



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

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

A meeting of the Maintenance Committee held on Wednesday 20 May 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark (Chair), Davey, Kilmurray

Absent:

In attendance: Abigail Williams (Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden), Cllr Laight (Observing)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA001/2627 To receive nominations and elect a Chair of the Maintenance Committee

Item deferred due to absences.

MA002/2627 To receive nominations and elect a Vice Chair of the Maintenance Committee

Item deferred due to absences.

MA003/2627 To receive and approve apologies for absence

Apologies received from Cllr Kyprianou and Conservation Warden, Keith Rudge, with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA004/2627 To receive any Declarations of Interest and Dispensations

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

None received.

MA005/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 April 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 April 2026 as an accurate record.

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

MA006/2627 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 present.

MA007/2627 Finance Matters:

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

The report was noted.

b) To consider approval of invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.

It was RESOLVED to approve invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.

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

c) To consider approval of invoice from Shelford Heating for £475+VAT for heat pump service (MA160/2627b – approved estimate of £300+VAT).

Signed..... Date.....

It was RESOLVED to approve invoice from Shelford Heating for £475+VAT for heat pump service. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- d) To note credit of £85.45 for pest control equipment that did not arrive, re-purchase at alternative supplier at a cost of £114.46.

Refund and replacement noted.

- e) To consider approval to replace one litter bin at Vicarage Close and one dog waste bin at Stockbridge Meadows at a cost of £474.43+VAT.

It was RESOLVED to approve purchase of replacement bin and dog foul bin at a cost of £474.43+VAT.

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

- f) To receive any other updates and consider actions.

None received.

MA008/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for April 2026.

Report was noted. ACTION: Request crib sheet for definitions within the report.

- b) To note successful relocation of 25 trout ranging from 15 to 28cm on 11 May 2026.

Information noted and thanks passed to Rob Mungovan for continuing support of the River Mel and Stockbridge Meadows.

- c) To receive a report from the River Mel Restoration Group (RMRG).

RMRG volunteers gave a verbal report. MB attended an online seminar that encouraged diversity of plants along the riverbank – group investigating the possibility of introducing new species. Recent invertebrate study showed strong may fly levels. It was noted that a volunteer had been bitten by a dog off the lead on New Rec, he had been encouraged to report to the police. ACTION: Office to request dead hedge materials from contractors.

- d) To receive any other updates and consider actions.

None received.

MA009/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.

Stockbridge Meadows volunteers gave a verbal report. Discussions continue with The Wildlife Trust and Wild Trout Trust around a funding bid for works to the reed bed – Council should consider future costs to ensure works are maintained.

- b) To receive any other updates and consider actions.

None received.

Maureen Brierley left the meeting 19:52

MA010/2627 Allotment Matters:

- a) To receive a report from the Allotment Association.

The Allotment Association (AA) gave a verbal report. Recent inspections highlighted 4 plots that require attention. Committee considered works to plot 26a – a new tenant has taken on an old plot that requires clearing – much of the work has been completed but they are unable to remove the waste. Committee proposed covering costs for removal on this occasion – need for assistance will continue to be assessed on a case-by-case basis.

It was RESOLVED to gather quotes for skip/clearance and cover costs to ensure the plot can be worked.

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

ACTION: Deputy Clerk to follow up on quotes for pathway levelling.

- b) To receive an update on planning application associated with grant awards to Allotment Association.

Planning application to proceed with Melbourn Parish Council as applicant and AA as agent. Planning application fees to be covered by Melbourn Parish Council as previously agreed.

- c) To consider recommendation of approval of Method of Works Agreement for Allotment project.

The draft Method of Works was discussed. Cllrs were asked to pass comment to the office for any changes and a new draft would be considered by Full Council in due course.

- d) To receive any other updates and consider actions.
None received.

Chris Selway left the meeting 20:09

MA011/2627 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.
Inspection sheets were noted.
- b) To consider any updates on damage, vandalism and ASB in the Parish.
Incidents of damage, vandalism and ASB were noted.
- c) To receive any other updates and consider actions.
None received.

MA012/2627 Correspondence:

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

MA013/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed.

MA014/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

ACTION: Request that worn 'No Smoking and Vaping' signs are replaced at Melbourn Community Hub. ACTION: Review and replace as required damaged or worn signs at Clear Crescent and The Moor playparks. ACTION: Request clean (or replace if required) of 'Golf Prohibited' sign on New Rec.

MA015/2627 Biodiversity:

- a) To update plans to propose a memorial sensory garden at New Road Cemetery.
Item deferred. Plans and funding opportunities to be presented later.
- b) To receive any updates and consider actions.
None received.

MA016/2627 Cemetery Matters:

- a) To consider approval of quote to tidy path edges at New Road Cemetery.
It was RESOLVED to approve quote to tidy up path edges at New Road Cemetery at a cost of £490.00+VAT.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- b) To receive any other updates and consider actions.
It was noted that the soil store at New Road required emptying and some topsoil replacing. Costs to be presented at a future meeting.

MA017/2627 Village Maintenance Matters:

- a) To note planting of tubs completed – with additional tub added to Vicarage Close bus stop.
Noted, with thanks.
- b) To receive ROSPA report for Clear Crescent playpark.
ROSPA report received – report on required works to be reported at a future meeting.
- c) To receive ROSPA report for The Moor playpark.
ROSPA report received – report on required works to be reported at a future meeting.
- d) To receive any other updates and consider actions.

Cllr Alexander enquired if a mobile shredder would be useful for Wardens – it was concluded that when a shredder was needed it could be hired as storage space was limited and use would be intermittent.

MA018/2627 Melbourn Community Hub Matters:

- a) To receive any updates and consider actions.

None received.

MA019/2627 Pavilion/New Rec Matters:

- a) To review report from Shelford Heating following annual service and consider proposal for works to Pavilion heating system.

A quotation for works was discussed. It was noted that some of the works could be carried out now and others should wait until strategic plans for the area have been reviewed. ACTION: Request breakdown of costs to allow each item to be considered independently.

- b) To note New Flame to complete fire extinguisher servicing at the Pavilion at a cost of £55.25+VAT.

Costs noted.

- c) To consider purchase and installation of appropriate ground anchors for memorial bench on New Rec at a cost of £83.22+VAT.

The bench has suffered further vandalism and now requires the arm removing / replacing. ACTION: Office to investigate costs.

It was RESOLVED to approve purchase of ground anchors for memorial bench at a cost of £83.22+VAT.

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

- d) To receive any other updates and consider actions.

None received.

MA020/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

It was noted that works to the fencing may be taken out by Little Hands. ACTION: Follow up on installation of barrier to fire door.

MA021/2627 To note the date of next planned meeting as **17 June 2026.**

The date of the next planned Maintenance Committee Meeting was noted as 17 June 2026.

Meeting closed 20:39



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

A meeting of the Maintenance Committee held on Wednesday 15 April 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark, Davey, Kyprianou (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:32

MA144/2526 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.
It was RESOLVED to accept those apologies.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

Steve Pitman (Warden) joined meeting 19:33

MA145/2526 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

MA146/2526 To approve the minutes of the Maintenance Committee Meeting held on 18 February 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 18 February 2026 as an accurate record.
Proposed by Cllr Alexander, seconded Cllr Barnes. All in favour.

MA147/2526 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 present.

MA148/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The report was noted.
- b) To consider request for pest control equipment for works to be undertaken at Stockbridge Meadows.
It was RESOLVED to accept note of spend on jacket of £85.54 and approve spend for long net of £196.00 for use undertaking pest control.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- c) To consider acceptance of quote for renewal of Parish van insurance at a cost of £657.92 (2024/25 £640.20).
It was RESOLVED to approve quote for renewal of Parish van insurance at a cost of £657.92
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

MA149/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for February / March 2026.
Reports were noted.
- b) To receive a report from the River Mel Restoration Group (RMRG).
Representatives not available to report at meeting. Communication from the Wild Trout Trust noted with further translocation works planned to help boost the trout population.
- c) To receive any other updates and consider actions.

Signed..... Date.....

It was noted that the goal posts on the New Rec had ended up in the River Mel on occasion. Retrieved by the football teams with seemingly no damage to the river bank.

MA150/2526 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.

No report received due to Volunteers being unavailable for meeting. It was noted that pest control efforts continue and soil had been delivered to fill holes in pathways.

- b) To receive any other updates and consider actions.

None received.

MA151/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.

The Allotment Association (AA) gave a verbal report. It was noted that inspections had taken place with 6 plots highlighted for concern, Deputy Clerk would write to the plots concerned. It was noted that new tenants have taken up any relinquished plots. Thanks were passed to the Wardens for resecuring the footings for the water butts. The AA held their AGM and approved the Constitution, Safeguarding and Environmental policies. It was noted that the AA needed a secretary due to the current individual stepping down from the role. Membership fees remain at £5 annually. It was noted that an application would be made for a Community Benefit Grant and that the AA have applied for a stall at the Fete. ACTION: Deputy Clerk to follow up on quotes for levelling southern border.

- b) To receive an update on planning application associated with grant awards to Allotment Association.

Item was discussed and confirmed that Full Council would be asked to approve Melbourn Parish Council being stated as the applicant (and benefiting from 50% reduced planning fee) and AA would be listed as the agent. It was confirmed that the Deputy Clerk would be the named contact for Melbourn Parish Council. Confirmation was still required from advisors around the roles of procurement and who would instruct contractors to complete the works.

- c) To receive any other updates and consider actions.

None received.

Chris Selway left the meeting 19:53

MA152/2526 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.

Inspection sheets were noted.

- b) To consider any updates on damage or vandalism in the Parish.

Incidents of damage and vandalism were noted.

- c) To receive any other updates and consider actions.

None received.

MA153/2526 Correspondence:

- a) To receive repeated request from Medcalfe Way resident for contribution to fence repairs.

It was RESOLVED to offer a goodwill gesture of £100 towards the materials for the fence damaged by the overgrown hedge at Orchard Road Cemetery. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

- b) To receive any other updates and consider actions.

None received.

MA154/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. Wildflower seeds to be sown at Little Hands in the next couple of months. It was noted that a call of thanks had been received by the office for works the Wardens were carrying out on the ivy on certain trees. No further actions recorded.

MA155/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA156/2526 Biodiversity:

Signed..... Date.....

- a) To note plans to propose a memorial sensory garden at New Road Cemetery.
Item deferred. Plans and funding opportunities to be presented at a later date.
- b) To receive any updates and consider actions.
None received.

MA157/2526 Cemetery Matters:

- a) To review and consider recommendation to Full Council the changes to Cemetery Rules and Regulations to officially accommodate scattering of ashes at New Road Cemetery.

It was RESOLVED to recommend to Full Council the changes to Cemetery Rules and Regulations to officially accommodate scattering of ashes at New Road Cemetery (with a spelling correction). Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- b) To consider approval of quote to tidy path edges at New Road Cemetery.
Item deferred, awaiting quotes.
- c) To receive any other updates and consider actions.
None received.

MA158/2526 Village Maintenance Matters:

- a) To consider approval of spend for perennial wall flowers to be planted in pots at the cross.

Itemised quotes were not available for review. A budget of £120 was proposed to cover cost of planting perennial wall flowers in tubs at the cross. It was suggested we use one colour for impact. Proposed by Cllr Davey, seconded by Cllr Clark. All in favour.
- b) To note costs associated with extra cuts for verges as noted under MA096/2526d).

Cost of extra village wide cut, totalling £1,050+VAT noted. ACTION: 2 extra cuts to be added to future tender proposals for village maintenance to accommodate longer grass growing season evidenced by repeated extra cuts required.
- c) To note spend of £83.33+VAT on mulch for 83 High Street memorial garden.
Costs noted. It was noted that the garden should be referred to as the Remembrance Garden.
- d) To receive any other updates and consider actions.
None received.

MA159/2526 Melbourn Community Hub Matters:

- a) To consider approval renewing the annual service contract with Stannah to provide service and maintenance of the stair riser at a cost of £268.43+VAT (24/25 £259.35).

It was RESOLVED to approve renewing the annual service contract with Stannah to provide service and maintenance of the stair riser at a cost of £268.43+VAT
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- b) To note request from MCHMG for works to gutters. Office to gather opinion on work needed and gather any quotes required.

ACTION: Office to gather opinion of requirement of works. ACTION: Letter to be sent to Brooksbank residents to request that footballs are not kicked at, or over, the building. It was noted that the Melbourn Community Hub may apply for an Improving the High Street grant from South Cambridgeshire District Council for the works to gutters and maintaining the fascia wood. It was noted that Melbourn Parish Council are responsible for the outside of the building and the Melbourn Community Hub should work with the Parish Council when engaging any contractors.
- c) To receive any other updates and consider actions.
None received.

MA160/2526 Pavilion/New Rec Matters:

- a) To note acceptance of the quote under delegated authority for intruder alarm maintenance agreement for the period 1 April 2026 to 31 March 2027 from Briar Security Systems at a cost of £105+VAT.
Costs noted.
- b) To consider approving estimated costs for pavilion heating service at an estimated cost of £300+VAT (not including parts).

Signed..... Date.....

It was RESOLVED to approve estimated costs for pavilion heating service at an estimated cost of £300+VAT (not including parts).

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

- c) To receive any other updates and consider actions.

Cllr Davey suggested investigating the possibility of CCTV at the pavilion to help deterring graffiti etc. ACTION: Office to gather quotes for web-based security camera options.

MA161/2526 Little Hands Matters:

- a) To consider approving quote for Little Hands roof inspection to be carried out at a cost of £260+VAT.

It was RESOLVED to approve quote for Little Hands roof inspection to be carried out at a cost of £260+VAT.

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

- b) To receive any other updates and consider actions.

It was noted that anti-climb paint was still to be added to the eaves to the rear of the building. Warden suggested that the shrub in the rear garden space may need pruning.

MA162/2526 Policies and Risk Assessments:

- a) To consider recommendation to full council to approve the updates to Document 8.02 Risk Management Document Playparks.

It was RESOLVED to recommend to full council to approve the updates to Document 8.02 Risk Management Document Playparks.

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

- b) To consider recommendation to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.

It was RESOLVED to recommend to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.

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

- c) To consider recommendation to full council to approve the updates to Document 8.04 MVAS Risk Assessment.

It was RESOLVED to recommend to full council to approve the updates to Document 8.04 MVAS Risk Assessment.

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

- d) To consider recommendation to full council to approve the updates to Document 8.08 Risk Management Document Allotments.

It was RESOLVED to recommend to full council to approve the updates to Document 8.08 Risk Management Document Allotments.

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

- e) To consider recommendation to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

It was RESOLVED to recommend to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

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

- f) To consider recommendation to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.

It was RESOLVED to recommend to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.

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

- g) To receive any updates and consider actions.

None received.

MA163/2526 To note the date of next planned meeting as 20 May 2026.

The date of the next planned Maintenance Committee Meeting was noted as 20 May 2026.

Meeting closed 20:36

Signed..... Date.....

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: April 2026

1. Introduction

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2026 to 30 April 2026. This report also includes invoices received in May for a more up to date review. The aim is to support informed decision-making by the Maintenance Committee.

2. Report Overview

All financial data is categorised into cost centres that correspond to different areas of village and the maintenance required. Where applicable expenditures have been split into two categories:

- **Planned** (budgeted)
- **Unplanned** (non-budgeted/emergency or unforeseen)

This classification helps to better track how the Council's financial resources are being used and to identify areas requiring attention.

3. Overall Position

Maintenance income for the year to date totals £4,287 against a budget of £45,246 (9.5%). Total maintenance expenditure stands at £15,328 against a budget of £215,350 (7.1%), indicating that overall spending within this committee area currently remains with 1/12th of the annual budget.

Some variances are the result of timing differences between planned and unplanned maintenance works, together with the use of earmarked reserves to fund specific repairs and projects. I have yet to work through last years spend and bring forward the deferred expenditure.

4. Key Points.

- Stockbridge Meadows – This area was added to the village maintenance contract after the previous annual budget was approved, meaning associated costs were not originally budgeted and will need to be monitored.
- Tree and Hedge Works – Relates to Shires Trees work completed off the back of the tree survey. No more planned work for trees currently.
- Project work relates to strategic greenbelt at Hopkins Homes.
- Grounds Maintenance – includes an extra grass cut and verti drain work.
- Pavilion – Income remains non-existent with no current confirmed hire. While maintenance and utility costs continue. The Electricity bill is usually refunded but will need close monitoring.

5. Ongoing Improvements

As the Council continues to transition to more detailed financial reporting, the Parish Clerk and the RFO will work in closely to:

- Provide additional insights where needed,
- Flag any anticipated high-cost maintenance works,
- Ensure the Committee is fully informed to make sound financial decisions.

6. Conclusion

Overall, the maintenance budget remains within the Council's planned financial position, with higher costs in some areas being balanced by underspends elsewhere and by the appropriate use of earmarked reserves.

For any further clarifications or questions regarding this report, please feel free to contact the RFO directly.

Prepared by:

Responsible Financial Officer (RFO)
Melbourn Parish Council
April 2026

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Maintenance							
<u>110 Wardens</u>							
4000 Salaries & Pensions	1,640	20,317	18,677		18,677	8.1%	
4110 Insurance	0	717	717		717	0.0%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	0	1,000	1,000		1,000	0.0%	
4235 Wardens Materials	114	750	636		636	15.3%	
4240 Wardens Equipment	10	1,500	1,490		1,490	0.7%	
Wardens :- Indirect Expenditure	1,764	27,284	25,520	0	25,520	6.5%	0
Net Expenditure	(1,764)	(27,284)	(25,520)				
<u>210 Allotments</u>							
1200 Allotment Rent received	0	3,500	3,500			0.0%	
Allotments :- Income	0	3,500	3,500			0.0%	0
4115 Memberships & Subscription	0	73	73		73	0.0%	
4315 Maintenance & Reps - Planned	0	895	895		895	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430 Grounds Maintenance - Planned	0	1,120	1,120		1,120	0.0%	
4510 Water	0	800	800		800	0.0%	
Allotments :- Indirect Expenditure	0	3,388	3,388	0	3,388	0.0%	0
Net Income over Expenditure	0	112	112				
<u>220 Conservation</u>							
1210 Grass Cutting Contribution	0	3,939	3,939			0.0%	
Conservation :- Income	0	3,939	3,939			0.0%	0
4000 Salaries & Pensions	384	4,743	4,359		4,359	8.1%	
4175 Subcontractors	363	3,435	3,072		3,072	10.6%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4350 Christmas Tree/Plants	0	750	750		750	0.0%	
4360 Tree & Hedge Work - Planned	1,205	1,500	295		295	80.3%	
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%	
4370 Project work	1,000	2,000	1,000		1,000	50.0%	1,000
4410 Nature Reserve management plan	0	500	500		500	0.0%	
4420 Grounds Maintenance - Unplanned	2,270	2,000	(270)		(270)	113.5%	
4605 Refuse & Dog Bin Collection	69	0	(69)		(69)	0.0%	
4635 Village Maintenance Contract	1,436	17,941	16,505		16,505	8.0%	
Conservation :- Indirect Expenditure	6,727	40,869	34,142	0	34,142	16.5%	1,000
Net Income over Expenditure	(6,727)	(36,930)	(30,203)				
6000 plus Transfer from EMR	1,000	0	(1,000)				

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(5,727)	(36,930)	(31,203)				
<u>230 Stockbridge Meadows</u>							
4235 Wardens Materials	0	300	300		300	0.0%	
4240 Wardens Equipment	0	500	500		500	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4420 Grounds Maintenance - Unplanned	0	1,000	1,000		1,000	0.0%	
4430 Grounds Maintenance - Planned	0	337	337		337	0.0%	
4605 Refuse & Dog Bin Collection	0	866	866		866	0.0%	
4635 Village Maintenance Contract	74	924	850		850	8.0%	
Stockbridge Meadows :- Indirect Expenditure	74	4,427	4,353	0	4,353	1.7%	0
Net Expenditure	(74)	(4,427)	(4,353)				
<u>250 Cemetery General</u>							
4635 Village Maintenance Contract	813	10,152	9,339		9,339	8.0%	
Cemetery General :- Indirect Expenditure	813	10,152	9,339	0	9,339	8.0%	0
Net Expenditure	(813)	(10,152)	(9,339)				
<u>260 Orchard Road Cemetery</u>							
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	27	367	340		340	7.3%	
4505 Electricity	(116)	250	366		366	(46.4%)	
4510 Water	0	125	125		125	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	(89)	1,242	1,331	0	1,331	(7.2%)	0
Net Expenditure	89	(1,242)	(1,331)				
<u>270 New Road Cemetery</u>							
1300 Burial Fees	1,200	3,500	2,300			34.3%	
1305 Memorials Fees	100	1,000	900			10.0%	
1310 Internment Fees	645	1,000	355			64.5%	
New Road Cemetery :- Income	1,945	5,500	3,555			35.4%	0
4315 Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	89	1,125	1,036		1,036	7.9%	
4510 Water	0	150	150		150	0.0%	
New Road Cemetery :- Indirect Expenditure	89	2,267	2,178	0	2,178	3.9%	0
Net Income over Expenditure	1,856	3,233	1,377				

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Play Areas							
4315 Maintenance & Reps - Planned	0	266	266		266	0.0%	
4320 Maintenance & Reps- Unplanned	0	3,000	3,000		3,000	0.0%	
4605 Refuse & Dog Bin Collection	69	1,299	1,230		1,230	5.3%	
Play Areas :- Indirect Expenditure	69	4,565	4,496	0	4,496	1.5%	0
Net Expenditure	(69)	(4,565)	(4,496)				
310 Recreation Ground							
1400 Match Fees	0	3,350	3,350			0.0%	
1500 Hire of Recreation Grounds	0	750	750			0.0%	
Recreation Ground :- Income	0	4,100	4,100			0.0%	0
4315 Maintenance & Reps - Planned	0	560	560		560	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430 Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%	
4505 Electricity	14	550	536		536	2.5%	
4605 Refuse & Dog Bin Collection	260	2,815	2,555		2,555	9.2%	
4635 Village Maintenance Contract	542	6,768	6,226		6,226	8.0%	
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	816	14,163	13,347	0	13,347	5.8%	0
Net Income over Expenditure	(816)	(10,063)	(9,247)				
320 Pavilion							
1550 Hire of Pavilion	0	100	100			0.0%	
Pavilion :- Income	0	100	100			0.0%	0
4125 Broadband & Telephone	16	184	168		168	8.6%	
4175 Subcontractors	123	1,799	1,677		1,677	6.8%	
4315 Maintenance & Reps - Planned	486	1,768	1,283		1,283	27.5%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	268	2,701	2,433		2,433	9.9%	
4505 Electricity	1,327	2,600	1,273		1,273	51.0%	
4510 Water	0	750	750		750	0.0%	
4605 Refuse & Dog Bin Collection	0	478	478		478	0.0%	
Pavilion :- Indirect Expenditure	2,219	10,780	8,561	0	8,561	20.6%	0
Net Income over Expenditure	(2,219)	(10,680)	(8,461)				

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Community Hub</u>							
4315 Maintenance & Reps - Planned	345	5,114	4,769		4,769	6.8%	
4320 Maintenance & Reps- Unplanned	0	10,000	10,000		10,000	0.0%	
4700 PWLB Interest	0	27,080	27,080		27,080	0.0%	
4705 PWLB Capital	0	5,874	5,874		5,874	0.0%	
4750 Service Charge-Hundred Houses	0	960	960		960	0.0%	
Community Hub :- Indirect Expenditure	<u>345</u>	<u>49,028</u>	<u>48,683</u>	<u>0</u>	<u>48,683</u>	<u>0.7%</u>	<u>0</u>
Net Expenditure	<u>(345)</u>	<u>(49,028)</u>	<u>(48,683)</u>				
<u>510 Highways</u>							
4900 Highways & Footpaths	0	12,500	12,500		12,500	0.0%	
4920 Street Lighting	56	1,250	1,194		1,194	4.5%	
Highways :- Indirect Expenditure	<u>56</u>	<u>13,750</u>	<u>13,694</u>	<u>0</u>	<u>13,694</u>	<u>0.4%</u>	<u>0</u>
Net Expenditure	<u>(56)</u>	<u>(13,750)</u>	<u>(13,694)</u>				
<u>520 Little Hands</u>							
1600 Property Rental Income	2,342	28,107	25,765			8.3%	
Little Hands :- Income	<u>2,342</u>	<u>28,107</u>	<u>25,765</u>			<u>8.3%</u>	<u>0</u>
4175 Subcontractors	0	1,828	1,828		1,828	0.0%	
4315 Maintenance & Reps - Planned	0	1,175	1,175		1,175	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
Little Hands :- Indirect Expenditure	<u>0</u>	<u>3,503</u>	<u>3,503</u>	<u>0</u>	<u>3,503</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>2,342</u>	<u>24,604</u>	<u>22,262</u>				
<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	50	50		50	0.0%	
4320 Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500 Rates	893	13,246	12,353		12,353	6.7%	
4505 Electricity	301	2,600	2,299		2,299	11.6%	
4510 Water	0	250	250		250	0.0%	
4700 PWLB Interest	0	3,497	3,497		3,497	0.0%	
4705 PWLB Capital	0	9,789	9,789		9,789	0.0%	
Workshop :- Indirect Expenditure	<u>1,194</u>	<u>29,932</u>	<u>28,738</u>	<u>0</u>	<u>28,738</u>	<u>4.0%</u>	<u>0</u>
Net Expenditure	<u>(1,194)</u>	<u>(29,932)</u>	<u>(28,738)</u>				
Maintenance :- Income	<u>4,287</u>	<u>45,246</u>	<u>40,959</u>			<u>9.5%</u>	
Expenditure	<u>14,078</u>	<u>215,350</u>	<u>201,272</u>	<u>0</u>	<u>201,272</u>	<u>6.5%</u>	
Net Income over Expenditure	<u>(9,791)</u>	<u>(170,104)</u>	<u>(160,313)</u>				
plus Transfer from EMR	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>				
Movement to/(from) Gen Reserve	<u>(8,791)</u>	<u>(170,104)</u>	<u>(161,313)</u>				

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	4,287	45,246	40,959			9.5%	
Expenditure	14,078	215,350	201,272	0	201,272	6.5%	
Net Income over Expenditure	(9,791)	(170,104)	(160,313)				
plus Transfer from EMR	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(8,791)	(170,104)	(161,313)				



INVOICE

Melbourn Parish Council
Melbourne Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Invoice Date
08 May 2026

Account Number

Invoice Number
97246

Purchase Order
Alex Coxall

VAT Number
876328389

Playsafety Limited
Unit 78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
UNITED KINGDOM
+44(0)1793 317470

accounts@rospaplaysafety.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
AI PARISH, Annual Inspection - Clear Crescent Play Area SG8 6JD,The Moor Play Area SG8 6ED	2.00	83.00	20%	166.00
EXTRAS, Extra items above average of five per site	24.00	4.00	20%	96.00
			Subtotal	262.00
			Total VAT 20%	52.40
			Amount Due GBP	314.40

Due Date: 07 Jun 2026

Terms: 30 days. A late payment charge may be added at the rate of 5% per month (0.16% per day)

Electronic or BACS payments to:

(Please quote invoice number as reference)

Sort Code: 60-22-31

Account: 70525366

International Payments:

(Please quote invoice number as reference)

BIC: NWBKGB2L

IBAN: GB17NWBK60223170525366

Please make cheques payable to Playsafety Limited

Playsafety Ltd is licensed by RoSPA Play Safety

Payment can be made by card by clicking the link on the email to which the invoice was attached

Unit 20, South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk

www.shelfordheating.co.uk



Heating



Plumbing



Renewables



Bathrooms

INVOICE

**PARISH OFFICE
THE HUB
30 HIGH STREET
MELBOURN
HERTFORDSHIRE
SG8-6DZ**

Invoice Date 29/04/2026
Invoice Ref SH67886
Account Ref. 32603

Job Ref.	Site Address	Job Description
M40511	THE PAVILLON, THE MOOR, SG8-6ED	ANNUAL SERVICE

Invoice Description	Qty	Cost	Total
HEAT PUMP SERVICE AND SYSTEM CHECK	2	£150.00	£300.00
UNVENTED HOT WATER CYLINDER SERVICE WITH OTHER APPLIANCE	2	£87.50	£175.00

VAT Registration Number: 120 3236 73

Payment Terms: on receipt of Invoice

How to pay: Bank Transfer, Card Payment or Cheque Payment

Bank Lloyds TSB

Sort Code 30-64-79

Account No. 26654060

Please remember to state your Account Ref.

Total Ex VAT	£475.00
20% VAT	£95.00
Total Inc VAT	£570.00

Please Note: Payments made by credit card will only be accepted up to £300.00 per Invoice.



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sales@shelfordheating.co.uk

www.shelfordheating.co.uk



Heating



Plumbing



Renewables



Bathrooms

How to pay

For best results pay by Bank Transfer

Our Bank Account details are as follows.

Sort Code **30-64-79** Account Number **26654060** please include the invoice reference and account number on your transaction.

By Credit/Debit Card (We only accept payments on Credit Cards to the value of £300.00)

Telephone our offices on **01223 833426** between 8:00 a.m. and 5:00 p.m. and have your card details to hand along with the Account/Invoice reference for settlement.

By Post/Cheque

Please write your account number and invoice reference on the back, and post to our offices – please make cheques payable to **Shelford Heating Ltd.**

Payment Notes

- We are unable to accept cash payments
- We reserve the right to charge interest on overdue monies at 8% above Bank of England Base Rate
- We only accept Credit Card payments up to the value of £300.00
- All invoices to be settled on receipt, late payment penalties apply.
- Our full terms and conditions of sale are available on our Web site which will change from time to time. Included also in every invoice issued.

'More than just a service'

Shelford Heating have strived to offer a full range of services, working in partnership with Key suppliers and Manufacturers who are able to offer products of Quality, Reliability with excellent back up service, our services now include as well as our Standard Boiler service and repair.

- Domestic and Commercial Boiler Replacements
- Domestic and Commercial Oil and Gas Servicing Including LPG Appliances
- High Efficiency Boiler Installation, and New Systems Along with Energy Efficient System Control Upgrades
- Heating System Power-Flushing and Magnetic Filtration Devices
- Renewable Energy Installations: Air Source Heat Pumps
- Heating System Repairs 5 Days a Week 8.30am to 5.00pm
- Oil Tank Service, Repairs and Replacement
- Plumbing Services, Bathroom Installations, Shower Replacements and Plastering/Tiling
- Electrical Services (Full Scope Part P) Cambs Electrical Our Approved Electrical Contractor.

Complaints procedure

Please write to the **Customer Services Director, Shelford Heating Ltd, Unit 20, South Cambridge Business Park, Babraham Road, Sawston, Cambridge, CB22 3JH** with your concern and we will contact you within 5 days confirming receipt and then undertake our investigation and confirm what action is to be taken to resolve any issues, which may require a further site visit.

This does not affect your statutory rights.

Privacy Policy

Shelford Heating Ltd takes your privacy seriously and we understand that people have different privacy concerns, so our aim is to be clear about what we collect. We are committed to protecting and respecting your privacy and will only use your personal information to administer your account and provide the services and products you have requested from us; and may be used by our employees, sub-contractors, and suppliers in which to do so. When you contact us, you voluntarily provide us with information about yourself in way of name, address, telephone number, email address and details about your heating, renewable and plumbing appliances and by providing this information you are consenting to our use of this information within this Privacy Policy. Our full Policy is available to view on our website and may be subject to change without notice.

If you wish to be removed from our database, please contact us at the address contained within communication.



Unit 20, South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk

www.shelfordheating.co.uk



FULL TERMS & CONDITIONS OF BUSINESS

In the interests of our customers, we would ask them to always check and approve the following:

- Working Times of Labour & Description of Materials are clearly and accurately shown on the Engineers Report.
- Material collection times have been kept to a minimum.
- Mobile phone usage has kept to a minimum and has been solely job related.
- Breaks have not been charged for.
- Any queries are resolved with the Operative at the time.
- All work completed by the Company and its Technicians are Chargeable unless agreed in writing

Should you have any unresolved queries, require further information or fail to be completely satisfied with our work please write to us and we will confirm within 5 days confirming receipt and then undertake our investigation and confirm what action is to be taken to resolve any issues, which may require a further site visit.

For the purpose of these terms & conditions the following words shall have the following meanings: (a) "The Company" shall mean Shelford Heating Ltd, Unit 20 South Cambridge Business Park, Sawston, Cambridge CB22 3JH registered company no 7616891 (b) "The Customer" shall mean the person or organization for whom the Company agrees to carry out works &/or supply materials (c) "The Operative or Engineer" shall mean the representative appointed by the Company.

The Company reserves the right to refuse or decline work at its own discretion. Where the Company agrees to carry out works for the Customer those works shall be undertaken by the designated operative of Company at its absolute discretion.

The total charge to the Customer shall consist of the cost of materials supplied by the Company plus a markup (not exceeding the Manufacturers recommended retail price) & the amount of time spent by the operative in carrying out works (including all reasonable time spent in obtaining un-stocked materials) charged in accordance with the Company's current rates. The Customer shall only be charged for the time spent related to the Customer's work, all other time, personal mobile calls etc. is non-chargeable. All charges are subject to VAT at the prevailing rate except in cases where the work carried out is zero rated. Our callout charges include up to 60 minutes on site and Service charges are based on and thereafter additional Labour charges are based on 15 minute intervals. Our prices are available by request by contacting sales@shelfordheating.co.uk. Weekend Charges are a premium service and as such increase, This Service provision is subject to availability and will not always be in operation. We will not be offering a Sunday Service. Bank Holidays the Business will be closed, Our Telephone system will have facility for leaving messages which will be dealt with on the next normal working Day.

Material Collection - Collection of non-stock items are chargeable but: (a) Time must be kept to a minimum & reasonable. (b) The Customer must be informed wherever possible when the operative leaves the premises. (c) If the collection time is likely to exceed 45 minutes the customer must be additionally informed of the circumstances. (d) Only one engineer is allowed to leave the job to collect parts. (e) The collection of materials which should be normally stocked items is non-chargeable.

Payments - Invoices are due for payment immediately, and in any event no later than 14 days of work completed or date of invoice, whichever is the later. We Reserve the right to charge interest on overdue monies at a rate of 8% over the Bank of England Base rate (our Contractual rate) after a period of 28 days from the work completed date. We only accept payments on Credit Cards up to the Value of £200.00.

Where the date &/or time for works to be carried out is agreed by the Company with the Customer, then the Company shall use its best Endeavour's to ensure that the operative shall attend on the date & at the time agreed. However, the Company accepts no liability in respect of the non-attendance or late attendance on site of the operative/engineer or for the late or non-delivery of materials.

The Customer shall accept sole liability to discharge the Company's account unless he/she discloses to the Company when initially instructing the Company to carry out work &/or supply materials that he/she is acting on behalf of a third party (including, but not limited to, a Limited Company or Partnership) & receiving a written estimate) the name of the third party appears on the written estimate.

If the Customer cancels their instructions prior to any work being carried out or materials supplied then the Customer shall be liable for any related expenditure together with the profit that would have been made by the Company had the work been carried out &/or materials supplied in accordance with such instructions.

If, after the Company shall have carried out the works, the Customer is not wholly satisfied with the works then the Customer shall give notice in writing within 12 months to the Company & shall afford the Company, and its insurers, the opportunity of both inspecting such works, & carrying out any necessary remedial works if appropriate. The Customer accepts that if he fails to notify the Company as aforesaid then the Company shall not be liable in respect of any defects in the works carried out.

The Guarantee shall be for Labour only in respect of faulty workmanship for 12 months from the date of completion with the manufacturer's warranty in force.

The Guarantee will become null & void if the work/appliance completed/supplied by the Company is: (a) Subject to misuse or negligence. (b) Repaired, modified or tampered with by anyone other than a Company operative. The Company will accept no liability for, or guarantee materials supplied by the Customer & will accept no liability for any consequential damage or fault.

The company will not guarantee any work in respect of blockages in waste & drainage systems.

The company will not guarantee any work undertaken on instruction from the customer & against the written or verbal advice of the operative/engineer.

Work is guaranteed only in respect of work directly undertaken by the company & payment in full has been made. Any non-related faults arising from recommended work which has not been undertaken by the company will not be guaranteed.

The company shall not be held liable or responsible for any damage or defect resulting from work not fully guaranteed or where recommended work has not been carried out.

These terms & conditions may not be released, discharges, supplemented, interpreted, varied or modified in any manner except by an instrument in writing signed by a duly authorized representative of the Company & by the Customer. Further, these terms & conditions shall prevail over any terms & conditions used by the Customer or contained or set out or referred to in any documentation sent by the Customer to the Company; by entering into a contact with the Company the Customer agrees irrevocably to waive the application of any such terms & conditions.

Title to any goods, supplied by the Company to the Customer shall not pass to the Customer but shall be retained by the Company until payment in full for such goods has been made by the Customer to the Company.

The Company shall not be liable for any delay or for the consequences of any delay in performing any of its obligations if such delay is due to any cause whatsoever beyond its reasonable control & the Company shall be entitled to a reasonable extension of the time for performing such obligations.

The Company shall only be liable for rectifying works completed by the Company & shall not be held responsible for ensuing damage or claims resulting from this or other work overlooked or subsequently requested & not undertaken at that time.

These terms & conditions & all contracts awarded between the Company & Customer shall be governed & construed in accordance with English law & shall be subject to the exclusive jurisdiction of the English law.



Lloyds statement 12/05/26

Transactions Since Last Statement

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Foreign Exchange Details</u>	<u>Amount</u>
13/04/2026	eBay O*02-14508-98585 DEPARTMENT STORES		£85.45 CR
07/05/2026	Military1st MISCELLANEOUS APPAREL AND ACCESSORY STOR		£114.46 DR

From: [REDACTED]
To: [REDACTED]
Subject: Your Military 1st order confirmation
Date: 07 May 2026 15:45:15



Hi Abi Williams,

Thank you for your order from Military 1st. You can check the status of your order by **[logging into your account.](#)**

If you have questions about your order, you can email us at **info@military1st.co.uk**.

Your Order [REDACTED]

Placed on 7 May 2026, 15:43:25

Billing Info

Abi Williams
Melbourn Parish Council
Melbourn Hub
30 High Street, Melbourn
Near Royston, SG8 6DZ
United Kingdom
T: **01763263303**

Delivery Info

Abi Williams
Post Office Melbourn
S25GB25862
49 HIGH STREET
ROYSTON, SG8 6DZ
United Kingdom
T: **01763263303**

Payment Method

Credit / Debit Card:
Visa

Delivery Method

DPD Next Day Local Pickup (order by 2pm Monday to Thursday)

Items	Qty	Price
Mil-Tec ECWCS Jacket with Fleece Flecktarn	1	£112.46

Ref: 10615021-907







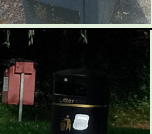

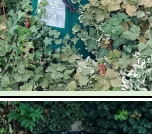


Size
3XL

Subtotal	£112.46
Delivery & Handling	£2.00
Grand Total	£114.46




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Bins Audit

		Location	description	comment	2024/25	2025/26	2026/27	2027 onwards	NO ACTION	ACTION
1		83 High Street	Concrete with black bag	tucked behind bush and bench						
2		Back lane junction	Concrete with black bag	full/where litter pickers leave bags						
3		Black Horse	round wooden	recently replaced (2022) but suggested the need for a closed top bin. Bin replaced 2024.						
4		North end bus stop	Concrete with black bag							
5		Vicarage Close Bus Stop	Concrete with black bag	well used						
6		Car park bus stop	metal litter and recycling	highlight to south cabs for recycling pilot						
7		Bin left to car park entrance	black plastic bin with top							
8		Footpath from Sheene Mill	green metal no top	Bin replaced - 2024	replaced					
9		footpath to vicarage close	Concrete with black bag	slightly tucked away						
10		North end of village	green plastic with top	along cycle path						
11		outside old post office	Concrete with black bag	very well used - often over flows Would like additional bin as part of recycling trial with SDC. Bin replaced 2024.	replaced					

12		Primary School	Concrete with black bag					
13		Worcester Way	Concrete with black bag					
14		The Moor - new rec	recycling bin trial - SCDC	part of SCDC recycling trial				
15		War Memorial	Concrete with black bag					
16		Notice Boards	Concrete with black bag					
17		The Moor	Concrete with black bag	Complaint re litter blowing out into road / gardens. Bin replaced 2024		replaced		
18		Norgetts Lane	Concrete with black bag					
19		Palmers Way	round wooden					
20		Beton Close	Concrete with black bag			replaced		
21		Moor Play Park	Concrete with black bag					

22		Rose Lane / Cross Lane	Black metal					
23		MVC field / Vicarge Close	green plastic with top					
24		Orchard Rd / Ash Grove	Wood and metal Agreed replacement - bin on order.		replaced			
25		Maple Way / Beechwood Avenue	Wood and metal		replaced			
26		High Street / Leeches	Wood and metal	Wait until Greenway changes				
27		New Road / Clear Crescent	Concrete					
28 - 31		Clear Crescent Play Park x 4						
32		Station Road						
33 - 39		The Moor x 7	Concrete					
40		Stockbridge Meadows		car park				
41		Stockbridge Meadows		Meadow				

MA036 2526b) Replacement bins

Next suggested bin replacements

- Vicarage Close – small capacity open topped regularly used bin.
- Stockbridge Meadows – dog bin

2026/27 budget for replacement project £2,000

	Bin	Capacity	Price	Link
	Trojan Litter Bin - 100 Litre Capacity Litter Bin	100l	Est £193.26+VAT (with fixing)	Trojan Litter Bin - 100 Litre Capacity - Bin Shop
	Polyethylene Post Mountable Litter Bin – <i>note 8-10 week wait across all suppliers</i>	56l	£190.68+VAT (with fixing)	Post Mountable Galvanised Steel Dog Waste Bin - Bin Shop
Delivery			£90.49	
VAT			£94.89	
TOTAL			£569.32	

Monthly water situation report: East Anglia

1 Summary - April 2026

April 2026 was a very dry month across East Anglia, with rainfall ranging from 5% to 16% of the long term average for the month. Soil Moisture Deficit (SMD) has resultantly increased at a high rate, starting April at normal levels and ending the month within the notably low band. All river flow sites showed reduction of flows, the majority with below normal or notably low monthly average flows. Groundwater levels have started to decrease at almost all monitoring sites, but remain at normal or above normal levels for most. Only two groundwater sites have below normal levels for April. Public water supply reservoirs ended April with levels ranging from 86% to 95% of their full storage capacity. Both Grafham and Ardeigh reservoir stocks have fallen below their target curves.

1.1 Rainfall

Exceptionally low rainfall was received across all East Anglian catchments in April 2026. Rainfall totals ranged from 5% to 14% of the Long Term Average (LTA). The average area rainfall for East Anglia was 4.4mm. South Essex and CAM were the driest catchments, receiving 1.9mm and 2.4mm cumulative rainfall respectively. The Upper Bedford Ouse received the most rainfall with a cumulative 6.9mm. East Anglian rainfall totals over the past 3 months have been normal for all but North Norfolk, Northwest Norfolk and Wissey, and Little Ouse and Lark which were below normal.

1.2 Soil moisture deficit and recharge

The regional average SMD increased significantly during April, rising from a normal 20mm at the end of March to a notably High 66mm by the end of April. Most catchments had an SMD within the range of 41mm to 70mm by the end of April, but Central Area Fenland and South Essex both fell within the 71mm to 100mm range. All catchments had an SMD of 26mm to 50mm greater than the LTA for the time of year.

1.3 River flows

Month mean river flows ranged from 40% to 87% of the LTA in April 2026, with flows ranging from normal to notably low for the time of year. The Ely Ouse, Wissey, and Bure, Yare and Waveney in the east all fell within the notably low band. The Ely Ouse recorded the lowest flows at 40% with the high 87% LTA flow being Heacham in the north.

1.4 Groundwater levels

Groundwater levels have now started to fall at the majority of groundwater sites, with Bircham Newton being the only site to show a continued rise in groundwater levels. Levels fall within the normal ranges for April for most catchments. Only Bircham Newton and Breckland are at below normal levels having been unable to fully recover with this winter's recharge. Bury St Edmunds and Smeetham Hall conversely remain above normal for the time of year.

1.5 Reservoir stocks

Public water supply reservoir stocks for East Anglia ranged from 86% to 95% of their full storage capacity. Alton, Abberton and Hanningfield are all currently above their target curve, and both Grafham and Ardleigh are below.

Author: Environment Agency, Hydrology-EAN-and-LNA@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

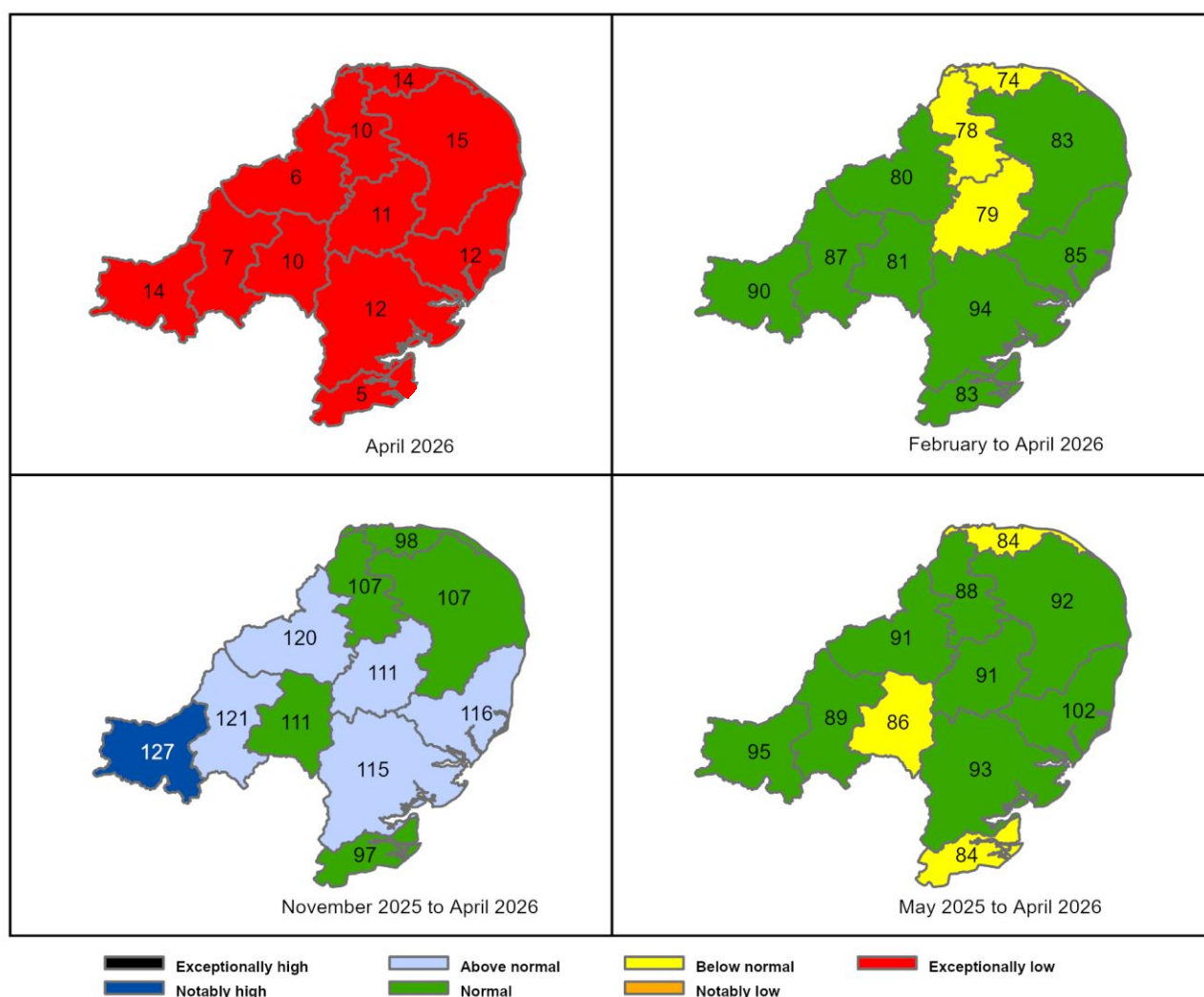
*[LTA]: long term average

Contact Details: 03708506506

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 2026), 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.

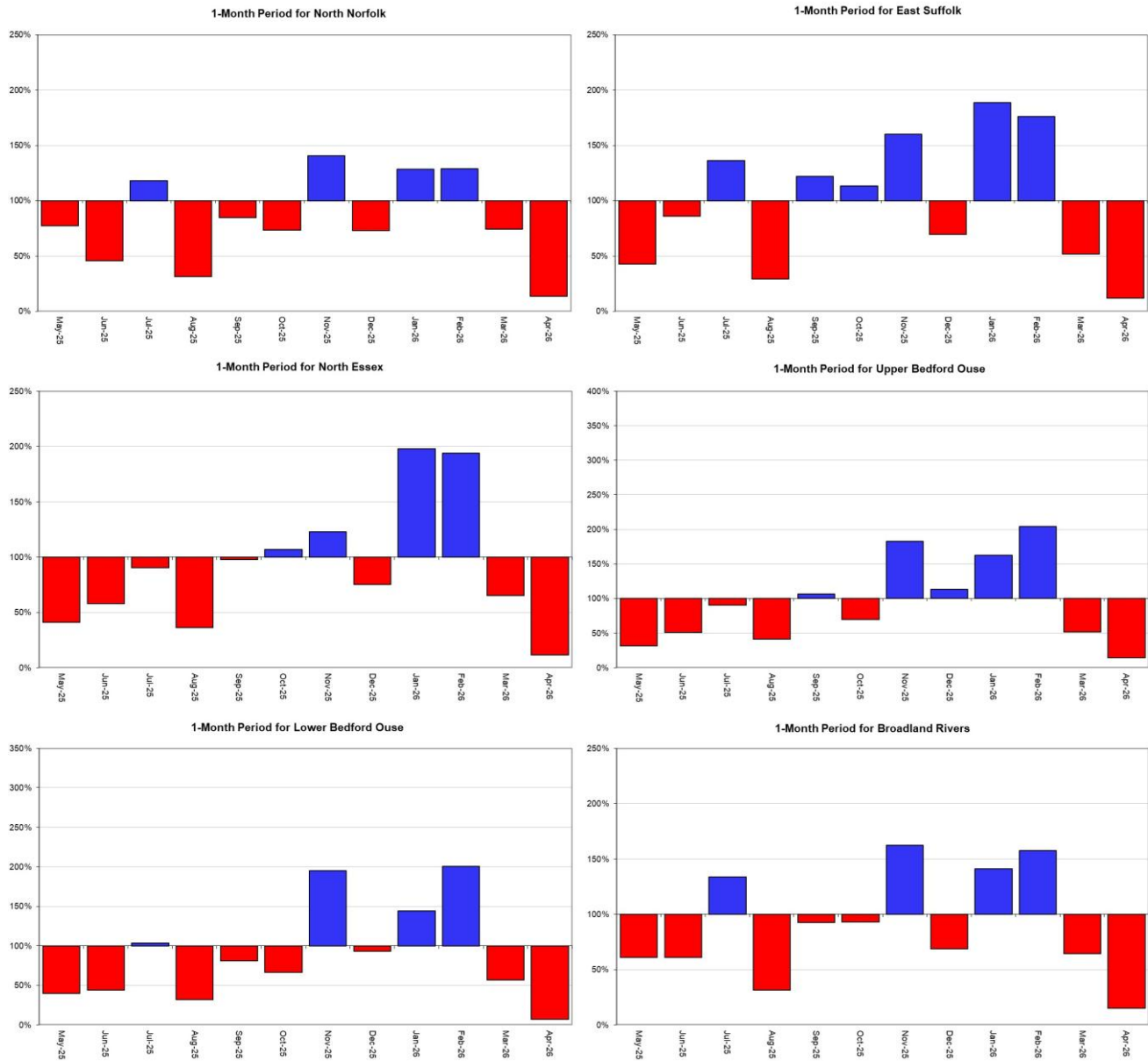


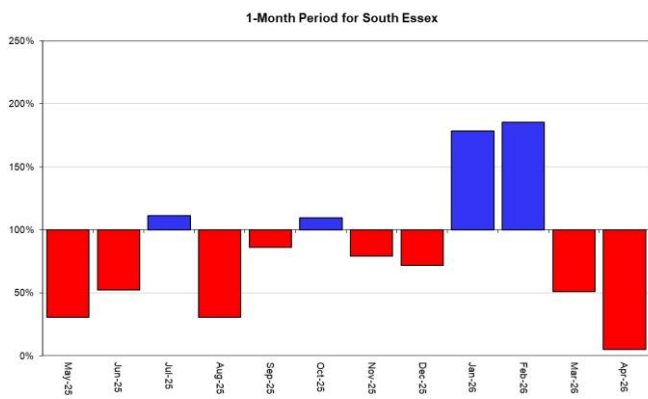
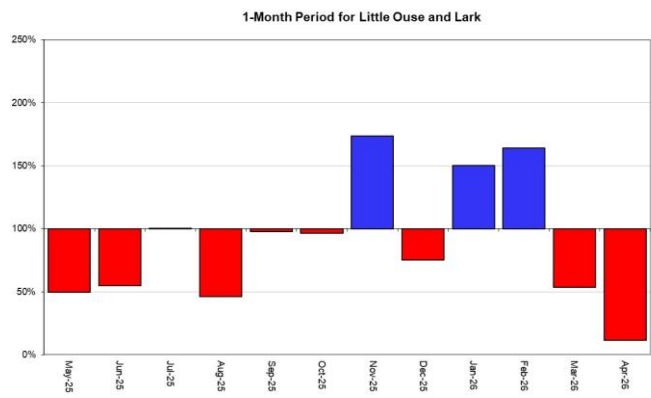
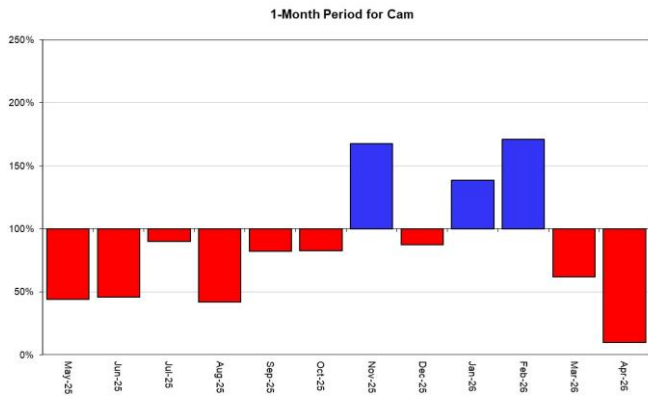
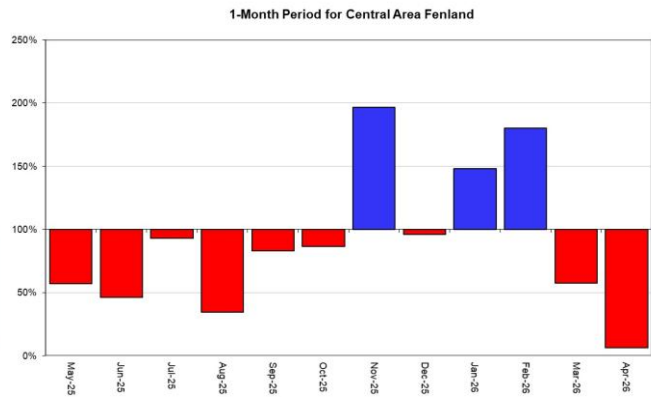
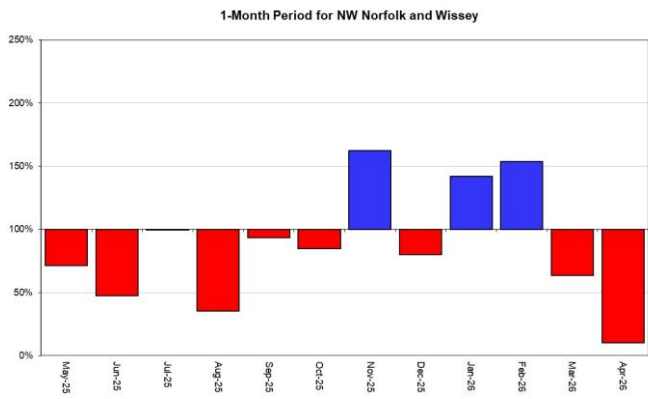
HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2026). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

2.2 Rainfall charts

Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.

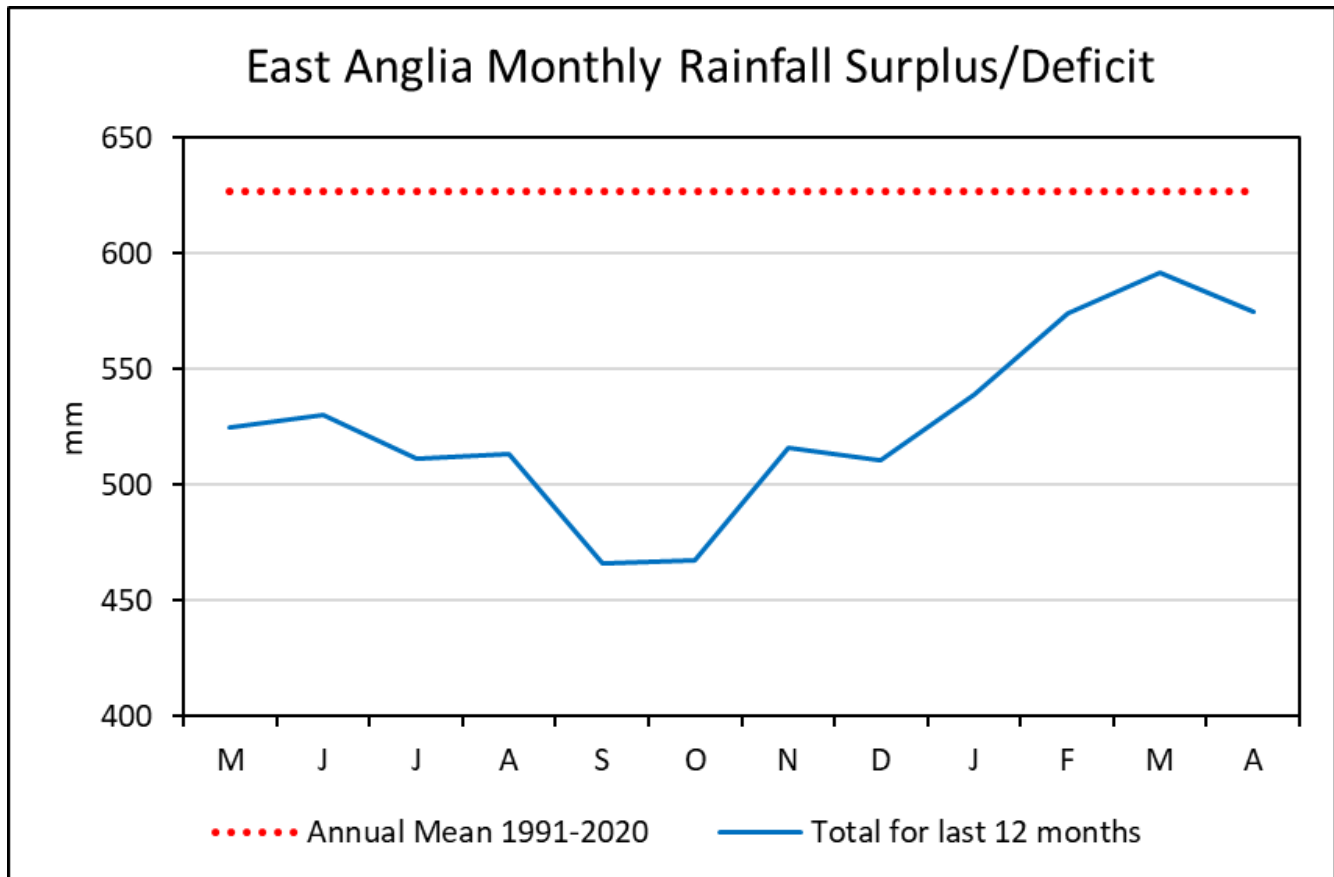
■ Above average rainfall ■ Below average rainfall





HadUK rainfall data. (Source: Met Office. Crown copyright, 2026).

2.3 Monthly rainfall surplus deficit chart



HadUK rainfall data. (Source: Met Office. Crown copyright, 2026).

3 Soil moisture deficit

3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 30 April 2026. Values based on the weekly MORECS data for real land use.

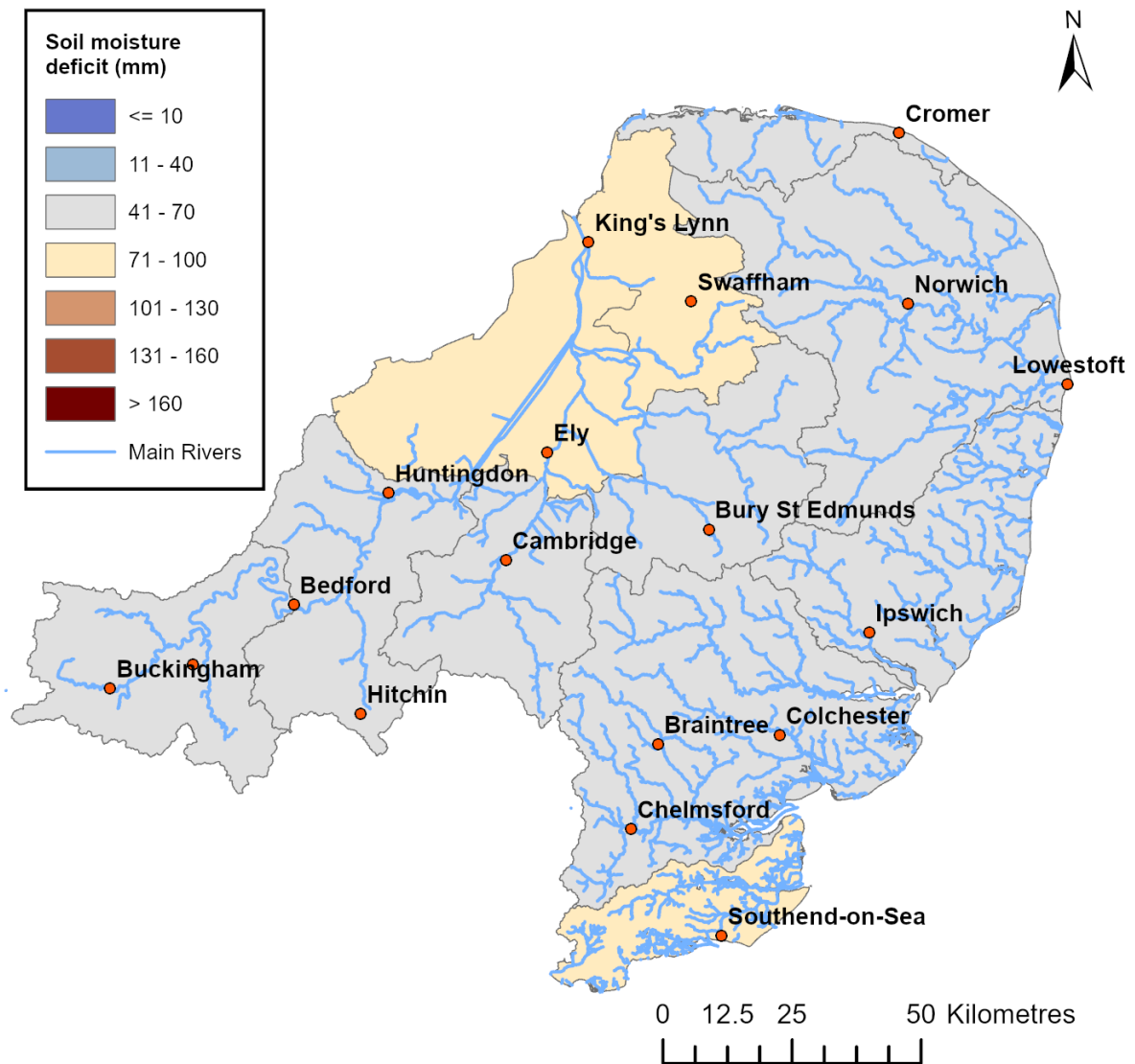
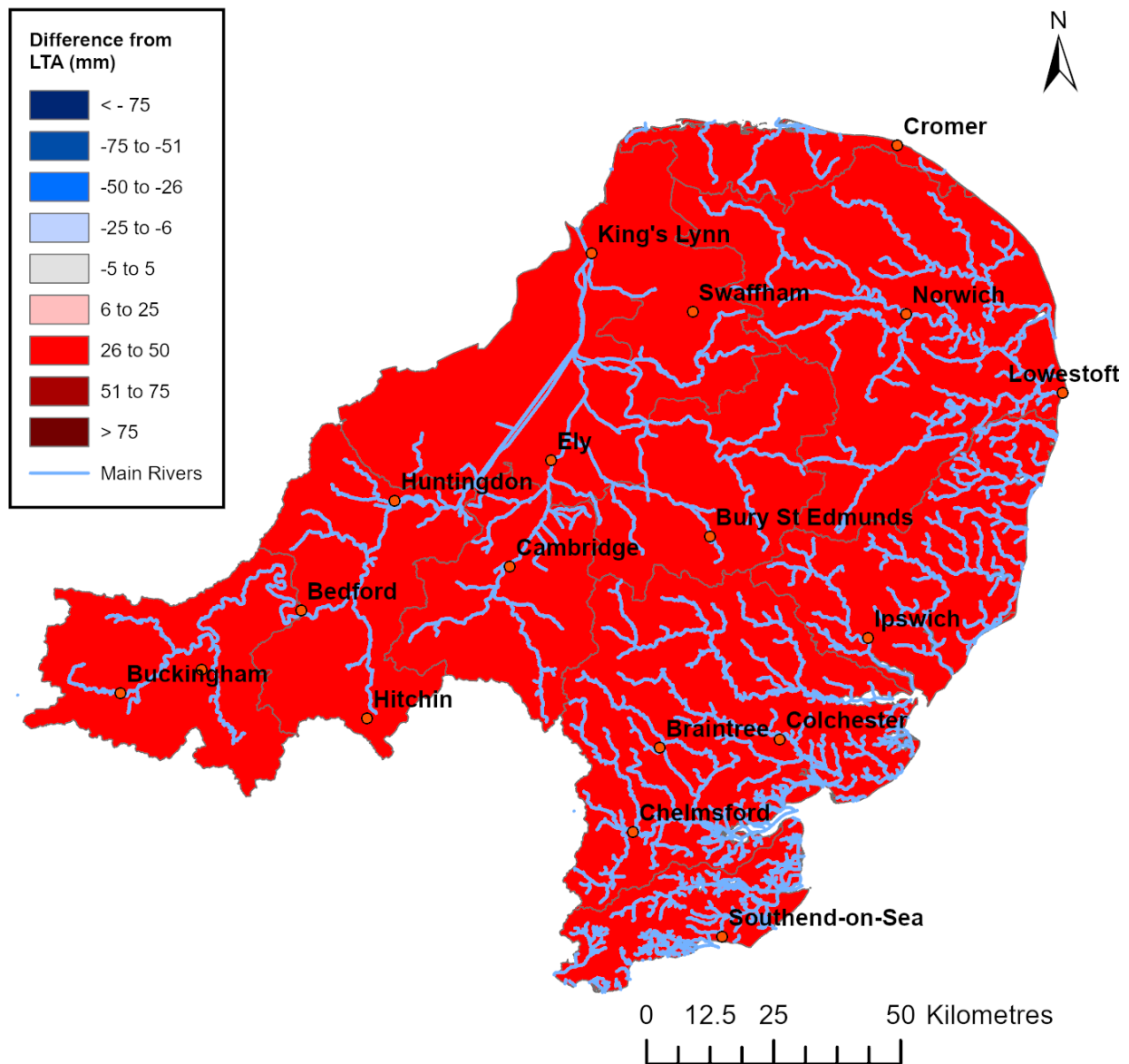


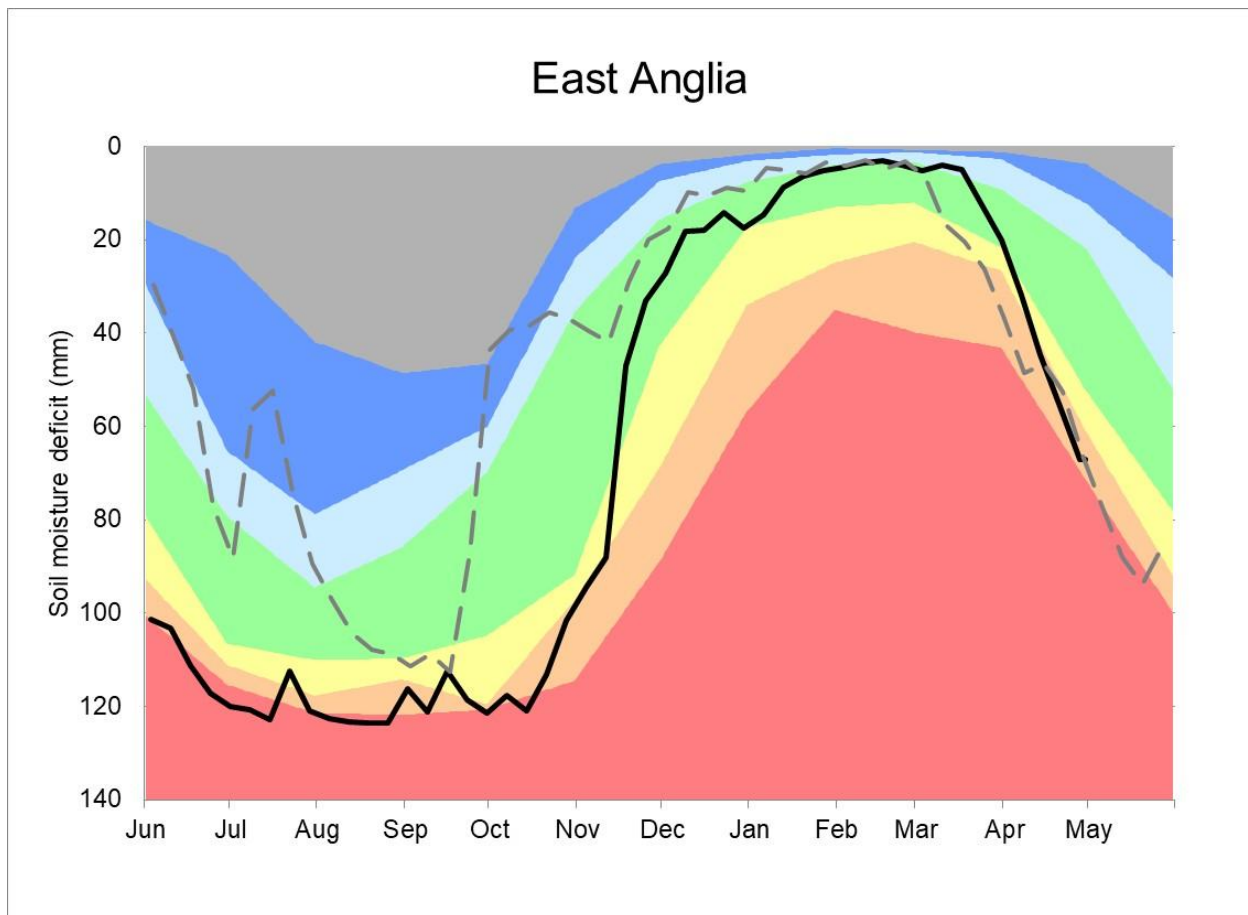
Figure 3.1a: Difference between soil moisture deficit values for 31 March 2026 and the long term average soil moisture deficit values for the end of March. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2026). All rights reserved. Environment Agency, 100024198, 2026.

3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.

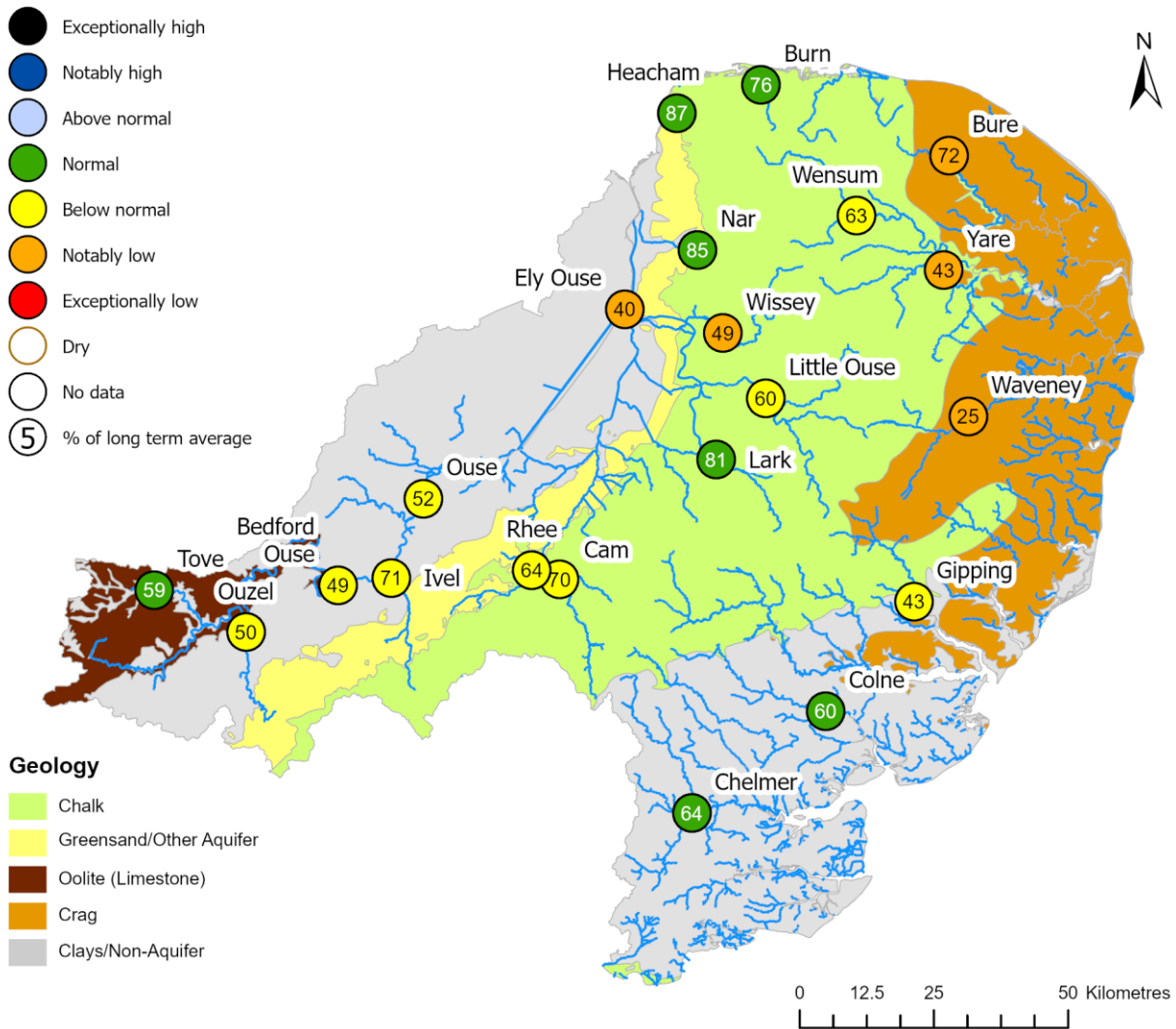


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4 River flows

4.1 River flows map

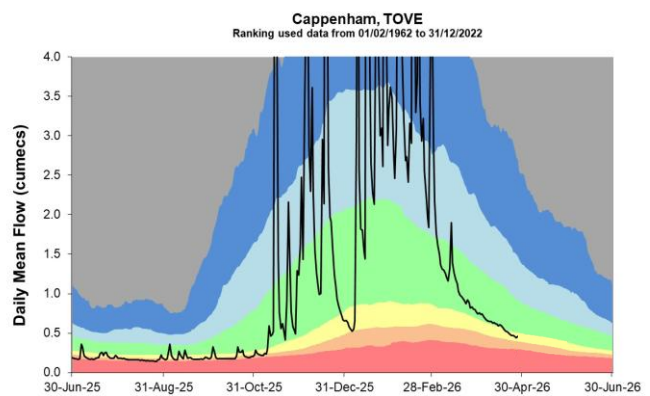
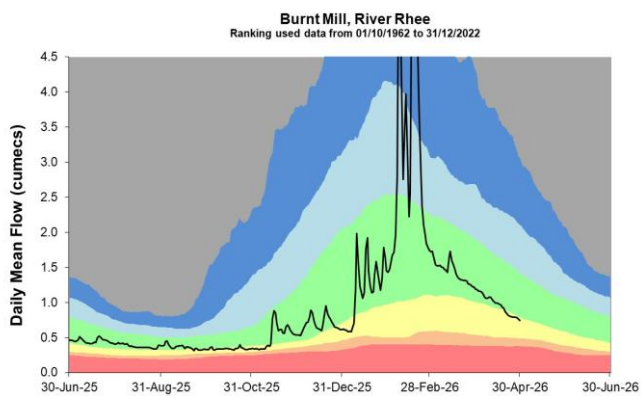
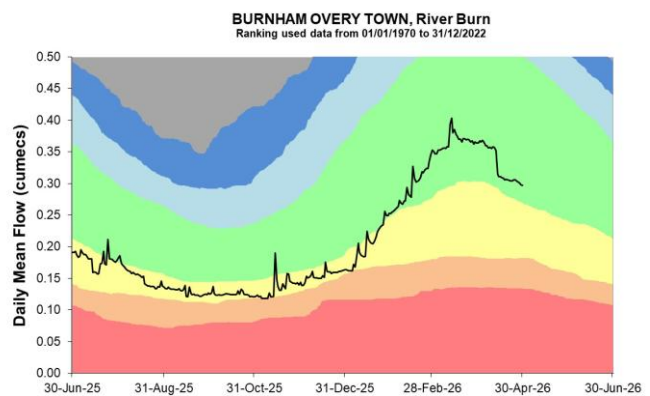
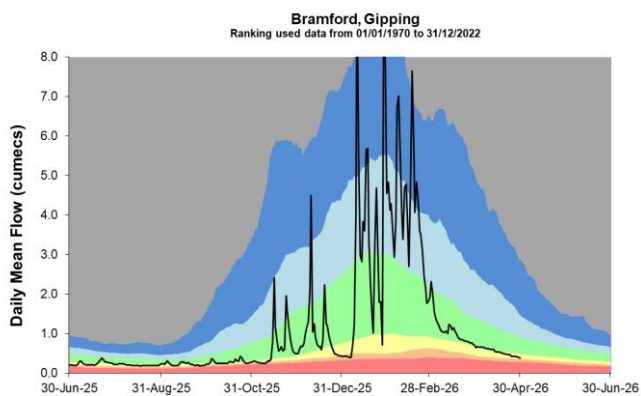
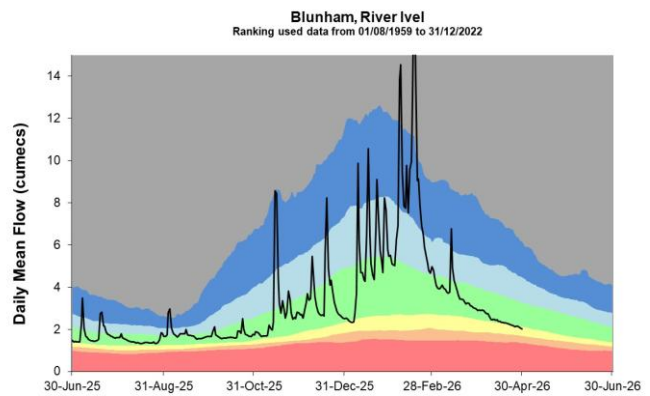
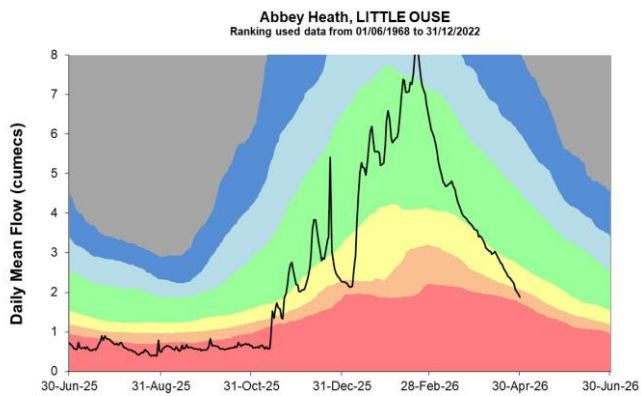
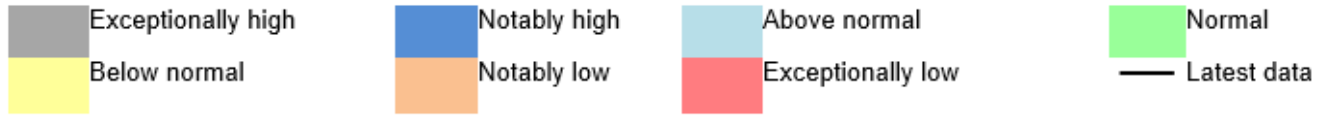
Figure 4.1: Monthly mean river flow for indicator sites for April 2026, expressed as a percentage of the respective long term average and classed relative to an analysis of historic April monthly means Table available in the appendices with detailed information.

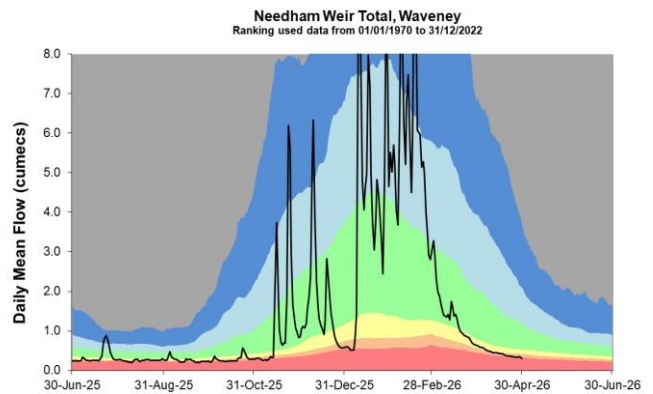
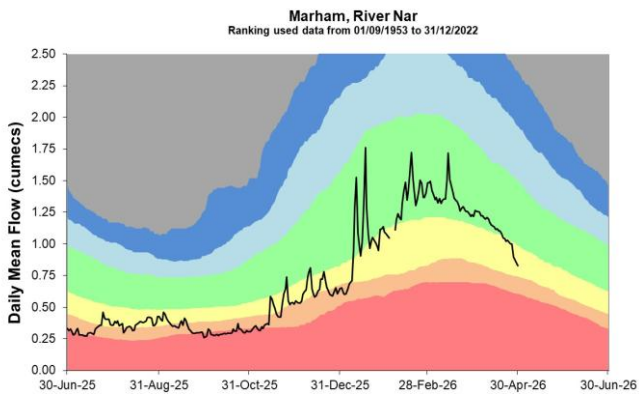
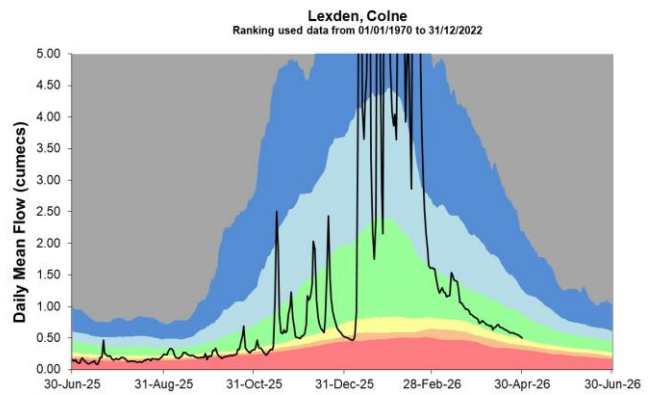
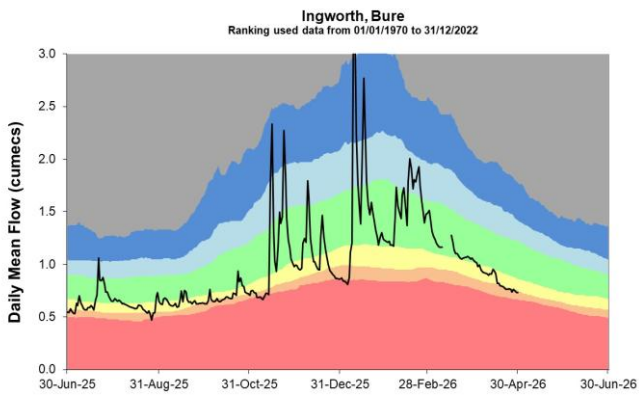
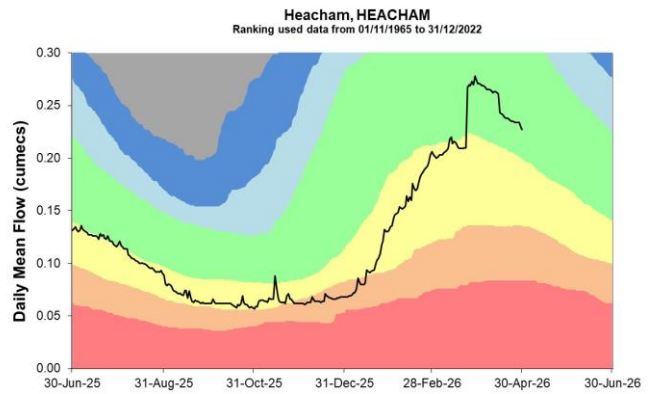
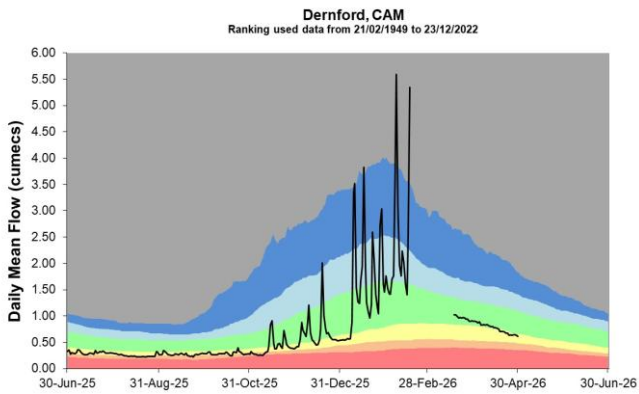
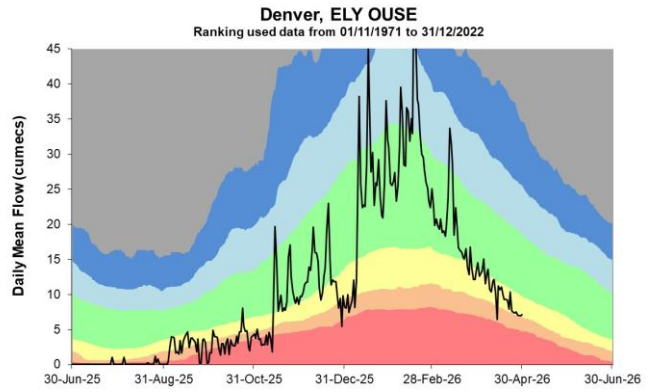
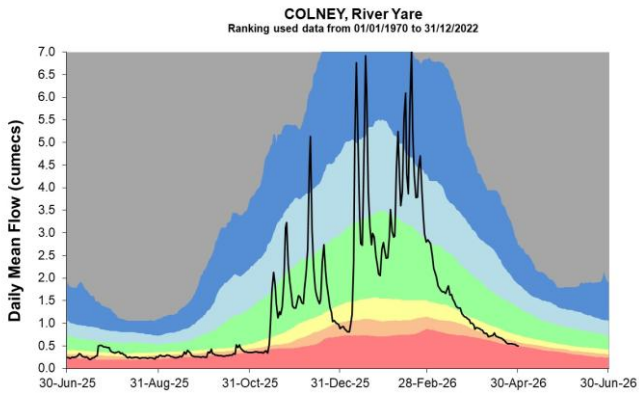


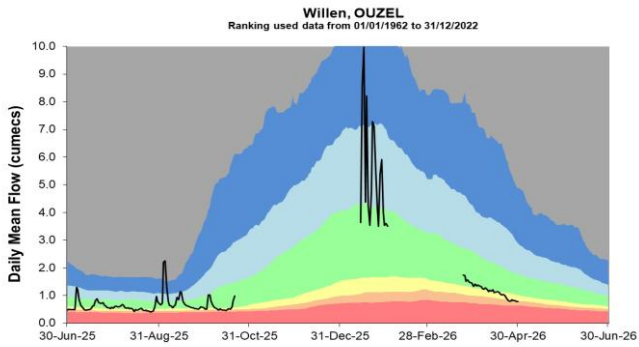
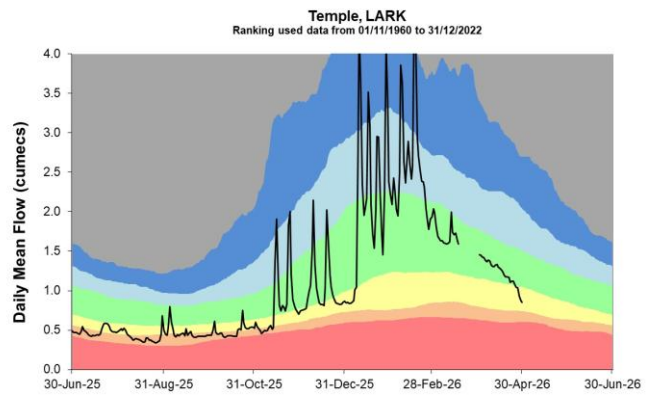
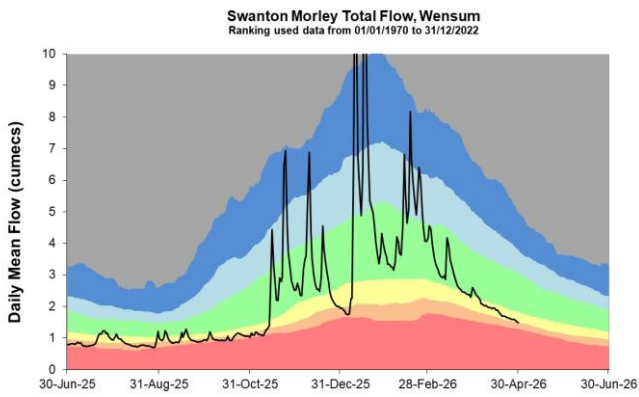
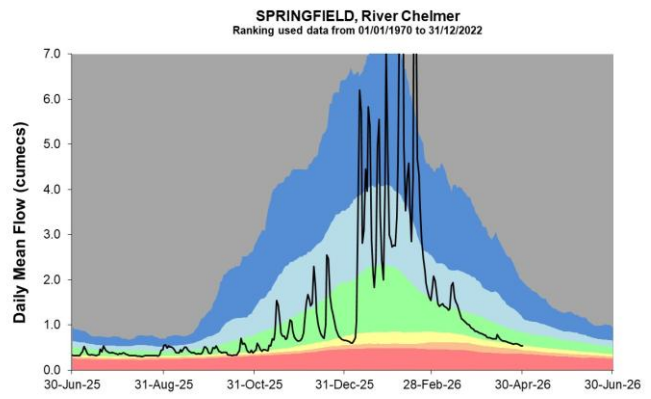
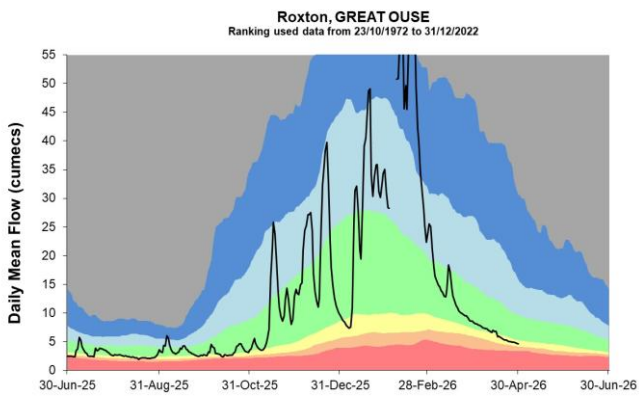
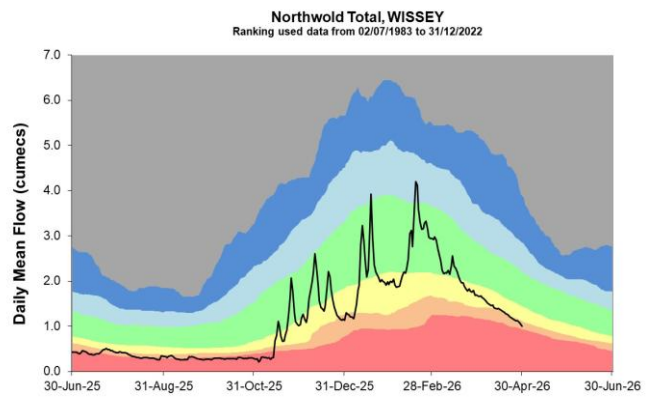
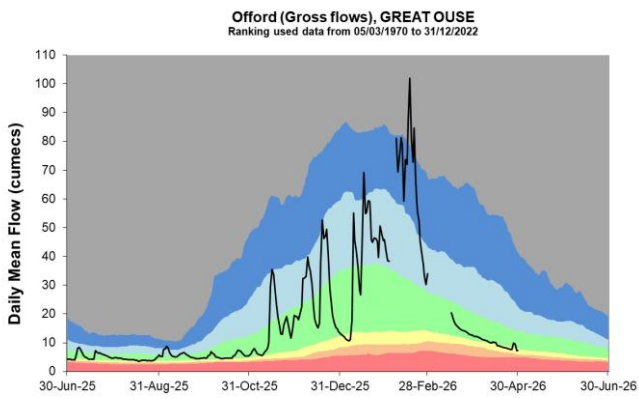
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

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.





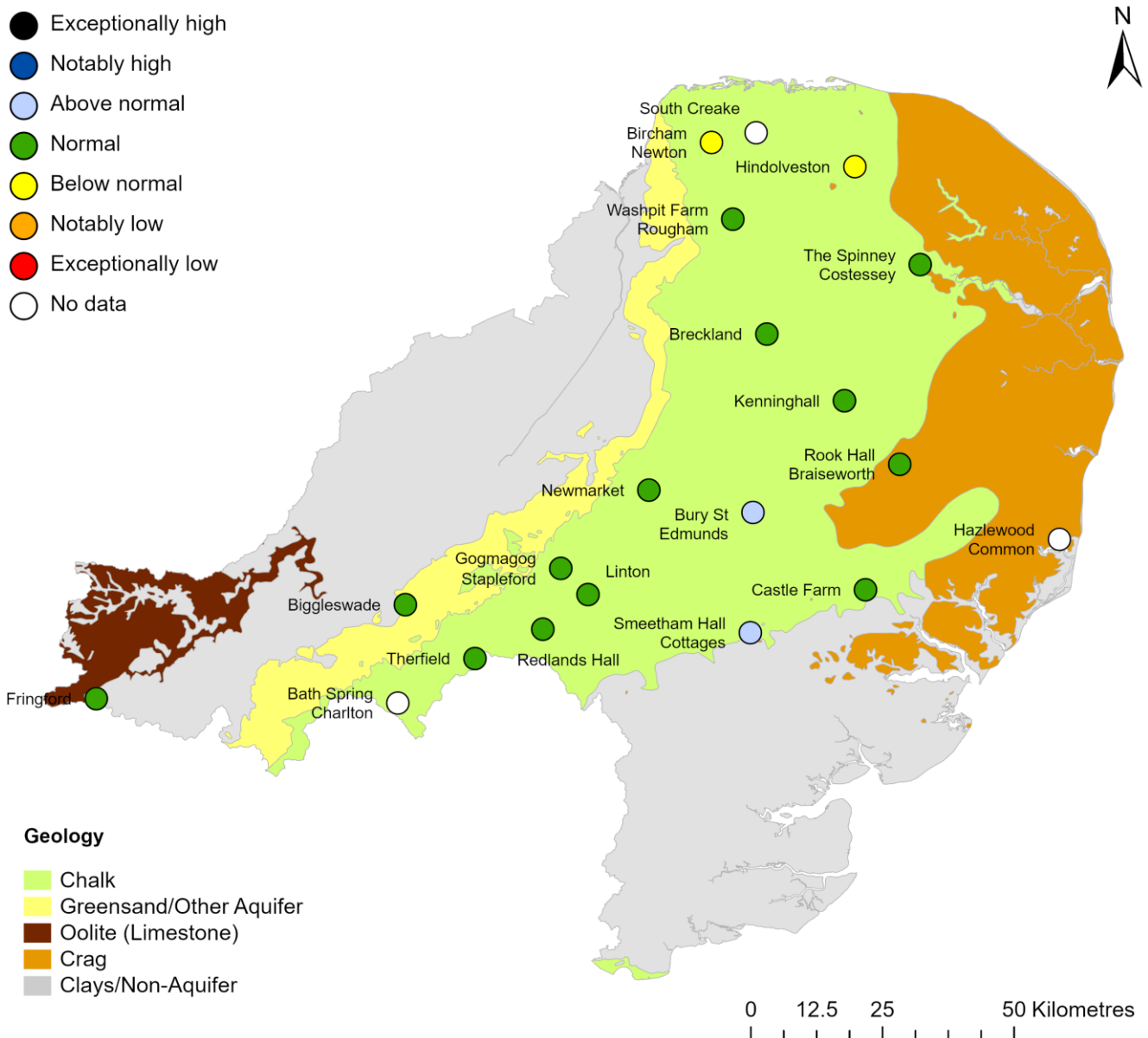


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

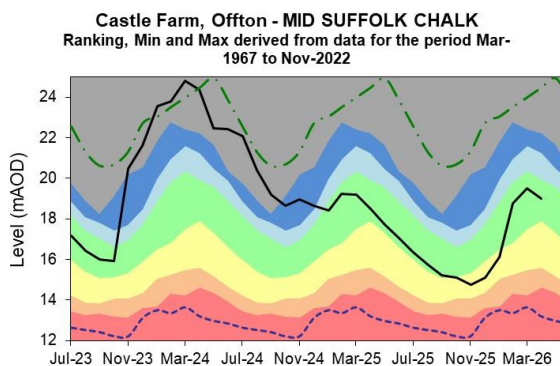
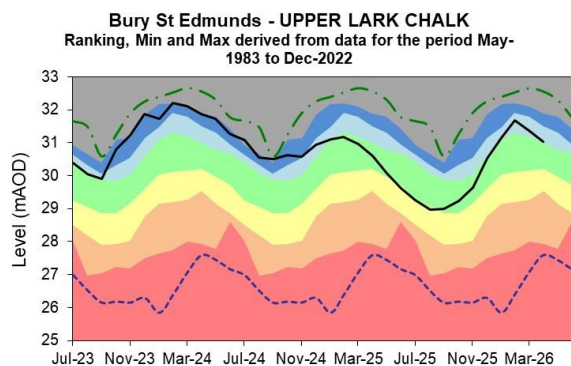
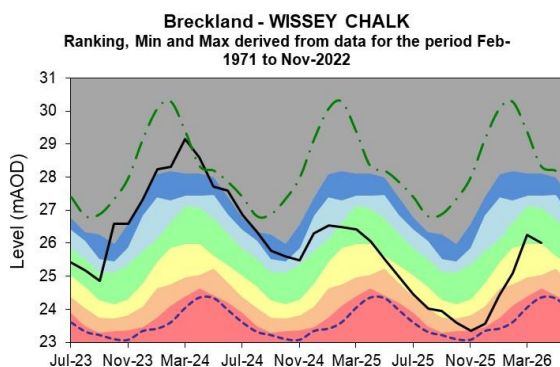
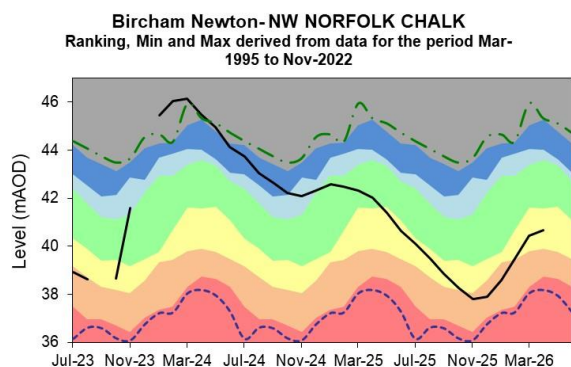
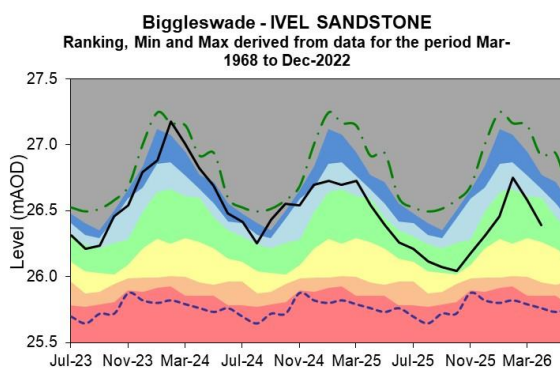
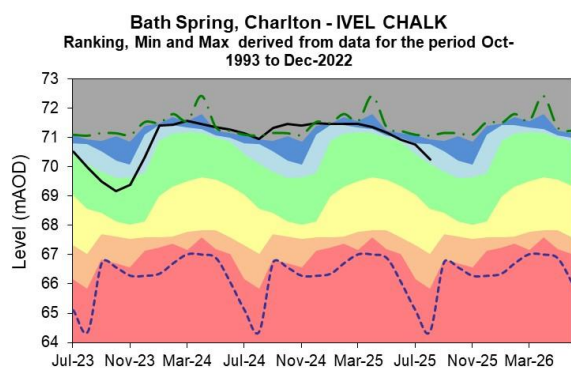
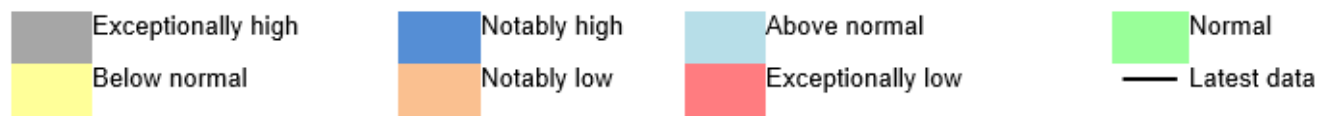
Figure 5.1: Groundwater levels for indicator sites at the end of April 2026, classed relative to an analysis of respective historic April levels. Table available in the appendices with detailed information.



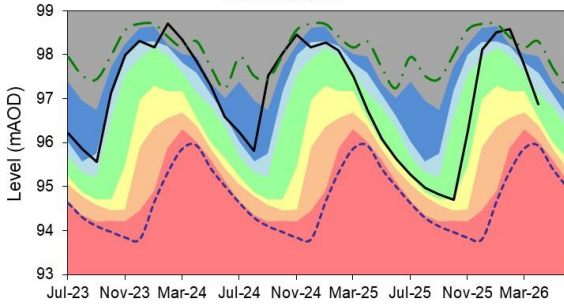
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2026.

5.2 Groundwater level charts

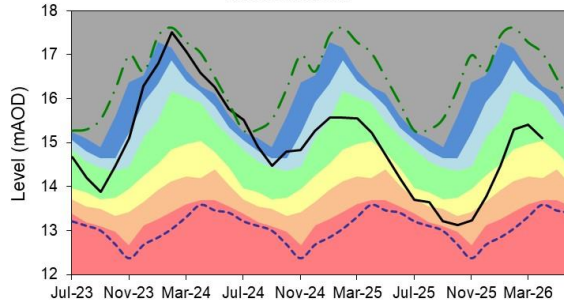
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



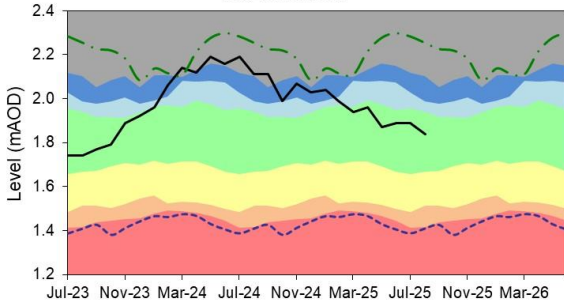
Fringford - GREAT OOLITE
Ranking, Min and Max derived from data for the period Sep-1980 to Dec-2022



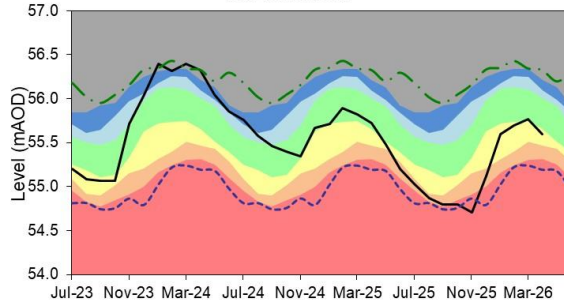
Gog Magog, Stapleford - CAM CHALK
Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



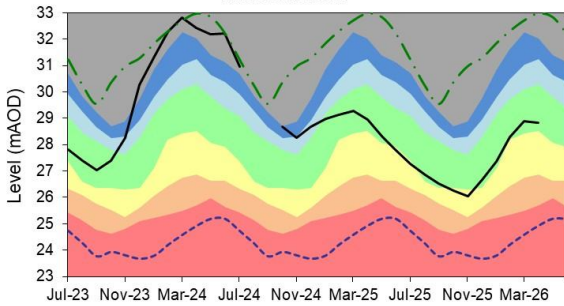
Hazlewood Common - SUFFOLK CRAG
Ranking, Min and Max derived from data for the period Oct-1988 to Nov-2022



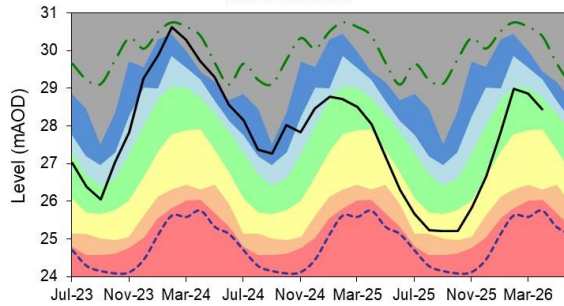
Hindolveston - NORFOLK CHALK
Ranking, Min and Max derived from data for the period Sep-1984 to Nov-2022



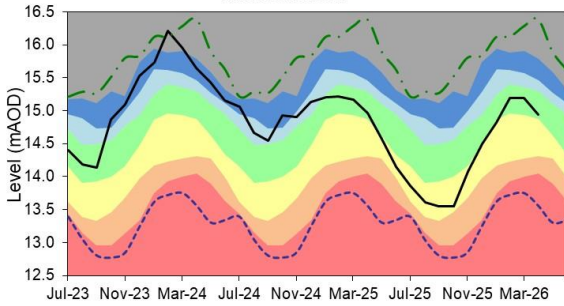
Kenninghall - LITTLE OUSE CHALK
Ranking, Min and Max derived from data for the period Aug-1973 to Dec-2022



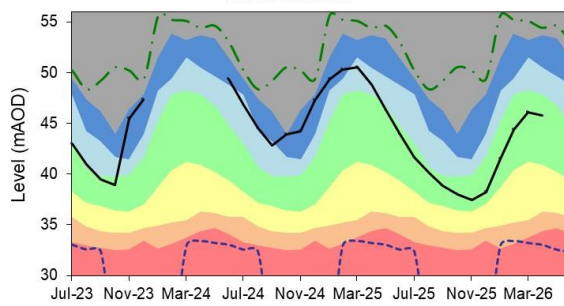
Linton - CAM CHALK
Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



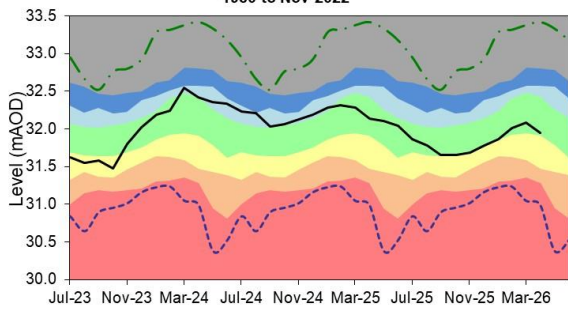
Newmarket - SNAIL CHALK
Ranking, Min and Max derived from data for the period Feb-1983 to Dec-2022



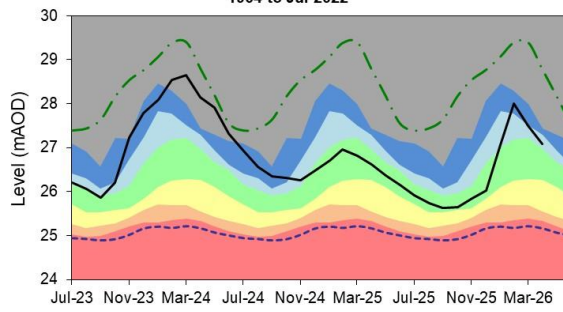
Redlands Hall, Ickleton - CAM CHALK
Ranking, Min and Max derived from data for the period Aug-1963 to Dec-2022



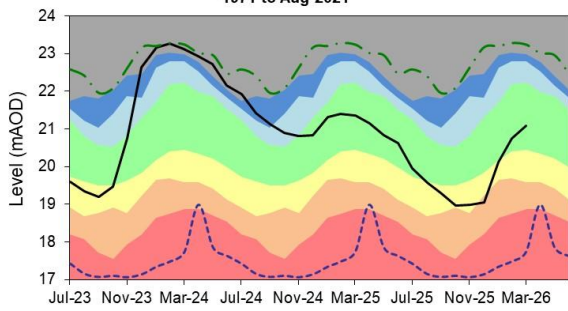
Rook Hall, Braiseworth-SUFFOLK CHALK
 Ranking, Min and Max derived from data for the period Jan-1980 to Nov-2022



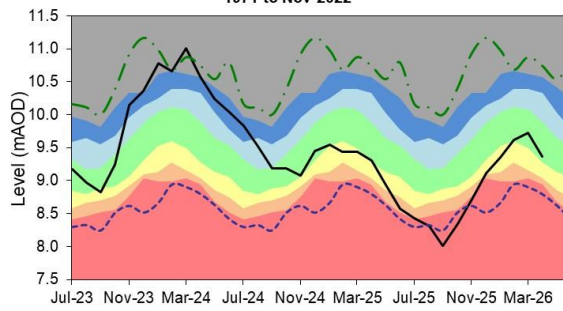
Smeetham Hall Cottages, Bulmer - ESSEX CHALK
 Ranking, Min and Max derived from data for the period Jan-1964 to Jul-2022



Old Primary School, South Creake, NORFOLK CHALK
 Ranking, Min and Max derived from data for the period Oct-1971 to Aug-2021



The Spinney, Costessey- WENSUM CHALK
 Ranking, Min and Max derived from data for the period Oct-1971 to Nov-2022

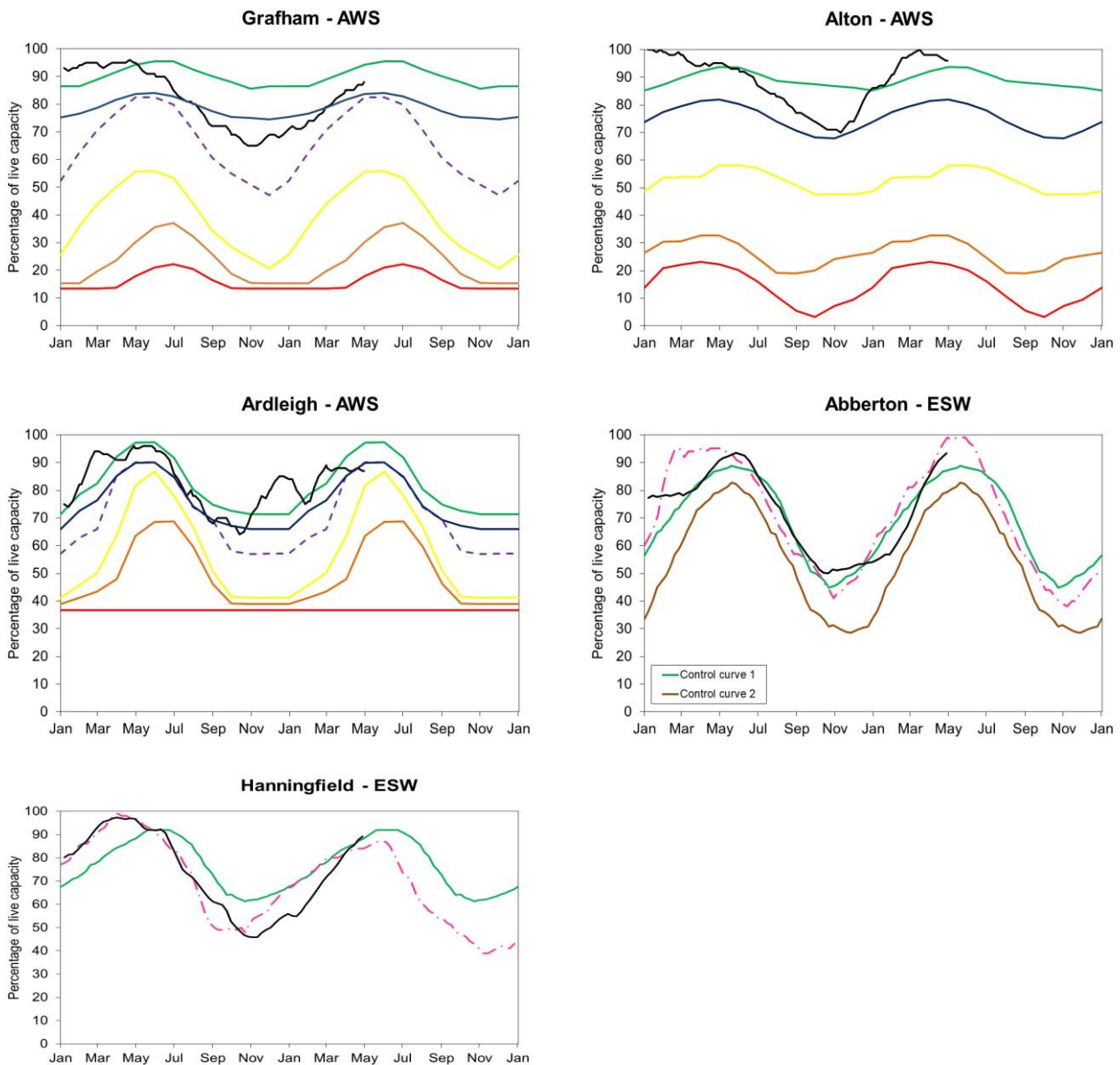


Source: Environment Agency, 2026.

6 Reservoir stocks

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

— 2024-2025 — Target Curve - - Drought permit application trigger - - 1995-1996
— Level 1 — Level 2 — Level 3 — Level 4



(Source: water companies. For more information on Anglian Water’s reservoir levels, please view their [Drought Plan](#))

7 Glossary

7.1 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 1991 to 2020. 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).

7.2 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.

8 Appendices

8.1 Rainfall table

Hydrological area	Apr 2026 rainfall % of long term average 1991 to 2020	Apr 2026 band	Feb 2026 to April cumulative band	Nov 2025 to April cumulative band	May 2025 to April cumulative band
Broadland Rivers	15	Exceptionally Low	Normal	Normal	Normal
Cam	10	Exceptionally Low	Normal	Normal	Below normal
Central Area Fenland	6	Exceptionally Low	Normal	Above normal	Normal
East Suffolk	12	Exceptionally Low	Normal	Above normal	Normal
Little Ouse And Lark	11	Exceptionally Low	Below normal	Above normal	Normal
Lower Bedford Ouse	7	Exceptionally Low	Normal	Above normal	Normal
North Essex	12	Exceptionally Low	Normal	Above normal	Normal
North Norfolk	14	Exceptionally Low	Below normal	Normal	Below normal
Nw Norfolk And Wissey	10	Exceptionally Low	Below normal	Normal	Normal

South Essex	5	Exceptionally Low	Normal	Normal	Below normal
Upper Bedford Ouse	14	Exceptionally Low	Normal	Notably high	Normal

8.2 River flows table

Site name	River	Catchment	Apr 2026 band	Mar 2026 band
Abbey Heath	Little Ouse	Little Ouse	Below normal	Normal
Blunham	Ivel	Ivel	Below normal	Normal
Bramford	Gipping	Gipping	Below normal	Below normal
Burnham Overy	Burn	Burn	Normal	Normal
Burnt Mill	Rhee	Rhee	Below normal	Normal
Cappenhams	Tove	Tove	Normal	Normal
Colney	Yare	Yare	Notably low	Normal
Denver	Ely Ouse	Cutoff and Renew Channel	Notably low	Normal
Dernford	Cam	Cam	Below normal	Normal
Heacham	Heacham	Heacham	Normal	Normal
Ingworth	Bure	Bure	Notably low	Normal
Lexden	Colne	Colne Essex	Normal	Normal
Marham	Nar	Nar	Normal	Normal
Needham Weir Total	Waveney (lower)	Waveney	Notably low	Below normal

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

8.3 Groundwater table

Site name	Aquifer	End of Apr 2026 band	End of Mar 2026 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Below normal	Below normal
Breckland	Wissey Chalk	Normal	Normal
Bury St Edmunds	Upper Lark Chalk	Above normal	Above normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Normal	Normal
Hazlewood Common	East Suffolk Crag		
Hindolveston	Norfolk Chalk	Below normal	Normal
Kenninghall	Little Ouse Chalk	Normal	Normal
Linton	Cam Chalk	Normal	Normal
Newmarket	Snail Chalk	Normal	Normal
Old Primary School, South Creake	North Norfolk Chalk		Normal

Redlands Hall, Ickleton	Cam Chalk	Normal	Normal
Rook Hall, Braiseworth	East Suffolk Chalk	Normal	Normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Above normal	Above normal
The Spinney, Costessey	Wensum Chalk	Normal	Normal
Washpit Farm, Rougham	North West Norfolk Chalk	Normal	Normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Normal	Above normal

Allotment plot 26a – Relinquished by long-standing tenant [REDACTED] in February 2026, new tenant has been finding lots of residual rubbish as they have been preparing the plot for their use, they are struggling with the volume, and patiently waiting for delivery of the skip in June. However, the volume would likely fill the skip and not leave much capacity for other tenants' use. Could the Parish Council offer any support?





Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

St George's Allotment Site
The Moor
Melbourn
Cambridgeshire

Applicant Details

Name/Company

Title

Deputy Clerk, Melbourn PC

First name

Alex

Surname

Coxall

Company Name

Melbourn Parish Council

Address

Address line 1

Melbourn Parish Council

Address line 2

Melbourn Community Hub

Address line 3

30 High Street

Town/City

Melbourn

County

Cambridgeshire

Country

United Kingdom

Postcode

SG8 6DZ

Are you an agent acting on behalf of the applicant?

Yes

No

Applicant Contact Details

Planning Portal Reference:

Primary number

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

The St George's allotment site at The Moor, Melbourn, is owned and operated by Melbourn Parish Council. The St George's Allotment Association represents the tenants and assists the council through joint inspections to identify maintenance issues, fund raising, etc. The Allotment Association has been awarded grants from South Cambridgeshire District Council and the National Lottery to install a toilet facility and improve site security.

For the toilet facility we propose to install a Kazuba KL2 fully accessible waterless toilet, consisting of a polyethylene toilet bowl inside a cabin with an attached drying chimney. The KL2 cabin has approximately 5 square meters of floor area and is fully accessible to wheelchair users and people with reduced mobility. The cabin comes with grab rails to ensure ease of use. The Kazuba evaporation/drying mechanism and toilet works with no need for water, electricity or chemicals. This, coupled with low maintenance and high capacity, makes Kazuba an eco-friendly alternative to a normal "flushing" toilet, especially for off the grid applications such as allotments.

To improve site security it is proposed to install new fencing and replace the current pedestrian and vehicle entrance gates with more secure ones. The fencing will consist of approximately 155 meters of 1.5m high pointed-top Chestnut pail fencing along the western and northern perimeters. The fence will be secured to top and bottom straining wires attached to red wood pointed stakes 100mm x 2.1m punched 0.6m into the ground.

Three 1.22m wide (maximum height 2.5m) fully meshed lockable pedestrian gates will be installed to replace existing pedestrian gates. One pair of fully meshed lockable vehicle gates at max. 2.5m high x 2.4m wide (total opening width 4.8m) will replace the existing main vehicle access gate from The Moor. One fully meshed lockable vehicle gate at max. 2.5m high x 3.66m wide will replace the current vehicle gate on the northern perimeter.

Has the work or change of use already started?

- Yes
 No

Existing Use

Please describe the current use of the site

St George's Allotment Gardens site is in active use as an allotment, with 98 individual garden plots looked after by a thriving community of over 70 registered plot holders and their families. No change of use is planned. There are no permanent buildings on the site at present. Regarding contamination, small pieces of asbestos cement material are occasionally found on the site, therefore in November 2022 Melbourn Parish Council commissioned an Asbestos Management Survey. The survey concluded that the overall risk was classed as "very low" for the site. An Asbestos Management Plan is now in place to guide plot holders who find asbestos cement pieces, to manage its removal, and to reduce the amount of contamination going forward. Both the survey report and the asbestos management plan are attached.

Is the site currently vacant?

- Yes
 No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- Yes
 No

Land where contamination is suspected for all or part of the site

- Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes
 No

Materials

Does the proposed development require any materials to be used externally?

Yes

No

DRAFT
APPLICATION -
Not valid for
Submission

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Roof

Existing materials and finishes:

Not Applicable

Proposed materials and finishes:

Toilet Cabin (Kazuba KL2) Roof Material: WBP PEFC Finnish Birch Ply. High density, north European birch plywood with a phenol external surface. This construction offers excellent stability and high UV resistance in external usage. Cut edges are treated with acrylic to prevent humidity ingress. WBP - Weather and Boil Proof. PEFC - Programme for the Endorsement of Forest Certification. Design Life: 15 yrs min.

Type:

Walls

Existing materials and finishes:

Not Applicable

Proposed materials and finishes:

Toilet Cabin, (Kazuba KL2) Cladding Material: ThermoWood® cladding is produced by heat treating Finnish grown pine to temperatures in excess of 200 degrees Centigrade. During heat treatment, chemical and structural changes occur within the timber which alter and improve some of its basic characteristics. The resulting product is an altogether more durable and stable timber, an ideal material for use in exposed areas such as external wall claddings. Design Life: The heat treatment process enables the use of Scandinavian Redwood in areas requiring a service life of up to 30 years without the need for a chemical preservative. This is twice as long as the Class 3 treated Pine that is typically used for cladding - generally guaranteed for only 15 years against rot. Finish: The exterior finish of the ThermoWood will change over time unless varnishes or stains are applied. Stains require lower frequency treatments - a vertical surface such as this would need re-staining every 3-5 years. Our cabin walls are supplied unstained. Environment: ThermoWood is PEFC-certified which ensures the raw material is sourced from sustainable managed forests. Emissions: TVOC (Total Volatile Organic Compounds) values are significantly lower than those for untreated softwoods due to the evaporation of most of the terpenes during heat treatment process.

Type:

Other

Other (please specify):

Toilet Cabin Frame

Existing materials and finishes:

Not Applicable

Proposed materials and finishes:

Toilet Cabin, (Kazuba KL2) Frame Material: Galvanised Steel - 50-75 years Anti Corrosion Treatment. Design Life: 25 Years.

Type:

Vehicle access and hard standing

Existing materials and finishes:

Vehicle Entrance Gate 1: Existing wooden framed farm-style double gate, weathered finish, see attached photo. Vehicle Entrance Gate 2: Existing galvanised steel framed farm style single gate, unpainted, see attached photo.

Proposed materials and finishes:

New Vehicle Entrance Gates 1 and 2: Galvanised steel mesh with steel or concrete posts. Colour either unfinished or green.

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Current fences inside western and northern boundary hedges are made from chicken wire attached to wooden posts.

Proposed materials and finishes:

Proposed new fencing on western and northern boundaries constructed using chestnut pails secured together with steel wire and attached to red-wood stakes with top and bottom steel straining wire.

Type:

Other

Other (please specify):

Pedestrian Gates

Existing materials and finishes:

Three existing pedestrian gates on western and northern boundary are constructed from wood with natural weathered finish, see attached photos.

Proposed materials and finishes:

Three proposed new gates constructed using galvanised steel mesh with steel frames, and either steel or concrete posts. Colour either natural unfinished or green.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

Photo from Fowlmere RSPB site of proposed toilet cabin, Kazuba KL2, Ref: SitePhotos.pdf

Photo of current vehicle entrance gates 1 and 2, Ref: SitePhotos.pdf

Photo of current pedestrian gates 1, 2, and 3, Ref: SitePhotos.pdf

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

Yes

No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes

No

Are there any new public roads to be provided within the site?

Yes

No

Are there any new public rights of way to be provided within or adjacent to the site?

Yes

No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

Yes

No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

Yes

No

Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
 No

You may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application.

The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
 No

Will the proposal increase the flood risk elsewhere?

- Yes
 No

How will surface water be disposed of?

- Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in [Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 \(as amended\)](#)) would apply?

- Yes
 No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in [The Environment Act 2021](#): "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:

Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:

Over 25 square metres

Please justify the reason why biodiversity net gain does not apply:

The proposed development does not impact any priority habitat and the area of non-priority on-site habitat impacted is extremely small. The toilet building will impact an area of less than 6 square meters of non-priority scrub habitat. This is less than 0.06% of the total site area. The new gates will be installed in the same position as the existing gates, therefore minimally impacting these non-priority habitats. In addition, the main vehicle gates are over an area of hardcore. Although the proposed Chestnut pail fencing parallels the existing hedges the posts will be outside the hedge boundary, minimally impacting the hedges.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Septic tank
- Package treatment plant
- Cess pit
- Other
- Unknown

Other

No foul sewage will be generated as toilet is a waterless composting system.

Are you proposing to connect to the existing drainage system?

- Yes
- No
- Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
- No

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
- No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes
- No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- Yes
- No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes
- No

Please add details of the Use Classes and floorspace.

Use Class:

Other (Please specify)

Other (Please specify):

Sui Generis, toilet floor space

Existing gross internal floorspace (square metres) (a):

0

Gross internal floorspace to be lost by change of use or demolition (square metres) (b):

0

Total gross new internal floorspace proposed (including changes of use) (square metres) (c):

6

Net additional gross internal floorspace following development (square metres) (d = c - a):

6

Totals	Existing gross internal floorspace (square metres) (a)	Gross internal floorspace to be lost by change of use or demolition (square metres) (b)	Total gross new internal floorspace proposed (including changes of use) (square metres) (c)	Net additional gross internal floorspace following development (square metres) (d = c - a)
	0	0	6	6

Tradable floor area

Does the proposal include use as a shop (e.g. For the display/sale of goods under Use Class E(a), the sale of essential goods under Use Class F2, or as part of any other use)

- Yes
- No

Loss or gain of rooms

Does the proposal include loss or gain of rooms for hotels, residential institutions, or hostels?

- Yes
- No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes
- No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
- No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes
 No

Is the proposal for a waste management development?

- Yes
 No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes
 No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
 No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

Mr

First Name

Michael

Surname

Hammond

Reference

Booking reference is DGQSCKHZSBA

Date (must be pre-application submission)

21/01/2026

1. Advised that new gates higher than current ones and adjacent to highway would most likely require planning permission.
2. Advised that new fencing adjacent to highway and 1.5m high would most likely require planning permission.
3. Advised that the proposed toilet facility permanently fixed to a concrete base would most likely require planning permission.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
- No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
- The Agent

Title

Deputy Clerk, Melbourn PC

First Name

Alex

Surname

Coxall

Declaration Date

19/05/2026

Declaration made

DRAFT
APPLICATION
Not valid for
submission

Planning Portal Reference:

METHOD OF WORKS AGREEMENT

St George's Allotment Site Improvements

1. Project and Parties

This Method of Works Agreement is between Melbourn Parish Council ("the Council") as landowner and Melbourn Allotment Association ("the Association") as the body coordinating the works at St George's Allotment Site, Melbourn.

2. Purpose of this Agreement

This agreement sets out how the proposed improvement works will be planned, managed, approved, and carried out at the Site, including the order of the work, site controls, and each party's responsibilities.

The aims of this agreement are to:

- Describe the works to be carried out and the agreed order for doing them
- Set out the measures to protect site users, neighbours, and the surrounding area during the works
- Make clear the responsibilities of the Council, the Association, and any appointed contractors

3. Site Description

The works relate to St George's Allotment Site, Melbourn ("the Site"). As this is an active allotment site, the works will be planned to keep access safe, limit disruption to plot holders and other users, and protect nearby boundaries, highways, and footpaths.

4. Scope and Sequence of Works

The parties agree that the works covered by this agreement are the installation of perimeter fencing and access gates, together with the installation of a permanent composting toilet. Subject to any required approvals and explicit planning permission, the expected order of works is as follows:

1. Confirm design details, approvals, and contractor appointment before any physical works begin
2. Arrange delivery of materials to the Site and identify safe storage areas
3. Set out the fence line and gate positions and establish any temporary safety controls required for the work area
4. Install perimeter fencing and access gates in accordance with the approved layout and specification
5. Prepare the location for the composting toilet and complete installation in accordance with the manufacturer's requirements and any approved details
6. Remove waste materials, clear the working area, and inspect the completed works before handover

No significant change to the agreed scope, location, specification, or way the works are carried out may go ahead without the Council's written agreement.

5. Planning and Statutory Requirements

The planning authority has confirmed that planning permission is required for both the perimeter fencing and gates and the permanent composting toilet. The Council will act as the Applicant and the Association will act as the Agent and will prepare and manage the supporting information on the Council's behalf unless both parties agree otherwise in writing.

No works will begin until planning permission has been granted for both parts of the project, any other necessary permissions or consents have been obtained, and any pre-commencement conditions have been discharged.

The Association will prepare supporting information, respond to planning queries, and monitor compliance with planning conditions and other legal requirements during the works.

- All works must comply with planning legislation, building regulations where applicable, and relevant health and safety requirements

- The final fence height, position, and toilet installation details must match the approved or otherwise authorised arrangements before work starts

Before work starts, the following must be in place and confirmed:

- Planning permission for the perimeter fencing and gates
- Planning permission for the permanent composting toilet
- Compliance with any planning conditions, approved plans, and any other applicable statutory requirements

6. Supervision, Procurement and Contractor Management

The Association will appoint and coordinate contractors for the works and will be the main day-to-day contact during delivery.

Where practical, the Association will obtain at least three quotations and keep records of contractor selection and key project documents.

The Council will not manage contractors directly, but it may inspect progress and raise reasonable concerns about safety, quality, or compliance.

Before work begins, the Association will confirm the intended programme, contractor details, and contact arrangements for the period of the works.

7. Programme of Works

Before work starts, the Association will give the Council the proposed start date, expected duration, and estimated completion date.

The Association will tell the Council as soon as reasonably possible about any significant delay, change in sequence, or issue affecting access or safety.

8. Site Management and Access Arrangements

The Association will make sure safe access and exit are maintained at all times so far as reasonably practical. Materials will be delivered in a controlled way, stored in agreed areas, and kept clear of routes used by plot holders, pedestrians, and vehicles.

The Association will organise the works to keep disruption to allotment users, neighbouring properties, nearby highways, and footpaths to a minimum.

The Association will make sure temporary barriers, warning signs, or short-term exclusion areas are used where needed to separate the working area from allotment users and visitors.

9. Health and Safety

9.1 The Association will make sure that all contractors:

- Are competent and suitably qualified
- Comply with relevant health and safety law
- Prepare suitable risk assessments and method statements where needed

9.2 Copies of relevant documents will be provided to the Council on request.

9.3 Environmental and Housekeeping Controls

The Association will make sure contractors keep the Site tidy, remove waste regularly, control dust and noise so far as reasonably practical, and avoid unnecessary obstruction of access routes and neighbouring areas.

10. Insurance and Competence

The Association will make sure appointed contractors are competent for the tasks they undertake and hold public liability insurance of at least £10,000,000 (£10 million).

Evidence of insurance and, where relevant, competence or qualification information will be given to the Council before work starts if requested.

Where required by law, contractors will also hold employers' liability insurance and any other cover relevant to the work being carried out.

Relevant risk assessments, method statements, and product or installation information will be kept by the Association or appointed contractors and made available on request.

11. Damage, Defects and Reinstatement

The Association will make sure the works are carried out with reasonable care and that any damage caused during the works to the Site, surrounding areas, or existing features is put right within a reasonable time.

If any part of the completed works is found to be defective, incomplete, or not in line with the agreed scope, the Association will arrange for it to be corrected within a reasonable time after being told.

12. Completion, Ownership, Maintenance and Insurance

12.1 When the works are complete, the Site will be inspected and left safe and tidy, with surplus materials and waste removed. Completion will be subject to the Council's acceptance of the works.

12.2 Once the completed works have been accepted by the Council, the installed fencing, gates, and composting toilet will become the property of the Council.

12.3 The parties recognise that the long-term maintenance arrangements for the fencing, gates, and composting toilet will need to be agreed following completion. At the date of this agreement, it has not yet been determined what ongoing inspection, cleaning, routine maintenance, minor repairs, or other upkeep the Council will wish to take on directly and what, if any, responsibilities will be carried out by the Association. Unless and until the parties agree a separate written arrangement for ongoing maintenance, the Council, as owner of the installed assets, will retain control over any major repair, replacement, renewal, or alteration, and the Association must not make any major alteration or replacement without the Council's prior written agreement.

12.4 Any snagging items identified after completion will be dealt with by the Association or the appointed contractor within a reasonable time. The parties will also need to confirm the ongoing insurance position for the completed assets, including whether they are covered under the Council's existing insurance arrangements and whether any additional or amended cover, inspection, or risk management requirements will apply.

13. Monitoring and Communication

The Council may inspect the Site and the progress of the works at reasonable times during the project.

The Association will keep the Council informed of key milestones, significant issues, and completion of the works, and will respond to reasonable requests for information.

14. Suspension and Ending this Agreement

Before the works start, either party may end this agreement by giving written notice to the other. After the works have started, the Council may require the works to stop or may end this agreement if there is a serious concern about safety, legal compliance, insurance, or a significant departure from the agreed scope or method.

- Unsafe working practices
- A breach of planning permission, planning conditions, or other applicable legal requirements
- Failure to maintain required insurance
- Unauthorised change to the approved works
- Planning permission being refused or granted subject to conditions that make the project impractical

If the works are stopped or this agreement ends, the working area must be left in a safe condition and no further work may take place until the issue has been resolved or a new written agreement is in place. The parties will also discuss and confirm what happens to any partially completed works, materials on Site, and costs already committed.

15. Review of this Agreement

This agreement will be reviewed if the scope, sequence, contractor arrangements, or site controls change in a significant way before or during the works, and any agreed change will be recorded in writing.

16. Agreement and Acceptance

The signatures below confirm that this Method of Works Agreement has been reviewed and accepted by both parties for planning, coordinating, approving, and monitoring the works described above.

17. Signatures

Signed for and on behalf of Melbourn Parish Council

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of the Melbourn Allotment Association

Name: _____

Position: _____

Signature: _____

Date: _____

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
 Version: 6
 Date approved: June 2024
 Review date: May 2025

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	7-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Village Car Park	7-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
War Memorial	7-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Littlehands and Access Way	8-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
New Rec. Ground	8-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Clear Cres. Play Park	8-4-26 ✓	14-4-26 ✓	21-4-26 ✓	27-4-26 ✓	
Orchard Road Cemetery	7-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
New Road Cemetery	7-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Old Recreation Ground	7-4-26 ✓	13-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Pavilion	8-4-26 ✓	14-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
All Saints' C/Yard	7-4-26 ✓	14-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Jubilee Orchard	8-4-26 ✓	14-4-26 ✓	20-4-26 ✓	27-4-26 ✓	
Armingford Cres	8-4-26 ✓	14-4-26 ✓	21-4-26 ✓	27-4-26 ✓	

gc

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
 Version: 6
 Date approved: June 2024
 Review date: May 2025

Rosemary Place	8-4-26 ♂	13-4-26 ♂	20-4-26 ♂	27-4-26 ♂	
Hopkins Homes – Strategic Green Belt Area	8-4-26 ♂	13-4-26 ♂	20-4-26 ♂	27-4-26 ♂	
Pavilion Defibrillator	8-4-26 ♂	14-4-26 ♂	20-4-26 ♂	27-4-26 ♂	
Doctors Surgery Defibrillator	8-4-26 ♂	14-4-26 ♂	20-4-26 ♂	27-4-26 ♂	
Beechwood Avenue	7-4-26 ♂		20-4-26 ♂		
Millennium Copse	8-4-26 ♂		21-4-26 ♂		
Worcester Way	7-4-26 ♂	14-4-26 ♂	21-4-26 ♂	27-4-26 ♂	
Allotments	7-4-26 ♂				
Fire Engine Shed				27-4-26 ♂	
Chalkhill Barrow		13-4-26 ♂			
Elm Way		13-4-26 ♂			
Stockbridge M.			KR		

MELBOURN PARISH COUNCIL

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	7-4-26 ✓			
		14-4-26 ✓			
		20-4-26 ✓			
		21-4-26 ✓			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		20-4-26 ✓		
Record cleaning and descaling	Cleaning contractor			/	
Showers – descale and disinfect	Cleaning Contractor			/	
Disinfect hot water unit in kitchen	Cleaning Contractor			/	
Hot water cylinders – check water temp (should be 60c)	Wardens			20-4-26 ✓	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				/
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				/
Check insulation to pipework where required	Heating contractor				/

Damage, vandalism and ASB

Date	Location	Details	Reported by	Category	Reported to Police	Incident No	Action taken and cost of repair
27/03/2026	New Rec	Bin fire on New Rec	Cllr	Fire damage			Fire Service attended along with members of MVC team. Reported to school via those attending.
30/03/2026	New Rec / pavilion	Graffiti on asguard shed - doesn't look like it is part of the approved graffiti wall	Warden	Graffiti			Contacted local artists to remind them the open invite is for the wall only. Wardens to attempt to remove paint from Shed.
30/03/2026	High Street, No 83	Mulch delivered for garden pushed over - blocking pathway	Warden / MOP	Vandalism			Warden cleared.
30/03/2026	Stockbridge Meadows - car park	Car abandoned.	Warden	Other	-		Car left in car park after police incident 30/03/2026. Warden to observe.
30/03/2026	Worcester Way - woods	Fly tipping of household goods in the woods at rear of Worcester Way.	MOP	Fly tipping			Office to contact resident and request items are removed.
19/04/2026	New Rec	Bench removed and moved around rec	MOP	Vandalism			Office contacted owner to request installation or funding for ground anchors.
20/04/2026	Bowls Club	2 x smashed windows and benches knocked on to green	MOP	Property damage	Yes	With Bowls club	Reported to office to highlight need for lighting and fencing in the area.
01/05/2026	The Moor car park	3 x smashed lights	Cllr	Vandalism	Yes	35/33412/26	No response as yet - gathering quotes for replacement.
02/05/2026	The Moor	Report of hoax call claiming someone has been shot - sent our air ambulance etc	PCSO	ASB			Hoax call.
03/05/2026	The Moor	Another hoax call made claiming someone had been stabbed.	PCSO	ASB			Hoax call.
04/05/2026	The Moor	Tree / wood set on fire	Cllr	Fire damage			Fire service attended. Wardens to clear debris.
04/05/2026	Station Road	Break in at 7-9 Station Road. People gained entry and smashed windows.	PCSO	Property damage			Wardens cleared glass. Scene of crime investigations.
04/05/2026	The Moor	Allotments - trespassing by youths looking for another route through. Suspicious behaviour around neighbouring property.	MOP	Other			No action at this time.
07/05/2026	The Moor	Evidence of deodorant cans being set in fire.	MOP	Fire damage			Cleared in bin.
08/05/2026	The Moor	ASB from 4pm onwards - screaming and swearing.	MOP	ASB			Reported as repeated behaviour. MOP should report to school.
09/05/2026	Station	ASB - kids jumping on tracks at railway station.	MOP	ASB			No action at this time.
10/05/2026	The Moor	Two bikes in the river mel and memorial bench moved.	MOP	ASB			Bench to be put back and chase owners about ground anchors - MPC to provide?
13/05/2026	The Moor	Burnt out transit van dumped to rear of allotments. TTP Security called fire service around 01.30am.	MOP x 5	Fire damage			Reported to Cambridgeshire Police. Awaiting action.

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 May 2026

Details of work required	Reported by	Notes	Actions	WHO?
Various Highways reports	Residents	Many reports of action required on Highways reporting tool	Watch responses - follow up if not actioned in suitable timeframe.	CCC
Memorial bench on New Rec	Cllr	Ground anchors removed, bench needs re-fixing.	Wardens to review works. Resident contacted and requested what action should be taken. Council to consider purchasing ground anchors in light of health and safety issues.	MOP
Pathway signs to be replaced	Wardens	Poles for footpath signs missing at Vocarage Close and Long Wood	Replacement poles requested from Highways - Wardens willing to replace when provided.	CCC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 May 2026

Details of work	Reported by	Notes	Actions	WHO?
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing	Office / Wardens
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.	Wardens

Letters to residents about encroaching on pathway / roadway

	Number of letters	
High Street	1	
High Street	1	
Beechwood Ave	4	Offered assistance, requested permission to carry out works, With Environment SCDC
High Street	4	Offered assistance - contacted ccc
Norgetts Lane	1	
Norgetts Lane	1	
High Street	3	Sent Feb 2026
High Street	2	Already actioned.
Victoria Way	1	
High Street	1	
Water Lane	2	
High Street	1	
High Street	1	



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Abi Williams
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

14th April 2026

Dear Abi

As we discussed, here is our quote to edge the paths at New Rd Cemetery to remove all growth over the edges.
We would do all pathways throughout the cemetery, leaving the site neat & tidy with all paths being swept afterwards.

Total £490.00 x Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328



www.hcgmltd.co.uk





Safety Inspection Report

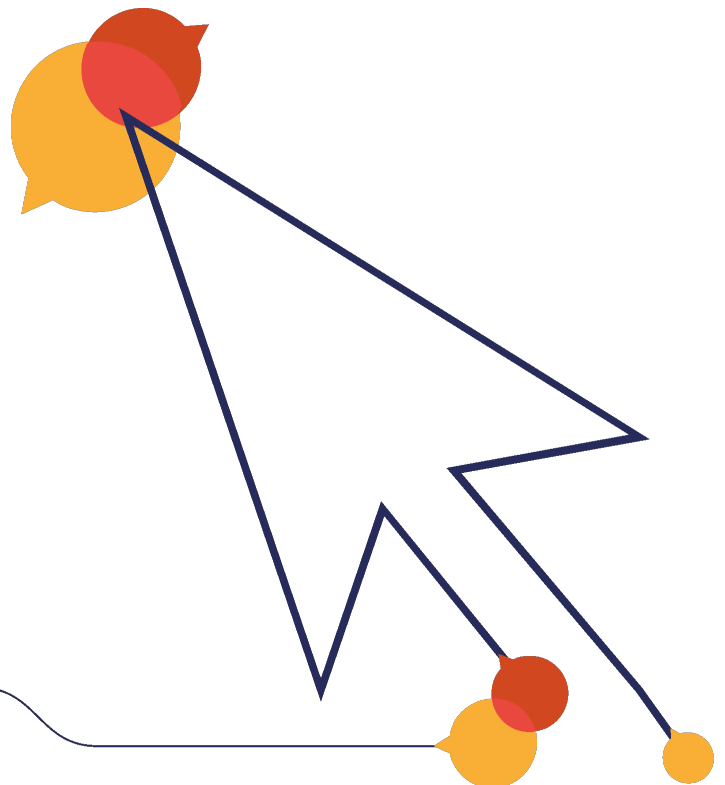
Annual Inspection

Clear Crescent Play Area



Melbourn Parish Council

07 May 2026



Safety Inspection Report

Annual Inspection



Site name: **Clear Crescent Play Area**
Date of inspection: **07 May 2026**
Inspector: **David Owen**



Signage

Innate risk score:



 2

Description	Tasks	Risk score
Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	 8
Sign is unreadable.	Modify.	 6

Gates

Innate risk score:

 4

Description	Tasks	Risk score
The item is unlocked.	Lock.	 6
Trip points on the surface.	Make level.	 5

Pathways

Innate risk score:

 3

Description	Tasks	Risk score
Surface has unintended grass, moss or weeds.	Remove.	 6

Cycle Racks - Metal

Innate risk score:

 3

Description	Tasks	Risk score
-------------	-------	------------

No Findings

Seating - Benches & Tables

Innate risk score:

 3

Description	Tasks	Risk score
-------------	-------	------------

No Findings

Litter Bins

Innate risk score:

 2



Description	Tasks	Risk score
-------------	-------	------------

No Findings

Agility Bars - 3 Tier

Innate risk score:









 4

Description	Tasks	Risk score
Surface needs repair.	Replace.	 10
Bolt(s) loose.	Tighten.	 6

Climber - Net & Ladder

Innate risk score:

 5

Description	Tasks	Risk score
Fixtures loose or missing.	Read the notes for further action., Tighten/replace.	 10
Fixtures loose or missing.	Tighten.	 10
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. This is a requirement of	Consult with the manufacturer's guidance to determine suitable maintenance.	 9
Exposed metal rope core(s).	Replace the worn ropes.	 8
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	Read the notes for further action.	 8
The surface is cracking.	Repair., Read the notes for further action.	 8
Item has some parts missing.	Replace the missing parts.	 8
Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	 7
There are natural splits / shakes in the timbers.	DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis., DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6
Cap missing.	Replace.	 5

Primary Items Summary – FULL DETAILS BELOW with Photographs

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.






Dismantle and inspect according to manufacturer's instructions.

 4

Multiplay - Junior

Innate risk score:




 5

Description	Tasks	Risk score
There is wear on the platform.	Replace.	 10
The foundations should be designed such that they do not present a hazard (tripping, impact). Care should be taken to ensure that foundations are not exposed as a result of erosion.	Repair., Eliminate the hazard.	 8
Laminate damaged.	Rub down and treat damaged edges., Read the notes for further action.	 6
Bolt(s) loose.	Tighten.	 6
Vandalised (arson).	No reasonably practicable action is identified.	 4

Slide - Embankment - With Log Steps

Innate risk score:



 4

Description	Tasks	Risk score
A foot / leg entrapment exists.	Eliminate the entrapment.	 9
Ground erosion present.	Repair the worn areas.	 6
Loose in ground.	Repair.	 5





Agility Trail - 7 Element

Innate risk score:

 4

Description	Tasks	Risk score
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. This is a requirement of	Consult with the manufacturer's guidance to determine suitable maintenance., Read the notes for further action.	 9
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage., Read the notes for further action.	 9






Primary Items Summary – FULL DETAILS BELOW with Photographs

The core of the wire is exposed.	Read the notes for further action., Replace.	 8
Bolt(s) loose.	Tighten.	 6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6
Cap missing.	Replace.	 5

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

Innate risk score:



 8

Description	Tasks	Risk score
Surface needs repair.	Replace.	 9
Swing shackles, bushes and associated connections need servicing.	Replace.	 9
Swing seat rubber is deteriorating / degrading.	Monitor and replace when hard material is exposed., Replace when metal is exposed.	 7
Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	 6
Chains present that do not conform to the applicable standard.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	 3

Rocker/Rotator - Chair - Space Rocket

Innate risk score:




 5

Description	Tasks	Risk score
Surface needs repair.	Repair.	 9
Finger entrapment.	Eliminate the entrapment.	 9





Cableway

Innate risk score:

 5

Description	Tasks	Risk score
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	Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.	 9
Trip points on the surface.	Build up surface level to remove trip points.	 9
Item has some parts missing.	Replace the missing parts.	 8



Primary Items Summary – FULL DETAILS BELOW with Photographs

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	 6
Item is not working.	Repair., Replace.	 6
Bolt(s) loose.	Tighten.	 6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6

Log Stockade - With Balance Logs

Innate risk score:





 5

Description	Tasks	Risk score
Timber is decayed.	Replace affected parts.	 8
The top of the beam should be made non-slip by the addition of surface textures or cross-cutting.	Remove slipperiness. Consider adding surface texture.	 6

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

Innate risk score:

 4

Description	Tasks	Risk score
There is wear to the top of the cradle(s) leaving exposed metal.	Replace the seats for cradles if available.	 8
Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	 8
Tree branches present that could be hit by a user.	Remove.	 8
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.	Conduct the checks and take action as necessary.	 0

Natural Play - Boulders

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

Play Panel - Mirror

Innate risk score:


 3

Description	Tasks	Risk score
Item is bent.	Read the notes for further action.	 6

Play Panel - Make it Rain

Innate risk score:

 3

Description	Tasks	Risk score
Ground erosion present.	Consider adding grass matting to prevent wear.	 6

Play Train & Carriage

Innate risk score:

 4

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	 5

Rope Balance - Embankment

Innate risk score:


 4

Description	Tasks	Risk score
No Findings		

Rocker - Elephant

Innate risk score:


 4

Description	Tasks	Risk score
Protruding handles / foot rests.	No reasonably practicable action is identified.	 4

Rocker - Motorbike

Innate risk score:


 4

Description	Tasks	Risk score
Protruding handles / foot rests.	No reasonably practicable action is identified.	 4

Play Panel - Spooky Pairs

Innate risk score:

 3

Description	Tasks	Risk score
Ground erosion present.	Consider adding grass matting to prevent wear.	 4

Play Panel - Bats

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Stepping Posts - Mushroom x 3

Innate risk score:

 3

Description

Tasks

Risk score

No Findings

Play Panel - Train Station

Innate risk score:

 3

Description

Tasks

Risk score

No Findings

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 6

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

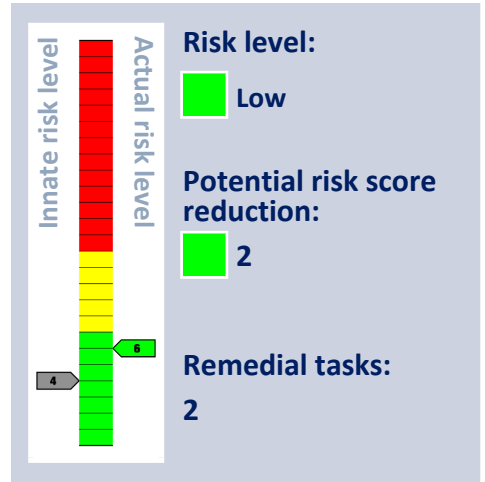
Finding Photos

asset image here

asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07 4

Gates



Maintenance Finding

Description

The item is unlocked.

Tasks

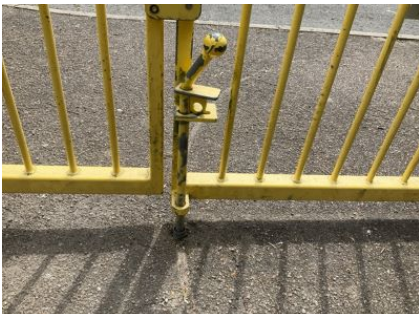
Lock.

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



Maintenance Finding

Description

Trip points on the surface.

Tasks

Make level.

Note

Combination gate.

Risk level:

Low

Risk score:

5

Finding Photos



Signage



Innate risk level

Actual risk level

Risk level:
Medium

Potential risk score reduction:
6

Remedial tasks:
2

Maintenance Finding

Description

Projecting bolt thread.

Tasks

Cut off and file down to remove sharp edges or use the correct length of bolt.

Risk level:
Medium

Risk score:
8

Finding Photos



Maintenance Finding

Description

Sign is unreadable.

Tasks

Modify.

Risk level:

Low

Risk score:

6

Finding Photos



Litter Bins



Innate risk level

Actual risk level

Risk level:

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

Pathways



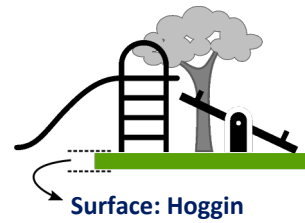
Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
3

Remedial tasks:
1



Maintenance Finding

Description

Surface has unintended grass, moss or weeds.

Tasks

Remove.

Note

Grass and weeds growing inside pathway. Remove.

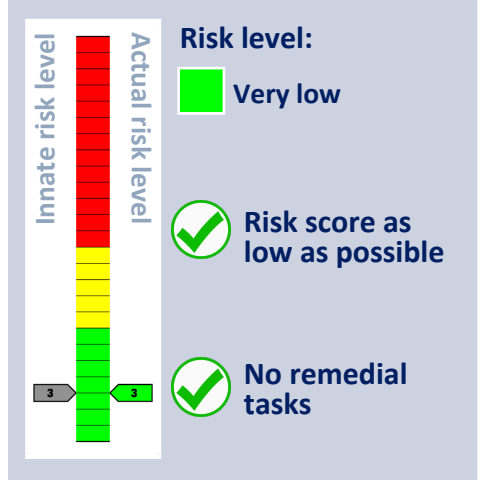
Risk level:
Low

Risk score:
6

Finding Photos



Cycle Racks - Metal



Seating - Benches & Tables



Innate risk level

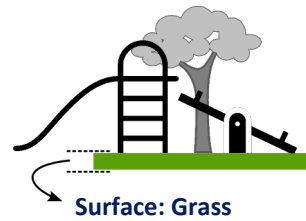
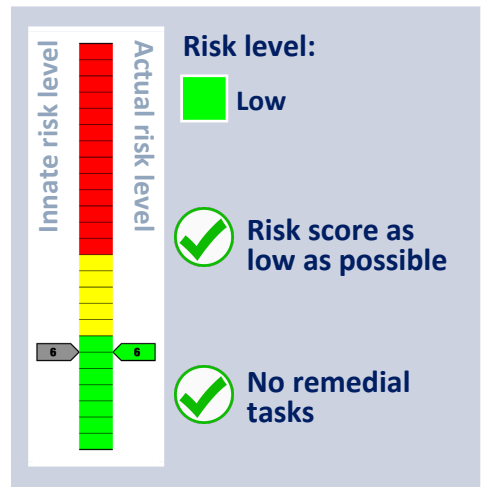
Actual risk level

Risk level:

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

Natural Play - Boulders

Manufactured by (Unknown)



Standards:

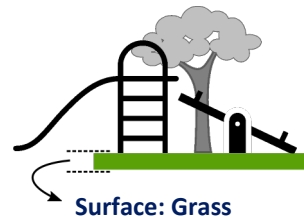
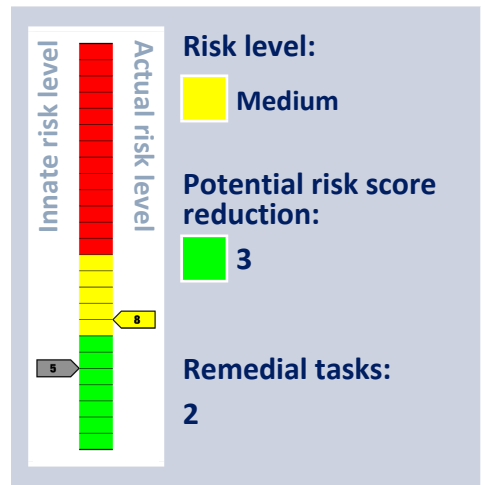


EN 1176-1:2017+A1:2023

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+A1:2023

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

Log adjacent to the rope balance has started to decay.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

The top of the beam should be made non-slip by the addition of surface textures or cross-cutting.

Tasks

Remove slipperiness. Consider adding surface texture.

Note

Log balance beams slippery when wet.

Risk level:

 Low

Risk score:

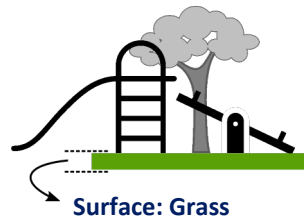
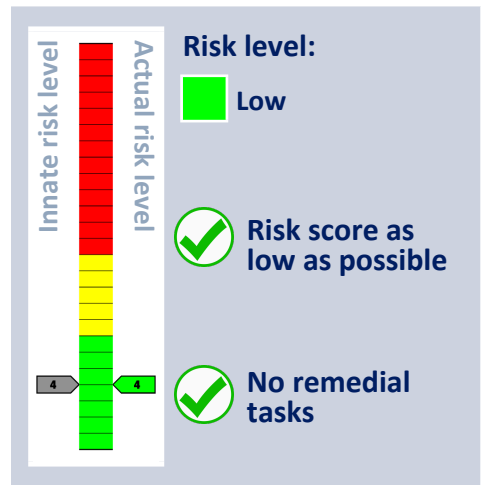
 6

Finding Photos



Rope Balance - Embankment

Manufactured by Wicksteed Leisure Ltd



Standards:

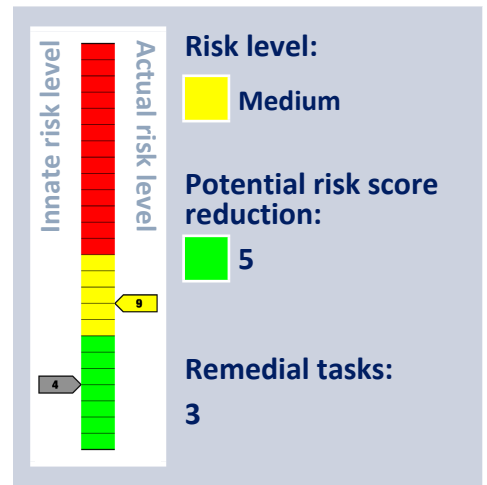


EN 1176-1:2017+A1:2023

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

Slide - Embankment - With Log Steps

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023, EN 1176-3:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. A foot / leg entrapment exists.

The item has the following maintenance findings:

1. Ground erosion present.
2. Loose in ground.

Standard Compliance Finding

Description

A foot / leg entrapment exists.

Tasks

Eliminate the entrapment.

Note

Small gap appearing in the frame.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Ground erosion present.

Tasks

Repair the worn areas.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Loose in ground.

Tasks

Repair.

Note

Logs have slight movement and could cause trips and falls. Secure.

Risk level:

 Low

Risk score:

 5

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: 2



Standards:

EN 1176-1:2017+A1:2023

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 and lifting. Replace.

Risk level: Medium

Risk score: 10

Finding Photos



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Risk level:

■ Low

Risk score:

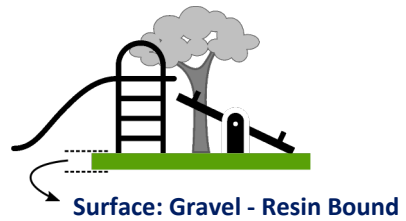
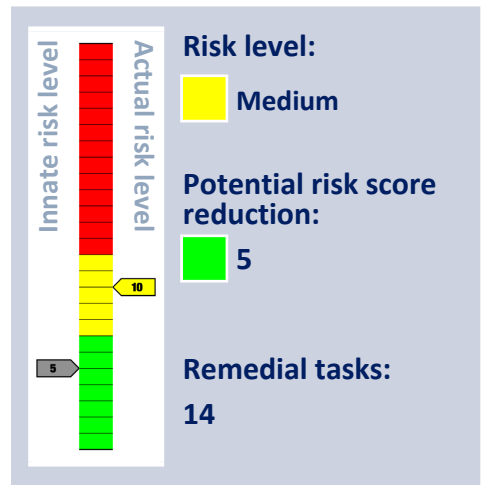
■ 6

Finding Photos



Climber - Net & Ladder

Manufactured by (Unknown)



Standards:



EN 1176-1:2017+A1:2023

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., Tighten/replace.

Note

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

Loose and projecting rope screws. Secure.

Ladder fixings missing. Replace.

Cap/s are missing allowing water ingress into the frame and fixtures. Replace.

Risk level:

 Medium

Risk score:

 10

Finding Photos



Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Rope connectors are loose.

Risk level:

 Medium

Risk score:

 10

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. This is a requirement of the British Standard.

Risk level:

 Medium

Risk score:

 9

Tasks

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

Finding Photos



Maintenance Finding

Description

Exposed metal rope core(s).

Risk level:

 Medium

Risk score:

 8

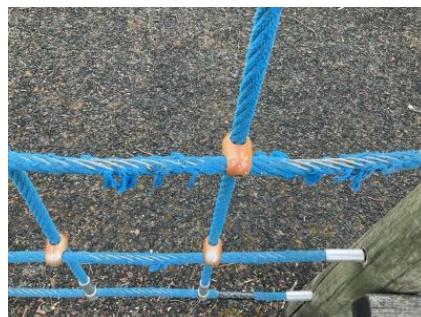
Tasks

Replace the worn ropes.

Note

Replace net in the near future when wire is broken.

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:

 Medium

Risk score:

 8

Tasks

Read the notes for further action.

Note

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

Finding Photos



Maintenance Finding

Description

The surface is cracking.

Risk level:

 Medium

Tasks

Repair., Read the notes for further action.

Risk score:

 8

Note

The surfacing is cracking and damaged.
Surface/the equipment are algae covered, creating a slippery surface when wet.

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:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.

Tasks

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

Risk level:

 Low

Risk score:

 7

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis., DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Note

Monitor all natural timber shakes. Shakes are creating slight splintering. Smooth off if necessary.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

 Low

Risk score:

 5

Finding Photos



Maintenance Finding

Description

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.

Tasks

Dismantle and inspect according to manufacturer's instructions.

Note

Periodically disconnect the rope net connectors to check for corrosion to the bolt fittings and replace if found, as corrosion and collapse has been know to occur to similar connectors.

Risk level:

 Low

Risk score:

 4

Finding Photos



Multiplay - Junior

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

Risk level: Medium

Potential risk score reduction: 5

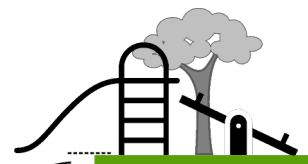
Remedial tasks: 7

Standards:



EN 1176-1:2017+A1:2023

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



Surface: Rubber - Mulch - Bonded

Maintenance Finding

Description

There is wear on the platform.

Tasks

Replace.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

The foundations should be designed such that they do not present a hazard (tripping, impact). Care should be taken to ensure that foundations are not exposed as a result of erosion.

Risk level:

 Medium

Risk score:

 8

Tasks

Repair., Eliminate the hazard.

Note

Square section missing around one post. Replace.

Finding Photos



Maintenance Finding

Description

Laminate damaged.

Risk level:

 Low

Risk score:

 6

Tasks

Rub down and treat damaged edges., Read the notes for further action.

Note

Platform laminates around edges. Repair/replace.

Finding Photos



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Rope bridge connectors.

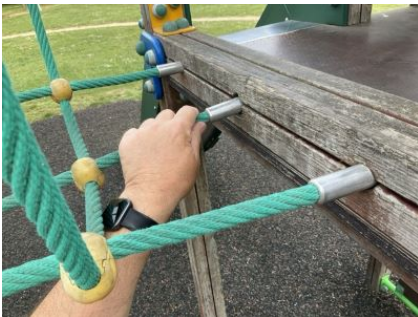
Risk level:

 Low

Risk score:

 6

Finding Photos



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:

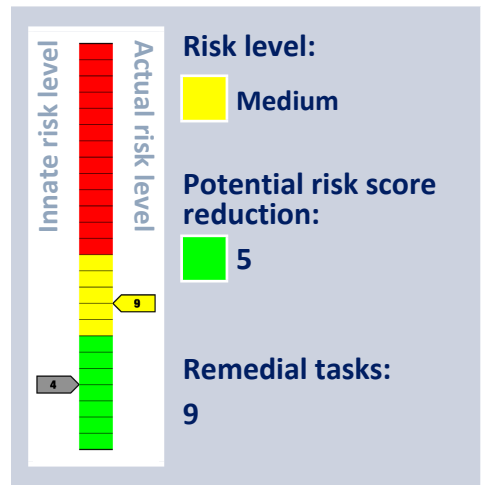
 4

Finding Photos



Agility Trail - 7 Element

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023

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



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. This is a requirement of the British Standard.

Risk level:

 **Medium**

Risk score:

 **9**

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.,
Read the notes for further action.

Note

Log walk single post provides excess movement. Reset if necessary.

Finding Photos



Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Risk level:

 Medium

Risk score:

 9

Tasks

Prevent further damage., Read the notes for further action.

Note

Monitor all timber items for decay throughout the year due to softening. Replace affected parts if found/necessary.

Finding Photos



Maintenance Finding

Description

The core of the wire is exposed.

Risk level:

 Medium

Tasks

Read the notes for further action., Replace.

Risk score:

 8

Note

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

Finding Photos



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Bridge cross beam loose.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

■ Low

Risk score:

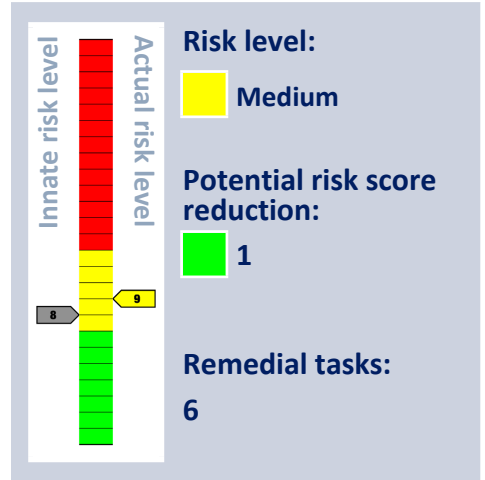
■ 5

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+A1:2023, EN 1176-2:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. Chains present that do not conform to the applicable standard.

The item has the following maintenance findings:

1. Surface needs repair.
2. Swing shackles, bushes and associated connections need servicing.
3. Swing seat rubber is deteriorating / degrading.
4. Moving parts require greasing.

Standard Compliance Finding

Description

Chains present that do not conform to the applicable standard.

Tasks

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

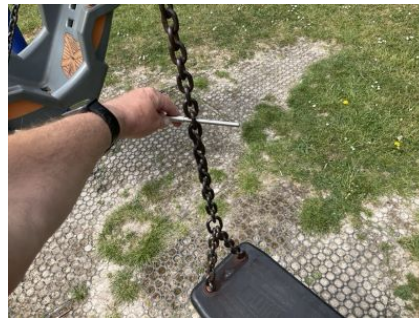
Risk level:

 Very low

Risk score:

 3

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Replace.

Note

Grass mats missing and loose.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Swing shackles, bushes and associated connections need servicing.

Tasks

Replace.

Note

Basket seat shackles and seat bushes are worn.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Swing seat rubber is deteriorating / degrading.

Tasks

Monitor and replace when hard material is exposed., Replace when metal is exposed.

Note

Replace one junior seat due to exposed metal frame.

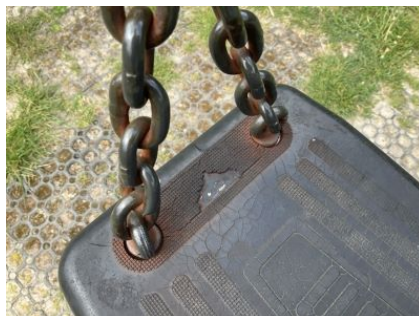
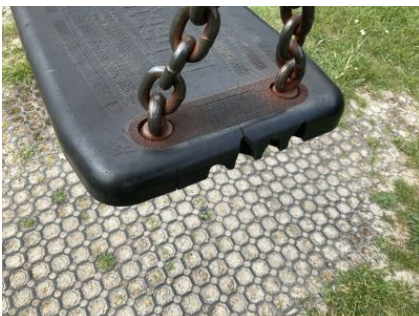
Risk level:

 Low

Risk score:

 7

Finding Photos



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:

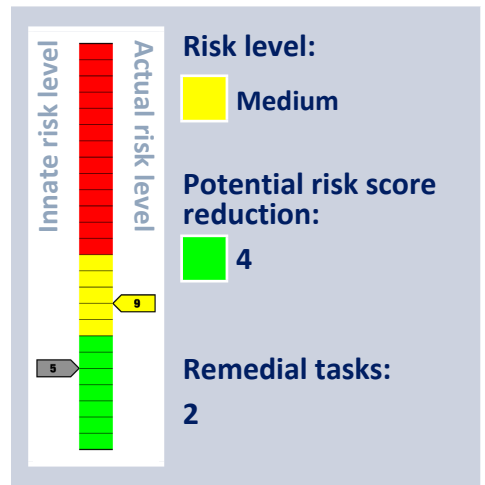
■ 6

Finding Photos



Rocker/Rotator - Chair - Space Rocket

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023, EN 1176-5:2019

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. Finger entrapment.

The item has the following maintenance findings:

1. Surface needs repair.

Standard Compliance Finding

Description

Finger entrapment.

Tasks

Eliminate the entrapment.

Note

In the seat.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

The surfacing has worn away exposing and damaging the liner beneath. Grass and 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:

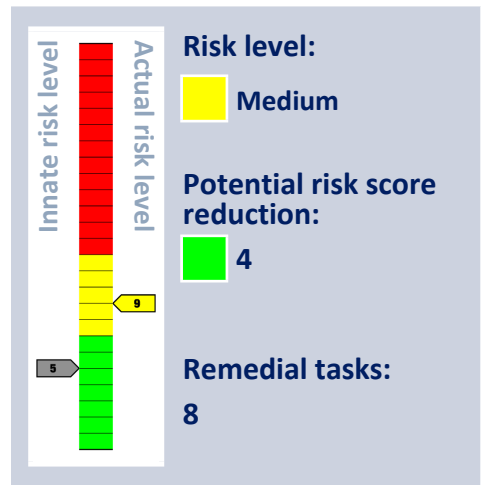
 9

Finding Photos



Cableway

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023, EN 1176-4:2017

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



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:

 9

Tasks

Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.

Finding Photos



Maintenance Finding

Description

Trip points on the surface.

Risk level:

 Medium

Tasks

Build up surface level to remove trip points.

Risk score:

 9

Note

Trip around the platform.

Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Traveller's plastic guard is missing.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Tasks

Prevent further damage.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Item is not working.

Tasks

Repair., Replace.

Note

Traveller brake not working.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Ramp footholds loose.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Risk level:

 Low

Risk score:

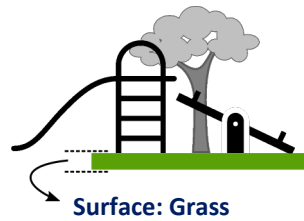
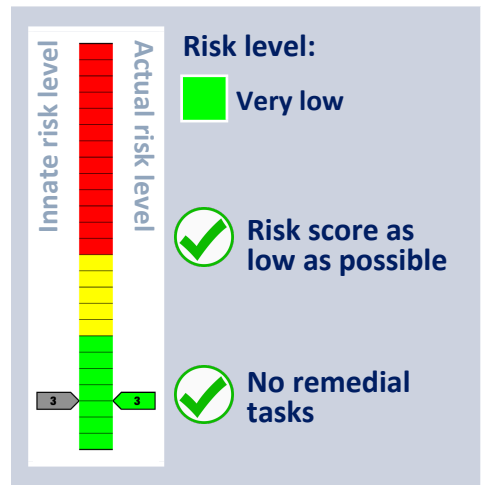
 6

Finding Photos



Play Panel - Bats

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023

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

A risk assessment diagram. On the left, a vertical color scale from red at the top to green at the bottom is labeled 'Innate risk level'. On the right, a similar scale is labeled 'Actual risk level'. A green checkmark is placed next to the 'Actual risk level' scale, indicating the risk score is as low as possible. Below the scales, the text 'Remedial tasks: 1' is displayed.

Standards:



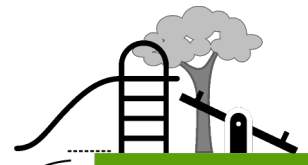
EN 1176-1:2017+A1:2023, EN 1176-6:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. Protruding handles / foot rests.

There are no maintenance findings for this item.



Surface: Rubber - Mulch - Bonded

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



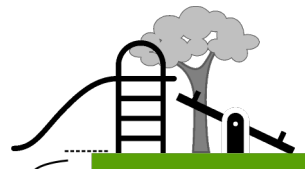
Innate risk level (vertical scale from red to green)

Actual risk level (vertical scale from red to green)

Risk level:
Low

Risk score as low as possible

Remedial tasks:
1



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023, EN 1176-6:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. Protruding handles / foot rests.

There are no maintenance findings for this item.

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



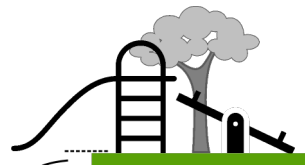
Innate risk level (Scale 1-10, 4 marked)

Actual risk level (Scale 1-10, 8 marked)

Risk level: Medium

Potential risk score reduction: 4

Remedial tasks: 4



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023, EN 1176-2:2017

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

Maintenance Finding

Description

There is wear to the top of the cradle(s) leaving exposed metal.

Tasks

Replace the seats for cradles if available.

Note

Replace both seats in the near future, as frames are almost exposed.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Projecting bolt thread.

Tasks

Cut off and file down to remove sharp edges or use the correct length of bolt.

Note

Long threads on both seats.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Tree branches present that could be hit by a user.

Tasks

Remove.

Note

Branches are at eye level. Trim back branches to approximately 2.5 m above the unit/ground and 2 m to the side of the unit.

Risk level:

 Medium

Risk score:

 8

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:

■ 0

Tasks

Conduct the checks and take action as necessary.

Finding Photos



Play Train & Carriage

Manufactured by Wicksteed Leisure Ltd



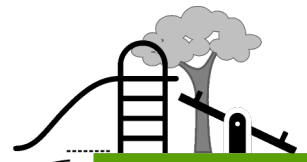
Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023

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

Framework panels to platforms and front of train section.

Risk level:

Low

Risk score:

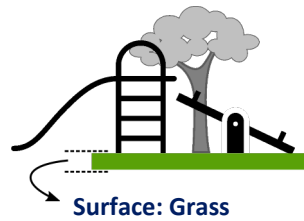
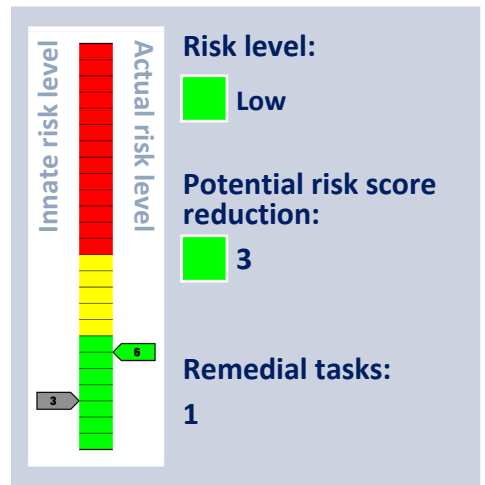
5

Finding Photos



Play Panel - Mirror

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023

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

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:

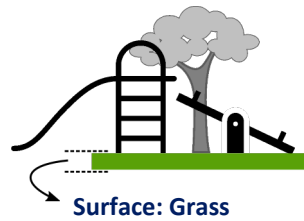
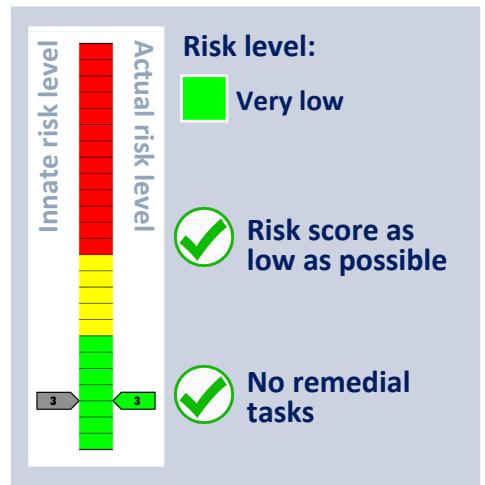
6

Finding Photos



Stepping Posts - Mushroom x 3

Manufactured by Wicksteed Leisure Ltd



Standards:

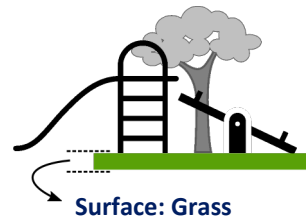
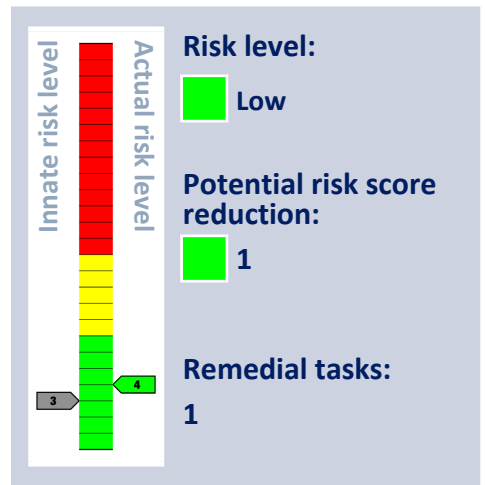


EN 1176-1:2017+A1:2023

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+A1:2023

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.

Risk level:

Low

Risk score:

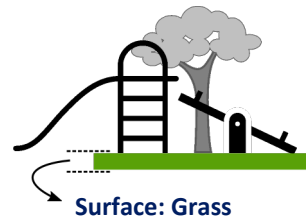
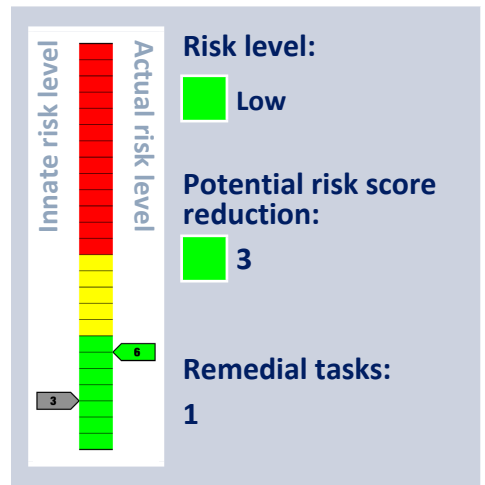
4

Finding Photos



Play Panel - Make it Rain

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023

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.

Risk level:

Low

Risk score:

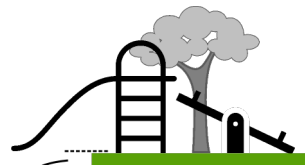
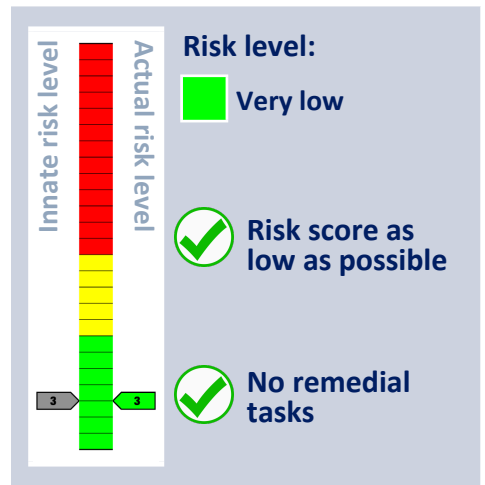
6

Finding Photos



Play Panel - Train Station

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

Standards:



EN 1176-1:2017+A1:2023

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 total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

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 (e.g. 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

- * Handrail: 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

EASILY ACCESSIBLE EQUIPMENT

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

NOT EASILY ACCESSIBLE EQUIPMENT

- * 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

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

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. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * 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 (+30% for group and Type 4 seats)

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 + 0.5m of obstacle-clear space 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: type 1 = 10°, type 2 = 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 (type 2 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: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 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

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:

* 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 inwards

EN 1176 Notes – Summary of Requirements

Giant revolving discs

* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * 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,

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

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

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

* 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

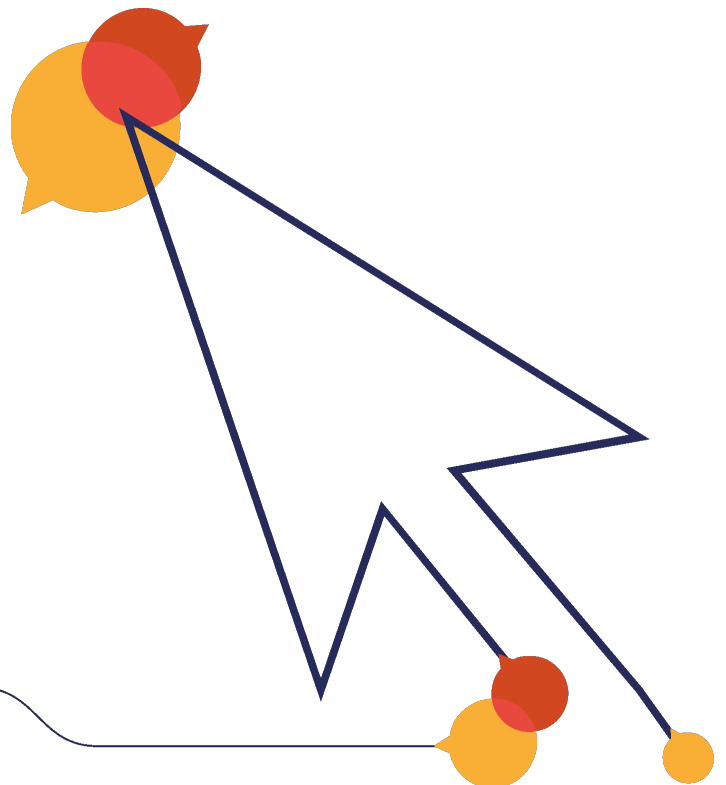
Annual Inspection

The Moor Play Area



Melbourn Parish Council

07 May 2026



Safety Inspection Report

Annual Inspection


Site name: **The Moor Play Area**
Date of inspection: **07 May 2026**
Inspector: **David Owen**
w3w.co/Livid.pads.songbook



Gates - Mixed

Innate risk score:





 4

Description	Tasks	Risk score
There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	 12

Shelters x 2 (Far Side Of Field x 1)

Innate risk score:

 3

Description	Tasks	Risk score
Bolt is missing.	Replace.	 9
Surface is wearing.	Repair.	 6
Minor repairs are needed.	Remove hard, pointed and sharp projections., Repair.	 6
Item is bent.	Read the notes for further action.	 6

Signage

Innate risk score:

 2

Description	Tasks	Risk score
Dog ban & ownership signs recommended.	Install appropriate signs. See https://www.rosaplaysafety.co.uk/advice-information/signs-for-play-areas/	 6

Embankment Steps

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Fencing - Bow Top & Closeboard

Innate risk score:



 3

Description	Tasks	Risk score
No Findings		

Seating - Tables

Innate risk score:

 3

Description	Tasks	Risk score
Vandalised (arson).	Read the notes for further action.	 3
The equipment is dirty or algae covered.	Clean off.	 2

Litter Bins

Innate risk score:

 2

Description

Tasks



Risk score

No Findings

Cableway - Seated

Innate risk score:




 5

Description	Tasks	Risk score
Fixtures loose or missing.	Read the notes for further action.	 10
Ground erosion present.	Repair the worn areas.	 4
The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	

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

Innate risk score:



 6

Description	Tasks	Risk score
Chains links worn.	Replace the worn parts.	 9
Loose swing seat eye-bolts.	Tighten connecting nuts.	 6
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.	 4

Agility - Trampoline - Play

Innate risk score:

 6

Description	Tasks	Risk score
Trip points on the surface.	Make level.	 9
Surface has unintended weeds.	Remove.	 4

Agility - Mound - With Tunnel

Innate risk score:

 5

Description	Tasks	Risk score
Surface is wearing.	Repair.	 9

MUGA - Goal End

Innate risk score:

 8

Description	Tasks	Risk score
Trip points on the surface.	Make level.	 6

Carousel - Flush

Innate risk score:



 6

Description	Tasks	Risk score
Surface needs repair.	Repair.	 7

Multiplay - With Space Net - Junior

Innate risk score:

 6

Description	Tasks	Risk score
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.	 5
Minor repairs are needed.	Repair.	 3

Swing - Rope - Horizontal

Innate risk score:


 6

Description	Tasks	Risk score
No Findings		

Rocker - Seesaw - Multi-Seat

Innate risk score:



 6

Description	Tasks	Risk score
Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	 5

Slide - Embankment

Innate risk score:

 5

Description	Tasks	Risk score
Surface is wearing.	Read the notes for further action.	 6
Hard or sharp projections.	Remove hard, pointed and sharp projections.	 4

Rocking - Horse

Innate risk score:

 5

Description	Tasks	Risk score
Item has corrosion.	Read the notes for further action.	 5

Rocker - Pig

Innate risk score:

 3

Description

Tasks

Risk score

No Findings

Rocker - Ram

Innate risk score:

 3

Description

Tasks

Risk score

No Findings

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 6

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

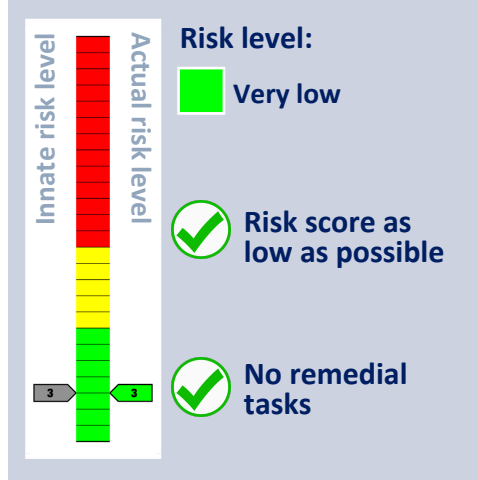
Finding Photos

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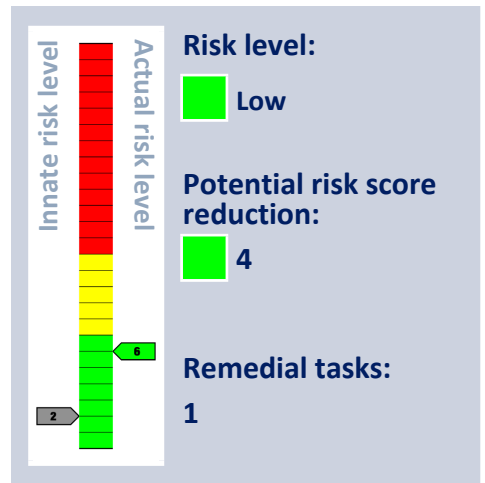
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Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07 4

Fencing - Bow Top & Closeboard



Signage



Maintenance Finding

Description

Dog ban & ownership signs recommended.

Tasks

Install appropriate signs. See <https://www.rosaplaysafety.co.uk/advice-information/signs-for-play-areas/>

Note

Ownership sign at all access points.

Risk level:

Low

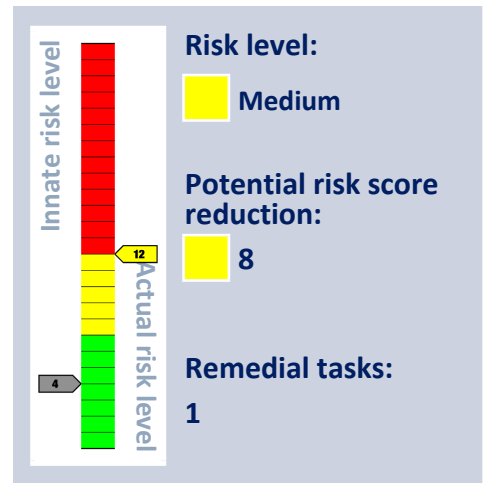
Risk score:

6

Finding Photos



Gates - Mixed



Maintenance Finding

Description

There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.

Tasks

Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.

Note

Maintenance gate hinge side.

Risk level:

Medium

Risk score:

12

Finding Photos



Litter Bins



Innate risk level

Actual risk level

Risk level:

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

Seating - Tables



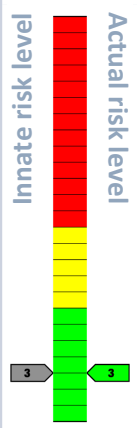
Innate risk level

Actual risk level

Risk level:
Very low

Risk score as low as possible

Remedial tasks:
2



Maintenance Finding

Description

Vandalised (arson).

Tasks

Read the notes for further action.

Note

Smooth off rough edges.

Risk level:
Very low

Risk score:
3

Finding Photos



Maintenance Finding

Description

The equipment is dirty or algae covered.

Tasks

Clean off.

Risk level:

 Very low

Risk score:

 2

Finding Photos



Embankment Steps



Innate risk level

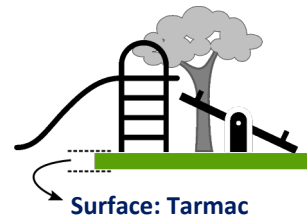
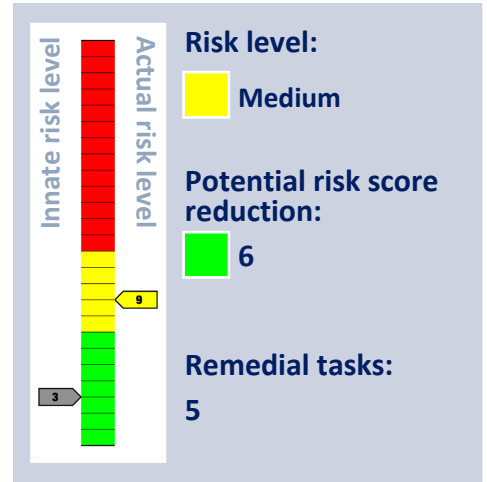
Actual risk level

Risk level:
Low

✓ Risk score as low as possible

✓ No remedial tasks

Shelters x 2 (Far Side Of Field x 1)



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

Surface is wearing.

Tasks

Repair.

Note

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

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Minor repairs are needed.

Tasks

Remove hard, pointed and sharp projections., Repair.

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.
Seat frame bolts are loose and dipping when load bearing. Secure.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Item is bent.

Tasks

Read the notes for further action.

Note

Shelter far side, the seat slats are bending. Monitor.

Risk level:

 Low

Risk score:

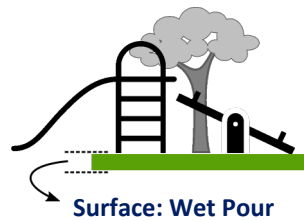
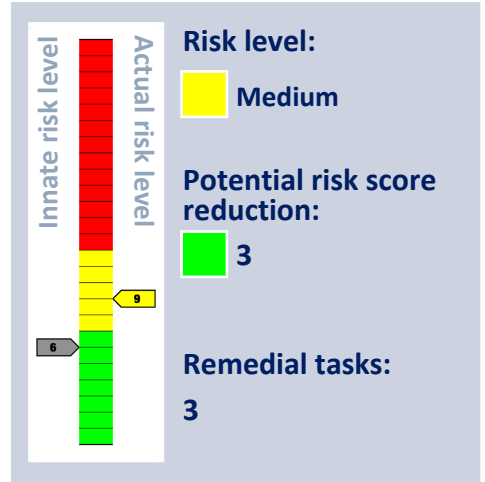
 6

Finding Photos



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

Manufactured by HAGS SMP



Standards:



EN 1176-1:2017+A1:2023, EN 1176-2:2017

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 links worn on junior seats.

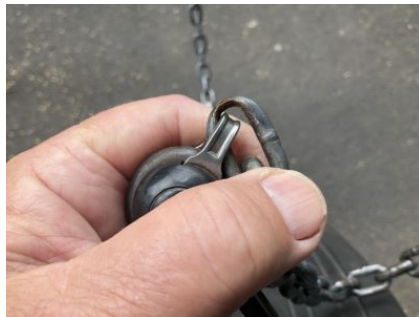
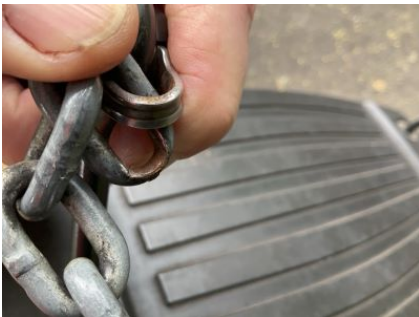
Risk level:

 Medium

Risk score:

 9

Finding Photos



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



Maintenance Finding

Description

Chain covers prevent a thorough inspection of all chain links.

Tasks

Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.

Note

Damaged areas slightly leaving sharp areas.

Risk level:

 Low

Risk score:

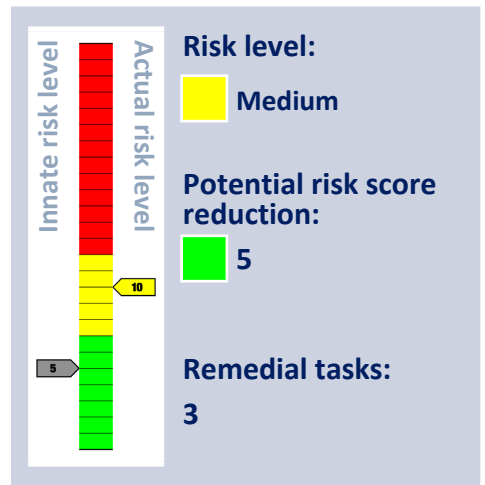
 4

Finding Photos



Cableway - Seated

Manufactured by HAGS SMP



Standards:



EN 1176-1:2017+A1:2023, 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 before the cog is damaged.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

Ground erosion present.

Tasks

Repair the worn areas.

Note

Erosion around the grass mat has exposed the plastic mesh.

Risk level:

 Low

Risk score:

 4

Finding Photos



Maintenance Finding

Description

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.

Tasks

Dismantle and inspect according to manufacturer's instructions.

Risk level:

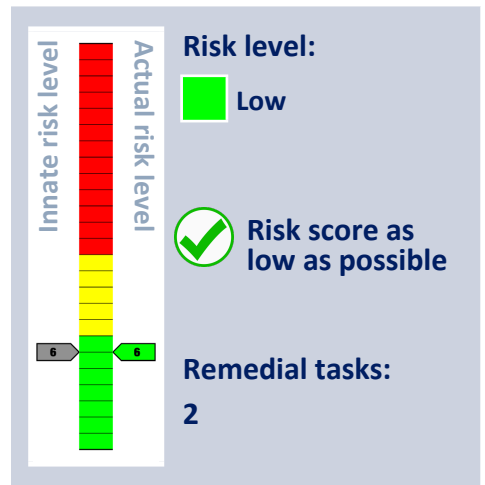
See finding details

Finding Photos



Multiplay - With Space Net - Junior

Manufactured by HAGS SMP



Standards:



EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

Chain covers prevent a thorough inspection of all chain links.

Tasks

Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

Minor repairs are needed.

Tasks

Repair.

Note

Matting around space net anchors.
Anti-slip on ramp foot holds are wearing.

Risk level:

■ Very low

Risk score:

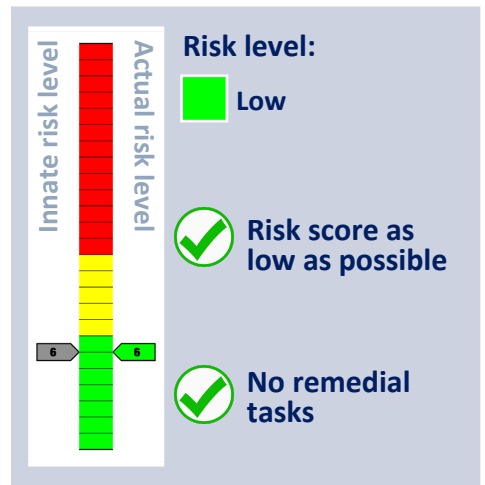
■ 3

Finding Photos



Swing - Rope - Horizontal

Manufactured by HAGS SMP



Standards:



EN 1176-1:2017+A1:2023, 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



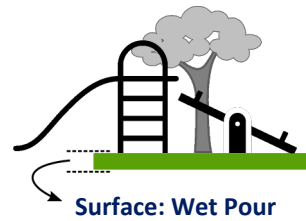
Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1



Standards:



EN 1176-1:2017+A1:2023, 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

Wet pour is sinking around the perimeter ring.

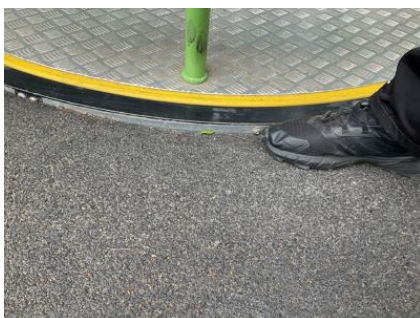
Risk level:

Low

Risk score:

7

Finding Photos



Rocking - Horse

Manufactured by Wicksteed Leisure Ltd



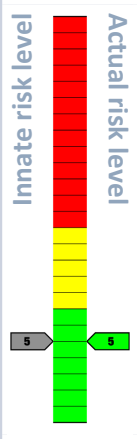
Innate risk level

Actual risk level

Risk level:
Low

Risk score as low as possible

Remedial tasks:
1



Standards:



EN 1176-1:2017+A1:2023, 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:

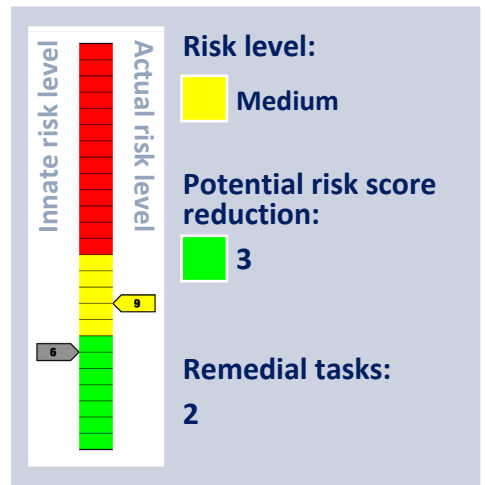
5

Finding Photos



Agility - Trampoline - Play

Manufactured by 1Move



Standards:



EN 1176-1:2017+A1:2023

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

Risk score:

9

Finding Photos



Maintenance Finding

Description

Surface has unintended weeds.

Tasks

Remove.

Note

Weeds below the trampoline bed.

Risk level:

■ Low

Risk score:

■ 4

Finding Photos



Rocker - Seesaw - Multi-Seat

Manufactured by HAGS SMP



Innate risk level

Actual risk level

Risk level:
Low

Risk score as low as possible

Remedial tasks:
1

Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

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.

Risk level:

Low

Risk score:

5

Finding Photos



Rocker - Pig

Manufactured by HAGS SMP



Innate risk level

Actual risk level

Risk level:

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

Standards:



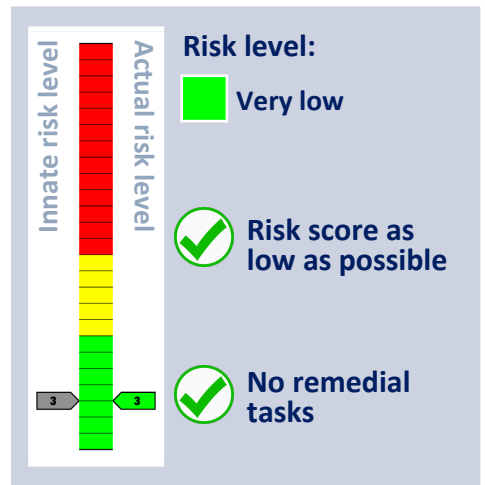
EN 1176-1:2017+A1:2023, EN 1176-6:2017

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+A1:2023, 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



Innate risk level

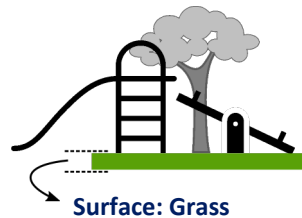
Actual risk level

Risk level: Medium

Potential risk score reduction: 4

Remedial tasks: 1

A vertical scale from 5 to 9. The bottom 4 levels (5-8) are green, and the top level (9) is yellow. A yellow arrow points to the level 9.



Standards:



EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

Surface is wearing.

Tasks

Repair.

Note

Mound wearing around the top of the tunnel. Tunnel exposed.

Risk level:

Medium

Risk score:

9

Finding Photos



Slide - Embankment

Manufactured by HAGS SMP



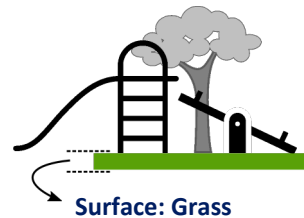
Innate risk level (vertical scale 1-10, 5-6 highlighted)

Actual risk level (vertical scale 1-10, 6 highlighted)

Risk level: Low

Potential risk score reduction: 1

Remedial tasks: 2



Standards:



EN 1176-1:2017+A1:2023, 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

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

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Hard or sharp projections.

Tasks

Remove hard, pointed and sharp projections.

Note

Plastic mesh exposed and lifting.

Risk level:

 Low

Risk score:

 4

Finding Photos



MUGA - Goal End

Manufactured by SMP (Playgrounds) Ltd



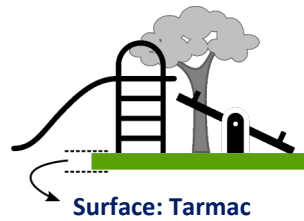
Innate risk level (vertical scale from red to green)

Actual risk level (yellow bar with '8' on both ends)

Risk level: Medium

Risk score as low as possible (with a green checkmark icon)

Remedial tasks: 1



Standards:

EN 15312:2007+A1:2010

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.

Risk level: Low

Risk score: 6

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				
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 total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

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 (e.g. 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

- * Handrail: 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

EASILY ACCESSIBLE EQUIPMENT

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

NOT EASILY ACCESSIBLE EQUIPMENT

- * 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

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

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. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * 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 (+30% for group and Type 4 seats)

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 + 0.5m of obstacle-clear space 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: type 1 = 10°, type 2 = 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 (type 2 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: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 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

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:

* 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 inwards

EN 1176 Notes – Summary of Requirements

Giant revolving discs

* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * 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,

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

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

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

* 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





A decorative graphic consisting of two overlapping circles, one green and one orange, positioned at the right end of the horizontal line.

Playsafety Ltd
78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
+44 (0)1793 317470

Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety
© Playsafety Ltd

Unit 20, South Cambridge Business Park,
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Bathrooms

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE

SG8-6ED

11/05/2026

Account No.: 32603

Quotation No.: Q04643 - ASHP Remedial Works

Quote Type: SMALL WORKS (ESTIMATED)

Property: THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, SG8-6ED

Dear Sir/Madam

Following our recent visit, we would like to advise you of the potential costs associated with the remedial works that are required and as detailed on our engineers visit. We highlight below the intended works which we trust has been interpreted correctly. If you require further clarity or advice, please do not hesitate to call us on 01223 833426 or email your query to sales@shelfordheating.co.uk and we will do all that we can to assist you further.

The Budget cost as follows will be fully calculated by the time expended on site by our Representatives and the Associated Parts purchased or utilised from our Stock holding which may decrease as we generally are cautious in presentation of our time and material allowances, however it can also have the negative effect especially if a situation arises that was not evident at the initial survey stage.

On completion you will be requested to confirm the time taken whilst on the job, and also for the materials used, this report will be forwarded with the invoice. In some circumstances additional time may need to be added to the physical time on the job to reflect returning and disposing of waste contaminants – an example of this would be the transfer of waste oil to a holding container for collection by our contractors.

Q04643 - ASHP Remedial Works_RevA





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Summary of Quoted Works:

- **Summary Introduction, Important Information, Site Set Up, Supervision & Waste including Approved Sub Contractors**
- The Electrical Installation works will be completed by our Contractor CAMBS Electrical who are registered & certified to undertake domestic electrical work & are registered to notify their work for Building Regulations compliance. The electrical services will be installed on the surface & when on show installed within a trunking. We do not allow within our costs to hide the services within the fabric of the Building. The Electrical Bonding will be checked & if it does not meet with the Regulations, you will be notified & advised of the costs to rectify, any further concerns will also be highlighted.
- Carry out & drain down medium heating system up to 15 rads to facilitate works associated with heating system.
- Move 2no. Heat Pumps to allow works to base.
- Remove redundant pipework & services.
- **Heat Pump Equipment**
- 1no. Heat pump base - Constructed with a Hard-Core Base, Sand & Cement with Slabs or Concrete Finish.
- 2no. Zeus Articulated Mounting Feet (Box of 4).
- 2no. Insulated Flowsetter 10-40L/Min.
- 4no. 1" Flat Face Extended Lever Ball Valve
- **Copper pipe Services & Associated Fittings**
- 28mm Copper Pipework - To replace plastic pipework to ASHP's.
- To Supply & Install Conex B Press hydraulic press fit fittings which is a leading press-fit system, offering a comprehensive & flexible range for all modern building services, providing easy, fast, cost effective & reliable joints. Heat free jointing – no hot works permits required & suitable for hot & cold services, heating system, with copper pipe services.
- **System Controls, Circulating Pump, Valves & Expansion Vessels**
- Complete the electrical wiring of new controls & associated works ensuring compliance with building regulations & electrical regulations.
- 1no. EPH RFR RF Room Stat.
- 1no. EPH R17-RF Single Channel RF Timeswitch.
- 1no. EPH R27-RF 2 Channel RF Timeswitch.

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- 1no. EPG Gateway Dual Band, The GW04 Gateway is Used to Connect your EPH Compatible Wireless Systems to the EMBER app. It Utilises RF Communication to Connect to your Heating Controls Whilst Connecting to the EMBER Cloud Server via your Home Wi-Fi Network. It is Compatible with both 2.4GHz & 5GHz Wireless Networks.
- 1no. Lockable/Tamperproof Programmer Case.
- 1no. Lockable/Tamperproof Room Stat Case.
- **Insulation, Clips, Trunking Systems, Channel Systems, Ducting**
- Black Lagging Sealant.
- 28mm x 19mm x 1mtr Primary Pro External Insulation.
- 2no. Black Trunking 2M Long.
- Pipe Insulation Climaflex Type (Grey) 28 X 19mm 2 Metre Length.
- **Commissioning, Certification & Warranties**
- Fill & vent heating system, ensuring air is release from all radiators & high points of the system & test for soundness.
- Provide instruction to customer on operation of equipment installed.
- Provide operation manuals.

The BUDGET cost of the installation as per our schedule is **£3,839.35** (Excluding VAT) and including all parts and labour.

VAT is calculated at 20% and this amount is **£767.87**

The Total Works including VAT is **£4,607.22**

Our rate for all trades is calculated at £75.00 Per hour Plus Vat.

All materials are Purchased from our suppliers often at reduced rates due to our Buying Agreements, these costs will be passed on with an additional uplift in line with our Standard structure which forms the basis of our Estimated costs.

We very much hope that you will wish to proceed with the proposed alterations and, if should you wish to proceed, simply refer to the information provided on the accompanying form entitled 'Payment Options and Acceptance Details' which is at the end of this letter.

Sam Wilson - Installation Manager
sam.wilson@shelfordheating.co.uk

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Our Standard Terms of Contract

- Our Full Terms and Conditions are available on request, or alternatively on our web site which can be viewed at shelfordheating.co.uk.
- The components we install are fully guaranteed for a Minimum 12 months from installation.
- Failure of components within warranty as a result of issues associated with Water Contamination/Sign of Damage after installation is not covered. All faulty goods are returned to our suppliers for confirmation.
- We remove all existing redundant waste materials from site and dispose using registered waste carrier, in the case of waste Fuel/ Contaminated Fuel/ Fuel Hoses and Filters these are disposed environmentally. Electrical components and faulty parts outside of warranty are not removed from site, this can be undertaken following a successful 14-day period of fault free operation.
- If any asbestos product is found either before or during the installation works, we will advise you of such, but as we are not licensed to remove this product, we will not be held responsible for the removal or associated costs.
- We Supply and Install appropriate copper pipework (high quality plastic pipework when needed) along with Press fit, Selected Pushfit and solder type fittings including all necessary adaptations when Installing Heating, Plumbing and Gas Services.
- In difficult access areas and roof voids we will only use pipe and fittings which negate the need for naked flame and heat, subject to Risk assessment completed during the work.
- We endeavour to include for all works envisaged, however there are times when unforeseen items need rectifying to ensure compliance and were not evident at survey stage. We therefore reserve the right to charge accordingly any additional works.
- Please note that we cannot be held responsible for existing radiators; controls; hot water cylinders/tanks that we have not taken to replace within the scope of works. Any works necessary will be charged in addition to the contract.
- Our costs are based upon today's date, Parts are continually changing on a daily basis, and as such it is very difficult to fix our costs for small works issues, if the works are completed, we will charge based on Materials and Labour expended on that visit.
- Our Quotations are Inclusive of VAT @ 20% for works at standard VAT, all works relating to renewable energy will be VAT rated at 0%. (HMRC rules will always be applied)
- You Must Notify us in writing of any concerns associated with our Work or Billing within 14-days.
- We reserve the right to charge for late payments as per our Full Terms and Conditions of Sale.
- All Power flushing works will require a disclaimer document to be completed.
- By agreeing to this contract, you have read and understood our terms and conditions of Business which are available online on our web site, or that can be issued by letter.
- **The above does not affect your statutory rights.**

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Payment Options and Acceptance Details

On receipt of your completed acceptance (and deposit if stated below), we will assign an installation team/ service technician to carry out your alterations and then contact you with a date of commencement. If necessary, we may also arrange an interim visit to confirm our work schedule.

Deposits are taken generally when special items are ordered that entail restocking charges if the works are to be cancelled by you or when the value of the programmed works exceed £1000.00.

Your deposit may be paid by cheque and returned to us with your acceptance slip, or you may prefer to telephone us and make your deposit payment using your debit card.

Payment of the balance can then be made either by cheque/debit card/or direct to our Bank Account within 14 days.

For your Information the Breakdown between Materials and Labour is as Follows

Materials = £1,703.35 Plus Vat
Labour = £2,136.00 Plus Vat

25% Deposit If Applicable £1,151.81

Balance payable within 14 days of invoice £3,455.42

Total payable £4,607.22

Check list Complete the acceptance slip

Enclose the deposit payment made payable to **Shelford Heating Ltd**

Or Transfer Payment by direct Bank Transfer to Account No.: 26654060 Sort Code: 30-64-79

Or Telephone 01223 833426 with your Debit card details, Quotation number and Customer account number. The Maximum value taken on any payment for a single invoice is £300.00 which has been limited due to the high charges associated with credit card payments.

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Acceptance

Account No.: 32603

Quotation No.: Q04643 - ASHP Remedial Works

Property: THE PAVILLON, THE MOOR, MELBOURN, HERTFORDSHIRE, SG8-6ED

MELBOURN PARISH COUNCIL
THE PAVILLON
THE MOOR
MELBOURN
HERTFORDSHIRE

SG8-6ED

Deposit of £1,151.81

Cheque

I enclose my Cheque Payment

Debit/Credit Card

I will contact you to make payment by Card

Bank Transfer

I have transferred Payment Direct to your Bank Account

Sign..... Date:

Q04643 - ASHP Remedial Works_RevA





Head Office: Carlton House, 18 Willow Road, Yaxley, Peterborough, PE7 3HT
T: (01733) 248100 24 Hr Answer Service F: (01733) 248110 E: info@newflame.co.uk W: www.newflame.co.uk

29/04/2026

Reference: Job 38596

Melbourn Parish Council - MELBPC001
Melbourn Pavillion
30 High Street
Melbourn
Cambs
SG8 6DZ

Dear Alex,

Re: Fire Extinguisher Service Quotation

Further to your email, please see your quotation below for the Fire Extinguisher Service.

Quotation

Product Description	Qty	Unit Price	Total Price
Attendance & Certification	1.00	£29.50	£29.50
9ltr Water Basic Service	1.00	£4.95	£4.95
6kg Powder Basic Service	1.00	£4.95	£4.95
1.1m Fire Blanket Visual Inspection	1.00	£1.00	£1.00
6ltr Water Basic Service	3.00	£4.95	£14.85
		Total exc. VAT	£55.25
		VAT	£11.05
		Total inc. VAT	£66.30

All prices are plus VAT and any Extended Services, Large Spares & Disposal Charges that may be required which are listed on the next page.

Due to the Environment Agency requiring foam to be incinerated, disposal companies are only accepting the waste inside the existing fire extinguisher rather than containers of liquid. This means we are unable to carry out an Extended Service (5 Year Discharge Test) and the whole fire extinguisher requires replacing. The type of foam inside the fire extinguisher will be banned in the early 2030's so we must replace it with a suitable alternative.

Please note that all Water, Foam, Powder and Wet Chemical Fire Extinguishers require Extended Service (discharge testing) every five years, Carbon Dioxide Fire Extinguishers need to have an Overhaul every ten years in accordance with British Standard BS5306-part 3:2017.

Should you wish us to proceed with the above works please email [redacted]@newflame.co.uk or send us a company purchase order.

If you have any questions or require any further information, please do not hesitate to contact me.

Kind regards,

[redacted]

Date: 29/04/2026

Our Reference: Job 38596

Extended Services

• 9/6ltr Water Extended Service	£20.21
• 3/6ltr Water Additive Extended Service*	£28.88
• 9ltr Foam Extended Service*	£31.45
• 6ltr Foam Extended Service*	£27.50
• 2ltr Foam Extended Service*	£21.26
• 9kg Powder Extended Service	£51.40
• 6kg Powder Extended Service	£46.73
• 4kg Powder Extended Service	£41.95
• 2kg Powder Extended Service	£28.90
• 1kg Powder Extended Service	£25.52
• 6ltr Wet Chemical Extended Service*	£69.75
• 2ltr Wet Chemical Extended Service*	£45.50
• 5kg Co2 Pressure Test	£52.95
• 2kg Co2 Pressure Test	£46.50

Large Spares

• 55gram Co2 Cartridge	£8.95
• 2kg Co2 Frost Free Horn	£14.95
• 5kg Co2 Hose & Horn	£17.95
• Fire Extinguisher Hose	£18.95
• Bracket & Installation	£5.50
• I.D Sign	£3.95
• Plastic Safety Pin	£3.95
• Extinguisher disposal charge	£5.00
• Vinyl Service Label	£0.60

Disposal Charges

• 9ltr Foam/Wet Chemical	£22.50
• 6ltr Foam/Wet Chemical	£15.00
• 3ltr Foam/Wet Chemical	£12.00
• 2ltr Foam/Wet Chemical	£9.00
• 1ltr Foam/Wet Chemical	£7.00
• 3/6ltr Water Additive	£15.00
• 1kg to 9kg Powder	£7.00
• Water/Co2	£5.00

All prices are subject to VAT at the prevailing rate.

*Extended Service prices quoted are also plus the relevant Disposal Charges.

The Newflame Group of Companies Terms & Conditions


1. In these conditions "**The Company**" means the Newflame Group of Companies which is made up of Newflame Fire Equipment Co Ltd, Thistle Fire & Security Co Ltd, Lincs Fire Co Ltd. "**The Customer**" means the customer named in contract documentation." **The Equipment**" means the equipment detailed in the final quote and other contract documentation.
2. **Charges:** The maintenance charges will cover the number of maintenance visits per annum which is when the equipment will be tested and any defects reported to the customer. An additional charge at the current rates applicable to the customer will be payable for any repair or replacement work found necessary. Such additional charge will be for both labour and parts required.
3. **Payment:** All invoices to be paid Net 30 days from date of invoice.
4. **VAT:** Value Added Tax at the appropriate rate will be payable in addition to all quoted prices.
5. **Period of Contract:** The initial period of the contract will be for 12 months from completion of works, then year on year unless terminated by the customer giving not less than 3 months notice in writing to the company expiring on the anniversary of the contract date.
6. **Review of Charges:** The Company shall hold firm charges for the first 12 months of the contract but shall thereafter be entitled to review its charges annually in line with increased costs.
7. **Termination by the Company:** The Company may terminate this contract in the event of non-settlement of outstanding accounts or in the event of bankruptcy or liquidation of the customer.
8. **Access to the Premises:** The Company shall be afforded access to service the equipment during normal working hours unless otherwise agreed in writing.
9. **Access Equipment:** Should any specialist equipment be required other than normal ladders this will either be chargeable to the customer at the Companies current rates or be supplied free of charge by the customer.
10. **Additional Equipment & Materials:** Any additional equipment and materials required to place a system in full working order will be charged at the current rate applicable to the customer and will be accounted on a normal basis.
11. **Emergencies and Breakdowns:** The Company operates a twenty-four-hour (24) breakdown call out service three hundred and sixty-five (365) days a year. In the event of a request for engineers to attend, such attendance will be charged at the Companies current pricing rates for both parts and labour.
12. **Interference:** The equipment shall not be interfered with in any way by the customer. Alterations to the system or extensions to the equipment must only be carried out by the company at the customers expense, charged at the company's current pricing rates. Any equipment that has been interfered with will nullify any warranty.
13. **Ownership and Insurance:** The equipment remains the property of the company until all due sums are paid by the customer, the equipment is then in the ownership of the customer and it is then their responsibility to insure it against loss or damage.
14. **Indemnity:** The company shall not be responsible for any loss or damage howsoever caused due to the technical failure of, or defect in the equipment, and the customer shall indemnify the company against any claim for such loss or damage including (without prejudice to the generality of the foregoing) all claims directly or indirectly by the fire or police authority.
15. **Assignment:** The Company reserves the right to assign or subcontract any of its rights or obligations under this agreement to any third party or third parties.
16. **Statutory Requirements Licences and Wayleaves:** The customer shall be responsible for complying with all statutory requirements, bylaws and obligations relating to the use of the equipment. All external charges shall be paid by the customer including those from any attending authority.
17. **Reinstatement:** The cost of reinstatement or redecoration made necessary by work carried out by The Company by the installation, testing, servicing, adjustment, alteration, removal or use of equipment or apparatus shall be paid by the customer.
18. **Design of fire alarm systems:** In designing your fire alarm full account of the risks have been taken into account, if no fire risk assessment, fire strategy or fire safety officers report is in place The Company can only advise on a category of fire detection system. The Company are not the enforcing authority and cannot be responsible for any future visits from a fire safety officer or any future full written fire risk assessment.
19. **Third Party Apps & Devices:** The Company will ensure that the equipment provided will be fully tested and installed using our qualified and experienced installation team. Some of our products may use third party services such as mobile networks, internet connections or telephone lines which are solely the responsibility of the customer. The company cannot guarantee the performance nor take responsibility for the services of any third party. Therefore, customer requests to attend associated failures to third party equipment may be chargeable.
20. **Aborted Visits:** Any visits that are aborted by no fault of The Company may be chargeable.



Back in 2023 Council approved the installation of a bench on the New Rec in memory of a referee from Dynamos.

The bench was installed with insufficient ground anchors and has since been moved around the Rec on numerous occasions.

This is now becoming a health and safety issue and due to the bench now being Melbourn Parish Council property it should be considered that we purchase and install suitable ground anchors.




Anchor For Soft Ground

£99.86
Price shown includes VAT (Net amount is **£83.22**)

The simple but effective way to anchor seats, benches or picnic tables to soft ground.

- 1 + **ADD TO BASKET**

f t e i l



Council to consider spend of £99.86 on ground anchors to secure memorial bench.