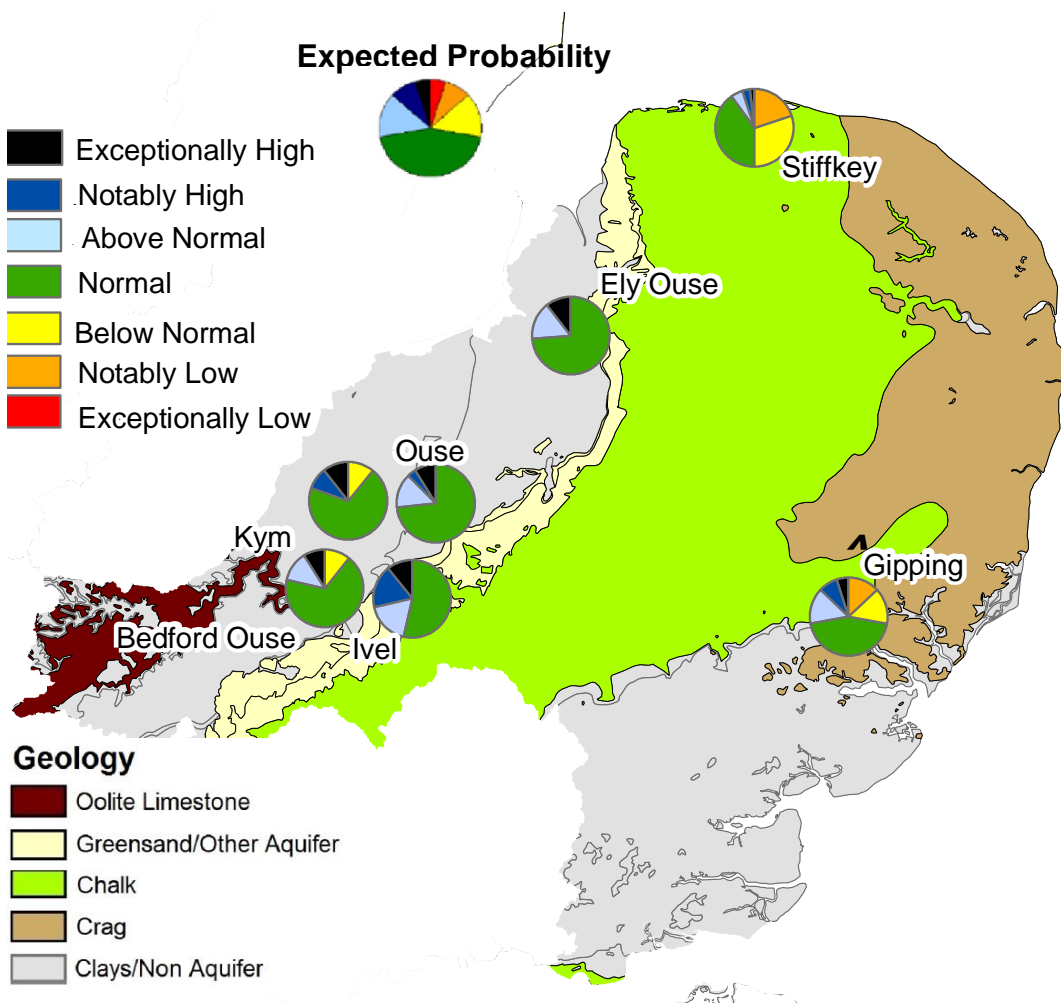


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7 Forward Look

7.1 Forward Look – Probabilistic ensemble projection of river flows at key sites in September 2023

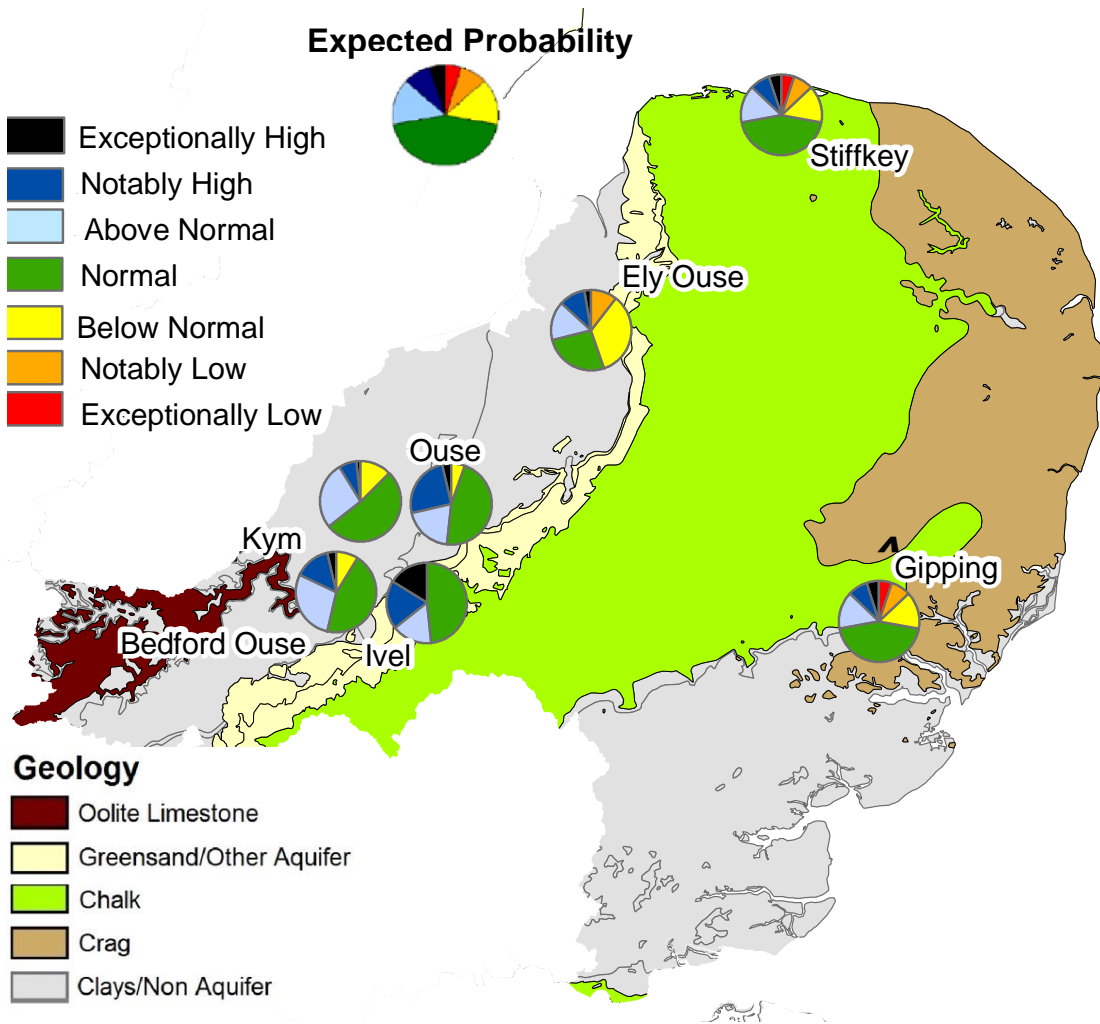
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2023.

7.2 Forward Look – Probabilistic ensemble projection of river flows at key sites in March 2024

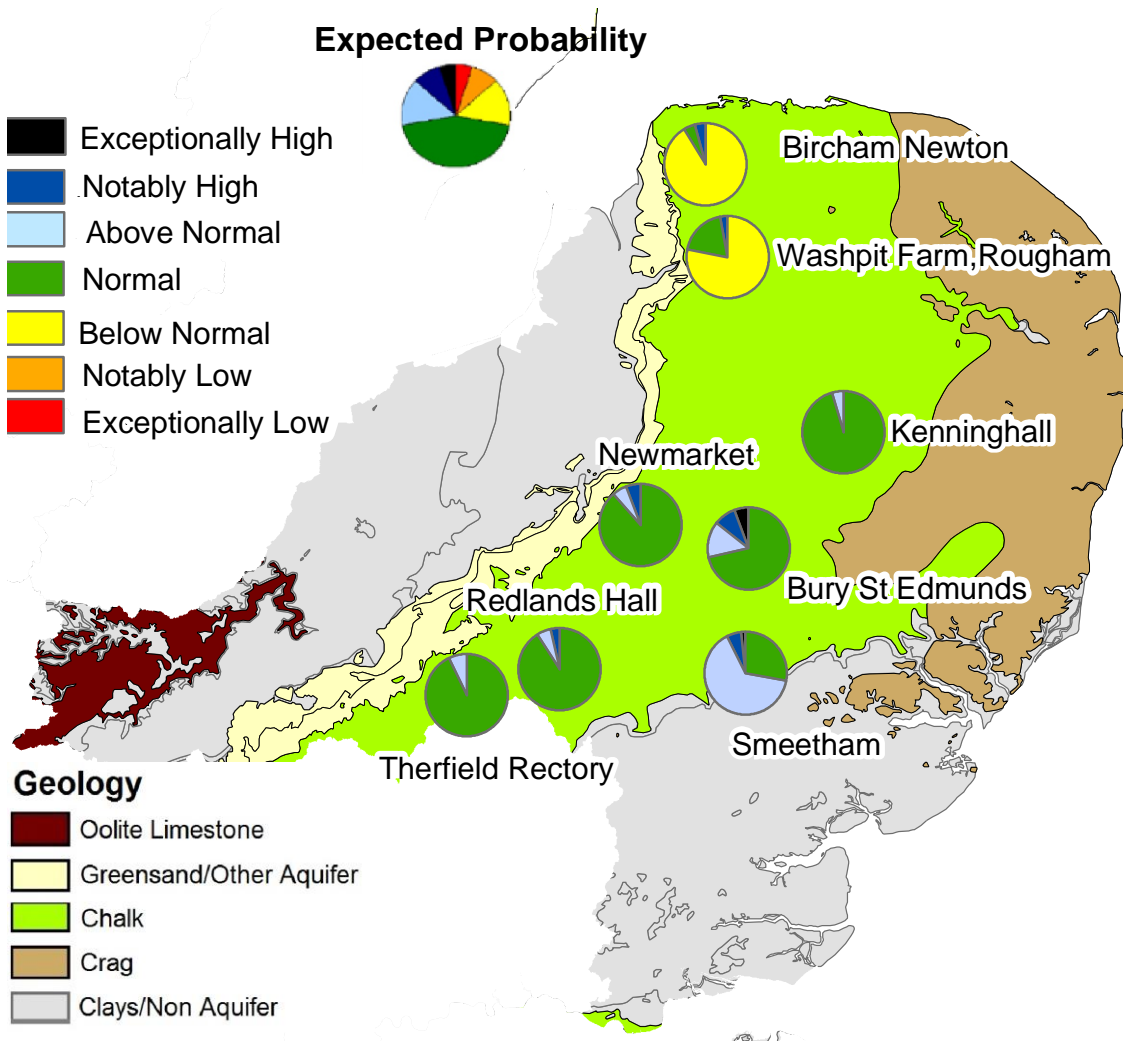
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2023

7.3 Forward Look – Probabilistic ensemble projection of groundwater levels at key sites in September 2023

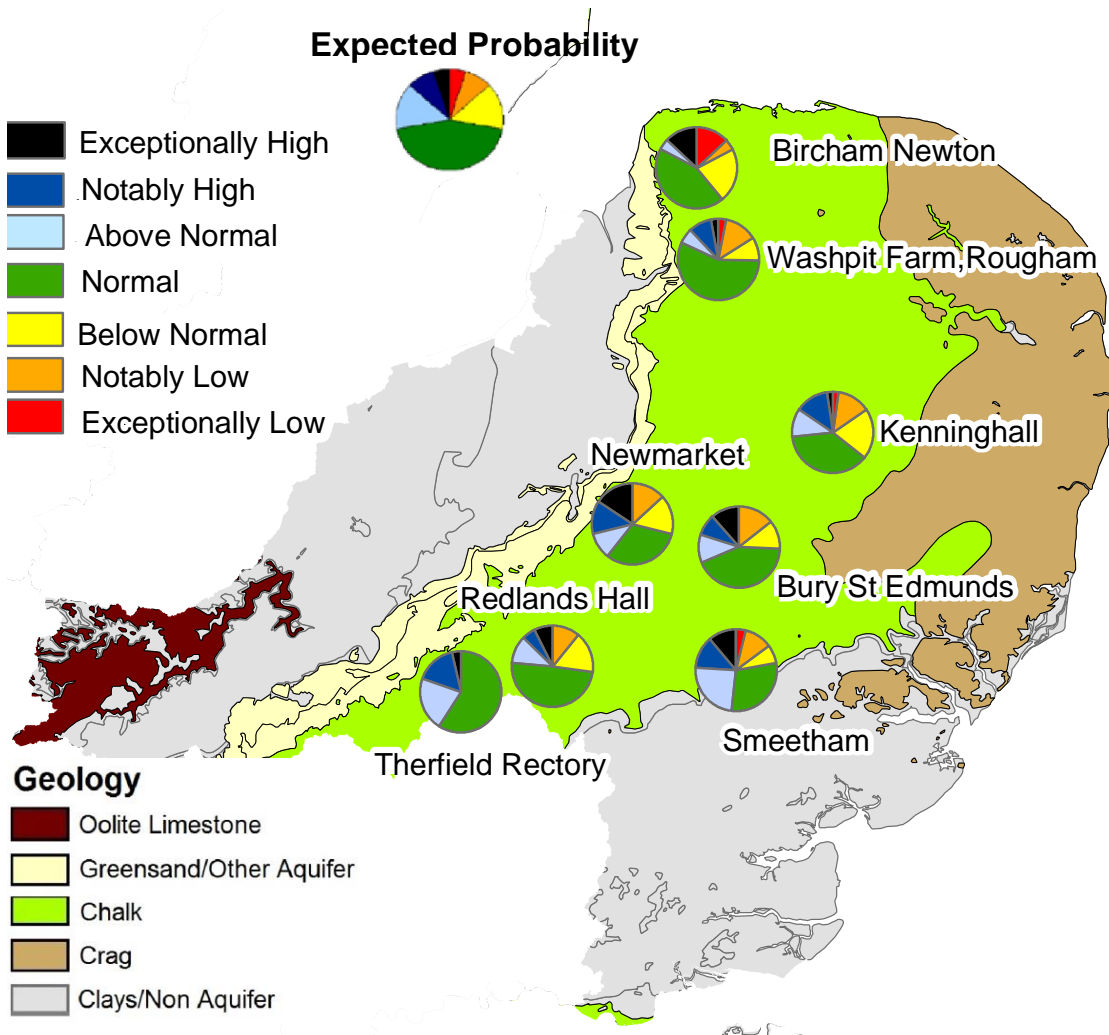
Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2023

7.4 Forward Look – Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2023

8 Glossary

8.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).

Artesian

The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.

Artesian borehole

Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.

Cumecs

Cubic metres per second (m^3s^{-1}).

Effective rainfall

The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).

Flood alert and flood warning

Three levels of warnings may be issued by the Environment Agency. Flood alerts indicate flooding is possible. Flood warnings indicate flooding is expected. Severe flood warnings indicate severe flooding.

Groundwater

The water found in an aquifer.

Long term average (LTA)

The arithmetic mean calculated from the historic record, usually based on the period 1961 to 1990. However, the period used may vary by parameter being reported on (see figure captions for details).

mAOD

Metres above ordnance datum (mean sea level at Newlyn Cornwall).

MORECS

Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 by 40 km grid.

Naturalised flow

River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.

NCIC

National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.

Recharge

The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (for example, storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.

Soil moisture deficit (SMD)

The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

8.2 Categories

Exceptionally high

Value likely to fall within this band 5% of the time.

Notably high

Value likely to fall within this band 8% of the time.

Above normal

Value likely to fall within this band 15% of the time.

Normal

Value likely to fall within this band 44% of the time.

Below normal

Value likely to fall within this band 15% of the time.

Notably low

Value likely to fall within this band 8% of the time.

Exceptionally low

Value likely to fall within this band 5% of the time.

9 Appendices

9.1 Rainfall table

Hydrological area	Apr 2023 rainfall % of long term average 1961 to 1990	Apr 2023 band	Feb 2023 to April cumulative band	Nov 2022 to April cumulative band	May 2022 to April cumulative band
Broadland Rivers	127	Above Normal	Above normal	Above normal	Normal
Cam	117	Normal	Notably high	Notably high	Normal
Central Area Fenland	134	Above Normal	Notably high	Above normal	Normal
East Suffolk	120	Normal	Above normal	Notably high	Normal
Little Ouse And Lark	127	Above Normal	Notably high	Notably high	Normal
Lower Bedford Ouse	110	Normal	Notably high	Notably high	Normal
North Essex	119	Normal	Notably high	Notably high	Normal
North Norfolk	131	Above Normal	Above normal	Normal	Normal
Nw Norfolk And Wissey	148	Above Normal	Above normal	Above normal	Normal
South Essex	155	Notably High	Notably high	Exceptionally high	Normal

Upper Bedford Ouse	113	Normal	Notably high	Notably high	Normal
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9.2 River flows table

Site name	River	Catchment	Apr 2023 band	Mar 2023 band
Abbey Heath	Little Ouse	Little Ouse	Normal	Normal
Blunham	Ivel	Ivel	Above normal	Notably high
Bramford	Gipping	Gipping	Normal	Above normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Notably high	Exceptionally high
Cappenham	Tove	Tove	Normal	Above normal
Colney	Yare	Yare	Normal	Normal
Denver	Ely Ouse	Cutoff and Renew Channel	Above normal	Above normal
Dernford	Cam	Cam	Above normal	Normal
Heacham	Heacham	Heacham	Below normal	Notably low
Ingworth	Bure	Bure	Normal	Normal
Lexden	Colne	Colne Essex	Notably high	Notably high
Marham	Nar	Nar	Normal	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Normal	Normal

Northwold Total	Wissey	Wissey	Normal	Normal
Offord (gross Flows)	Great Ouse	Ouse Beds	Above normal	Notably high
Roxton	Great Ouse	Ivel	Above normal	Above normal
Springfield	Chelmer	Chelmer Upper	Notably high	Notably high
Swanton Morley Total	Wensum	Wensum	Normal	Normal
Temple	Lark	Lark	Above normal	Above normal
Willen	Ouzel	Ouzel	Above normal	Above normal

9.3 Groundwater table

Site name	Aquifer	End of Apr 2023 band	End of Mar 2023 band
Bath Spring, Charlton	Upper Ivel Chalk	Above normal	Normal
Biggleswade	Ivel Woburn Sands	Normal	Above normal
Bircham Newton	North West Norfolk Chalk	Notably low	Exceptionally low
Breckland	Wissey Chalk	Normal	Below normal
Bury St Edmunds	Upper Lark Chalk	Above normal	Above normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Below normal
Gog Magog, Stapleford	Cam Chalk	Above normal	Normal
Hazlewood Common	East Suffolk Crag	No Data	Normal
Hindolveston	Norfolk Chalk	Below normal	No Data
Kenninghall	Little Ouse Chalk	Below normal	Notably low
Linton	Cam Chalk	Above normal	Normal
Newmarket	Snail Chalk	Normal	Normal

Old Primary School, South Creake	North Norfolk Chalk	No Data	Below normal
Redlands Hall, Ickleton	Cam Chalk	Normal	Normal
Rook Hall, Braiseworth	East Suffolk Chalk	No Data	No Data
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Above normal	Normal
The Spinney, Costessey	Wensum Chalk	No Data	Below normal
Washpit Farm, Rougham	North West Norfolk Chalk	Notably low	Notably low
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Exceptionally high	Exceptionally high

9.4 Ensemble Projections Tables

9.4.1 Probabilistic ensemble projection of river flows at key sites in September 2023

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	0.0	0.0	0.0	0.0	0	0
Notably Low	0.0	0.0	0.0	0.0	0.0	20	12
Below Normal	10.7	10.7	0.0	0.0	0.0	30	15
Normal	67.9	69.6	53.6	73.2	73.7	40	45
Above Normal	12.5	0.0	17.9	14.3	15.8	5	15
Notably High	0.0	8.9	17.9	3.6	0.0	3	8
Exceptionally High	8.9	10.7	10.7	8.9	10.5	2	5

9.4.2 Probabilistic ensemble projection of river flows at key sites in March 2024

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse	Stiffkey	Gipping
Exceptionally Low	0.0	0.0	0.0	0.0	0.0	5	5
Notably Low	0.0	0.0	0.0	0.0	10.5	8	8
Below Normal	8.9	12.5	0.0	5.4	34.2	15	15
Normal	44.6	51.8	48.2	46.4	26.3	44	44
Above Normal	28.6	26.8	16.1	19.6	15.8	15	15
Notably High	14.3	7.1	19.6	25.0	10.5	8	8
Exceptionally High	3.6	1.8	16.1	3.6	2.6	5	5

9.4.3 Probabilistic ensemble projection of groundwater levels at key sites in September 2023

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
Below normal	0.0	0.0	0.0	60	91.3	0.0	0.0	0.0
Normal	92.9	90.9	88.6	37	4.3	95.6	71.4	27.8
Above normal	7.1	5.5	5.7	3	0.0	4.4	14.3	64.8
Notably high	0.0	3.6	5.7	0	4.3	0.0	8.6	5.6
Exceptionally high	0.0	0.0	0.0	0	0.0	0.0	5.7	1.9

9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2024

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Washpit Farm	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	3	13.0	2.2	0.0	3.7
Notably low	0.0	10.9	13.2	15	4.3	13.3	14.3	11.1
Below normal	0.0	16.4	15.8	7	21.7	20.0	11.4	7.4
Normal	58.9	49.1	31.6	60	43.5	37.8	42.9	29.6
Above normal	21.4	10.9	10.5	8	4.3	11.1	11.4	24.1
Notably high	16.1	5.5	13.2	5	0.0	13.3	8.6	13.0
Exceptionally high	3.6	7.3	15.8	2	13.0	2.2	11.4	11.1

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	17/4/23 SFD	24/4/23 SFD	2/5/23 SFD	9/5/23 SFD	
Village Car Park	17/4/23 SFD	24/4/23 SFD	2/5/23 SFD	9/5/23 SFD	
War Memorial	17/4/23 SFD	24/4/23 SFD	2/5/23 SFD	9/5/23 SFD	
Littlehands and Access Way	17/4/23 SFD	27/4/23 MR	2/5/23 SFD	9/5/23 SFD	
New Rec. Ground	17/4/23 SFD	27/4/23 MR	2/5/23 SFD	9/5/23 SFD	
Clear Cres. Play Park	17/4/23 SFD	27/4/23 MR	2/5/23 SFD	9/5/23 SFD	
Orchard Road Cemetery	17/4/23 SFD	24/4/23 SFD	2/5/23 SFD	9/5/23 SFD	
New Road C/metry	17/4/23 SFD	24/4/23 SFD	2/5/23 SFD	9/5/23 SFD	
Old Recreation Ground	17/4/23 SFD		2/5/23 SFD		
Pavilion	17/4/23 SFD		2/5/23 SFD		
Stockbridge M.	19/4/23 SFD		2/5/23 MR		
Worcester Way	19/4/23 MR		2/5/23		
BMX Site (Summer & only if open)			2/5/23 SFD		

Ⓢ

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	17/4/23 <i>SD</i>		21/5 <i>M</i>	
All Saints' C/Yard	17/4/23 <i>SD</i>		21/5/23 <i>SD</i>	
Jubilee Orchard	20/4/23 <i>SD</i>		21/5 <i>M</i>	
Fire Engine Shed				—
Armingford Cres.				4/5/23 <i>SD</i>
Beechwood Avenue		25/4/23 <i>SD</i>		
Chalkhill Barrow		28/4 <i>M</i>		
Elm Way		28/4 <i>M</i>		
Millennium Copse		28/4 <i>M</i>		

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
13/05/2022	Allotments	An allotment holder reported that youths have been hanging out at far end of allotments. Reportedly smoking cannabis	Resident			SM to inform allotment holders about coffee with a cop and to remind holders to report anything of concern to Parish Office.
18/05/2022	New Rec	Bin damaged by fire	GC			Reported to maintenance.
18/05/2022	Track Behind allotments	Cars behind allotment late at night reportedly drug dealing	GC			SM to report on 101 online
22/06/2022	Near Orchard Road Surgery	Trampoline fly tipped outside Orchard Road Surgery	CL			Reported to SCDC. Surgery had no CCTV of the incident
12/07/2022	Bus shelter on car park	Graffiti on newly painted bus shelter	Resident			Wardens to repaint and monitor
13/07/2022	Young people reported hanging around entrance to Orchard Road cemetery		Various			Reported to police who will monitor. Also to investigate security light
21/07/2022	Orchard Road cemetery	Young people in cemetery smoking weed	Various			One resident reported feeling intimidated when visiting his son's grave. Another resident reported young men hanging around smoking weed inside the cemetery.
27/07/2022	Container on the New Rec	Reports of young people climbing on the container. Apparently banging an old goal post against the container - very noisy.	Various residents			Discussed with wardens - consider applying anti climb paint. Metal pole has been removed
15/08/2022	PC Lynch called in to the office. Nothing major to report.	CL requested further coffee with cop. To be arranged.				
24/08/2022	Millennium Copse	chess board on table covered in red paint and seems that someone has tried to sand off the chess board.	GC			Wardens to investigate to see how it can be repaired. Some sort of chalk had been used to colour the board. Wardens wiped away
15/09/2020	New Rec (Little Hands end)	Contractor reported tyre marks on Rec from motorbike. Evidence of wheel spins near Little Hands. Hard to identify where the motor bike gained access.	JW			SM to find out if anyone witnessed the incident
12/10/2022	Car park	Police came into the Parish Office to look at CCTV of an incident in the car park.	CL			CL went through footage with Police but incident was not found.
13/10/2022	Footpath to Meldreth Station (from Station Road to underpass)	Drug paraphernalia discarded on footpath	Litterpicker			Items have been cleared. CL has emailed PC Lynch with details.
19/10/2022	Bus shelter on car park	Graffiti drawn with marker pen in bus shelter	SM			Wardens to remove graffiti.
14/11/2022	l/h side of pavilion	Graffiti on brick work	Resident			Wardens to remove graffiti.
02/12/2022	Outside hedge of 27 Palmers Way	Child's car seat fly tipped	Resident			SM reported to SCDC
07/12/2022	Little Lane	Window of a residential property smashed by a group of young people	Resident			Resident of property has reported incident to police and wanted to make PC aware in case it happens/has happened to other residents.
14/12/2022	New Rec	Damage to Jubilee Orchard sign	Resident			Wardens have repaired.
30/12/2022	Footpath rear of allotments on The Moor	Windscreen and tyre	Litterpicker			Reported to SCDC fly tipping team
30/12/2022	Verge opposite track to Black Peak	Various items fly tipped	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Ogden Close	Exhaust pipe left on footpath	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Medcalfe Way	Painting discarded on footpath	Litterpicker			Reported to SCDC fly tipping team
03/01/2023	Russett Way	Carpet fly tipped outside garages	Litterpicker			Reported to SCDC fly tipping team
25/01/2023	Workshop on the car park	Ketchup and mud smeared over the wall	Warden			Warden cleaned the wall.
26/01/2023	Haggers Close and Medcalfe Way	Fly tipping: Building material, burnt item at HC and car battery at MW	Litterpicker			Reported to SCDC fly tipping team
31/01/2023	New Rec	Some river mel signs have disappeared	Warden			Keep an eye out for discard signs - look at stronger fixings
04/02/2023	Back of allotments	Fly tipping : fridge freezer	Resident			Cleared away
04/02/2023	main gate of allotments	Reports of drug dealing	Resident			Police have been seen at the allotments. Residents are encouraged to report incidents.
07/02/2023	Cambridge Road	Fly tipping: Large bulging suppliers bag	Litterpicker			Reported to SCDC fly tipping team
13/02/2023	A10/Cambridge Road	Fly tipping: damaged bike	Wardens			Wardens cleared away
13/02/2023	New Rec	Young people climbing on the container	Wardens			They got down after the wardens asked. The warning anti-climb paint sign has been sprayed with Graffiti. New signs to be purchased. Wardens to cut lower branches of tree.
14/02/2023	Vicarage Close Footpath/ CCC Field	A large amount of dog poo has been dumped at either side of the entrance to the field from the Vicarage close footpath	Resident			SM reported to SCDC
23/02/2023	New Rec/ River Mel	Picnic bench in river mel	Resident			Wardens to investigate and move if possible.
27/02/2023	Littlehands	Attempted break-in in the garden area of littlehands	Littlehands			Police made aware
03/03/2023	New Road Bridle Path	fly tipping : bed	Litterpicker			SM reported to SCDC
07/03/2023	Clear Crescent Park	Dog poo outside the gate to clear crescent play park	Resident			Facebook post reminding owners to pick up after their dogs
01/04/2023	Bus shelter	Graffiti on shelter	Wardens			Wardens to clear
11/04/2023	Electrical appliance bin	side opening of the electrical appliance bin left open - large item deposited inside	Wardens			SM to contact Great Cambridge shared waste
17/04/2023	New Road Cemetery	Various : Lock taken off gate, wire fence taken down to use cut through	Wardens			Monitor
21/04/2023	The Moor Play Park	slide vandalised with dog mess	Resident		DP-18070-23-353	Wardens cleaned off and SM reported to the police. Ref DP-18070-23-3535-01.
23/04/2023	Worcester Way	Fly tipping : Car bumper	Litterpicker			Reported to SCDC fly tipping team
01/05/2023	Electrical appliance bin	2 youths removing equipment from bin - on pushbikes	CCTV			Monitor
02/05/2023	Trigg Way	Van constantly parking on the grass verge	Resident			Raise with SCDC
02/05/2023	Electrical appliance bin	Skip lorry entered car park and broke tree branch, rummaged through electrical appliance bin - did not take anything	CCTV / Wardens			Monitor
03/05/2023	Electrical appliance bin	Chaps legs seen dangling out of the electrical appliance bin - removed and took small device	CCTV			Monitor
13/05/2023	Vicarage Close	Young people knocking on door and antagonising owner - repeated daily	Resident			Report to PCSO
15/05/2023	Bin at Old Post Office	Overflowing waste not being emptied	Litterpicker			Reported to SCDC and requested empty

Reference: 77 Victoria Way

██
77 Victoria Way
Melbourn

13 April 2023

To whom it might concern

Dear local council, we are writing to you regarding the front garden of our property, No. 77 Victoria Way, Melbourn, SG8 6FE.

As you are aware most of the land at the front of 77 Victoria Way belongs to the local parish council and not to us, see copy of deeds attached. We would like to explore the possibility of purchasing all or some of this land to ease traffic and parking constraints while also ensuring suitable maintenance of the otherwise abandoned piece of land.

The flow of traffic to the cemetery entrance is of critical importance and parking around Victoria Way is becoming a major issue. The situation is sometimes dire as, on occasions, there are barely any spaces available through the whole of the development. The privately owned access road to the cemetery is poorly designed, with the cemetery ground maintenance team requiring to mount our drive to get their vehicles through the cemetery gate. Indeed, the road is so poorly designed that for any of the residents to turn their car around we must either enter the cemetery car park or reverse out of the road which has caused many problems for the cemetery visitors. Therefore, we would like to enquire about purchasing the land at the front of our property from the parish council. We propose a sufficient design could be agreed to allow suitable additional parking to alleviate some of the congestion issues while, most importantly, leaving the full road width access to the cemetery gate at a critical juncture.

Furthermore, there is currently insufficient maintenance of the otherwise abandoned land. To the best of our knowledge there has been no maintenance of that land since we moved into the property in June 2019. Instead, as proud homeowners and keen community members, we have provided the maintenance ourselves, including weeding, trimming of the bushes and planting of bulbs in keeping with those of the cemetery. In addition, we have been removing rubbish on the land from the cemetery, both deposited by visitors and after winds and rains have blown it from the cemetery. More worryingly is the need to remove dog excrement from the front of the house left by visitors to the cemetery. However, to date we have limited our activities to the very basics as the land does not belong to us and as you can understand this minimal maintenance work is not sustainable in the long term.

Our proposal is to work with you and reach an agreement on how the aesthetics of the land would work and so all parties are happy with any proposed landscape changes. We are fully committed to ensuring that any changes made, or maintenance given, is in keeping with the current landscape of the cemetery, and for the benefit of all visitors.

Please advise on the best possible course of action in addressing the issues raised here.

██

████████████████████



Safety Inspection Report

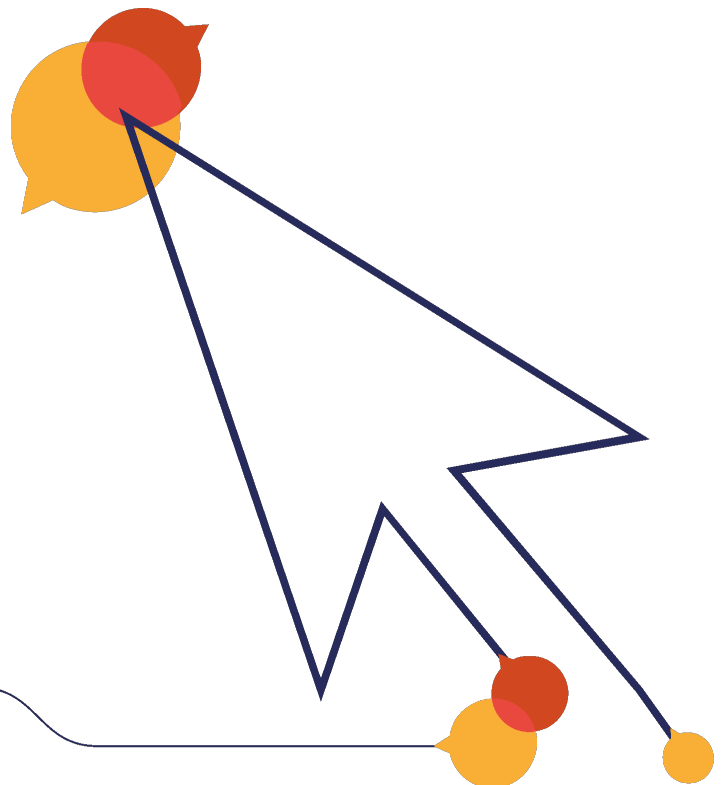
Annual Inspection

Clear Crescent Play Area



Melbourn Parish Council

02 May 2023



Safety Inspection Report

Annual Inspection

Site name: **Clear Crescent Play Area**
Date of inspection: **02 May 2023**
Inspector: **David Owen**



How to read your report

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

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

Standards: 5

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 Item is rusting in places.	Risk level: █ Low
Tasks Replace.	Risk score: █ 7
Note Two of the frame washers are rusting.	

Finding Photos

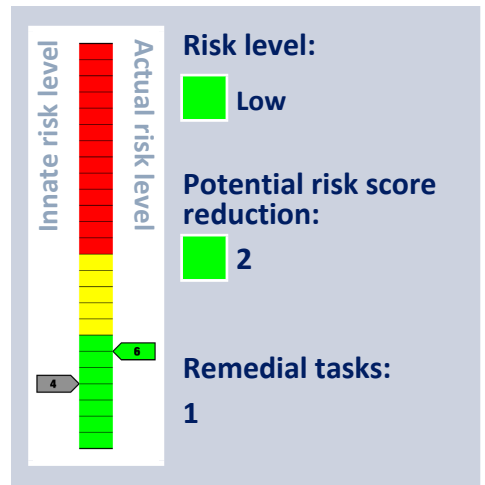
asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Gates - Combination



Maintenance Finding

Description

The item is unlocked.

Tasks

Lock.

Note

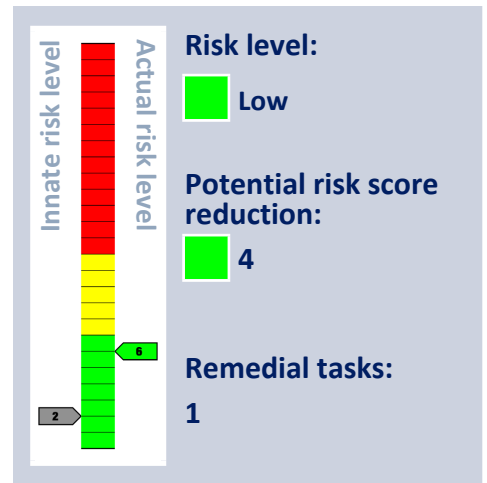
The maintenance gate is not locked and could be opened by the public. Clean out the drop bolt socket and lock the gate.



Finding Photos



Signage



Maintenance Finding

Description

Dog ban & ownership signs recommended.

Tasks

See <https://www.rospa.com/en/Play-Safety/Advice/Signs>

Note

Operator signs should be installed at each entrance with the correct information on them, operator's name and contact number etc. please see link attached. www.rospa.com/Play-Safety/Advice/Signs.aspx

Risk level:

Low

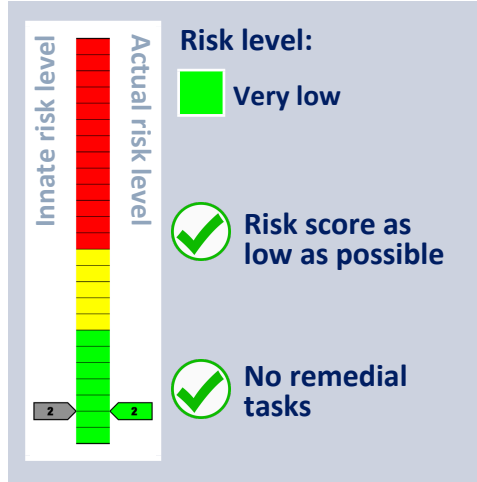
Risk score:

6

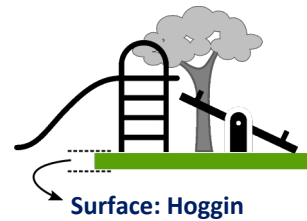
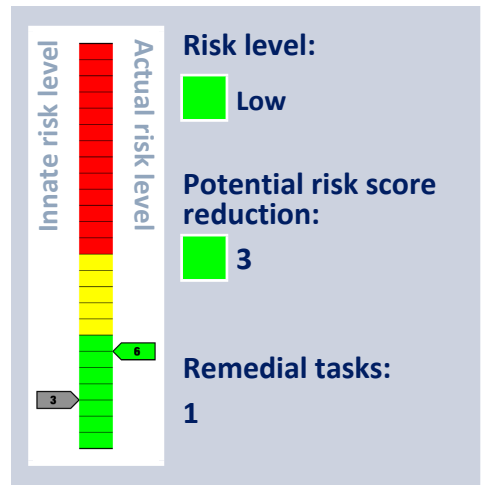
Finding Photos



Litter Bins



Pathways



Maintenance Finding

Description

Surface has unintended grass, moss or weeds.

Tasks

Remove.

Note

Grass and weeds growing inside pathway. Remove.



Finding Photos



Fencing - Perimeter Hedgerow



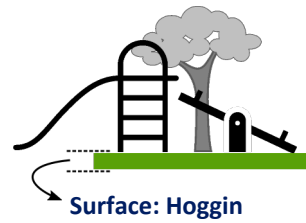
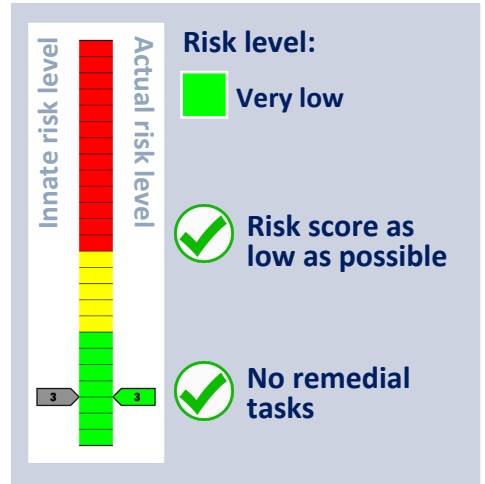
Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Seating - Picnic Tables



Seating



Innate risk level

Actual risk level

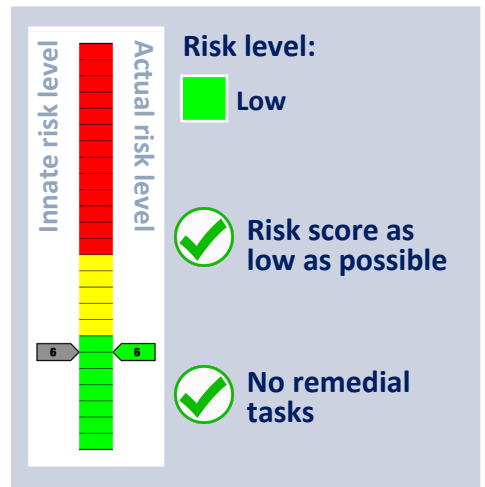
Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

A vertical risk level scale with 10 segments. The top 5 segments are red, the next 3 are yellow, and the bottom 2 are green. A grey arrow on the left points to the 3rd segment from the bottom, and a green arrow on the right points to the 2nd segment from the bottom. To the right of the scale are three status indicators: a green square for 'Very low', a green checkmark in a circle for 'Risk score as low as possible', and another green checkmark in a circle for 'No remedial tasks'.

Natural Play - Boulders

Manufactured by (Unknown)

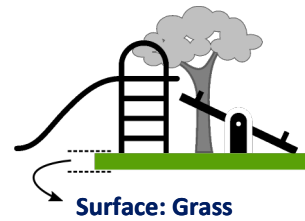


Standards:



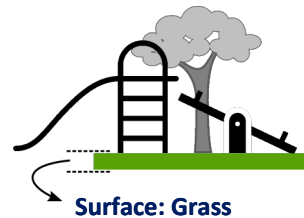
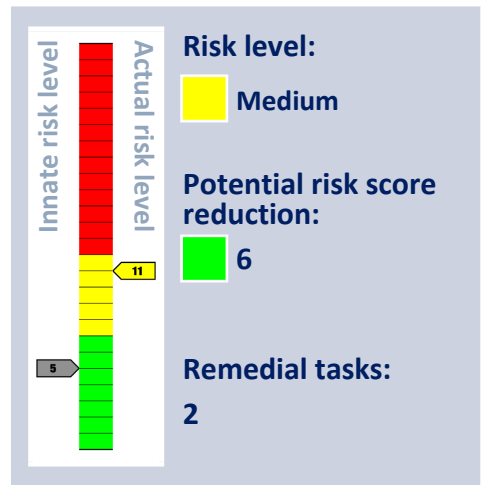
EN 1176-1:2017

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.

Maintenance Finding

Description

Timber is decayed.

Tasks

Replace affected parts.

Note

One log balance beam decayed.

Risk level:

Medium

Risk score:

11

Finding Photos



Maintenance Finding

Description

The timber components are slippery.

Tasks

Remove slipperiness. Consider adding surface texture.

Note

Log balance beams slippery when wet.

Risk level:

Low

Risk score:

6

Finding Photos



Rope Balance - Embankment

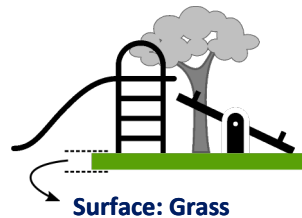
Manufactured by Wicksteed Leisure Ltd



Risk level:
Medium

Potential risk score reduction:
6

Remedial tasks:
2



Standards:



EN 1176-1:2017

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

Maintenance Finding

Description

Bolt cap damaged.

Tasks

Replace.

Note

Replace.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Rope eye bolt loose.

Risk level:

Medium

Risk score:

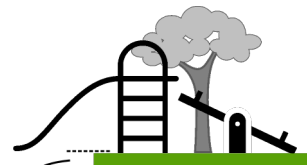
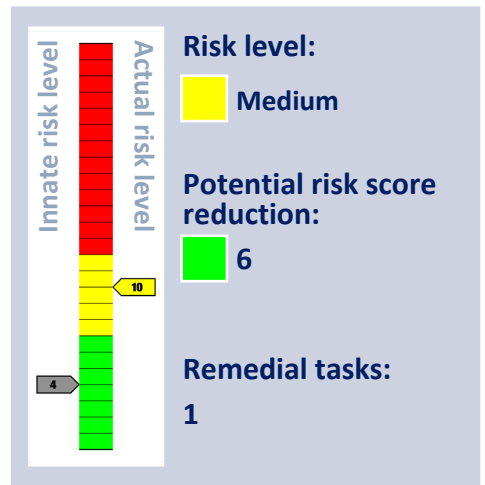
10

Finding Photos



Slide - Embankment - With Log Steps

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

Standards:



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

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

Maintenance Finding

Description

Timber is decayed.

Tasks

Replace affected parts.

Note

Top log is decayed through and loose in the ground, which could lead to a fall. Replace.

Risk level:

Medium

Risk score:

10

Finding Photos



Agility Bars - 3 Tier

Manufactured by HAGS Play Ltd



Innate risk level (Scale 1-10, 4 marked)

Actual risk level (Scale 1-10, 10 marked)

Risk level: Medium

Potential risk score reduction: 6

Remedial tasks: 1



Standards:

EN 1176-1:2017

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Replace.

Note

Grass mats are damaged. Replace.

Risk level: Medium

Risk score: 10

Finding Photos



Climber - Net & Ladder

Manufactured by (Unknown)



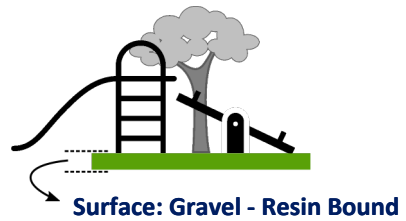
Innate risk level

Actual risk level

Risk level: Medium

Potential risk score reduction: 5

Remedial tasks: 8



Standards:



EN 1176-1:2017

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

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.

Risk level:

 Low

Risk score:

 7

Tasks

Read the notes for further action.

Note

Posts are showing signs of softening and decay at ground level. Monitor.

Finding Photos



Maintenance Finding

Description

Fixtures loose or missing.

Risk level:

 Medium

Tasks

Read the notes for further action.

Risk score:

 10

Note

Net fittings are loose to the posts. Remove fittings to check for corrosion and replace if found and then secure the net.

Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

One rung and two hand holds missing. Replace.

Risk level:

 Low

Risk score:

 7

Finding Photos



Maintenance Finding

Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance 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

The protective surface under all bars and rings must be kept in good condition.

Risk level:

 Low

Risk score:

 5

Finding Photos



Maintenance Finding

Description

The surface is cracking.

Tasks

Repair.

Note

The surfacing is cracking and damaged.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

The core of the wire is exposed.

Tasks

No reasonably practicable action is identified.

Note

Replace net when wire is broken.

Risk level:

■ Low

Risk score:

■ 4

Finding Photos



Multiplay - Junior

Manufactured by Wicksteed Leisure Ltd



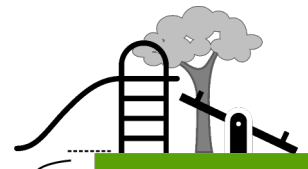
Innate risk level

Actual risk level

Risk level:
Low

Risk score as low as possible

Remedial tasks:
1



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017

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

Maintenance Finding

Description

Vandalised (arson).

Tasks

No reasonably practicable action is identified.

Note

Two burn marks inside the tunnel. Monitor.

Risk level:

Low

Risk score:

4

Finding Photos



Agility Trail - 7 Element

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

Risk level: Medium

Potential risk score reduction: 5

Remedial tasks: 4



Standards:

EN 1176-1:2017

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

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Burma bridge bolt loose.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Strimmer damage to supports is likely to accelerate timber rot.

Tasks

Prevent further damage.

Risk level:

 Low

Risk score:

 4

Finding Photos



Maintenance 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:

■ Low

Risk score:

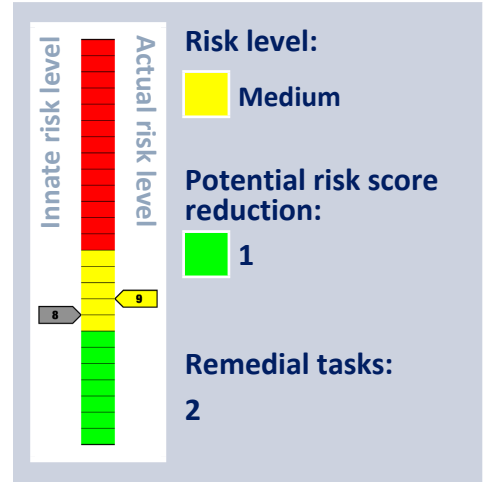
■ 6

Finding Photos



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.

Maintenance Finding

Description

Moving parts require greasing.

Tasks

Apply lubricant according to the manufacturer's instructions.

Note

The basket seat hangers are squealing.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Replace.

Note

Grass mats missing and loose.

Risk level:

 Medium

Risk score:

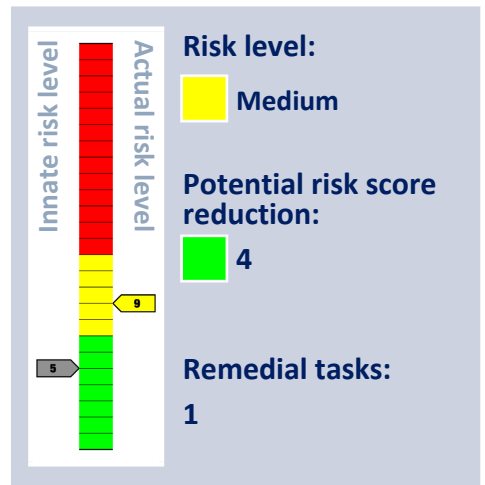
 9

Finding Photos



Rocker / Rotator - Chair - Space Rocket

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017, EN 1176-5:2019

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

The surfacing has worn away exposing and damaging the liner beneath. Grass & weeds have grown inside. The plastic edging strips are sharp. The whole area requires immediate repairs and alterations. Bark requires topping up.

Risk level:

 Medium

Risk score:

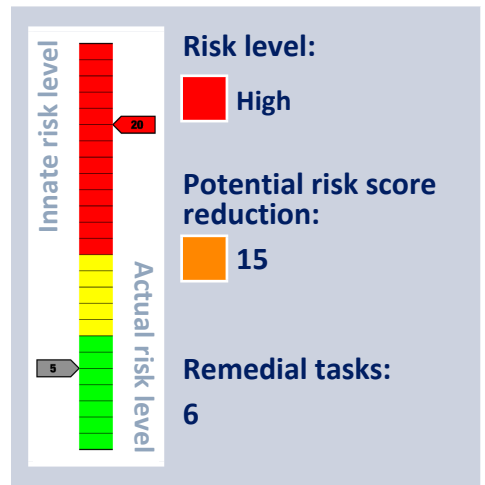
 9

Finding Photos



Cableway

Manufactured by Wicksteed Leisure 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.

Maintenance Finding

Description

Chains links worn.

Tasks

Replace the worn parts.

Note

Chain link and seat connector worn.

Risk level:

Medium

Risk score:

12

Finding Photos



Maintenance Finding

Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.

Risk level:

 Medium

Risk score:

 11

Tasks

Conduct an appropriate dismantling inspection.

Finding Photos



Maintenance Finding

Description

Item is not working.

Risk level:

 Low

Risk score:

 5

Tasks

Repair.

Note

Traveller brake not working.

Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Traveler's plastic guard is missing.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Strimmer damage to supports is likely to accelerate timber rot.

Tasks

Prevent further damage.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Timber is decayed.

Tasks

Replace affected parts.

Note

Support decayed.

Risk level:

 High

Risk score:

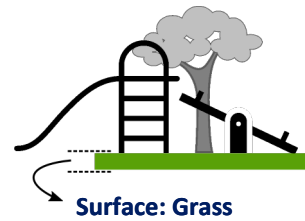
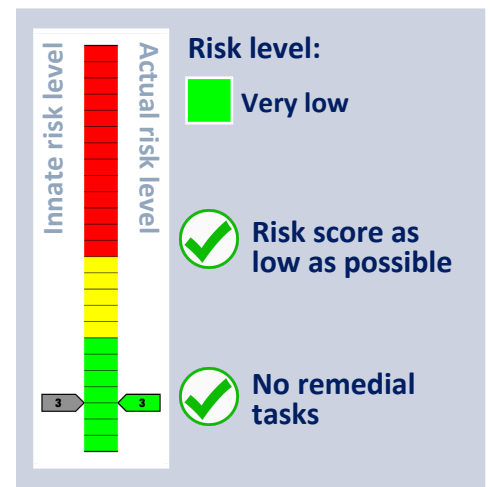
 20

Finding Photos



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



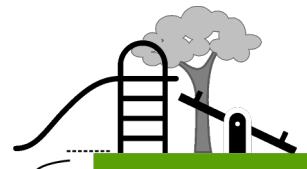
Innate risk level

Actual risk level

Risk level:
Low

Risk score as low as possible

Remedial tasks:
1



Surface: Rubber - Mulch - Bonded

Standards:



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

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Standard Compliance Finding

Description

Protruding handles / foot rests.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

4

Finding Photos



Rocker - Motorbike

Manufactured by Wicksteed Leisure Ltd



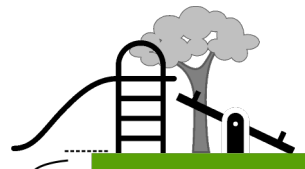
Innate risk level (vertical scale from red to green)

Actual risk level (vertical scale from red to green)

Risk level:
Low

Risk score as low as possible (with checkmark icon)

Remedial tasks:
1



Surface: Rubber - Mulch - Bonded

Standards:



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

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Standard Compliance Finding

Description

Protruding handles / foot rests.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

4

Finding Photos



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

Manufactured by Wicksteed Leisure Ltd



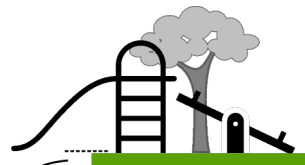
Innate risk level

Actual risk level

Risk level: Medium

Potential risk score reduction: 6

Remedial tasks: 2



Surface: Rubber - Mulch - Bonded

Standards:



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

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

Maintenance Finding

Description

Fittings are rusty.

Tasks

Replace.

Note

Cradle seat fittings rusty. Replace.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance 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:

■ 1

Tasks

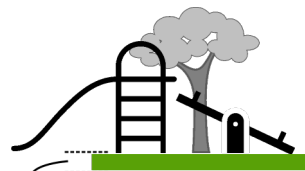
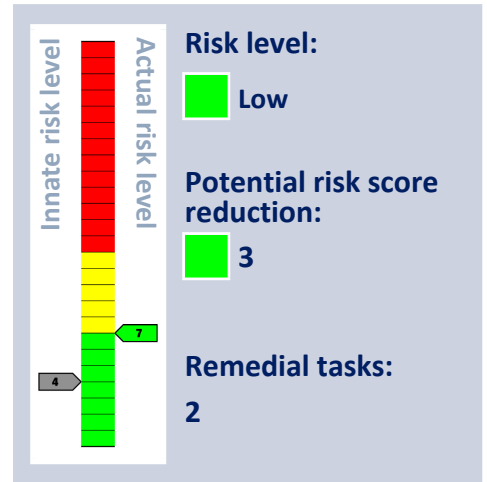
Conduct the checks and take action as necessary.

Finding Photos



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.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten/replace.

Note

Seat rest panels loose. Secure.

Risk level:

 Low

Risk score:

 7

Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Shop shelf missing.

Risk level:

 Low

Risk score:

 4

Finding Photos



Play Panel - Mirror

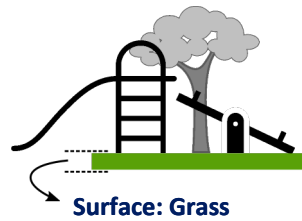
Manufactured by Wicksteed Leisure Ltd



Risk level:
Low

Potential risk score reduction:
2

Remedial tasks:
2



Standards:



EN 1176-1:2017

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

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Note

Post caps missing where objects could be inserted and water ingress is likely to occur.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

Item is bent.

Tasks

Read the notes for further action.

Note

Mirror bent. Monitor for splits / cracks, replace if found.

Risk level:

■ Low

Risk score:

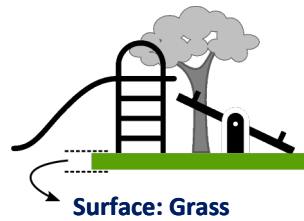
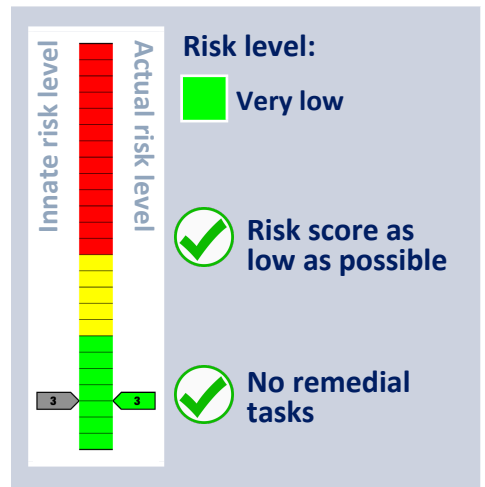
■ 5

Finding Photos



Stepping Posts - Mushroom x 3

Manufactured by Wicksteed Leisure Ltd



Standards:

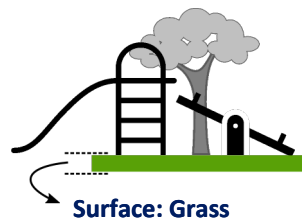
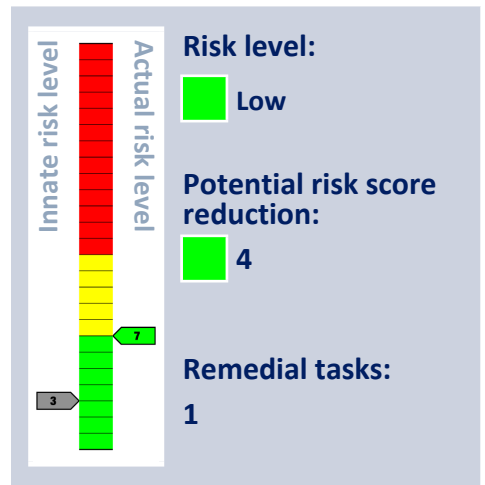


EN 1176-1:2017

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

Play Panel - 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.

Maintenance Finding

Description

Ground erosion present.

Tasks

Consider adding grass matting to prevent wear.

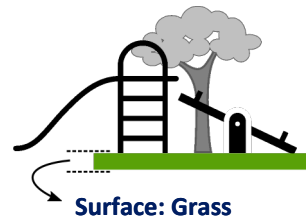
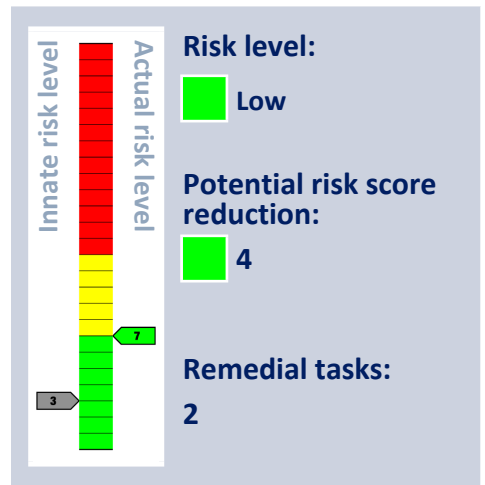


Finding Photos



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.

Maintenance Finding

Description

Bolt cap damaged.

Tasks

Replace.

Note

Replace.

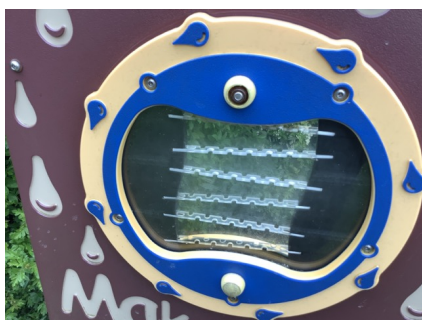
Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Ground erosion present.

Tasks

Consider adding grass matting to prevent wear.

Risk level:

 Low

Risk score:

 7

Finding Photos



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, but where remedial works are identified these should be undertaken,
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 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

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

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, unless they are also explicitly listed here.

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. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

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.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

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.



General Notes

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 (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, 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 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 reasonably accessible equipment and will assess all reasonably accessible parts 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 or beneath the playing surface. 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).



General Notes

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.

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 resistance penetration.

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 resistance penetration 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.



General Notes

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 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains 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 details in the relevant standard.</p> <p>Notes</p> <p>[1] 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. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] 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. We can conduct impact testing for additional fees.</p> <p>[3] 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</p> <p>[4] 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</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

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 30mm
- * 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 $\pm 3^\circ$ (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 flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point 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

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m 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 second. 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

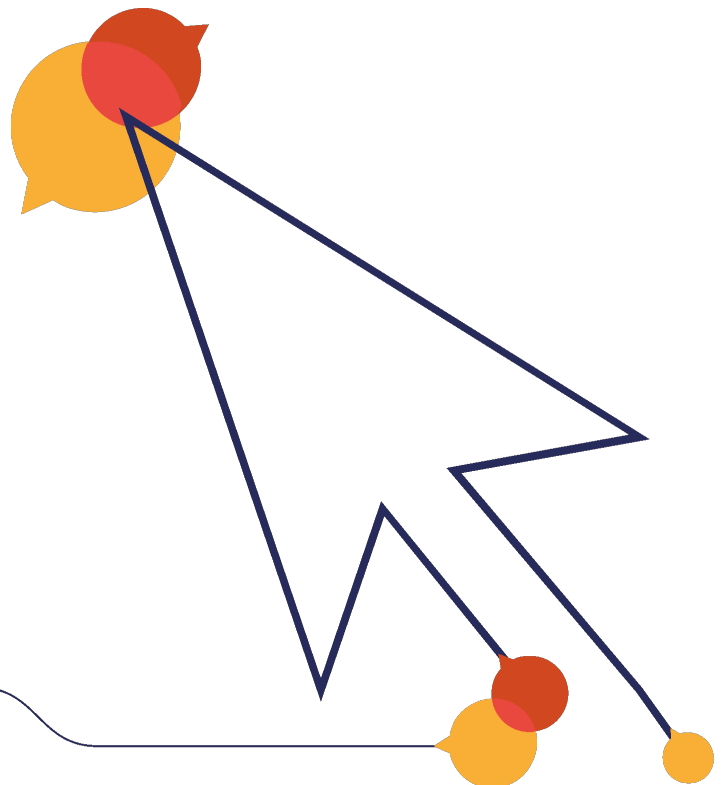
Annual Inspection

The Moor Play Area



Melbourn Parish Council

03 May 2023



Safety Inspection Report

Annual Inspection

Site name: **The Moor Play Area**
Date of inspection: **03 May 2023**
Inspector: **David Owen**



How to read your report

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

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

Standards: 5

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 Item is rusting in places.	Risk level: █ Low
Tasks Replace.	Risk score: █ 7
Note Two of the frame washers are rusting. 6	
Finding Photos	
asset image here	asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Fencing - Bow Top & Closeboard



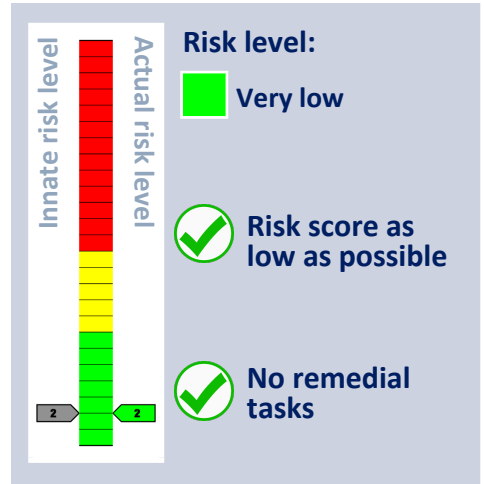
Innate risk level

Actual risk level

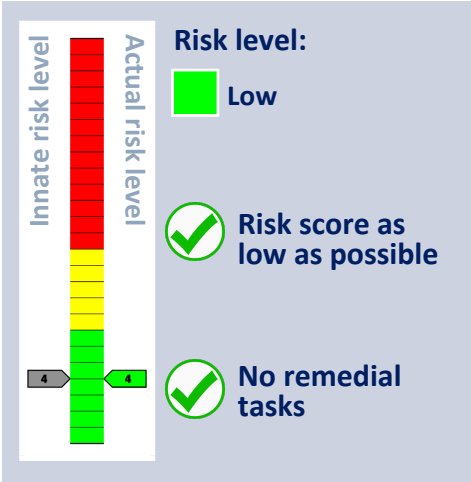
Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Signage



Gates



Litter Bins



Innate risk level

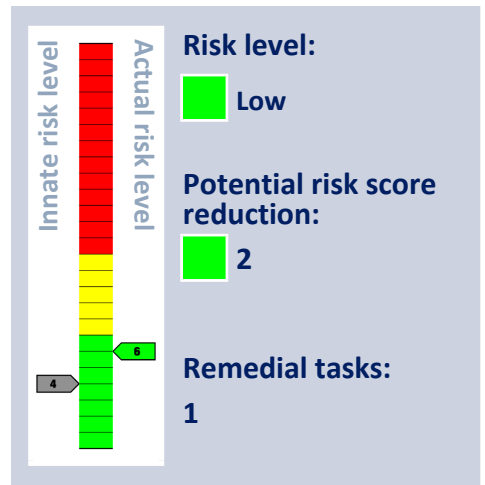
Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

A risk level scale from 1 to 10. The scale is color-coded: 1-2 are green, 3-4 are yellow, 5-6 are orange, 7-8 are red, 9-10 are dark red. A '2' is marked on the scale, and a green checkmark is next to it.

Gates - Maintenance



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Gate is left open and animals could enter freely consider installing a self-closing combination gate.



Finding Photos



Seating - Tables



Innate risk level

Actual risk level

Risk level:
Very low

Risk score as low as possible

Remedial tasks:
1

Maintenance Finding

Description

Vandalised (arson).

Tasks

Read the notes for further action.

Note

Smooth off rough edges.

Risk level:
See finding details

Finding Photos



Embankment Steps



Innate risk level

Actual risk level

Risk level:

- Low

✓ Risk score as low as possible

✓ No remedial tasks

Shelters x 2 (Far Side Of Field x 1)



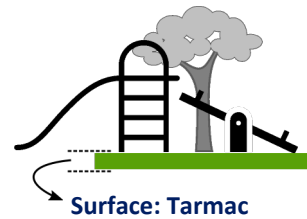
Innate risk level

Actual risk level

Risk level:
Medium

Potential risk score reduction:
6

Remedial tasks:
3



Maintenance Finding

Description

Bolt is missing.

Tasks

Replace.

Note

Shelter near building, Roof bolt missing and others loose. Replace and tighten.

Risk level:

Medium

Risk score:

9

Finding Photos



Maintenance Finding

Description

Hard or sharp projections.

Tasks

Remove hard, pointed and sharp projections.

Note

Shelter far side of the field, second seat from the right has been cut leaving a sharp edge projecting. Smooth off area leaving a 3 mm radius.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Surface is wearing.

Tasks

Repair.

Note

Shelter far side of field, Surface wearing exposing tree roots. Reinstate.

Risk level:

 Low

Risk score:

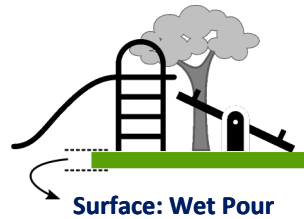
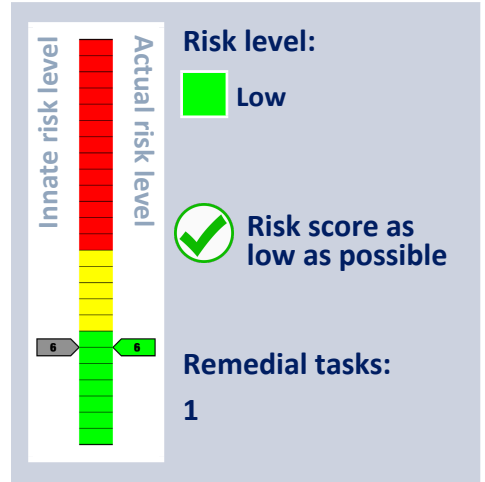
 7

Finding Photos



Swing - Mixed - 3 Bay 1 Accessible 2 Junior 1 Tango 2 Toddler Seat

Manufactured by HAGS SMP



Standards:



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

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

Maintenance Finding

Description

Loose swing seat eye-bolts.

Tasks

Tighten connecting nuts.

Note

Eye bolts loose on tango seat.

Risk level:

■ Low

Risk score:

■ 6

Finding Photos



Cableway - Seated

Manufactured by HAGS SMP



Innate risk level

Actual risk level

Risk level: Medium

Potential risk score reduction: 5

Remedial tasks: 1



Standards:



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

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

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Read the notes for further action.

Note

The starting section stop block has moved up against the cable cog mechanism. Move further in to the cable.

Risk level:

Medium

Risk score:

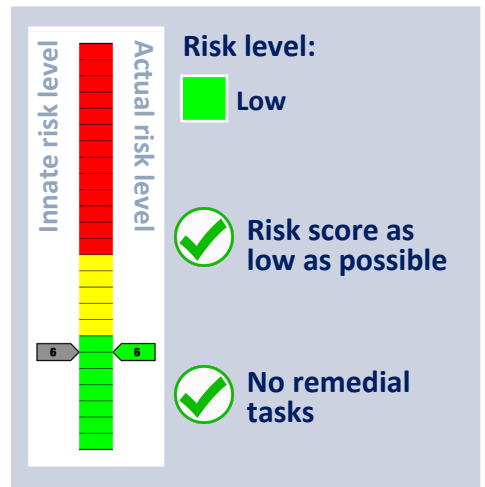
10

Finding Photos



Multiplay - With Space Net - Junior

Manufactured by HAGS SMP



Standards:



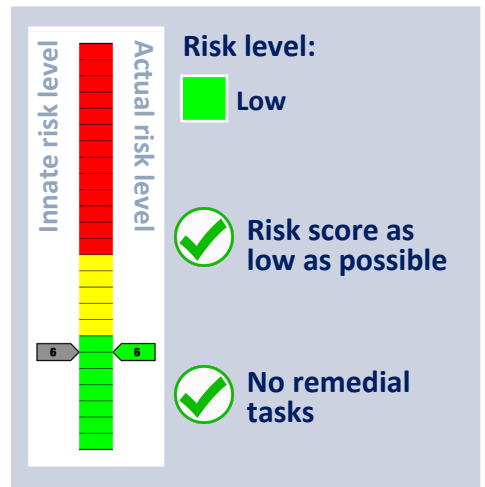
EN 1176-1:2017

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



Swing - Rope - Horizontal

Manufactured by HAGS SMP



Standards:

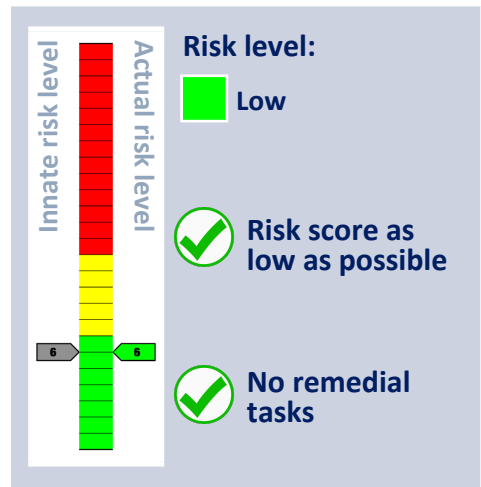


EN 1176-1:2017, EN 1176-2:2017

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

Carousel - Flush

Manufactured by HAGS SMP

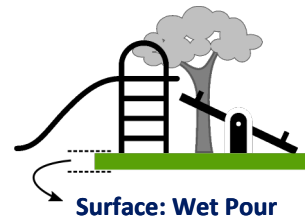


Standards:



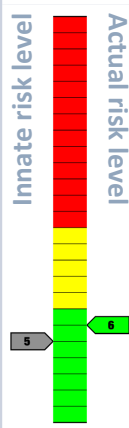
EN 1176-1:2017, EN 1176-5:2019

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



Rocking - Horse

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
2



Standards:



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

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

Maintenance Finding

Description

Item has corrosion.

Tasks

Read the notes for further action.

Note

Corrosion under the horse's head. Monitor for any deterioration and sharp edges.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

Item is worn.

Tasks

Read the notes for further action.

Note

Possible link arm wear. Grinding and banging noise, contact the manufacturer for their recommendations.

Risk level:

■ Low

Risk score:

■ 6

Finding Photos



Agility - Trampoline - Play

Manufactured by 1Move



Innate risk level (vertical scale from 1 to 10, red at top, green at bottom)

Actual risk level (yellow box with '9')

Risk level: Medium (yellow box)

Potential risk score reduction: 3 (green box)

Remedial tasks: 1



Standards:

EN 1176-1:2017

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

Maintenance Finding

Description

Trip points on the surface.

Tasks

Make level.

Note

Grass mats has settled around the wet pour edge creating potential trip points.

Risk level: Medium (yellow box)

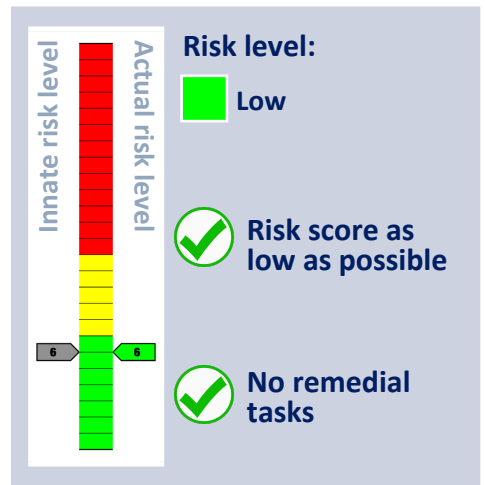
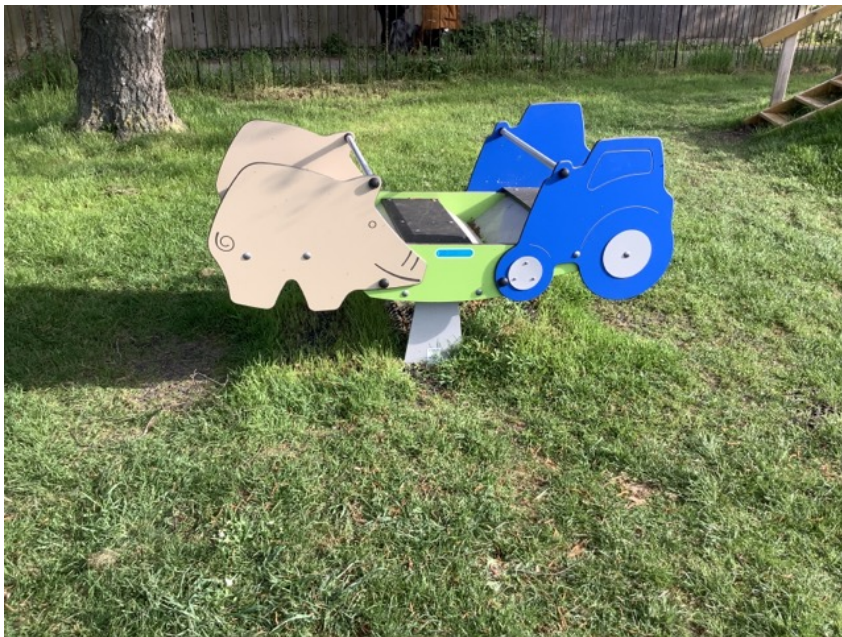
Risk score: 9 (yellow box)

Finding Photos



Rocker - Seesaw - Multi-Seat

Manufactured by HAGS SMP



Standards:

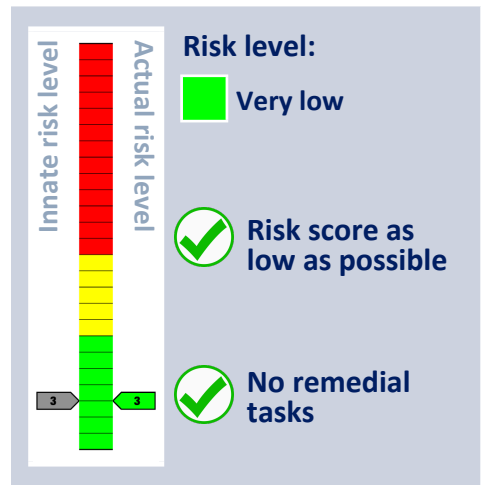


EN 1176-1:2017, EN 1176-6:2017

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

Rocker - Pig

Manufactured by HAGS SMP



Standards:

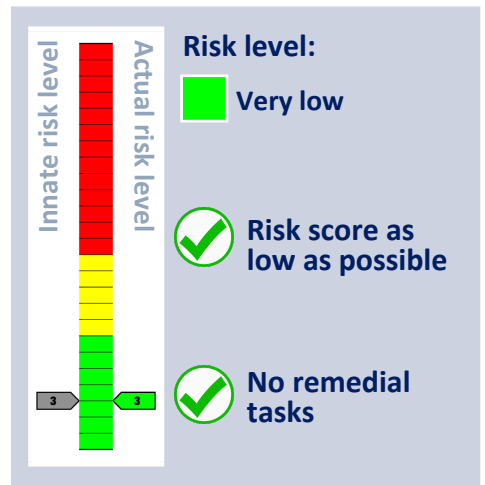


EN 1176-1:2017, EN 1176-6:2017

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

Rocker - Ram

Manufactured by HAGS SMP



Standards:

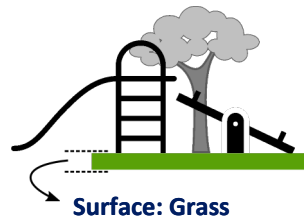
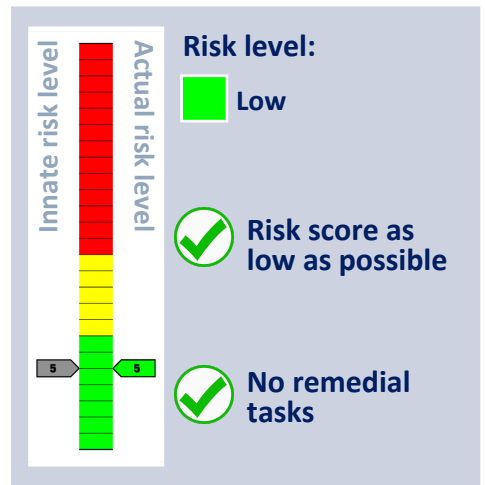


EN 1176-1:2017, EN 1176-6:2017

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

Agility - Mound - With Tunnel

Manufactured by HAGS SMP



Standards:

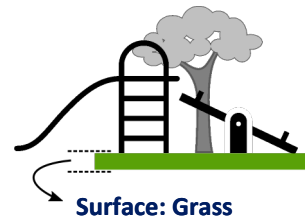
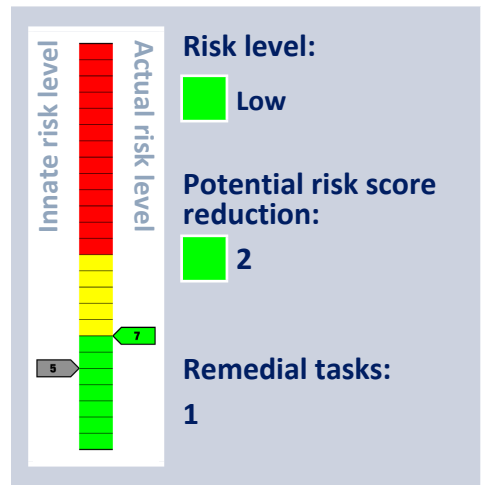


EN 1176-1:2017

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

Slide - Embankment

Manufactured by HAGS SMP



Standards:



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

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

Maintenance Finding

Description

Surface is wearing.

Tasks

Read the notes for further action.

Note

Run-out area wearing. Consider adding grass mats at the end of the run-out.

Risk level:

Low

Risk score:

7

Finding Photos



MUGA - Goal End

Manufactured by SMP (Playgrounds) Ltd



Innate risk level

Actual risk level

Risk level:
Medium

✓ Risk score as low as possible

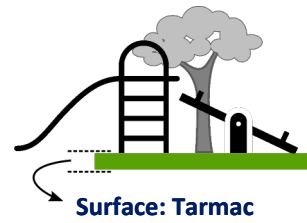
✓ No remedial tasks

Standards:



EN 15312:2007+A1:2010

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, but where remedial works are identified these should be undertaken,
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				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

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

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, unless they are also explicitly listed here.

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. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

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.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

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.



General Notes

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 (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, 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 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 reasonably accessible equipment and will assess all reasonably accessible parts 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 or beneath the playing surface. 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).



General Notes

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.

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 resistance penetration.

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 resistance penetration 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.



General Notes

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 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains 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 details in the relevant standard.</p> <p>Notes</p> <p>[1] 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. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] 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. We can conduct impact testing for additional fees.</p> <p>[3] 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</p> <p>[4] 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</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

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 30mm
- * 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 $\pm 3^\circ$ (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 flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point 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

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m 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 second. 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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Update regarding planting of the two horse chestnut trees

At the last meeting it was suggested that the two trees could go in the tree line between the New Rec and school field.

Response from shires:

I'm happy to plant these for free (to give back to the village) I would recommend you think of a watering plan for the hot weather we will experience. Do you want to let me know when you have the trees?

Melbourn Parish Council
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 22/04/2023

Quote Information

Client Ref: 143
Quote No: 4788
Surveyor: James Cantle
Site Ref: 7332
Order No:

Quote

Site Address All Saints Church, High Street, Melbourn

Item No	Item	Description Of Work	Value
3.2	Yew	Cut back lateral branches to clear building by 1.5m (no height reduction)	£95.00
3.4	Yew	Cut back lateral branches to clear building by 1.5m (no height reduction)	£75.00
	Silver birch	Remove (this cannot be seen from floor level)	£75.00
		access into church and on roof required? *** cost for mewp to be added if we cannot access tree***	
		Total Value:	£245.00
		VAT (20%):	£49.00
		Total Inc VAT:	£294.00

Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX

MA229 22g) Funfair email decision

Dear Maintenance Committee,

Thank you to those who responded to the email below.

I can confirm that **committee approve the increase to the charges for the funfair from £50 per day to £100 per day.**

In favour: Cllrs Travis, Clark, Kilmurray and Alexander (4 out of 6 cllrs on committee)

Against:

Abstain:

(The organiser of the funfair understood the reasons for the increase, but requested that the charge remains £50 for the days the fair is not open. This requested has been granted and they have been charged £550 in total plus utilities.)

From: Mitchell & Mayle Ltd [mailto:info@mitchellandmayle.co.uk]
Sent: 25 April 2023 13:57
To: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Subject: Re: Melbourn Sports Pavilion - septic tank emptying

Good afternoon

Thank you for your email. The price to remove 1000 gallons of wast is £170. There is no vat on this. I have looked at the last 2 emptied that we have carried out for you and we have removed 1000 gallons of waste. Our current lead time is up to 14 days.

Kind regards,

Debbie

Mitchell & Mayle Ltd

01353 687984

www.mitchellandmayle.co.uk

**We would appreciate it if you could kindly leave us a google review. Please copy and paste this link into your web browser: <https://g.page/mitchell-and-mayle/review?gm>

On Tue, 25 Apr 2023 at 13:47, assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk> wrote:

Good Afternoon

I believe you have previously helped us with the emptying of the septic tank at the Sports Pavilion at The Moor in Melbourn.

Would you be able to quote for a repeat of this work?

Many thanks

Abi Williams

Abi Williams

Assistant to the Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 (option 3)

assistantclerk@melbournparishcouncil.gov.uk

<http://melbournparishcouncil.co.uk>

Please note: My working hours are Monday to Friday, 9am - 4pm

Quote

Number QU-10253
Issue Date 25 April 2023
Client Contact -
Client PO -
Subject Melbourn Parish Council - Sports Pavilion - Legionella Risk Assessment Review + Legionella Sample x 1

Billing Address	Service Address
Melbourn Parish Council, Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ	The Sports Pavillion The Moor Melbourne Cambridge SG86DZ



4i Water Services Ltd
4i Water Services Ltd.
Woolpit Business Park,
Woolpit,
Bury St. Edmunds,
IP30 9UP

Tel: 01359 242000

www.4iwaterservices.co.uk

Quote Created By:

Tom Stewart
01359 242000

tom.stewart@4iwaterservices.co.uk

Description

Melbourn Parish Council - Sports Pavilion - Legionella Risk Assessment Review + Legionella Sample x 1

Any works involving observation, checks and/or recommissioning of system(s) before/during/after the course of works is the responsibility of the site responsible person(s) and site competent staff. If site do not provide this, they alone are responsible for any risks regarding. 4i Water Services will not be liable for failure of existing mechanical systems, drainage and installations.

Product Code	Description	Qty	Unit Cost	Amount
	Labour 4i Water Services Limited propose to complete a detailed site survey and report to ensure the maintenance of hygienic conditions within the above systems and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558:2011, C.O.S.H.H. Regulations and Water Regulations 1999. Includes time on site and office for write-up, including schematics generation.	1.00	£300.00	£300.00
	Legionella Sample x 1 1 x Legionella Sample - HWS	1.00	£55.00	£55.00

Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, sampling recommendations to follow on from interpretation of results. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. Contingency works not included, for which follow-up quotation would be applicable.

Disclaimer

This quotation is costed for completion during normal weekday working hours. Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is valid for a period of 31 days. Terms are strictly 30 days from date of invoice. Prices are exclusive of V.A.T. and delivery Please refer to our company's full terms and conditions at www.4iwaterservices.co.uk/further-info

	Subtotal:	£355.00
	TAX:	£71.00
	TOTAL:	£426.00

Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, sampling recommendations to follow on from interpretation of results. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. Contingency works not included, for which follow-up quotation would be applicable.

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This quotation is costed for completion during normal weekday working hours. Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is valid for a period of 31 days. Terms are strictly 30 days from date of invoice. Prices are exclusive of V.A.T. and delivery Please refer to our company's full terms and conditions at www.4iwaterservices.co.uk/further-info

assistant clerk gov

From: John Buckley <jb@cambridgeriskmanagement.co.uk>
Sent: 10 May 2023 16:34
To: assistantclerk@melbournparishcouncil.gov.uk
Subject: Legionella

Flag Status: Flagged

Afternoon

£175.00 plus vat

John

John Buckley
Managing Director

07411142946
jb@cambridgeriskmanagement.co.uk
www.cambridgeriskmanagement.com

 **CAMBRIDGE**
RISK MANAGEMENT LTD

5 Sunmead Walk, Cherry Hinton, Cambridge, CB1 9YB Telephone: [01223 900241](tel:01223900241) [f](#) [t](#) [in](#) [@](#)





QUOTE

Quote from

uRisk Limited
The Old Stables,
Hyde Hall Farm
Buntingford,
Hertfordshire,
SG9 0RU

Quote date

16 May 2023

Quote to

Melbourne Sports Pavilion
The Moor
Melbourn
Royston
Cambridgeshire
SG8 6ED
GBR

Quote number

UQ-14422

Account number**Quote Expiry**

15/06/2023 00:00:00

Description	Quantity	Unit price	VAT	Amount GBP
LRA20, Scope of Works: Legionella Risk Assessment PDF up to 20 assets				
Not included in this service but required to meet HSG 274 requirements:				
- Inaccessible Areas				
- Assets not listed in the Confirmed Assets (below)				
- Water Sampling				
- Remedials of Risks Identified				
- Schematic Diagram of Water System				
- Water Logbook & Written Scheme	1.00	300.00	20%	300.00
- Legionella Awareness Training				

Delivery Address: The Moor,
Melbourn, SG8 6ED

Confirm Assets:

Water Supply (WSUPPLY): 0
Cold Water Storage Tank (CWST): 0
Feed and Expansion Tank (FET): 0
Hot Water Cylinder (HWC): 0
Combination Water Heater (CWH):
0

Boiler (B): 0
Electric Water Heater (EWH): 0
Instant Water Heater (IWH): 0
Plate Heat Exchanger (PHE): 0
Buffer Vessel (BV): 0
Water Pump (WP): 0
Ultra Violet (UV): 0
Water Softener (WS): 0
Filter (F): 0
Dental Chair (DC): 0
Reverse Osmosis (RO): 0
Other Risk System (ORS): 0
Swimming Pool Whirlpool Jacuzzi
(SPWJ): 0
Evaporative Cooling Systems (ECS):
0
Pressurisation Unit (PU): 0
Dosing Pot (DP): 0
RPZ Valve (RPZV): 0
Appliance (A): 0
Expansion Vessel (EV): Unknown
Outlets: 0
Thermostatic Mixing Valves (TMV):
Unknown

Subtotal	300.00
Total VAT 20%	60.00
Invoice total GBP	360.00
Total net payments GBP	0.00
Discount GBP	0.00
Amount GBP	360.00

Terms and conditions

By placing your order you agree to uRisk's terms and conditions below. Follow our link for full [terms and conditions](#).

1. Responsible person - must be present during the appointment to assist our team with completing works accurately
2. Additional works – if the scope of works is exceeded, additional fees will apply where a return visit may be required
3. Access - safe and clear access must be made available to engineers. If an area is in use or inaccessible it will not be included within the scope of works
4. Water logbook – must be available during appointment, additional fees will apply to update records post appointment
5. Cancellations - must be made in writing (email is acceptable) at a minimum of 5 days prior to booking date in order to avoid cancellation fees
6. Abort fees – should the scope of works be aborted for any reason on the day full abort fees will apply
7. Terms and conditions - by making a part or full payment you confirm that you agree to uRisk's terms and conditions



Melbourn Parish Council
30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ

CUSTOMER ESTIMATE NO. 5432

Site: Melbourn Village College
Site Contact:
Site Email:
Salesperson: Karl Landymore
Valid For: 14 Day(s)
Date: 12/05/2023
Valid Until: 26/05/2023

Description

We thank you for your valued enquiry of recent date and we are pleased to offer to carry out in a good workmanlike manner the work described in this estimate (and in any drawings and specification annexed hereto) subject to the terms and conditions attached to which attention is called:-

Isolate and remove faulty thermostatic mixing valves.

Supply and install 2 Nr. new 22mm **INTATEC** thermostatic blending valves.

Alter pipework to suit new blending valves.

Fill and test.

Please Note:

The below sums are fixed prices for 14 days from the date of estimate.

H2O now accept payment by credit and debit card, please contact the office for further details.

A deposit of 20% will be required on acceptance of this estimate.

We assume no Asbestos is present within the property, however if found the cost of testing and removal shall be passed onto the client.

We have made no allowance for any other alterations to the existing heating, hot water system pipework and controls other than what has been specified. It is presumed the existing system is in full working order.

We assume the hot and cold water supplies to the thermostatic blending valves are available to be isolated locally.

General Data Protection Regulations (2018)

To meet your requirements, we will need to hold and process data about you. For details of how we use this information and your rights you can visit our website. Follow this link <http://www.h2oplumbers.co.uk/privacy-policy-02.html> for more information.

Plumbing Maintenance

Sub-Total ex VAT	£569.48
VAT @ 20 %	£113.90
Total inc VAT	£683.38

Sub-Total ex VAT	£569.48
VAT	£113.90
Total inc VAT	£683.38

Opus House Elm Farm Park Great Green Thurston Bury St Edmunds Suffolk IP31 3SH
Tel 01359 235055 enquiries@h2oplumbers.co.uk h2oplumbers.co.uk

Registered in England No. 13894394 VAT No: 405036145



CONDITIONS OF ESTIMATE

1. Except as expressly agreed, H2O Heating and Plumbing Limited shall provide all labour, materials, and equipment necessary for the proper execution of the work. Every care will be taken in the use and fixing of materials or goods (if any) to be supplied by the customer but no responsibility for their suitability or for damage caused to them during fixing is accepted.
2. Sound materials suitable for their respective purposes will be used but are supplied subject to any conditions of sale attached thereto by the Manufacturer or Supplier. In the event of any materials proving faulty, H2O Heating and Plumbing Limited liability for making good is limited to such amount as may be recovered from the Manufacturer or Supplier.
3. All Items to be purchased through H2O Heating and Plumbing Limited and any discount thereon belongs to H2O Heating and Plumbing Limited until paid for in full.
4. The words 'prime cost or P.C. or 'Provisional Sum' where used in the estimate or specification, shall mean the amount allowed by H2O Heating and Plumbing Limited, either for work for which the cost cannot be assessed at the time of estimating or for materials and labour for which the client has choice of price as regards Type, Colour, Design, etc. Any difference above or below the P.C. sum allowed shall be added or deducted from the estimated price.
5. The value of any variations to the work, whether by addition, omission, or substitution of any work, should wherever practicable be agreed before the variation is carried out. The value of all variations shall be added to or deducted from the price stated in the estimate. Variations should be confirmed with H2O Heating and Plumbing Limited in writing.
6. The estimate is subject to the details shown. Additional specific Local Authority or statutory body requirements are an extra charge.
7. The estimate is based on Prices, Wages, Increases, Taxes, etc. ruling 7 days before the date of the estimate. Any variation in these prices occurring between the estimate date and contract completion shall be charged or credited. An addition of 15% will be charged to this variation for overheads.
8. Irrespective of any Insurance taken out by H2O Heating and Plumbing Limited, the customer should advise their Insurers that building works are being carried out on their property and satisfy themselves that they are adequately covered by insurance against loss or damage by fire or other risks arising out of and during the progress of the building operations. Unless otherwise expressly agreed, H2O Heating and Plumbing Limited is not liable for loss or damage by fire to the works, materials on site or any property of the customer.
9. H2O Heating and Plumbing Limited cannot be liable for or responsible for moving client's furniture or possessions, unless expressly specified.
10. The date agreed for completion is subject to alteration in the event of delays occurring through inclement weather, strikes or lockouts affecting the Building Industry, additions or variations to the works described in the estimate or any causes beyond H2O Heating and Plumbing Limited control.
11. Terms of payment are nett and shall become due within 14 days upon submission by H2O Heating and Plumbing Limited of a Final Account, following completion of the works. Where the period for completion of the works exceeds one month, arrangements shall be made for interim, or stage payments as required by H2O Heating and Plumbing Limited which are due for payment 14 days after application. Any account left wholly or partly unpaid 1 month after submission is subject to the addition of an interest charge on a day-to-day basis of Barclay's base rate +5% from the invoice date.
12. Electricity and water shall be provided to H2O Heating and Plumbing Limited free of charge, but this shall not be used unreasonably.
13. All unfixed materials remain the property of H2O Heating and Plumbing Limited unless clearly paid against a H2O Heating and Plumbing Limited invoice.
14. Unless otherwise specified, credit has been allowed for any materials necessarily removed to allow the execution of the work.
15. H2O Heating and Plumbing Limited reserves the right to make a charge for specially prepared drawings required by the client, whether or not our estimate is accepted.
16. Any work undertaken out of normal working hours specifically at the customer's request is chargeable at overtime rates.
17. Access shall be given to the site 5 days between 7.30am and 5.00pm. to carry out the works.
18. This estimate is open for acceptance for a period of one month, after which it is withdrawn or subject to revision.
19. We would confirm that our normal daywork rates during the contract period are based upon RICS/HVCA/ECA/JIB latest definition with the addition of +150% on labour, +25% on materials and plant and +15% on specialist contractors.
20. Value Added Tax (V.A.T.) will be added to the value of the Invoice at the current rate, as and when applicable.
21. Any dispute or difference arising out of the execution of the work is to be referred upon the application of either party to a person to be nominated by the President of the Institute of Arbitrators or other experienced person, whose decision shall be final and binding on the parties.
22. Clients are to frequent themselves with the obligations imposed upon them under the Site Waste Management Regulations 2008 and the relevant duties imposed under the Construction (Design and Management) Regulations 2015.

From: [Mitchell & Mayle Ltd](#)
To: [assistant clerk gov](#)
Subject: Re: Melbourn Sports Pavilion - septic tank emptying
Date: 02 May 2023 14:49:24

Good afternoon

That a problem at all. Yes we do high pressure water jetting aswell. The price of which is £160+vat which covers up to an hour on site.

Kind regards,

Debbie
Mitchell & Mayle Ltd
01353 687984
www.mitchellandmayle.co.uk

**We would appreciate it if you could kindly leave us a google review. Please copy and paste this link into your web browser: <https://g.page/mitchell-and-mayle/review?gm>

On Fri, 28 Apr 2023 at 14:04, assistant clerk gov
<assistantclerk@melbournparishcouncil.gov.uk> wrote:

Sorry to be a pain Debbie – do you also provide drain jetting services?

I apologise in advance for not knowing – first week in the job and I am just getting my head around things!

Many thanks

Abi

From: Mitchell & Mayle Ltd [mailto:info@mitchellandmayle.co.uk]
Sent: 25 April 2023 14:02
To: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Subject: Re: Melbourn Sports Pavilion - septic tank emptying

No problem Abi

On Tue, 25 Apr 2023 at 14:00, assistant clerk gov
<assistantclerk@melbournparishcouncil.gov.uk> wrote:

| Thanks Debbie

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 May 2023

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Station Road - tree leaning over road	Resident	Reported to highways requesting action. Highways have indicated tree is the responsibility of the landowner. Argenta inspected on 17/6. CL to write to Sheene Mill with Argenta advice that the trees are reduced before autumn storms. ACTION: Clerk to follow up with Sheene Mill. Response received. Land owners willing to do necessary work.	CL
2	Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo. ACTION: Parish Office to follow up. Highways have scheduled the work to be carried out soon.	CL/SM
3	Norgetts lane	Resident	Bench along Norgetts need repairing. SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget. To be on June agenda.	SM
4	Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	SCDC
5	Verge top of Water Lane (Chalkhill Barrow side)	Resident / JH	Verge requires maintenance. Need to establish is it Highways or MPC? Not on grass cutting schedule. Report that bamboo is growing in the verge. Needs dealing with. Reported to Highways. Highways Officer will come out and inspect. CL sent CGM quote to John Obrien for confirmation that we will be reimbursed for the work. John Obrien has confirmed work will be financed by Highways. Highways to order work. Waiting to receive confirmation from Highways' Finance department. Highways to finance in new financial year	CL/SM
6	Road markings Little Lane and High Street (outside Strands)	SAH	SAH has been in contact with John Obrien. CL to discuss repainting zebra crossing with JH and using surplus paint for road markings. Road outside Strands is in a very poor condition. ACTION: Clerk to follow up	JH
7	Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways. Reported. CCC confirm sign to be replaced 2023/24	SM
8	Gullies - various	Various	Overflowing with recent heavy rains. District Cllrs met with Highways Officer. County is aware. Clearance will not take place until leaf fall is finished.	CL
9	Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign. Action Clerk to chase	CL/SM
10	Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA. Reported to EA.	CL
11	Palmers way	resident	Damaged sign on Palmers way. Wardens to identify location, take photo and office to report. Reported.	SCDC
12	Royston Road	Litterpicker	Damaged street sign. Reported to SCDC with photo.	SCDC
13	The Moor, near allotments	wardens	large pothole. ACTION : SM to report to CCC. CCC to repair in next 12 weeks. ACTION : Councillors to inspect roads for potholes. Creation of map to identify the worst areas.	CCC
14	Hinkins Close	Resident	Tree dropping leaves and causing path to be slippery. Branches are also low. ACTION: SM to report to SCDC. Reported and SCDC is investigating the situation and is looking at carrying out maintenance on the tree.	SCDC
15	Royston Road / a10 Junction	Wardens	Damaged Royston Road sign. SM reported to SCDC	SCDC
16	Worcester Way	Resident	Street lamps not working. SM requested that resident shares ID number. No numbers on lampposts. SM contacted Metropolitan	Metropolitan
17	Notice boards	GC	Poor repair - Wardens to look at. The repair project will require planning with the parish office. Action: Clerk to obtain quotes	Clerk
18	Littlehands	GC	Flood light not working. SM to obtain quotes to repair	SM
19	Littlehands	GC	Wooden paneling on emergency entrance side of littlehands requires maintenance. Wardens to re-paint.	Wardens
20	Palmers way	SAH	Tree of concern. Reported to SCDC. SCDC to investigate and raise with the appropriate parties.	SCDC
21	Pavilion	FC	Showers are very hot. Wardens investigating. SM to seek quotes	SM
22	Bowls club hedge	Wardens	Conifer needs cutting back/ Obtain quotes	SM
23	New Rec bench	Wardens	Although the bench is heavy keeps being moved around the new rec. ACTION: Wardens and clerk to identify possible location to fix bench. Bench not been moved recently.	Wardens
24	The moor	wardens	Sign faded. New sign needed (12 and under). ACTION Obtain quotes - ROSPA report states new guidelines.	SM
25	Worcester Way	Resident	Branches over hanging residents garden. Discussed 20/04/23	Wardens
26	Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting. SM to inform contractor	Contractor
27	Cross Lane	South Cambs	Bin blocked so unable to empty on the junction of Rose Lane and Cross Lane - car consistently blocking bin shed	Wardens