

Councillors are hereby summoned to attend the Parish Council meeting to be held on Thursday 30th July 2020 starting at 715pm

This will be a 'virtual meeting' using Video Conferencing in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020

Press and public can attend and participate

Please email your interest to parish.clerk@brixworthparishcouncil.gov.uk
or join the meeting direct by using this link to Microsoft Teams
(No installation required – Just use the Browser Option)

AGENDA

Supporting Papers

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- 1. Welcome
- 2. Apologies for absence and acceptance of any apologies for absence
 - 2.1 Consider any received apologies.
- 3. Declarations of Interest
 - 3.1 Members' declarations of interests on agenda items only
- 4. Agree and sign the minutes of the previous meeting
 - 4.1 Parish Council meeting of 2nd July 2020
- 5. Public Open Forum Session
 - 5.1 This is an opportunity for Parish Residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes.
 - 5.1.1. Development of football facilities within Brixworth
 - 5.2 Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
 - 5.3 Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.

	PART ONE - FOR DECISION	
6.	Finance 6.1 Consider the financial transactions and authorise the payments for July 2020 6.2 Consider a report from the Verification Officer together with any recommendations	B C
7.	Grounds Maintenance 7.1 Consider the submitted tenders for the Grounds Maintenance Contract 7.2 Request to relocate a football pitch – St David's Recreation Ground	D E
8.	Draft Terms and Conditions for Sports Teams 8.1 Consider draft terms and conditions for sports teams using Parish Council facilities	F
9.	Personnel Working Group 9.1 Consider the recommendations of the Personnel Working Group	G
10.	Specialist Services 10.1 Consider the appointment of a specialist company to deliver the Parish Council s106 Projects	Н
11	Adoption of Red Telephone Box 11.1 Consider adoption of the BT box on Church Street/High Street.	
12.	Police Survey 12.1 Consider a response to the Policing Survey on priorities	
13.	ROSPA Report 13.1 Consider the ROSPA Report on the play equipment and consider any actions	ı
14.	Village Projects 14.1 Consider further actions to restore old railway benches within the village. 14.2 Consider further actions to deliver the wildflower seed project.	J K
15.	Legal Documents 15.1 Consider requesting copies of all original legal documents	L
	PART TWO - FOR INFORMATION	
16.	Finance 16.1 Receive the latest rolling budget 16.2 Receive the Bank Reconciliation Report 16.3 Receive the statement of the Parish Council's Reserves	M N O
17.	Community Safety 17.1 Note that the reported crime data for Brixworth 17.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID)	P Q
18.	Planning 18.1 Receive the planning decisions for June 2020 18.2 Receive the minutes of the Planning Committee of 1st June 2020 18.3 Receive the notes of the Retail Working Group	R S T
19.	Media & Communications 19.1 Receive the minutes of the Media & Communications Committee of 10 th June 2020.	U

20.1 Receive the Parish Clerk's Report

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21. General Correspondence

21.1 Note the Correspondence listed at Appendix W

W

22. Dates of Future Meetings

22.1 To note the dates of the next cycle of meetings.

- Planning Committee 3rd August 2020
- Media & Communications 12th August 2020
- Planning Committee 24th August 2020
- Council 27th August 2020

PART THREE - CONFIDENTIAL

23. To consider the exclusion of the press and public

23.1 Consider the exclusion of the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to meetings) Act 1960

The Press & Public will be requested to leave the meeting (subject to 17.1)

24. Legal Matters

24.1 Receive any legal updates and consider any actions to be taken.

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

25. Urgent matters for report only

Business must be urgent and must be notified to the Chairman before the meeting

Mr Peter Rowbotham Clerk to the Council 24th July 2020

Poter Composton

10 Shelland Close Market Harborough Leicestershire LE16 7XU

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Web Site: www.brixworthparishcouncil.gov.uk

Web Site: www.brixworthparishcouncil.gov.



When we do need to print, we only use 100% recycled paper

Members of the Parish Council

Councillor Stephen James (Chairman) Councillor Sandra Moxon (Vice Chairman) Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Tom Mitchell, Councillor Kevin Parker and Councillor Frances Maria Peacock.





Brixworth Parish Council

Minutes of the meeting held on Thursday 2nd July 2020

Video Conferencing

In Attendance:

Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe

(from 755pm), Councillor Stuart Coe (from 755pm) Councillor James Collyer, Councillor Lina Howarth, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and

Councillor Frances Peacock (from 737pm)

Apologies: None

Apologies also received from District Councillor Jonathan Harris.

Absent: Councillor Lynne Compton

Also Present: Peter Rowbotham (Clerk) and District Councillor Bunting

Members of 0 the Public:

20/5066 Welcome

Councillor James welcomed everyone to a virtual meeting of the Parish Council which was being held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020. He reminded everyone that the meeting was being recorded.

20/5067 Apologies for Absence

No apologies for absence had been received from Parish Councillors. However, District Councillor Harris had offered his apologies as he had another commitment.

20/5068 Declarations of Interest

There had been no declarations of interest.

20/5069 Minutes of Previous Meeting (25th June 2020)

The minutes of the Parish Council meeting of 25th June 2020 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Mitchell. Unanimous.

20/5070 Public Open Forum

There were no issues raised in the open session.

20/5071 Finance - Transactions including Payments for Approval- June 2020

The list of financial transactions and payments for June 2020 was approved by the Parish Council. All invoices for payment had been examined, verified and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. This was proposed by Councillor Barratt and seconded by Councillor Collyer. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
		yments - Financial Reg 6.7				
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (9th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (15th)	19.82	3.96	23.78	LGA 1972 s111
	Retrospective	Payments - Financial Reg 5.5.	(via BACS)			
04	JW Signs	New Van Branding (50%)	264.00	52.80	316.80	LGA 1972 s111
05	Westaway Motors	Roof Rack for van	277.37	55.47	332.84	LGA 1972 s111
	Retrospective	Payment of Wages & Salaries	- Financial Reg	7.9 (via BA	CS)	
06	Staff	Net Salaries and Wages (4- week month)	3,550.84	0.00	3,550.84	LGA 1972 s112
07	HMRC	PAYE	1,122.37	0.00	1,122.37	LGA 1972 s112
80	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
	Payments for a	pproval - Financial Regulation	n 5.2 (via BACS		•	
09	Peter Rowbotham	Employment Related Expenses	38.93	0.00	38.93	LGA 1972 s111
10	Blasons	Fuel for Van and Mower	123.13	24.63	147.76	LGA 1972 s111
11	R&G	Grounds Maintenance	1,209.36	241.86	1,451.22	PHA 1875 s164
12	Blasons	Recover van and diagnostic test	90.00	18.00	108.00	LGA 1972 s111
13	NCALC	Chair Training - Video Conferencing	38.00	0.00	38.00	LGA 1972 s175
14	Chubb	Service at The Ashway Changing Rooms	171.11	34.22	205.33	RTA 1984 s57 (1) (b)
	Debit Card Pay	ments (Online purchase) - Fir	nancial Regs 6.1	0, 6.18 & 6.	.19	
15	Royal Mail	Postage x4	3.04	0.00	3.04	LGA 1972 s111
16	Amazon Market Place	Stationery	22.21	4.45	26.66	LGA 1972 s111
	Payments Processed this month & agreed last month - Financial Regulation 5.2 (via BACS)					a BACS)
	Nil					
		pproval - Financial Regulation	n 5.2 (via BACS))		
	Nil					
	Cheque Payme	ents				
_	Nil		0.00	0.00	0.00	
	Total Expendit	ure this month to date	7,755.99	451.44	8,207.43	

Receipts						
17	Interest	Capital Account 29 May 2020	24.33	0.00	24.33	LGA 1972 s111
18	Redcorn Limited	Scrap Value of van EU05KKW non-runner	120.00	0.00	120.00	LGA 1972 s111
	Total Income th	is month	144.33	0.00	144.33	
	Bank Transfer	- Capital to Revenue				
19	Nat West	Balance the Accounts	24.33	0.00	24.33	LGA 1972 s111
	Total transferre	d to revenue this month	24.33	0.00	24.33	
			_	•		
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
	Total transferre	d to capital this month	0.00	0.00	0.00	

20/5072 Business Continuity - Covid 19 Issues

The Parish Council considered the latest guidance from the Government and the practicalities of reopening local facilities.

Play Equipment – A Risk Assessment had been undertaken. Equipment would be cleaned and inspected on a weekly basis. It was agreed to reopen the play equipment upon the installation of signage advising users of the conditions of use. This was proposed by Councillor James and seconded by Councillor Howarth.

Olive Branch Café, Community Centre – A Risk Assessment had been undertaken by the Café operator. The Parish Council agreed that the Olive Branch Café could re-open on Monday 6th July 2020 subject to the approval of the Daventry District Council Environmental Health Officer. This was proposed by Councillor James and seconded by Councillor Parker.

Community Centre – A Risk Assessment had been undertaken. The current guidance on permissible uses, together with the restrictive number of attendees allowed, meant that it was not yet practical to reopen the Community Centre. It was agreed that the Community Centre remain closed until further notice. A letter, based upon the ACRE template letter, would be sent to all existing users of the Hall. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Staffing – The Community Centre Cleaner continued to be on furlough. Working practices and PPE would be reviewed as part of the return to work Risk Assessment. In the meanwhile a deep clean of the Community Centre would be undertaken by a contractor. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5073 Dates of Future Meetings

- Media & Communications 8th July 2020
- Planning Committee 9th July 2020
- Council 30th July 2020

20/5074 Urgent Matters

There were no urgent matters.

The meeting finished at 8.30pm

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Signed as a true and accurate record

Councillor Stephen James Chairman Brixworth Parish Council 30th July 2020 Peter Rowbotham Parish Clerk Brixworth Parish Council 3rd July 2020

Refer Consotton

Telephone: 079 8314 1786

E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council - Financial Transactions



		<u>July 2020</u>	Net Amount	VAT	Total	Powers
			£	£	£	
	Direct Debit Payments - Financial Reg 6.7					
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (8th)	50.95	10.19	61.14	LGA 1972 s111
03	Peninsula Business Systems	Support Services (10th)	271.62	54.32	325.94	LGA 1972 s111
04	Lex Autolease	Lease Van (14th)	479.15	95.83	574.98	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.73	3.75	22.48	LGA 1972 s111
06	Sage Software	Accountancy System Annual Charge	480.01	96.01	576.02	LGA 1972 s111
	Retrospective Payments - Fin	ancial Reg 5.5. (via BACS)				
07	Trade UK	Groundsmans materials	141.83	28.33	170.16	LGA 1972 s111
80	Bakers Waste	St Davids Trade Waste	24.09	4.82	28.91	LGA MP 1976 s19
09	Bakers Waste	St Davids Trade Waste - Bin Delivery	20.00	4.00	24.00	LGA MP 1976 s19
	Debit Card Payments (On line	purchase) - Financial Regs 6.10 & 6.19	-			
10	Royal Mail	Pre paid postage	4.21	0.00	4.21	LGA 1972 s111
	Instantprint	Covid Playground Signs	31.66	6.33	37.99	LGA MP 1976 s19
12	Amazon Market Place	Memory Card for voice recorder	20.00	0.00	20.00	LGA 1972 s111
13	Amazon Market Place	Stationery	14.56	2.92	17.48	LGA 1972 s111
	Payments Processed this mo	nth but agreed last month - Financial Regulation	5.2 (via BACS)			
	Nil					
	Payments for approval - Finar	ncial Regulation 5.2 (via BACS)				
14	Staff	Net Salaries and Wages (5 week month)	3,640.04	0.00	3,640.04	LGA 1972 s112
15	HMRC	PAYE	1,144.77	0.00	1,144.77	LGA 1972 s112
16	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
17	Peter Rowbotham	Employment Related Expenses	61.53	0.00	61.53	LGA 1972 s111
18	Blasons	Fuel for Van and Mower	87.18	17.44	104.62	LGA 1972 s111
19	R&G	Grounds Maintenance	556.21	111.24	667.45	PHA 1875 s164
20	CPRE	Annual Membership	36.00	0.00	36.00	LGA 1972 s111
21	EON	Electricity for Street Lighting	151.09	7.55	158.64	PCA 1957 s3
22	EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957 s3
23	Euromec	Kubota Mower Service	230.22	46.27	276.49	LGA 1972 s111
	ROSPA	Annual Play Equipment Inspection	284.50	56.90	341.40	LGA MP 1976 s19
25	SCS Tyres	Puncture to Mower - new tyre	123.20	24.64	147.84	LGA 1972 s111
	Cheque Payments					
	Nil		0.00	0.00	0.00	
	Total Expenditure this month	to date	8,671.10	581.34	9,252.44	
	Receipts					
26	Nat West	Interest (30th June)	1.38	0.00	1.38	LGA 1972 s111
	Total Income this month		1.38	0.00	1.38	
27	Bank Transfer - Capital to Revenue 27 Nat West Budget alignment (when required) 0.00 0.00 LGA 1972 s111					
21	Nat West	0.00	0.00		LGA 19/2 \$111	
	Total transferred to revenue this month 0.00 0.00 0.00					
Bank Transfer - Revenue to Capital						
			0.00	0.00		LGA 1972 s111
	Total transferred to capital thi	s month	0.00	0.00	0.00	

All invoices for payment have been examined, verified and certified by the Parish Clerk (Financial Reg 5.3)

Signed			
Signed			
Date			





Report to the Council Meeting of 30 July 2020

Report of the Verification Officer (Q4)

As discussed by the Parish Council at its meeting on 30 April 2020 (Minute 20/4956) the Parish Council's Financial Regulation 2.2 states that at least once in each quarter, a member other than a cheque signatory shall act as a Verification Officer to verify bank reconciliations.

In view of the Covid restrictions the recent Q4 verification had a limited approach to verification. A smaller number of requested transactions had been highlighted and scanned images had been provided via email.

A report is being prepared and will be circulated as soon as it is available.





Report to the Council Meeting of 30 July 2020

Grounds Maintenance Tenders

The Grounds Maintenance tenders have been sent out for ten companies to respond. These include companies recommended by other Parish Councils and those who had responded via the Contracts Finder system. The Parish Clerk has had two meetings with contractors to view the various sites. The existing contactor is submitting a tender. At least one company will not be submitting a tender as it had insufficient equipment to fulfil the required tasks.

The closing date for the receipt of tenders is noon on Wednesday 29 July 2020.

A report on the submitted tenders will be submitted to the meeting.

The Parish Council has a sufficient budget to meet the ongoing costs of grounds maintenance. The annual budget allowance is currently £27,300. It maintains the Sports and Recreational Facilities in accordance with the Local Government (Miscellaneous Provisions Act)

The Parish Council has asked Contractors to confirm that they pay all staff a minimum equivalent to the 'real living wage' which is currently set at £9.30 per hour. The Parish Council has also asked tenderers to identify the use of any sub-contractors.

The Parish Council is not bound to accept the lowest tender.

Tenders Received -

	Cost per annum	Notes
Company A		
Company B		
Company C		
Company D		
Company E		
Company F		
Company G		

Recommendation

It is recommended that the Grounds Maintenance Contract for the period 1st September 2020 to 31st August 2023 be awarded to a Company identified above.



Tender for the Grounds Maintenance Service

1st September 2020 to 31st August 2023

E Mail: parish.clerk@brixworthparishcouncil.gov.uk
Web Site: www.brixworthparishcouncil.gov.uk
Telephone 07983 141786

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Please complete in **BLOCK CAPITALS**

Contractor:					
Address:					
T					
i elepnone no.	:				
Email					
EIIIdii					
Contractor's ren	resentative:				
00111110101010p10001111111011111111111					

FORM OF TENDER

To:
Brixworth Parish Council
10 Shelland Close
Market Harborough
Leicestershire
LE16 7XU

We have examined the draft contract including its specification and schedule of works for grounds maintenance. We seek to carry out the said works for the locations listed in the table below in conformity with the said contract for the three years commencing on 1st September 2020 and ending on 31st August 2023.

For the performance of our services for each listed location we require the annual sum specified below, plus VAT. This will be payable monthly via invoice which will itemise all the Brixworth activity and costings.

If selected, we undertake to carry out and complete works in accordance with the draft contract, the applicable specification and unit costs at each of the locations stated below.

Location reference	Location Description	Annual Cost £ (ex VAT)
		£ (0X V/(1)
Α	Library Shrub Bed	
В	Millenium Gardens	
С	Spratton Road Recreation Ground	
D	St David's Recreation Ground	
E	The Ashway Recreation Ground	
Total cost per annum:		
F	Day works rate (for ad hoc jobs) – rate per hour	

We understand that you are not bound to accept the lowest or any Tender you may receive.

Signature:	
for and on behalf of:	
Date:	

INSTRUCTIONS TO TENDERERS

- a) The following instructions are provided for information only.
- b) Tenders shall be submitted on the enclosed Form of Tender for receipt by the Clerk of the Parish Council not later than noon on Wednesday 29th July 2020.
- c) One copy of the completed Tender Documents shall be returned with the Tender, the cost of each service listed in the Schedule of Works for a specific location being priced in black ink.
- d) Any Tender arriving after noon on the date stated in (b) above will not be considered, as will no Tender which has not been fully priced legibly in black ink as stated in (c) above.
- e) No alterations or qualifications of any kind whatsoever shall be made by the Tenderers to the text of this document.
- f) Any unauthorised alteration or qualification made by the Tenderer will be ignored and the original text rigidly adhered to.
- g) Brixworth Parish Council is not bound to accept the lowest or any Tender.
- h) Tenderers should comply with the requirements of the 'Real Living Wage' currently standing at a minimum wage rate of £9.30 per hour.
- i) Maintenance of any further public open space during the period of the contract will be subject to a separate agreement between the Parish Council and the relevant contractor. Extra works at a particular location, of the same description are should be charged at the same rate. The contractor should be prepared to undertake other grounds maintenance tasks at the same location on an ad hoc basis on a day works hourly rate plus materials basis.
- h) The Tender offer by the Tenderer is to remain open for a period of two months from the Tender due date.

SPECIAL NOTE ON COMPLETION OF TENDER SCHEDULES

<u>All</u> items of work for each location for which the Tender is made must be separately priced and totalled to show the annual cost for maintenance of that location.

Brixworth Parish Council Preliminary Particulars

- 1. Tenders are invited for carrying out the work of grounds maintenance as specified in the location schedules.
- 2. Tenderers should satisfy themselves as to their understanding of the specific areas and site locations that are subject to the contract, by reviewing site plans enclosed and carrying out a pretender visit of all sites.
- 3. Any request for clarification on these or other relevant matters should be made in via email to the Clerk to the Council. Questions and answers will also be published on the Brixworth Parish Council website.
- 4. The contract period will commence on 1st September 2020 and end on 31st August 2023.
- 5. Any contract awarded will be subject to annual performance review. Brixworth Parish Council may terminate any contract awarded, should the work not be carried out to the Council's satisfaction.
- 6. The Contractor must satisfy Brixworth Parish Council that their operatives maintaining the sites possess the necessary herbicide/pesticide spray certificates and shall observe applicable Health and Safety at Work laws.
- 7. The Contractor shall be solely liable for and shall indemnify Brixworth Parish Council in respect of any liability, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the execution of the work unless due to any neglect by Brixworth Parish Council.
- 8. The Contractor shall be solely liable for and shall indemnify Brixworth Parish Council against any loss, liability, claim or proceeding in respect of any injury damage whatsoever to any property real or personal insofar as such injury or damage arises out of or in the course of, or by reason of the execution of the work and provided that the same is due to any negligence omission or default of the Contractor, employed to ensure execution of the work.
- 9. The Contractor shall ensure that all safety and welfare measures required under or by virtue of any Statutory Instrument of the working rules of any industry are strictly complied with.
- 11. Brixworth Parish Council shall be entitled to terminate the contract upon giving three months' notice to the Contractor, under the contract review provisions set out in (5) above, should the Contractor fail to remedy any unsatisfactory work to ensure that the work meets the expectations of and is to the satisfaction of Brixworth Parish Council.
- 12. The Contractor is to provide their own machinery, equipment, fuel and pesticides in order to complete the works to the specification included with the Tender document.



DRAFT CONTRACT

CONTRACT FOR SERVICES OF GROUNDS MAINTENANCE

Between

Brixworth Parish Council

and

XXXXXXX

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SCHEDULES

Area E

Schedule One	Contract Fee and hours of work	
Schedule Two	Contract requirements and scope of work	
	Library Shrub Bed	Area A
	Millenium Gardens	Area B
	Spratton Road Recreation Ground	Area C
	St David's Recreation Ground	Area D

The Ashway Recreation Ground

CONTRACT FOR SERVICES OF GROUNDS MAINTENANCE

THE CONTRACT is dated [XXX]

PARTIES:

- (1) Brixworth Parish Council ("the Parish"); and
- (2) [XXX] ("the Contractor")

AGREED TERMS

1. DEFINITIONS

The definitions in this clause apply in this agreement.

"Administrator" means the Clerk to the Brixworth Parish Council.

"Commencement Date" means the date of this agreement.

"Contract Fee" means the payment referred to in Schedule 1.

"Contract" means agreement between the Parish and [XXX]

The "Contractor" means the person who undertakes to supply the services to the Parish as provided for in the Contract. The Contractor in this case is [XXX]. When the Contractor is a legal entity reference to the Contractor shall where appropriate mean its servants, employees, agents or sub-contractors who provide services to the Parish.

"Contract requirements" means the requirements of the Contract as specified in Schedule 2.

"Termination" means cancellation of the Contract.

"Term" the period of the Term as may be varied by:

- 1.1.1. any extensions to this agreement which are agreed pursuant to clause 3; or
- 1.1.2. the earlier termination of this agreement in accordance with its terms.

2. TERM

This agreement shall take effect on the Commencement Date of 1st September 2020 and shall continue for the Initial Term until 31st August 2023 unless terminated in accordance with this agreement.

3. EXTENDING THE TERM

- 3.1. The parties may extend the Term of this agreement by agreement in writing.
- 3.2. If the Parish does not wish to extend the Initial Term of this agreement the agreement will expire on the expiry of the Initial Term.
- 3.3. The Parish reserve the right to retender the work when it becomes aware that the Contract is to be terminated or in order to enable continuity of services upon the expiry of the Contract.

4. CONTRACTOR OBLIGATIONS

- 4.1. The Contractor shall carry out the Contract requirements in the Parish with effect from the 1st September 2020 and for the duration of this agreement in accordance with the provisions of this agreement.
- 4.2. The Contractor shall distribute his days of work as prescribed by Schedule 1.
- 4.3. The Contractor shall perform the Contract requirements, or procure that they are performed:
 - 4.3.1. with reasonable skill and care.
 - 4.3.2 in a safe and efficient manner.
 - 4.3.3 in accordance with all applicable laws.
 - 4.3.4 with the appropriate insurance and personal liability in place, for the avoidance of doubt this requirement applies to the Contractor and any servants, employees, agents or subcontractors. Where the Parish deems that the Contract requirements performed by the Contractor, or on behalf of the Contractor, have not been performed to a satisfactory standard, the Parish will give the Contractor an opportunity to rectify the unsatisfactory works and the Contractor shall undertake works to do so at no extra cost to the Parish within a reasonable and agreed time frame; and.
 - 4.3.5 if performance of the Contract by the Contractor is delayed by reasons of any act or default on the part of the Parish or, by any other cause that the Contractor could not have reasonably foreseen or prevented and for which he was not responsible, the Contractor shall be allowed a reasonable extension of time for completion.
- 4.4 The Parish may from time to time request the Contractor to carry out additional tasks. Each task will be notified to the Contractor and the price agreed in writing between the Administrator and the Contractor and approved before any work is carried out.
- 4.5 The services shall be supplied solely in accordance with these conditions. All other contractual terms which in any way add to, vary or contradict these conditions upon which the Contractor may seek to rely or otherwise impose on the Parish shall be excluded and not form part of the Contract (whether or not such other contractual terms post-date these conditions) unless the Parish has specifically agreed in writing to be bound by any of such other contractual terms.

- 4.6 The Contractor will provide the personal Equipment in order to complete the Contract requirements and to remove waste materials resulting from the work at no further cost to the Parish.
- 4.7 The Contractor shall not perform any Contract requirements unless he has complied with his obligations in **clause 7**.
- 4.8 The Contractor shall comply with applicable laws and regulations in force from time to time in relation to the products/services the subject of the Contract.
- 4.9 The Contractor shall not advertise or publicly announce that it is supplying services or carrying out work for the Parish without the prior written consent of the Parish, such consent not to be unreasonably withheld.
- 4.10 The Contractor shall always keep confidential and not disclose to any person (other than a person authorised by the Parish) all information and other matters acquired by the Contractor in connection with the Contract.
- 4.11 No service user or employee shall be discriminated against on the grounds of race, sex, pregnancy, and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, or sexual orientation.
- 4.12 The Parish operate a no smoking policy in all its buildings and grounds. The Contractor shall not smoke in any of its buildings or grounds while undertaking work on behalf of the Parish.
- 4.13 A review of the Contract by the Administrator and Parish Councillor will take place every quarter.
- 4.14 The Contractor shall hold a form of identification that is acceptable to the Parish and which they shall always display on their clothing when they are in Parish buildings and grounds or providing services for the Parish in other locations. All employees working on behalf of the Contractor will be required to have appropriate identification when working in Parish buildings and grounds or providing services for the Parish in other locations.

PAYMENT

- 5.1. In consideration of the Contractor performing the Contract requirements in accordance with the terms and conditions of this agreement the Administrator shall pay the Contractor monthly in arrears, on supply of an invoice.
- 5.2. An invoice shall be rendered at monthly intervals on the Contractor's own invoice form to the Administrator.
- 5.3. Invoices shall show the period and the nature of the services for which payment is claimed together with the agreed charging rates.
- 5.4. Submission of an invoice shall be treated as formal confirmation of the provision of all services specified on the invoice and that they were supplied as required by Schedule 2.

Scheduled services that could not be provided as tendered shall be listed when submitting the invoice together with reasons and the Contractor's proposals to resolve the service shortfall.

6. HEALTH AND SAFETY

- 6.1. The Contractor shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations, and codes of practice relating to health and safety, which may apply in the performance of the agreement, including but not limited to any codes of practice, guidance or advice issued by the Parish.
- 6.2. Without limiting the general obligation set out in **clause 6.1**, the Contractor shall:
 - 6.2.1. safeguard the passage of pedestrians and vehicles and shall use signs and cones where necessary for their guidance and protection.
 - 6.2.2. safeguard himself and any servants, employees, agents, or sub-contractors engaged for the execution of the Contract requirements and shall use signs and cones when necessary.
 - 6.2.3. wear and provide protective personal Equipment for the Contract requirements being performed; and
 - 6.2.4. not impede the passage of persons or vehicles except to the extent that is necessary to do so in performing the Contract requirements and shall not at any time cause complete obstruction resulting in closure of the highway to persons or vehicles.
- 6.3. The Contractor shall attend such training courses as the Parish, feel is necessary. Funding of these courses may be by the Contractor or the Parish and will be pre-agreed in writing before commencement.

7. INDEMNITIES AND INSURANCE

- 7.1. The Contractor shall indemnify and keep indemnified the Parish against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever whether arising in tort (including negligence) default or breach of this agreement, to the extent that any such loss or claim is due to the breach of contract, negligence, wilful default or fraud of the Contractor or of his employees or of any of its servants, agents, representatives or sub-contractors save to the extent that the same is directly caused by or directly arises from the negligence, breach of this agreement or applicable law by the Parish.
- 7.2 The Contractor shall at his own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing as a minimum the following levels of cover:
 - 7.2.1 Public Liability insurance for a least ten million pounds (£10,000,000) in respect of any one claim against any liability, loss, claim or proceeding whatsoever arising under any statute or common law in respect of personal injury to or death of any person insofar as it arises arising out of or in the course of the execution of the Contract requirements and provided that the same is due to any negligence omission or default of the Contractor, his servants, employees, agents or sub-Contractor engaged in the execution of the Contract requirements; and

- 7.2.2 Public Liability insurance for at least ten million pounds (£10,000,000) in respect of any one claim against any loss, liability, claim or proceeding in respect of any injury damage whatsoever to any property real or personal insofar as such injury or damage arises out of or in the course of the execution of the Contract requirements and provided that the same is due to any negligence omission or default of the Contractor, his servants, employees, agents or any sub-contractor engaged in the execution of the Contract requirements; and
- 7.2.3 Employee Liability insurance for at least ten million pounds (£10,000,000) for any employees, servants, agents, or sub-contractors working for him in the execution of the work.
- 7.2.4 The Contractor shall produce to the Administrator on demand the policies of insurance referred to in this clause, as a minimum on an annual basis.

8. DISPUTES

- 8.1 The Contractor shall inform the Administrator as soon as possible if for any reason the scheduled Contract requirements cannot be completed.
- 8.2 The Contractor shall inform the Administrator of any complaints about the Contractor or their services from whatever source.
- 8.3 The Contractor and the Parish Council shall use their best efforts to negotiate in good faith and settle any dispute that may arise out of or relate to this agreement.

9 TERMINATION

- 9.1 The Parish shall be entitled to terminate this agreement upon giving one months' notice to the Contractor should the Contractor fail to remedy any unsatisfactory work within a reasonable time or if the Contractor fails to adhere to health and safety requirements. The Parish agrees to issue a written warning to the Contractor prior to terminating the agreement on either of these grounds.
- 9.2 The Parish shall be entitled to terminate this agreement upon giving three months' notice to the Contractor.
- 9.3 The Contractor may terminate this contract on giving the Parish three months' notice.
- 9.4 The Parish shall be entitled to terminate the Agreement immediately if the Contractor fails to comply with clause 7.2.
- 9.5 The Parish may at any time by notice in writing summarily terminate the contract without compensation to the Contractor if the Contractor shall at any time become bankrupt.

10 STATUS AND SUB-CONTRACTING

- 10.1 The Contractor shall not sub-contract any part of the Contact without the prior written agreement of the Parish and will be responsible for the remuneration of any of his servants, employees or sub-contractors engaged to undertake the Contract requirements.
- 10.2 The Contractor is required to maintain status as a self-employed person for the purposes of this Contract but will remain liable for any Income Tax and National Insurance arising under the Contract if subsequently adjudged by HM Revenue & Customs to be an employee of the Parish for the purposes of the Contract.
- 10.3 It is agreed that this agreement does not constitute a contract of employment.

11. SEVERABILITY

11.1 If any of the provisions of this agreement are judged to be illegal or unenforceable, the continuation in full force and effect of the remainder of them will not be prejudiced.

12. GOVERNING LAW AND JURISDICTION

- 12.1 This agreement and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the law of England and Wales.
- 12.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter.

This agreement has been entered into on the date stated at the beginning of it.

Signed by:		
for and on behalf of Brixworth Parish Council	Chairman,	Page 13 of 21
Signed by:	trading as:	
In the presence of:		
Witness name:		
Witness address:		





Report to the Council Meeting of 30 July 2020

Request to move Football Goal Posts/ Pitch, St David's Recreation Ground

An email has been received from the Secretary of the Brixworth Juniors Football Club.

It reads -

'I do believe that one or two sockets need to be relocated, these cost £50 per socket according to R&G. The reason they need relocating is that one of the pitches is not square and the pitch at the St David's encroaches to close to the sectioned off Cricket Square (public open space sectioned off to the public!!!) and causes the cricket club to ask questions of us, it cannot shift much to the right but could go a few feet please?

Other issues raised by the Football Club include -

- Goalmouth repairs not being consistent
- Pitch repairs required to fix 'hollows'
- Cutting back the hedges due to H&S concerns of fetching balls from these areas
- Improvements to the two car parks at the recreational grounds as the surfaces are in a shocking state of repair?
- Complaints of casual football being played when the goals are in
- Lack of capacity of the growing Senior Football scene

Recommendation

The Parish Council is asked for direction on the issues raised.







Report to the Council Meeting of 30 July 2020

Terms and Conditions - Recreation Grounds

Following complaints from a local resident regarding some behavioural issues the Parish Council asked the Clerk to review the terms and conditions with a view to providing a mechanism to tackle such future issues.

Existing terms and conditions have now been updated and these have been supplemented with additional paragraphs to meet current expectations.

It is suggested that these draft documents now be used for consultation purposes.

The Council provides sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s 19.

There are no financial implications in this report.

Recommendation

The Parish Council is asked to approve this document for consultation purposes.



Terms & Conditions for the use of St David's Recreation Ground

Season 2020/2021

1.LIASION

The Sports Clubs and the Parish Council shall have joint review meetings twice per year – February and September and all clubs will be expected to be represented.

Any issues with the Grounds or related matters should be directed via email to the Parish Clerk at parish.clerk@brixworthparishcouncil.gov.uk

All Liaison is through the Parish Clerk. Clubs must not contact the Parish Councils contractor of Groundsman direct.

Any correspondence raised by the Parish Council will be directed to the respective Club Secretary via email.

2. REQUIRED PAPERWORK PRIOR TO USE

The following documents are required by the Parish Council on annual basis –

- Electrical Certificate for the Floodlights (Senior Football Club only)
- Public Liability Insurance Certificate
- Copies of any risk assessments which will also cover COVID issues
- To identify requirements a list of teams using the St David's pitches together with the training schedule and home fixture list is required.

Deadline for submission of paperwork -

- Football September
- Cricket April

3. PLAYING AREAS

The Parish Council will maintain the grounds in accordance with its Grounds Maintenance Contract.

The letting and control of pitches is entirely the responsibility of Brixworth Parish Council.

Football -

The Football Clubs are responsible for providing the goal posts, nets, flags and marking the pitches. The Club is responsible to ensure that when the goal posts are not in use they are locked up and are kept in a safe condition. Plastic pegs must be used for fixing the nets.

The Football Clubs are responsible for ensuring that there are no hazards on the ground before playing.

Cricket

The Cricket Club is responsible for cutting the cricket square. The Club to provide the wickets etc When the cricket square is 'fenced' off the Club is responsible to ensure that the fence is safe and secure at all times.

The Cricket Club is responsible for ensuring that there are no hazards on the ground before playing.

The Cricket Club is responsible for the safe storage of the cricket screens.

The Cricket Club is responsible for ensuring that there are no hazards on the ground before playing.

Linked document – See also the legal agreement between the Parish Council and the Cricket Club.

4. ASSOCIATTED FACILITIES

Clubs with storage at the grounds are responsible for their own storage areas including implementing any appropriate security measures. Clubs should insure any contents.

The Clubs are responsible for the provision of all first aid kit.

5. SUB LETTING

Clubs are not allowed to sublet any pitches to any another Club, without the Council's permission.

6. BEHAVIOUR

The Club is reminded that these facilities are overlooked by local villagers and therefore the Council expects good behaviour at all times.

Clubs on and off field behaviour should meet the expectations of their respective Governing Bodies.

Foul and abusive language, bullying intimidating or inappropriate behaviour will not be tolerated on Parish Council's land.

The clubs and the Parish Council agree that we all play our part in creating a fun, safe and inclusive environment.

7. BREACH OF CONDITIONS

The Parish Council will consider any reports breaches of this agreement. Clubs will have the opportunity to address the Parish Council to discuss any issues that have been raised. In some cases sanctions may include written warnings and/or the involvement of Governing Bodies & Leagues.

Any safeguarding issues brought to the attention of the Parish Council will be referred direct to the games Governing Body without reference to the Clubs.

Clubs may be asked to apologise in writing directly to whoever they may have upset by breaching any conditions, especially those relating to behaviour.

Payments

An Invoice for the season will be sent out in October of each year. Payment to be received via BACS within 28 days of the date of invoice.

The fee for the season is set at £



Terms & Conditions for the use of St David's Recreation Ground

This Club agrees to the terms and conditions for the use of St David's Recreation Ground

Season 2020/21

Name of Club –
Name & Address of Secretary
Telephone number of Secretary
E Mail of Secretary
Name & Address of Treasurer
Telephone number of Treasurer
E Mail of Treasurer
I have read and accept the conditions and attach the supporting paperwork as required in
Section 2 of the terms and conditions.
Signed
, and the second
Name
Position
1



Terms & Conditions for the use of The Ashway Recreation Ground

Season 2020/2021

1.LIASION

The Sports Clubs and the Parish Council shall have joint review meetings twice per year – February and September and all clubs will be expected to be represented.

Any issues with the Grounds or related matters should be directed via email to the Parish Clerk at parish.clerk@brixworthparishcouncil.gov.uk

All Liaison is through the Parish Clerk. Clubs must not contact the Parish Councils contractor of Groundsman direct.

Any correspondence raised by the Parish Council will be directed to the respective Club Secretary via email.

2. REQUIRED PAPERWORK PRIOR TO USE

The following documents are required by the Parish Council on annual basis –

- Electrical Certificate for the Floodlights (Senior Football Club only)
- Public Liability Insurance Certificate
- Copies of any risk assessments which will also cover COVID issues
- To identify requirements a list of teams using the St David's pitches together with the training schedule and home fixture list is required.

Deadline for submission of paperwork -

- Football September
- Cricket April

3. PLAYING AREAS

The Parish Council will maintain the grounds in accordance with its Grounds Maintenance Contract.

The letting and control of pitches is entirely the responsibility of Brixworth Parish Council.

Football -

The Council will provide the goal posts. The Club is responsible for providing nets, flags and marking the pitches. Plastic pegs must be used for fixing the nets.

The Football Clubs are responsible for ensuring that there are no hazards on the ground before playing.

4. ASSOCIATTED FACILITIES

The Club will be provided with a set of keys for both of the Changing Rooms, Referee/disabled room and storeroom. Any replacement keys will have to be paid for, at a cost of £10.00 each. Any damage to the home or visitors changing rooms is the responsibility of the home team, who may be charged for it. The Club is responsible for ensuring that the changing rooms are locked after use.

The Club is responsible for mopping out the showers and sweeping the changing rooms after use, to ensure that they are clean for the next user.

The Club must make arrangements to ensure that the building is evacuated in case of a fire. A foam fire extinguisher is located in the storeroom.

The Club on agreement with the Clerk and / or Groundsman may store equipment/nets etc. in the storeroom. The Club is responsible to ensure that these items are covered by the Club's insurance. The Parish Council does not accept any responsibility for these items.

On leaving The Ashway Recreation Ground the gate to the Car Park must be locked securely.

The Clubs are responsible for the provision of all first aid kit.

The Parish Council is responsible for the maintenance and upkeep of the defibrillator.

5. SUB LETTING

Clubs are not allowed to sublet any pitches to any another Club, without the Council's permission.

6. BEHAVIOUR

The Club is reminded that these facilities are overlooked by local villagers and therefore the Council expects good behaviour at all times.

Clubs on and off field behaviour should meet the expectations of their respective Governing Bodies.

Foul and abusive language, bullying intimidating or inappropriate behaviour will not be tolerated on Parish Council's land.

The clubs and the Parish Council agree that we all play our part in creating a fun, safe and inclusive environment.

7. BREACH OF CONDITIONS

The Parish Council will consider any reports breaches of this agreement. Clubs will have the opportunity to address the Parish Council to discuss any issues that have been raised. In some cases sanctions may include written warnings and/or the involvement of Governing Bodies & Leagues.

Any safeguarding issues brought to the attention of the Parish Council will be referred direct to the games Governing Body without reference to the Clubs.

Clubs may be asked to apologise in writing directly to whoever they may have upset by breaching any conditions, especially those relating to behaviour.

Payments

An Invoice for the season will be sent out in October of each year. Payment to be received via BACS within 28 days of the date of invoice.

The fee for the season is set at £



Terms & Conditions for the use of The Ashway Recreation Ground

This Club agrees to the terms and conditions for the use of The Ashway Recreation Ground

Season 2020/21

Name of Club –
Name & Address of Secretary
Telephone number of Secretary
E Mail of Secretary
Name & Address of Treasurer
Telephone number of Treasurer
E Mail of Treasurer
I have read and accept the conditions and attach the supporting paperwork as required in Section 2 of the terms and conditions.
Signed
Name
Position



Report to the Council Meeting – 30 July 2020

Personnel Working Group Meeting – 23rd June 2020

Video Conferencing

Present		
Councillor Bird, Councillor Moxon and Peter Rowbotham (Clerk)		
Counci	llor Collyer was working.	
1.	Discussion Points	
1.1	Councillor Bird Chaired the meeting.	
1.2	An update was provided on the staffing levels during Covid 19. The return to work phase was discussed. A full risk assessment would be undertaken. Depending on the expectations it may be that additional cleaning hours and additional training may be required.	
1.3	The Council was signing up to the Peninsula support services for personnel and health and safety. This would assist greatly in reviewing the personnel policies and procedures and also implementing risk assessments across the Parish Council.	
1.4	There was scope for a restructure, but the current priority was to ensure that all existing contracts where in good order and relevant. Revisions where required to meet current legislation. Any restructure would be based upon improving the impact on the Brixworth environment.	
1.5	The part time Groundsman was still to have his appraisal. This had been delayed due to the Covid 19 restrictions.	
1.6	The office workload was assessed. It was time that the Assistant Parish Clerk vacancy be filled. The job description was presented, and the Group discussed the key duties and a person specification. It was thought that this could now be progressed with a view to appointing after the Covid restrictions had been relaxed. The post would be initially be for 8 hours per week with a workload review within one year.	
2.	Actions	
2.1	Finalise the final draft of the Job Description and Person Specification with a view to advertising the role in September. (Depending on Covid)	
	Progress and complete the Peninsula agreement.	
	Complete the appraisal for the Part time Groundsman.	

	Carry out risk assessments for the Community Centre.		
3.	Next Meeting		
	15 th September 2020 at 10am (Video Conferencing)		
	(additional meeting now also planned for August)		
4	Recommendations to the Parish Council		
	The Parish Council is asked to note the report of the Personnel Working Group.		
	The Parish Council is also asked to agree to the progression with the recruitment of an Assistant		
	Parish Clerk with an initial working week of 8 hours. The salary to be £19,945 (pro rata) per annum		
	being the current salary point SCP 19 within the LC1 range as set out in the 2004 National Agreement		
	on Salaries and Conditions of Service of Local Council Clerks in England and Wales. (£10.37 per hour)		
	Hour)		
	The 'on costs' (approx. £1000) including office chair, stationery, laptop and Microsoft licence to be met		
	from the Parish Councils existing revenue budget.		
	There is sufficient funding within the staffing budget to fund this planned post.		
	The second control of		
	The Parish Council has the authority to appoint staff in accordance with the Local Government Act		
	1972 s112.		





Brixworth Parish Council

Report to the Council Meeting of 30 July 2020

S106 Schemes – Specialist Support

The Parish Council had agreed to progress with two bids for s106 funding. Both schemes will need resourcing with the right skills to mitigate any risks. Having the available skills to manage the project will enable smoother implementation. The procured service would cover feasibility through to the delivery stage and will include:

- Project Brief
- Employers requirements and Specification
- Employers Agent
- Tender and Procurement
- Contract Administration
- On site Clerk of Works
- a suitable number of site visits / meetings throughout the design period and construction stage.

This matter was first raised at the Council meeting in May (Minute 20/5008) but this was deferred until the extra ordinary s106 meeting in June 2020. At this meeting on June 18th the Parish Council asked for additional quotes to ensure best value. (Minute 20/5008)

Further guotes have now been received -

St David's MUGA

	Proposal	Value based upon current estimates
Company A	6% of the overall construction costs	£12,000
Company B	6.2 % of the overall construction costs	£12,400
	On site Clerk of Works not allowed for (Architect supervised)	
	Excludes out of pocket expenses, e.g. travel.	
	Specialist design fees for a MUGA pitch would be in the region of £5,000.00	
Company C	9.0 % of the overall construction costs	£18,000

Community Centre Refurbishment

	Proposal	Value based upon current estimates
Company A	10% of the overall construction costs	£6,000
Company B	9.2% of the overall construction costs On site Clerk of Works not allowed for (Architect supervised) Excludes out of pocket expenses, e.g. travel.	£5,520
Company C	9.5% of the overall construction costs	£5,700

Overall Costs

	Value based upon current estimates
Company A	£18,000
Company B	£17,920
Company C	£23,700

The Parish Council has the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s19.

The projects are financed by s106 funding but this is on the assumption that Daventry District Council formally agrees the submitted proposals.

Recommendation

It is recommended that the Parish Council considers the submitted quotes.





Brixworth Parish Council

Report to the Council Meeting of 30 July 2020

Annual ROSPA Inspections

Children's playgrounds should be inspected annually by an independent specialist to ensure the long term safety of the site, equipment and ancillary items. This will also meet legal and insurance responsibilities as well as complying with the requirements of EN1176 (the European Playground Standard).

RoSPA inspections are acceptable for insurance purposes and professional indemnity insurance of £5,000,000 is carried.

All of the Parish Councils playground sites have been inspected. The inspection had taken place during the lockdown period.

The full reports are attached. The general action areas are -

- Some fixtures loose and missing
- Signage is generally poor and in need of replacement
- Corrosion on some items
- Safety Surfaces in need of repair
- Cleaning needs to be more regular

There is short term work which has financial implications and this can be met from existing budgets. Longer term, the play areas are in need of a refresh and the s106/ CIL funds will enable this to happen.

The Parish Council has the power to provide and manage pleasure grounds in accordance with the Public Health Act 1875 s164.

Recommendation

The Parish Council is asked to note the report and it requests that the necessary actions are carried out as soon as practical.



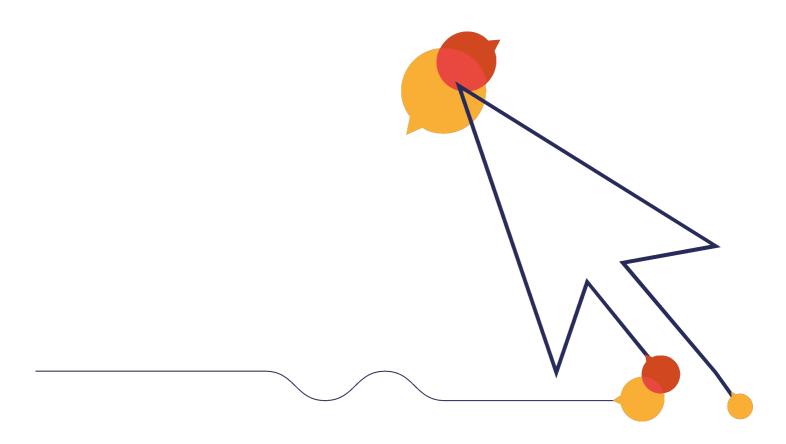
Safety Inspection Report

Annual Inspection

Ashway Playing Field



29 June 2020





Safety Inspection Report

Annual Inspection

Site name: Ashway Playing Field

Date of inspection: 29 June 2020 Inspector: David Owen

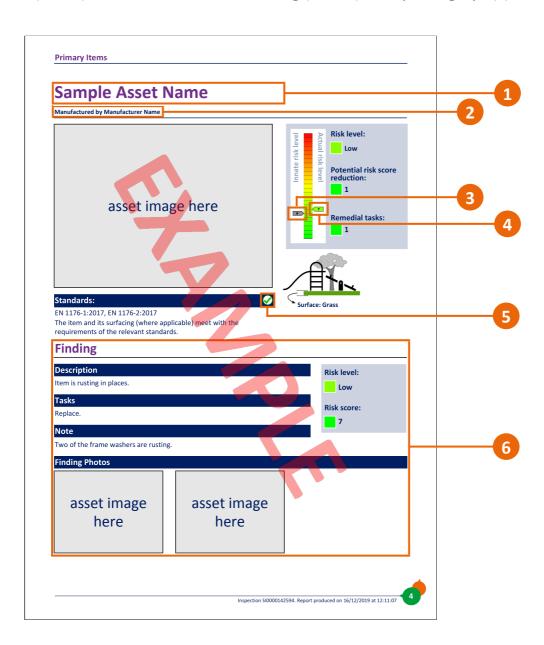




The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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.



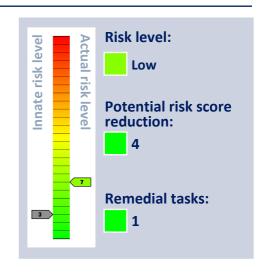
Litter Bins





Signage - Info





Risk level:

Low

Risk score:

Finding

Description

Missing item.

Tasks

Replace.

Note

A couple are missing.



Seating

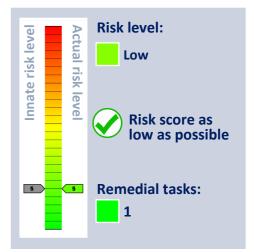




Swing - Junior - 1 Bay 2 Seat

Manufactured by SMP (Playgrounds) Ltd







Standards:

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

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

Finding

Description

Swing seat(s) missing.

Tasks

Replace.

Note

Frame satisfactory.

Risk level:



Risk score:

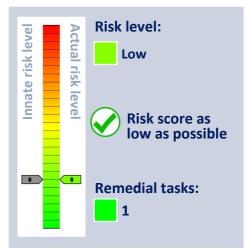




Swing - Free Rider - Nexus

Manufactured by SMP (Playgrounds) Ltd







Standards:

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

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

Finding

Description

Swing seat(s) missing.

Tasks

Replace.

Note

Frame satisfactory.

Risk level:



Risk score:

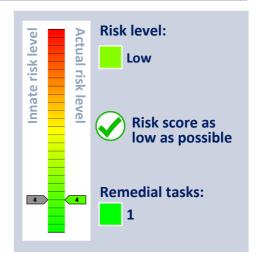




Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd







Standards:

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

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

Finding

Description

Swing seat(s) missing.

Tasks

Replace.

Note

Frame satisfactory.

Risk level:



Risk score:

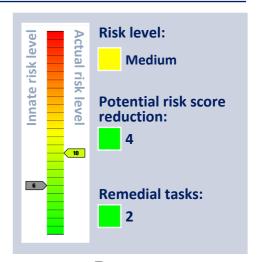




Multiplay - Nexus

Manufactured by SMP (Playgrounds) Ltd







Standards:

EN 1176-1:2017

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

Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

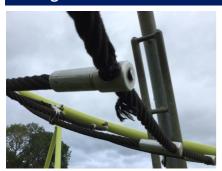
Net fixing screw loose to clamp.

Risk level:

Medium

Risk score:





Finding

Description

Monitor.

Tasks

Monitor.

Note

Monitor slight damage to ropes and climbing wall.

Risk level:

Low

Risk score:







General Notes

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

Risks are calculated in this way:

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

General Notes

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

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

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

Table 1 – Risk Score Matrix

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

Inspection Methodology

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

Compliance with Standards

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

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

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

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

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

What We Inspect

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

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

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

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

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

What We Don't Inspect

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

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

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

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

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

Exposure to Risk

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

Ownership

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

General Notes

Contemporaneous Findings

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

Timber

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

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

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

Please contact us for pricing and further information.

Planting and Trees

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

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

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

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

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

DESIGN AND MANUFACTURE

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

FINISHING

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

FIBRE ROPES

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

WIRE ROPES

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

CHAINS

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

SWINGING SUSPENDED ROPES

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

CLIMBING ROPES

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

ENTRAPMENTS

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

BRIDGES

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

ENTRAPMENT OF FEET AND LEGS

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

FINGER ENTRAPMENTS

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

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

BARRIERS AND GUARD-RAILS

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

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

EQUIPMENT FOR UNDER 3'S

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

EQUIPMENT FOR OVER 3'S

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

MEANS OF ACCESS

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

EN 1176 Notes – Summary of Requirements

SWINGS

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

REQUIREMENTS

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

DIMENSIONS

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

SITING

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

SURFACING REQUIREMENTS

Forward and Back

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

SLIDES

SAFETY REQUIREMENTS

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

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

Sliding sections

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

SURFACING REQUIREMENTS

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

CABLE RUNWAYS

SAFETY REQUIREMENTS

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

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

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

SAFETY REQUIREMENTS

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

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

EN 1176 Notes – Summary of Requirements

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

MINIMUM SPACE

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

SURFACING REQUIREMENTS

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

ROCKING ITEMS

DEFINITIONS

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

SAFETY REQUIREMENTS

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

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

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

INSPECTION

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

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

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

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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



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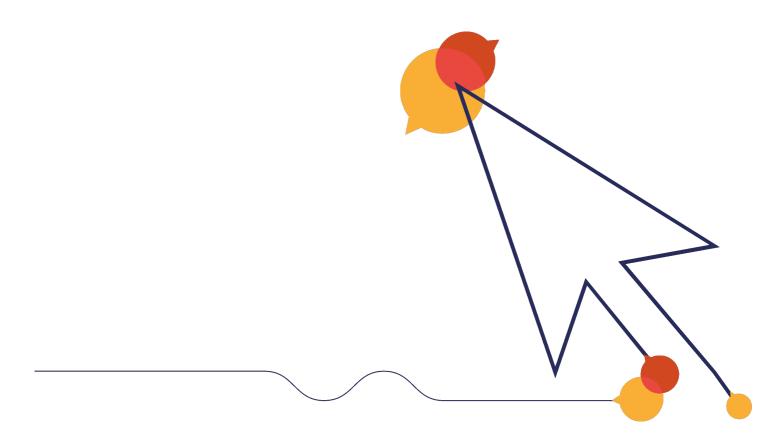
Safety Inspection Report

Annual Inspection

St Davids Recreation Ground Main Area



29 June 2020





Safety Inspection Report

Annual Inspection

Site name: St Davids Recreation Ground Main Area

Date of inspection: 29 June 2020 Inspector: David Owen

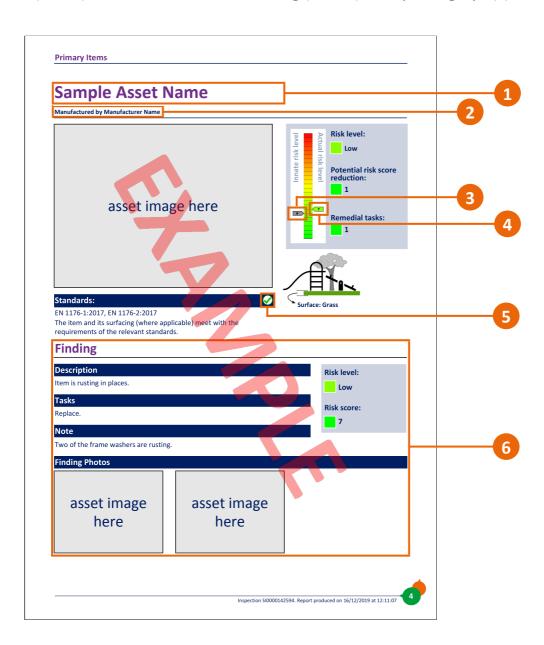




The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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.



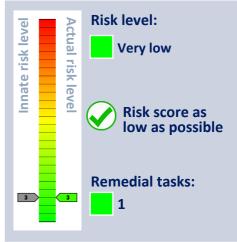
Fencing - Bow-Top & Timber





Gates





Finding

Description

We know that children will be using playgrounds when they shouldn't be. It is important that we continue to undertake our safety inspections so that playgrounds are safe now and when they reopen to the public. We access playgrounds using ladders and other techniques. We will undertake a risk assessment to ensure that we have suitable control measures in place to protect ourselves and members of the public. If we have been unable to gain access this will be noted in our report, but otherwise a full and effective inspection has been undertaken.

Risk level:



Risk score:

0

Tasks

Read the notes for further action.



Signage - Info





Fencing - Fleur-de-Lys





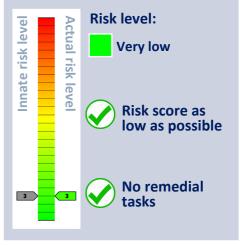
Litter Bins





Seating

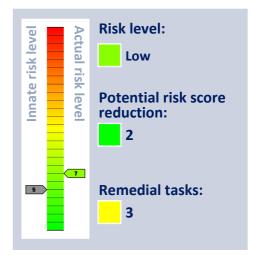




Multiplay - Junior - Slide Climber

Manufactured by SMP (Playgrounds) Ltd







Standards:

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

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

Finding

Description

The equipment is dirty or algae covered.

Tasks

Clean off.

Risk level:

Low

Risk score:

5



Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Slide holds water due to run-out angle - reinstall.

Finding Photos





Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Bubble is holding water - contact the manufacturer for their comments.

Finding Photos



Risk level:

Low

Risk score:

7







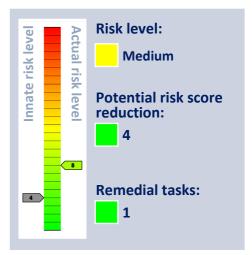
Risk score:



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd







Standards:

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

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

Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Small hole in surface.

Risk level:

Medium

Risk score:

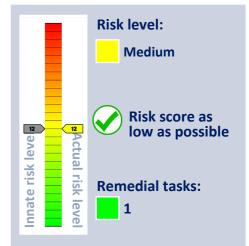
8



Parkour

Manufactured by Lappset Group Ltd







Standards:

EN 16899:2016

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

Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

All 3 round balls have slight movement and could be an unexpected movement when jumped upon - secure.

Risk level:

Medium

Risk score:

10

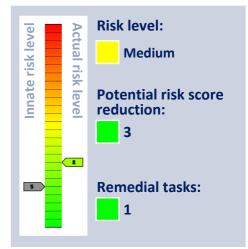




Rocker - Rocking Horse

Manufactured by Wicksteed Leisure Ltd







Standards:

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

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

Finding

Description

Projecting bolt thread.

Tasks

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

Note

On the underside of the rocking horse foot board.

Risk level:



Risk score:

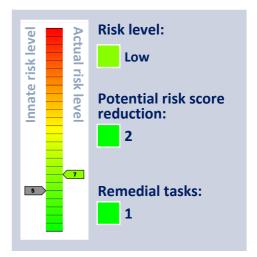




Swing - Junior - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd







Standards:

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

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

Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Both large joint opening up - repair.

Risk level:

Low

Risk score:

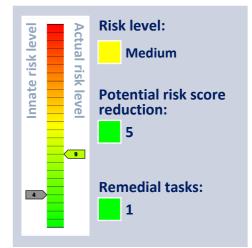




Rocker - Double

Manufactured by Wicksteed Leisure Ltd







Standards:

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

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

Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Spring base plate loose - secure.

Risk level:



Risk score:

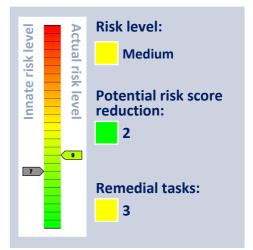




Multiplay - Junior

Manufactured by Wicksteed Leisure Ltd







Standards:

EN 1176-1:2017

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

Finding

Description

Cap missing.

Tasks

Replace.

Note

Post caps missing x 4. Objects could be inserted and water ingress is likely to occur. Water may freeze and split the metalwork - replace caps and consider drain holes at base of posts, but contact manufacturer for their comments as this may invalidate your warranty.

Risk level:

Low

Risk score:



Finding Photos





Finding

Description

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

Tasks

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

Risk level:

Low

Risk score:

7



Finding

Description

Gaps between the tiles present hazards.

Tasks

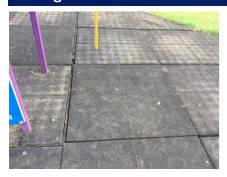
Eliminate the gaps.

Risk level:

Medium

Risk score:

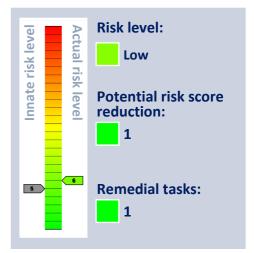
9



Slide - Embankment

Manufactured by Wicksteed Leisure Ltd







Standards:

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

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

Finding

Description

The grass requires cutting / mowing.

Tasks

Mow the grass.

Risk level:

Low

Risk score:

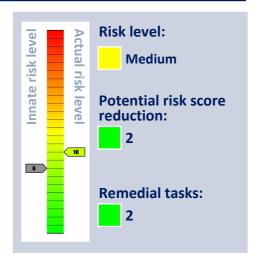
6



Combination Goal - With Lean-To - Arena

Manufactured by SMP (Playgrounds) Ltd







Standards:

EN 15312:2007+A1:2010

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

Finding

Description

Bolt is missing.

Tasks

Replace.

Note

Top goal panel bolt missing.

Risk level:



Risk score:





Finding

Description

Trip points on the surface.

Tasks

Remove trip points.

Note

Trip point around the edgings.

Finding Photos



Risk level:

Medium

Risk score:

g

General Notes

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

Risks are calculated in this way:

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

General Notes

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

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

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

Table 1 – Risk Score Matrix

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

Inspection Methodology

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

Compliance with Standards

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

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

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

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

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

What We Inspect

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

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

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

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

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

What We Don't Inspect

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

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

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

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

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

Exposure to Risk

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

Ownership

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

General Notes

Contemporaneous Findings

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

Timber

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

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

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

Please contact us for pricing and further information.

Planting and Trees

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

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

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

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

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

DESIGN AND MANUFACTURE

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

FINISHING

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

FIBRE ROPES

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

WIRE ROPES

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

CHAINS

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

SWINGING SUSPENDED ROPES

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

CLIMBING ROPES

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

ENTRAPMENTS

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

BRIDGES

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

ENTRAPMENT OF FEET AND LEGS

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

FINGER ENTRAPMENTS

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

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

BARRIERS AND GUARD-RAILS

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

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

EQUIPMENT FOR UNDER 3'S

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

EQUIPMENT FOR OVER 3'S

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

MEANS OF ACCESS

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

EN 1176 Notes – Summary of Requirements

SWINGS

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

REQUIREMENTS

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

DIMENSIONS

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

SITING

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

SURFACING REQUIREMENTS

Forward and Back

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

SLIDES

SAFETY REQUIREMENTS

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

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

Sliding sections

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

SURFACING REQUIREMENTS

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

CABLE RUNWAYS

SAFETY REQUIREMENTS

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

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

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

SAFETY REQUIREMENTS

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

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

EN 1176 Notes – Summary of Requirements

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

MINIMUM SPACE

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

SURFACING REQUIREMENTS

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

ROCKING ITEMS

DEFINITIONS

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

SAFETY REQUIREMENTS

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

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

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

INSPECTION

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

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

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

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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



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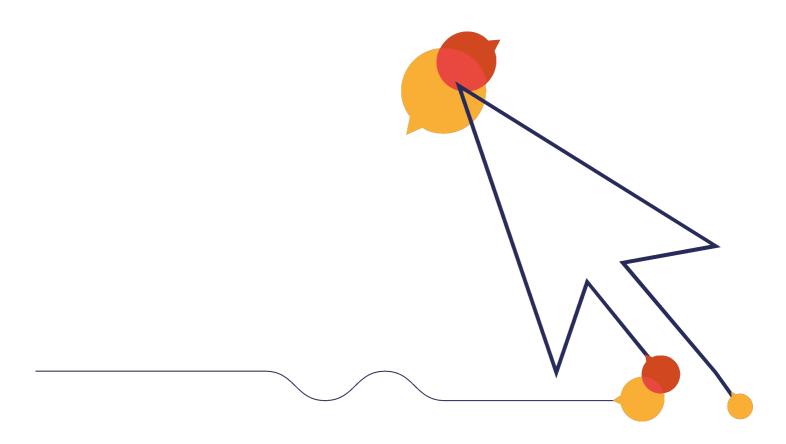
Safety Inspection Report

Annual Inspection

Spratton Road Recreation Ground



29 June 2020





Safety Inspection Report

Annual Inspection

Site name: Spratton Road Recreation Ground

Date of inspection: 29 June 2020 Inspector: David Owen

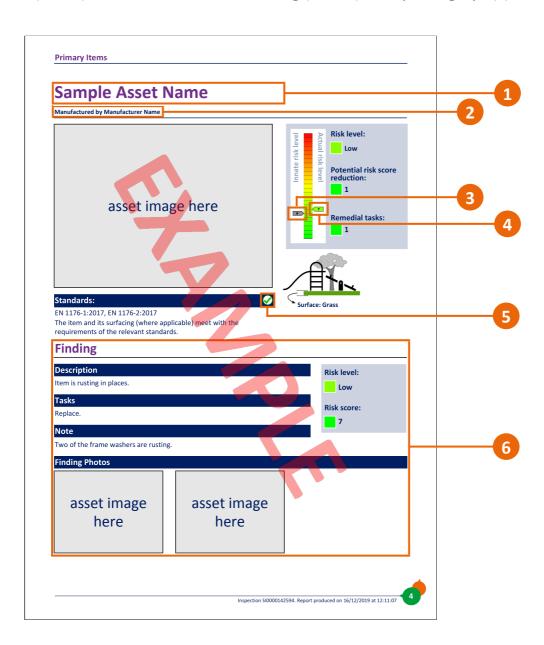




The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

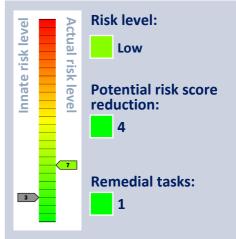
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 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.



Litter Bins





Finding

Description

Bin is full.

Tasks

Empty the bin.

Risk level:

Low

Risk score:

7



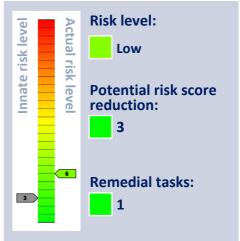
Fencing - Bow-Top





Signage - Info





Finding

Description

The equipment is dirty or algae covered.

Tasks

Clean off.

Risk level:



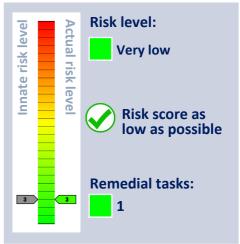
Risk score:





Gates





Finding

Description

We know that children will be using playgrounds when they shouldn't be. It is important that we continue to undertake our safety inspections so that playgrounds are safe now and when they reopen to the public. We access playgrounds using ladders and other techniques. We will undertake a risk assessment to ensure that we have suitable control measures in place to protect ourselves and members of the public. If we have been unable to gain access this will be noted in our report, but otherwise a full and effective inspection has been undertaken.

Risk level: Very low Risk score:

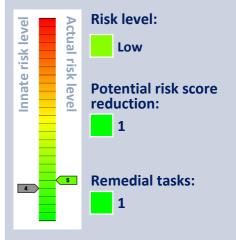
Tasks

Read the notes for further action.



Seating - Picnic Tables x 2





Finding

Description

There is significant corrosion on this item.

Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Note

Both tables.

Low

Risk level:

Risk score:

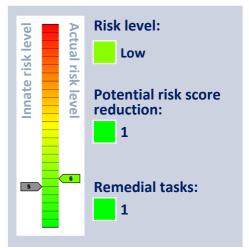




Swing - Junior - 1 Bay 2 Seat

Manufactured by Park Leisure Ltd







Standards:

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

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

Finding

Description

There is wear to the surfacing due to foot drag.

Tasks

Although the seats are set at an acceptable height it is recommended that these are raised by 100 mm to help prevent wear.

Risk level:



Risk score:

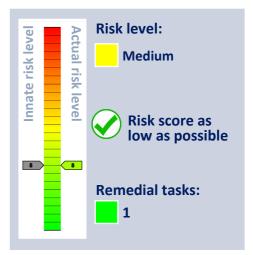




Games Wall

Manufactured by (Unknown)







Standards:

EN 15312:2007+A1:2010, None

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

Finding

Description

There is significant corrosion on this item.

Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Note

Panels rusting.

Finding Photos



Risk level:



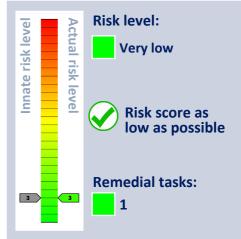
Risk score:



Ground Graphics - Hopscotch

Manufactured by (Unknown)







Standards:

EN 1176-1:2017

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

Finding

Description

Item is worn.

Tasks

Read the notes for further action.

Note

Number colours wearing - monitor.

Risk level:



Risk score:

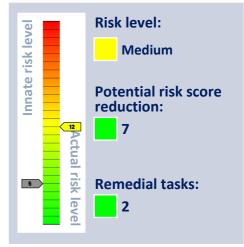




Multiplay - Toddler - WIth Slide

Manufactured by Levercrest Ltd







Standards:

EN 1176-1:2017

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

Finding

Description

There is significant corrosion on this item.

Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level:



Risk score:

5





Finding

Description

Glass is present.

Tasks

Remove.

Risk level:

Medium

Risk score:

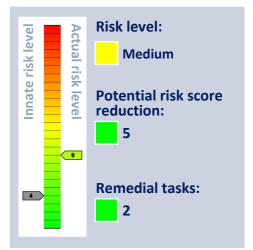
12



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Park Leisure Ltd







Standards:

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

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

Finding

Description

Bird fouling present.

Tasks

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

Risk level:

Medium

Risk score:

9



Finding

Description

Swing shackles or associated components are seized.

Tasks

Free off and check for damage.

Risk level:

Medium

Risk score:

9



General Notes

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

Risks are calculated in this way:

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

General Notes

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

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

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

Table 1 – Risk Score Matrix

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

Inspection Methodology

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

Compliance with Standards

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

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

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

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

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

What We Inspect

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

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

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

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

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

What We Don't Inspect

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

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

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

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

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

Exposure to Risk

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

Ownership

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

General Notes

Contemporaneous Findings

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

Timber

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

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

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

Please contact us for pricing and further information.

Planting and Trees

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

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

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

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

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

DESIGN AND MANUFACTURE

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

FINISHING

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

FIBRE ROPES

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

WIRE ROPES

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

CHAINS

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

SWINGING SUSPENDED ROPES

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

CLIMBING ROPES

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

ENTRAPMENTS

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

BRIDGES

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

ENTRAPMENT OF FEET AND LEGS

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

FINGER ENTRAPMENTS

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

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

BARRIERS AND GUARD-RAILS

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

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

EQUIPMENT FOR UNDER 3'S

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

EQUIPMENT FOR OVER 3'S

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

MEANS OF ACCESS

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

EN 1176 Notes – Summary of Requirements

SWINGS

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

REQUIREMENTS

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

DIMENSIONS

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

SITING

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

SURFACING REQUIREMENTS

Forward and Back

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

SLIDES

SAFETY REQUIREMENTS

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

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

Sliding sections

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

SURFACING REQUIREMENTS

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

CABLE RUNWAYS

SAFETY REQUIREMENTS

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

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

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

SAFETY REQUIREMENTS

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

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

EN 1176 Notes – Summary of Requirements

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

MINIMUM SPACE

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

SURFACING REQUIREMENTS

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

ROCKING ITEMS

DEFINITIONS

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

SAFETY REQUIREMENTS

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

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

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

INSPECTION

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

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

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

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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



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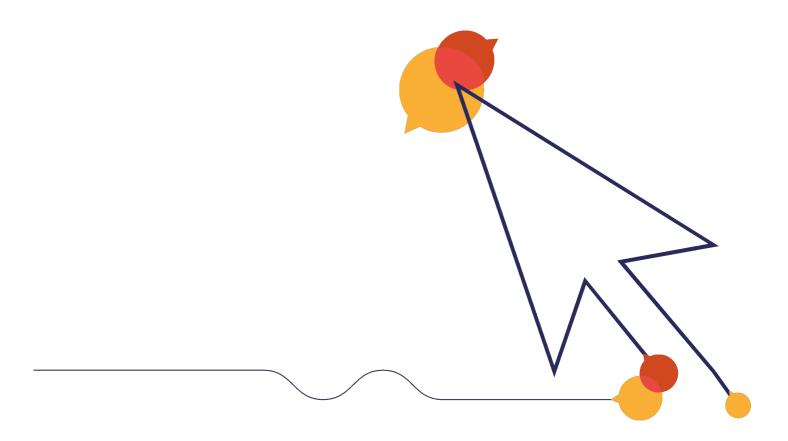


Safety Inspection Report

St Davids Recreation Ground Tennis Court



29 June 2020





Safety Inspection Report

Site name: St Davids Recreation Ground Tennis Court

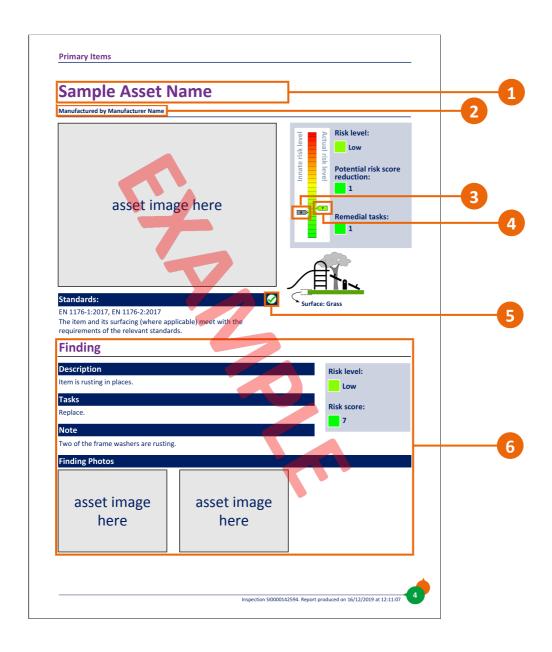
Date of inspection: 29 June 2020 Inspector: David Owen



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.



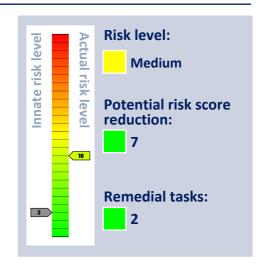
Fencing - Fleur-de-Lys





Gate - Fleur-de-Lys





Finding

Description

Trip points on the surface.

Tasks

Repair.

Note

Exposed concrete.

Finding Photos



Risk level:

Medium

Risk score:

10

Finding

Description

There is an entrapment at the gate. Multi-use games area gates must maintain a minimum 18 mm gap throughout the full range of motion of the gate.

Tasks

No reasonably practicable action is identified.

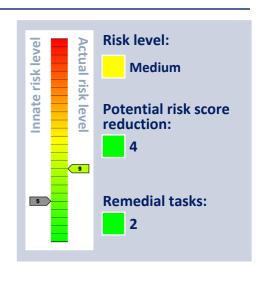
Risk level: Low Risk score:

Finding Photos



Gate - Chain Link





Finding

Description

There is significant corrosion on this item.

Tasks

De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level:

Low

Risk score:

7

Finding Photos



Finding

Description

Trip points on the surface.

Tasks

Repair.

Note

Replace damaged slab.

Risk level:

Medium

Risk score:

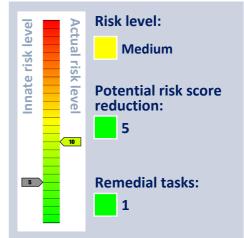


Finding Photos



Fencing - Chain Link





Finding

Description

Panel is damaged.

Tasks

Repair.

Note

Large and small holes in chain link. Section of fencing bowing - repair.

Risk level:

Medium

Risk score:

10

Finding Photos





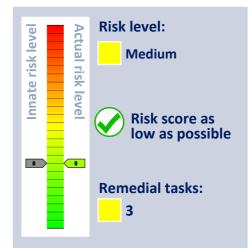




Tennis Court

Manufactured by (Unknown)







Standards:

None

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

Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts., Read the notes for further action.

Note

Tennis net posts missing leaving open socket holes with no covers - replace either net posts or replace covers.

Risk level:

Medium

Risk score:

8

Finding Photos



Finding

Description

Excessive weed growth on surfacing.

Tasks

Mechanical removal is recommended.

Risk level:

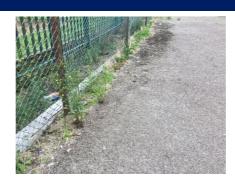
Medium

Risk score:

8

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,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

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

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

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

Table 1 – Risk Score Matrix

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

Inspection Methodology

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

Compliance with Standards

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

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

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

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

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

What We Inspect

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

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

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

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

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

What We Don't Inspect

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

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

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

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

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

Exposure to Risk

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

Ownership

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

General Notes

Contemporaneous Findings

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

Timber

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

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

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

Please contact us for pricing and further information.

Planting and Trees

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

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

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



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Brixworth Parish Council

Report to the Council Meeting of 30th July 2020

Projects – former Brixworth Railway Station benches

This report is carried over from the previous meeting on 25 June 2020. (Minute Numbers 20/5049 and 20/5050.

Former Railway Station Benches

The Parish Council has a number of former Brixworth Railway Station benches which are in need of refurbishment. This would include repainting and installing a simple plaque to identify the local history of the seat. This work could be carried out by a local contractor with the plaques sourced through on line companies.

The project budget has an uncommitted pot £11,319.55. The Council has the power to spend on both Open Spaces and highway seating.

Councillor Barratt and Councillor Frances Peacock had agreed to progress this and much work as been carried out on the history and restoraion.

Councillor Peacock has visited and photographed all three railway benches within Brixworth and she can confirm that all are of LNWR origin. Northampton & Lamport Railway has a fully restored example, which her husband has photographed and which we are to use as a guide.



Councillor Peacock suggest that we get the framework restored in an appropriate manner. Powder coating as previously suggested may give a clean finish, but it is not authentic for historic structures. If we get a specialist in for the restoration of historic metalwork involved, they will be able to clean and paint them in the required manner. The woodwork, which we know is not original, ought to be replaced. Not only is it in poor condition and not of the best quality, but most of the benches have the wrong number of planks. There should be six.

If we want to put a sign on the bench, then images from a book show examples including a drawing. It would seem that each letter in the name was made and attached to the sign individually.

The level of restoration depends on how much the Parish Council is willing to spend on this project. We could probably do a full authentic restoration, or we could do something which looks good but is not authentic in every detail. This matter is up for discussion.

Recommendation

The Council is asked to consider the next actions to deliver the refurbishment of the railway benches within the village. The level of restoration needs to be determined and quotes can be then obtained from specialist companies.





Brixworth Parish Council

Report to the Council Meeting of 30th July 2020

Projects - Wildflowers

This report is carried over from the previous meeting on 25 June 2020. (Minute Number 20/5050)

Wildflowers within the Village

At the last meeting (Minute 20/5050) the Parish Council identified two sites for wildflowers.

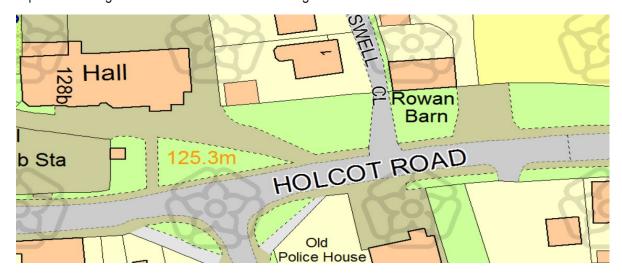
The Northampton Road site is highway land and an email was sent off to NCC on 11th July regarding the procedure to follow. The advice is that we will need to get a licence from the NCC Regulations Team for cultivating the area.

Wildflower scan be sowed during March and April or in September, depending on soil conditions. On lighter soils, autumn-sown seeds generally germinate and establish quickly, although some will not come up until the following spring. At the last meeting it was agreed that sowing in September would be the preferred option.

The Parish Council could deliver this project by procurement of the services of a landscape company (or the Grounds Maintenance Contractor) and using the Projects budget to finance it. At the last meeting the preferred option was to use local volunteers to engage the local community. (Subject to risk assessments)

The project budget has an uncommitted pot £11,319.55. The Council has the power to spend on Open Spaces, Parks and Leisure Grounds. It also has the power to plant on highway verges, but any work would need the prior approval from the Highway Authority.

A plan indicating the area of land around the Village all is shown here –



The Parish Council is asked to co	insider the next actions t	o deliver Wildflowers	within the village	
THE Parish Council is asked to co	insider the next actions t	o deliver vylidilowers	s within the village.	





Brixworth Parish Council

Report to the Council Meeting of 30 July 2020

Legal Documents

The Parish Clerk has been requested to share legal documents with a Parish Councillor for land that it leases/ owns. I am unable to assist as I do not hold such reliable information.

The Parish Clerk only holds the original legal documents for a few cases. Some photocopied documents are also held but these may either not be complete or be a final version. The majority of the legal documentation held by the Parish Council therefore cannot be relied upon.

A list of the legal documents is attached (as presented to the Parish Council Annual Meeting) and this illustrates the physical location of the documents – although many are also registered with the Land Registry.

It would be useful for record purposes to hold electronic versions of the legal ownership documents. This would the handling of any enquiries or research.

The Parish Council is asked to authorise the Parish Clerk to obtain copies of the legal documents and this exercise can be funded from the Revenue budget.

Recommendation

The Parish Council is asked to consider this matter.



Brixworth Parish Council Land Inventory

No.	Land Details	Description & Tenure	Title No	Solicitors & Documents held	Information	Renew by	RAG	Notes
01	Ashway Grass Verge	Tenure: Freehold	NN285605	Shoosmith	Adoption from Taylor Woodrow Service strip 2008			
02	Ashway Green	Tenure: Freehold	NN285605	Shoosmith	Adoption from Taylor Woodrow 2008			
03	Ashway Playing Field	Land lying to the south of Brackenborough, Brixworth Tenure: Freehold	NN183349	Shoosmith & Harrison (File 3157 Land Certificate 21.8.96)	Middle section of field, includes diagonal gas line through field. Public open space			
04	Ashway Playing Field	Land lying to the south of Brackenborough, Brixworth Tenure: Leasehold	NN207157	Turner Coulston Lease of 2.4 acre playing field	Land adjacent Brackenborough Owned by DDC, leased for 50 years 2000?			
05	Ashway Playing Field	Land at Northampton Road, Brixworth (Off The Ashway) 20.7.06 1.8.06 Tenure: Freehold	NN165511 NN265896	Hewitson's 20.7.06	Land adopted from David Wilson Homes 20.7.2006 £12,000 – future maintenance of land			
06	Breach Close	Small open space	No	Shoosmiths & Harrison (File 1969 Conveyance 2.11.82)	Conveyance – 2.11.82 Barratt Nottingham Ltd			
07	Community Centre and Olive Branch	Brixworth Library, Spratton Road Tenure: Leasehold (Licence only)	HN18597	Shoosmith & Harrison (File 4141 Lease agreement 8.8.01 & Land Certificate 24.12.01) BPC	Community Centre lease with NCC	June 2022		
	Information Office				Ten year agreement with NCC June 2012			
08	Froxhill Way Froxhill Crescent	Land on the north and west side of Froxhill Crescent, Brixworth Tenure: Freehold	NN56064	Shoosmith & Harrison (File 2032 Land Certificate 16.7.81)	Land at Froxhill Way Land at Froxhill Crescent			
09	Iron Pikes Grass Verge	Tenure: Freehold	NN285605	Shoosmith	Adoption from Taylor Woodrow Service strip 2008			
10	Lone Pine Court, Northampton Road Bus Shelter	Not registered	No	Shoosmith & Harrison (File 1458 Conveyance 1974 & Documents)	1974 Lone Pine Housing Society Conveyance			
11	Millennium Garden	Tenure: Leasehold Agreement 1.10.05 Signed 23.5.06.	No	Peterborough Diocesan Board Of Finance Hunt & Coombes solicitors, 35 Thorpe Road, Peterborough	21 year lease £120.00 rent per year & RPI. Lease expires May 2027 (check)			
12	Pocket Park	Land on the East side of Eaglehurst, Brixworth Tenure: Freehold	HN10641	Turner Coulston Transfer of land	Includes entrance to Pocket Park			
13	Pocket Park from Holcot Road to Tantree Way - The Green	Two parcels of land on the north side of Holcot Road, Brixworth Tenure: Freehold	HN10641	Turner Coulston Transfer of land				
14	Pytchley Close – Large Green	Not registered	No	Shoosmith & Harrison (File 1831 Two plots of land at Pytchley Close Conveyance 5.11.82 & Deeds of easement 3.11.98)	Conveyance 5.11.82 – Bowden Park Holdings Deed of easement 3.11.98 drain across land to new houses.			



Brixworth Parish Council Land Inventory

No.	Land Details	Land Registry Details Title Number, Description & Tenure		Solicitors & Documents held	Information	Renew by	RAG	Notes
15	Pytchley Close – Near to Spratton Rec. ground	Not registered	No	Shoosmith & Harrison (File 1831 Two plots of land at Pytchley Close Conveyance 5.11.82 & Deeds of easement 3.11.98)				
16	Spratton Road Recreation Ground	Recreation ground at Spratton Rd, Brixworth, Northants Tenure: Freehold	NN261244	Shoosmith & Harrison (File 3155 Conveyance 4.3.37)	Conveyance – 4.3.37 WTV Wayte Wood Public recreation ground or pleasure grounds 9.2.06 Land Registry Title			
17	St David's Recreation Ground	Land on the north side of Froxhill Crescent, Brixworth Tenure: Freehold	NN48637	Shoosmith & Harrison (File 2032 Land Certificate 26.11.79)	Access to car park from Froxhill Crescent. Right of way.			
18	St David's Recreation Ground Central Sports	Central Sports Pavilion Land Lying to the west of Northampton Road, Brixworth Tenure: Freehold	NN39455	Shoosmith & Harrison (File 1573 Playing fields at Brixworth – Conveyance 1975) (File 1671 Two counterparts leases of Sports Pavilion – 15.11.72 & 79) (File 1682 Land at side of Froxhill Crescent & St David's Recreation Ground - deed of easement 1979)	0.9.39 Conveyance – Park Farm 1975 Conveyance – Bryants 3.6 acres Playing field and car park. 1972 Trustees of Central Sports Committee – counter lease of Pavilion. Right of way. 1979 F R Watkins – counter lease pavilion - extension. 1979 Bryant Deed of easement – sewers and drains. Central Sports Lease expires 14th November 2022	November 2022		
19	St David's Recreation Ground	Cricket Wicket		With Clerk	RICKET CLUB LEASE 2020??			
20	St David's Recreation Ground	Storage Container		(File 3158 Land certificate) 10.5.77 (File 3154 Conveyance 20.9.39) Agreement with Brixworth Juniors for the provision of a container With Clerk	Brixworth Juniors Licence expires 10 years from signing			
21	The Cross – Registered Common Land on 1 August 1968.	Land owned by Sir Gyles Isham & the Woodwill Estate.			Ancient Monuments Act 1931 – PC owner of Market Cross (PC agreed not to insure market cross 2006) (Monument Northamptonshire 182) National Monument Register No. SP 77 SW 1			
22	The Pound	Not Registered – Confirmed by Land Registry 11.05	No	Shoosmith & Harrison (File 3156 Deed of grant)	Deed of grant 2.11.71 EMEB allow electric cables in Pound. States PC as owner of Pound. £0.05 peppercorn rent to Wood Will Trust (C/O Berrys).			

Review Date May 2019 Next Review May 2020



Brixworth Parish Council Land Inventory

23	The Ridings Green	NN285605 Tenure: Freehold	NN285605	Shoosmith	Adoption from Taylor Woodrow Land Transfer NN151719 and NN158968 16.8.08 Received £29K for future maintenance of land and trees	
24	The Ridings Grass Verge (adjacent footpath leading to Ashway)	NN285605 Tenure: Freehold	NN285605	Shoosmith	Adoption from Taylor Woodrow Service strip 2008	
25	The Slip	Large open space – not registered	No	Shoosmiths & Harrison (File 1969 Land at the Slip and Breach Close Conveyance 2.11.82)	Conveyance – 2.11.82 Barratt Nottingham Ltd	
26	Village Hall Car Park	Not Registered	No	Shoosmith & Harrison Deeds		Process of being registered
27	Village Hall – Registered Common Land	Registered Common Land			PC responsible for upkeep of Common Land	

2020-2021 BUDGET 2020 Bud	0 2021 April dget £	Мау	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
1.01 Clerk's Satary																
2.00 Subscriptions and Feee 2.01 INALC Subscription 2.02 CPRE Subscription 2.03 ACRE Subscription 2.03 ACRE Subscription 2.04 SLOC Subscription	1 510 50 150 250	5,497 1553.59	5,465	36.00										21 943 1553.59 36.00 0.00	25.23% 102.89% 0.00% 0.00% 0.00%	(65 016) 44 (14) (150) (250)
2.05. ROSPA 2.06 LUMing Wage 2.07 SAGE Payroll Support 2.08 SAGE instant Accounts Support 2.09 Parish on-line mapping 2.10 Web site and hostino 2.11 Ordinance Survey 2.12 If "Support 2.13 Microsoft license	250 100 250 550 100 1000 156.00 - 500 150 122.80	60.00 195.00	480.01	284.50										284.50 60.00 195.00 480.01 0.00 156.00 0.00 0.00	113.80% 60.00% 78.00% 87.27% 0.00% 15.60% 0.00% 81.87%	35 (40) (55) (70) (100) (844) - (500) (27)
Sub Total 3.00 Expenses & Allowances 3.01 Clert's and Assistance allowances 3.02 Community A lowance 3.03 Clert's Telephone 3.04 Charman's Telephone 3.05 Parish Counci lors Expenses	2750 17.33 200 18.86 240 18.86 200 200 3,590 36	1,809 17.33 18.73	38.93 19.82	60.53 18.73										2,888 134.12 0.00 76.14 0.00 0.00 210	59.42% 4.88% 0.00% 31.73% 0.00% 0.00% 5.86%	(1,972) (2,616) (200) (164) (200) (200) (3,380)
4.00 Administration 4.01 Audit Costs - Internal 4.02 - External 4.03 Print Annual Report/Parish Newsietler 4.04 Insurance - Parish 4.05 - Vehicles 4.06 Stationery & Postage 4.07 Office Equipment/website 4.08 Training Budget 4.08 Training Budget 4.09 Training Budget 4.09 Training Budget 4.09 Training Budget 4.00 Tr	500 700 1 600 1 500 350 350 1 900 1 500 1 1500 68.32	345.00 1.52	25.25 38.00	19.77 20.00										345.00 0.00 0.00 1360.41 0.00 114.86 20.00 38.00	69.00% 0.00% 0.00% 90.69% 0.00% 32.82% 1.05% 2.53%	(155) (700) (1600) (140) (750) (235) (1880) (1462)
4.10 Hall Hire 4.11 Tricehone cosis - Information coint 4.12 General Data Protection Regulations (GCPR) 4.13 LGR Costs 5.00 Projects & Grants 5.01 Community Grants	3 000 1 50.95 50.95 35.00 - 1,515 5 000	50.95 10.00 407	50.95	50.95 91										0.00 0.00 203.80 45.00 0.00 2,127	0.00% 0.00% 40.76% 18.00% #DIV/0! 15.14%	(3 000) (1 500) (296) (205) - (11,923)
5.06 Events Sub Total C.00 Legal Costs 6.01 Barrister Fees	2 500 2,500 750 4 000 2 2 500 17,250	2500.00 2500.00 750.00 4000.00 2500.00 17,250												2500.00 2500.00 10,000	100.00% 0.00% 0.00% 0.00% 100.00% 57.97%	(2,500) (750) (4 000) - (7 250)
6.02 Solicitor Frees 6.03 Solicitor Discoursements' 6.04 Court Costs Sub Travel Expenses Sub Total 7.00 Ear Marked Reserves 7.01 Election Costs 7.02 Sirvet Lighting	400 400.00 1500 1500.00													0.00 0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00% 0.00% 100.00%	
7.10 Bulldings/Bus shetters 7.11 Liter bins (moved from Highways and Environment) 7.12 Play Equipment	3 500 3500 00 400 400 00 - 1 1 500 1500 00 1 500 2000 00 2 000 2000 00 3 000 3000 00 1 5300 00 3 000 3000 00													3500.00 400.00 0.00 0.00 0.00 1500.00 1500.00 2000.00 3000.00	100.00% 100.00% 0.00% 0.00% 0.00% 100.00% 100.00% 100.00%	
8.00 Highways & Environment 8.01 Street Lighting 6.03 Signs	1 000 175.76 500 525.00 2 000 701			175.76 176										351.54 525.00 0.00 877	35.15% 105.00% 0.00% 25.04%	(648) 25 (2 000) (2 623)
9.01 Trees - Sanney 9.02 Trees - Ceneral 9.03 - Ashway 9.04 - Pocket Park 9.05 Hedger enring NewiRepair - St Davids 9.06 - Ashway 9.07 - Spratfor Road 9.06 L brary Shrub Bed 9.09 Flower boxes / Wild Flowers	1 900 1,500 1 1500 1 500 1 500 1 000 500 200 1 1500 500 500 500 500 500 500 500 500 500													0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	(1 000) (1,500) (1 500) (1 500) (1 000) (1 000) (500) (200) (1 500) (9 700)
10.02 Sundry purchases 10.03 Xmas lighting 10.04 Ground Maintenance - Ashway 10.05 - St Davids	1 000 16.67 1 000 16.67 1 000 66.41 1 500 1 000 265.00	495.00 428.92 867.70 232.25	277.37 162.86 310.66	31.66 141.83 123.00										\$25.66 435.87 0.00 591.78 1367.77 0.00 0.00 0.00	\$2.67% 43.59% 0.00% 9.10% 17.10% 0.00% #DIV/0! 0.00% 102.79%	(473) (564) (1000) (5 908) (6 632) (1 500)
10.10 Van leases cost	2 500 2 500 78.29 1 250 78.29 1 1000 1 1000 25,850 426	76.25 2,100	123.13 222.60 1,187	479.15 1,216										479.15 277.67 0.00 222.60 0.00 4,329	19.17% 22.21% 0.00% 20.24% 0.00% 18.36%	(2 021) (972) (1 000) (877) (1 000) (21 921)
11.02 Grass Cuttino - St Davids	5 000 215.92 5 000 164.50 750 2 2500 110.48 - 13,750 491	215.92 164.50 158.97 539	282.33 230.91 288.25 801	215.81 164.50 54.09 117.14 552										929.98 724.41 54.09 674.84 0.00 2.383	18.60% 14.49% 7.21% 26.99% #DIV/0! 17.33%	(4 070) (4 276) (4 276) (696) (1 825) (11 367)
12.01 Speed signs (2017)														0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	
13.00 Virements 13.01 13.02 13.03 13.04 13.05 13.06 13.06 13.07 13.09														0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	
13.10	66 449 83224.50	27,639												0.00 - 60,657 83224.50	0.00% 30.98% 50.00%	(135,152) (83 225)
- Others 14.04 Community Hall (Cleaners money) 14.05 Pooket Park Crass Cuttho 14.06 106 Income (The Ashway) 14.07 Misce laneous	200 2124 950 210 950 1 1 550 1 4 000 250 10 000	19.35	120.00	1.38										66.30 0.00 0.00 0.00 0.00 0.00 0.00	33.15% 0.00% 0.00% 0.00% 0.00% #DIV/0! 0.00% 0.00%	(134) (950) (210) (950) (1 550) - (4 000) (250) (10 000)
14.08 NCC Grasscutting - verges 14.09 CIL Contribution	1 350 - 1 3240.88 9 900 95,809 96,487	19	144	1										0.00 13240.88 0.00 96,532	0.00% 0.00% 0.00%	(1 350) 13 241 (9 900) (99 278) 35,874





Bank Reconciliation - 30 June 2020



SUMMARY		
29-May-20 Revenue (Current) Account	£	116,633.06
29-May-20 Capital (Reserve) Account	£	157,525.36
bank balance		£274,158.42
RECEIPTS		
Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income		
Heritage Grant	£	-
Interest from Capital (Reserve) Account	£	1.38
Community Centre Recharged cleaning		
Other -Grant refund		
Other - bank reject		
Other Income	£	227.01
Community Infrastructure Levy		
Total cash in	£	228.39
EXPENDITURE		
Employment Expenses (Wages/ Salaries plus mileage)	£	3,550.84
Value of all other transactions this month	£	887.26
Total cash out	£	4,438.10

Total: £ 269,948.71

Prepared by the Parish Clerk & Responsible Financial C)fficer
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ACTUAL CASH IN BANK ACCOUNTS		
30-Jun-20 Revenue (Current) Account	£	112,446.30
30-Jun-20 Capital (Reserve) Account	£	157,502.41
bank balance	£	269,948.71

UNPRESENTED CHEQUES			
No unpresented cheques		£	-
	Total unpresented cheques	£	

£ 269,948.71

Checked and Authorised		
*Bank Statement Seen		
*Bank Statement Seen		



BRIXWORTH PARISH COUNCIL



Statement of Reserves

	Balance as at 31	2020/ 2021	Spand	Commitments	Balance
	March 2020		Spend	Commitments	Balance
<u>July 2020</u>	IVIAICII 2020	Budget Allocation			
		Allocation			
Restricted Funds					
Pocket Park Maintenance	2,290.60	0.00	0.00	0.00	2,290.60
Crime Prevention Security	2,298.94	0.00	0.00	0.00	2,298.94
Ashway POS	1,734.00	0.00	0.00	0.00	1,734.00
Ashway/Ridings POS	23,712.30	0.00	0.00	0.00	23,712.30
Community Infrastructure Levy	10,280.38	13,240.88	0.00	0.00	23,521.26
community initiating to the control of the control	40,316.22	13,240.88	0.00	0.00	53,557.10
	-,,,	-,			,
Earmarked Reserves					
Kubota Grass Mower	2,782.00	3,500.00	0.00	0.00	6,282.00
Van Branding & end of lease costs	1,000.00	400.00	528.00	0.00	872.00
Small Mower Replacement Fund	1,200.00	0.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	0.00	600.00
Projects	8,819.55	2,500.00	0.00	0.00	11,319.55
Community Grants	9,180.01	5,000.00	0.00	5,000.00	9,180.01
Legal Costs - other	1,500.00	0.00	0.00	0.00	1,500.00
Legal Costs- County Court	10,429.28	0.00	1,077.50	0.00	9,351.78
Election Costs	3,745.00	400.00	0.00	0.00	4,145.00
Lighting on Parish Footpaths	6,620.00	1,500.00	0.00	0.00	8,120.00
Heritage Projects	343.50	0.00	0.00	0.00	343.50
St David's Car Park	4,500.00	1,500.00	0.00	0.00	6,000.00
Litter Bins	1,500.00	1,500.00	0.00	0.00	3,000.00
Play Equipment	6,000.00	3,000.00	0.00	0.00	9,000.00
Ashway Car Park	6,000.00	1,500.00	0.00	0.00	7,500.00
Pre Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00
Post Neighbourhood Plan / Local Plan	5,983.19	2,500.00	0.00	0.00	8,483.19
Calendar	0.00	750.00	0.00	0.00	750.00
Bus Shelter Replacement	3,980.00	2,000	0.00	0.00	5,980.00
Community Centre	0.00	4,000	0.00	0.00	4,000.00
Events	0.00	2,500	0.00	0.00	2,500.00
	74,182.53	32,550.00	1,605.50	5,000.00	100,127.03
To reconcile with Capital Bank Account:	£ 114.498.75	£ 45,790.88	£ 1,605.50		C 457 070 62
To reconcile with Capital Bank Account:	£ 114,498.75	£ 40,790.00	2 1,000.00		£ 157,078.63
Section 106 (Held by Daventry DC)					
	70.004.00	0.00	0.00		70.004.00
Indoor Sports - Youth & Adult (Feb 2022)	72,634.00	0.00	0.00		72,634.00
Outdoor Sports - Youth (Feb 2022)	116,528.00	0.00	0.00		116,528.00
Parks and Gardens (Sept 2022)	65,263.00	0.00	0.00		65,263.00
	£ 254,425.00	£ -	£ -		£ 254,425.00
Toucan Crossing NCC (Sept 2027)	32,500	0.00	0.00		£ 32,500.00

Monthly Summary

Revenue Account (actual)	£	112,446.30
Capital Account (actual)	£	157,502.41
Total Cash in Bank	£	269,948.71
Less Earmarked & Restricted	£	157,078.63
Less forecast capital commitments	£	5,000.00
Less forecast revenue commitments	£	135,000.00
Add forecast Income	£	110,000.00
Identified as General Reserves	£	82,870.08

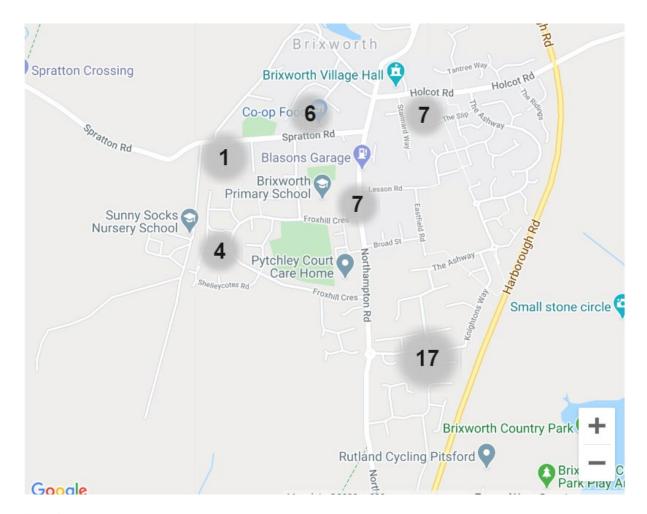
50% of precept

	Section 106 held by Daventry DC	£	254,425.00
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Section 106 for use by NCC	£	32,500.00



Reported Crime for May 2020



Trend

2018	2019	2020
33	18	42

Notes

• Includes 11 reports in High Slade (9 ASB)



SID Average Speeder Counts by time -

Q

Northampton Road/ Froxhill Crescent Inbound July 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Avg	
0 - 1	15	7	12	13	11	39	46	11.6	42.5	
1-2	8	2	3	4	9	25	23	5.2	24	
2-3	5	2	1	0	4	11	12	2.4	11.5	
3 - 4	4	5	3	5	4	9	10	4.2	9.5	
4-5	4	6	10	6	5	9	10	6.2	9.5	
5 - 6	23	20	31	24	14	11	8	22.4	9.5	
6 - 7	68	46	69	64	65	19	16	62.4	17.5	
7 - 8	109	85	126	114	120	60	54	110.8	57	
8 - 9	172	124	194	197	163	93	65	170	79	
9 - 10	147	100	148	156	137	159	109	137.6	134	
10 - 11	149	109	141	132	149	199	159	136	179	
11 - 12	148	119	188	152	133	188	177	148	182.5	
12 - 13	154	126	197	134	155	219	211	153.2	215	
13 - 14	116	116	184	187	212	194	215	163	204.5	
14 - 15	158	148	186	208	231	222	188	186.2	205	
15 - 16	143	148	208	217	208	203	183	184.8	193	
16 - 17	163	161	257	278	245	204	155	220.8	179.5	
17 - 18	166	181	279	227	262	219	181	223	200	
18 - 19	154	161	211	222	271	238	187	203.8	212.5	
19 - 20	138	149	176	215	209	209	147	177.4	178	
20 - 21	75	114	116	173	167	157	123	129	140	
21 - 22	54	73	90	101	112	92	73	86	82.5	
22 - 23	39	54	48	65	64	68	35	54	51.5	
23 - 24	16	24	29	38	46	56	24	30.6	40	



SID Average Speeder Counts by time –

Northampton Road/ Froxhill Crescent Inbound July 2020

Q



Q

SID-Number of Vehicles this month by time Northampton Road Froxhill Crescent Inbound July 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	31	15	21	33	30	73	93	26	83
1-2	16	5	9	6	10	39	56	9.2	47.5
2-3	7	3	4	8	9	18	25	6.2	21.5
3 - 4	4	7	5	10	5	9	14	6.2	11.5
4 - 5	4	12	18	15	10	18	16	11.8	17
5 - 6	69	54	68	68	60	30	13	63.8	21.5
6 - 7	218	90	142	126	120	68	39	139.2	53.5
7 - 8	523	307	375	359	375	171	123	387.8	147
8 - 9	744	440	605	633	634	305	175	611.2	240
9 - 10	595	396	533	569	525	501	302	523.6	401.5
10 - 11	558	454	589	599	696	660	568	579.2	614
11 - 12	572	475	690	660	799	788	635	639.2	711.5
12 - 13	492	560	681	719	907	800	761	671.8	780.5
13 - 14	514	510	703	751	834	773	735	662.4	754
14 - 15	612	625	794	800	825	782	667	731.2	724.5
15 - 16	639	634	883	876	920	737	667	790.4	702
16 - 17	691	750	979	946	971	774	607	867.4	690.5
17 - 18	626	676	966	895	987	717	483	830	600
18 - 19	505	503	684	720	807	635	523	643.8	579
19 - 20	396	404	482	584	624	495	388	498	441.5
20 - 21	258	289	305	478	413	456	291	348.6	373.5
21 - 22	164	205	228	227	275	236	181	219.8	208.5
22 - 23	91	104	115	164	170	159	96	128.8	127.5
23 - 24	30	42	56	67	91	128	51	57.2	89.5
Totals	8359	7560	9935	10313	11097	9372	7509		
% of Total	13%	11.8%	15.5%	16.1%	17.3%	14.6%	11.7%		





Planning Decisions – June 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
NMA/2020/0022	Non material amendment to application DA/2019/0889 (raise roof to create rooms in roofspace including dormer to rear roof elevation and rooflights to front roof elevation) to increase length of rear window over dormer stairway	Northamptonshire, NN6 9EW		Approval Non Material Amendment
DA/2020/0343	Single storey rear extension and raised patio area.	Hydrangea Cottage 2, Newlands, Brixworth, Northamptonshire, NN6 9DN	• •	Approval Householder App
DA/2020/0314	Work to and removal of trees in a conservation area	The Rookery 36, Church Street, Brixworth, Northamptonshire, NN6 9BZ	_	Approval Trees in Cons Area
DA/2020/0254	Replacement of existing first floor door with window.	The Old Post House 2, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL		Approval Householder App
DA/2020/0054	Demolition of public house and construction of new A1 retail unit (revised scheme)	The Red Lion Hotel, Harborough Road, Brixworth, Northamptonshire	Object	Refusal Full

2020 /2021 Min 20/971P- 20/977P





Brixworth Parish Council

Minutes of the meeting of the Planning Committee Monday 1st June 2020

Video Conferencing

Councillors: Councillor Tom Mitchell, Councillor Frances Peacock, Councillor Ian Barratt, Councillor

> Jackie Bird Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Stephen James, Councillor Lina Howarth, Councillor Alan Lovell, Councillor

Sandra Moxon and Councillor Kevin Parker.

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for

Absence:

Absent: Councillor Stuart Coe

None

Members of the Public 0

20/971P Welcome

The Chairman of the meeting welcomed everyone to the Planning Committee. Councillor Mitchell recorded his thanks to Councillor Peacock for her dedication and service whilst being Chairman of the Committee. The meeting was being recorded.

20/972P Apologies for Absence

None received.

20/973P Members' Declaration of Interests

None

20/974P Minutes of the last meeting - 12th May 2020

The minutes of 12th May 2020 were agreed as a true and accurate record of the meeting. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous. The minutes would be signed by the Chairman as soon as practical.

Initialled.											
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2020 /2021 Min 20/971P- 20/977P

20/975P
DA/2020/0217 (Amended)
Construction of stable block building
Land Adjacent to Froghall Barn, Froghall, Brixworth, Northamptonshire, NN6 9DJ

The Parish Council objected to the proposal on the following grounds –

1. The proposal is not in accordance with policy RA1a with no exceptions being applicable under RA1b of the Settlements and Local Plan (Part 2) for Daventry District. It is also outside the village confines in an area identified as having sensitivities in the Brixworth Neighbourhood Plan. Further, the application fails to meet the objectives 9, 10 and 11 of RA1

- 2. The proposal does not meet the criteria contained with policies RA1C(iii) or RA1C(iv) of the Settlements and Local Plan (Part 2) for Daventry District.
- 3. The proposal interrupts an important view as identified with the Brixworth Neighbourhood Plan Policy 3, View 11 (and see table 3, important views, views 2 and 3). Whilst the revised location addresses this issue in part, the proposal remain both prominent and intrusive.
- 4. NPPF para 170 Planning policies and decisions should contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes. This is a valued landscape area as defined in the Brixworth Neighbourhood Plan.
- 5. The proposal is not in accordance with policy RA6 of the Settlements and Local Plan (Part 2) for Daventry District. (The intrinsic character, beauty and tranquillity of the open countryside of the District will be recognised). The claimed exception by the applicant for equestrian use cannot be claimed as RA6 is not triggered as the application fails to meet the objectives 1, 10 and 13.

The objection was proposed by Councillor Barratt and seconded by Councillor Parker.

20/976P Any Other Business

None.

20/977P Date of Next Meetings

Monday 22nd June 2020.

The meeting finished at 7.45pm

Signed as a true and accurate record

Councillor Tom Mitchell Chairman of the Planning Committee Brixworth Parish Council 22nd June 2020 Peter Rowbotham Parish Clerk Brixworth Parish Council 2nd June 2020

Telephone: 079 8314 1786Email parish.clerk@brixworthparishcouncil.gov.uk

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Initialled.....





Report to the Council Meeting – 30th July 2020

Retail Working Group - 15th June 2020

Video Conferencing

Present

Councillor Moxon, Councillor Barratt, Councillor Elaine Coe, Councillor Compton, Councillor James, Councillor Howarth, Councillor Tom Mitchell, Councillor Parker, District Councillor Harris and Peter Rowbotham (Clerk).

Apologies received from Councillor Collyer and Councillor Peacock.

1.	Discussion Points
1.1	It was agreed that Councillor Moxon would chair the Retail Working Group.
1.2	There were no declarations of interest.
1.3	The Terms of Reference was agreed by the Working Group. This would be recommended for adoption by the Parish Council. It was noted that this was not just a matter of location but was equally about service transformation.
1.4	A long list of alternative retail sites to the Red Lion site were identified. Although parking was a key issue it was also about preventing a 'two centre village.'
	 The compiled list included – Spratton Road Rec – needs checking for restrictive covenants. The Rec could be relocated to provide better sporting facilities elsewhere in the village. Mabbutt's Wood Yard – out of village site. Brownfield site. Ferro Fields employment area Old Harborough Road Field adjoining the reservoir
1.5	There was a draft proposal for a retail site on Northampton Road, on land near to the Cricket Club. This sketch drawing had been circulated on social media and had received mixed reactions.
1.6	The Group discussed community engagement and agreed that some sort of consultation could be developed by the Parish Council. It was important to get a wider view of any proposals rather than those 'who just shout the loudest.' The Coop had already carried out a survey to justify a more diverse convenience store although this would have been focussed upon achieving the Coops retail objectives rather than community needs.
1.7	A letter to open dialogue with the Coop was discussed. This would be an open invitation to jointly find a mutual solution to the current retail issues. A pragmatic approach was needed.

2.	Actions
2.1	The Clerk would circulate a draft letter prepared by District Councillor Jonathan Harris. A letter would be sent to the Coop on Wednesday 15 July 2020.
2.2	The Clerk would check on who can send the letter on behalf of the Parish Council. Advice would be sought from NCALC. A reply would be requested by 6 th August 2020.
3.	Next Meeting
3.1	To be arranged
4	Recommendations to the Parish Council
4.1	The Parish Council notes the report of the Retail Working Group.
4.2	The Parish Council is asked to agree the Groups Term of Reference.



Retail Working Group

Terms of Reference

The Parish Council at its meeting on 25th June 2020 (Minute 20/ 5063) discussed the existing pressures to increase the retail capacity within the Village. This followed a recent Daventry District Council planning application refusal to redevelop the Red Lion site on Harborough Road.

At the DDC Planning Committee a District Councillor had suggested that

'there was a real opportunity to be creative and urged the agent to engage with the Parish Council and residents to come up with an improved proposal'.

The Neighbourhood Plan consultation exercise in 2014 identified that both parking and shopping improvements were needed in the centre. The Plan noted the negative comments and confirmed the village centre as Spratton Road.

1.Objective

Ensure that the Parish Council encourage positive dialogue with any retail developer in order to encourage retail development to the most appropriate area of the village.

2. Aims

Find a mutually convenient retail site that meets the needs of the operator, compliant with planning policy and also meets the diverse retail needs of the Brixworth community.

3. Composition

Membership shall comprise of all members of the Parish Council.

4. Quorum

The Quorum for the Retail Working Group shall be five Councillors.

5. Meeting Frequency

The Retail Working Group will meet as and when required.

6. Responsibilities

A written report will be submitted to the Parish Council after each Working Party meeting indicating:

- Confirmation of any timescales via a 'task and finish' project plan.
- Reporting of any issues or risks (including any contraventions of planning policy)

- Recommending a course of action or requesting a direction from the Parish Council
- Highlighting any financial implications

7 Notes

This is a closed meeting.

In the current circumstances this is likely to be a video conferencing meeting.

The Retail Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure.

The Retail Working Group reports direct to the Full Council.

This Group has linkages with the Brixworth Neighbourhood Planning Steering Group.





Minutes of the meeting of the Media & Communications Committee

Wednesday 10th June 2020

Video Conferencing

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird, Councillor Lina Howarth and Councillor Sandra

Moxon

Apologies:

Absent -

Also, Present: Peter Rowbotham (Parish Clerk)

Members of

the Public: 0

20/ 375 MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting which was being recorded.

20/ 376 MC Apologies for Absence

None received.

20/377 MC Declarations of Interest

None declared.

20/ 378 MC Minutes of the last meeting (21st May 2020)

The minutes of the last meeting held on 21st May 2020 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Moxon. Unanimous.

20/379 MC Brixworth Bulletin/ Posting Plan

Timescales for the next edition were discussed. The deadline for articles to Councillor Bird was set for 1st July 2020. The draft version of the pages would be presented to the Media & Communications meeting of 8th July. The final version would be considered on an informal basis on Wednesday 15th July 2020.

The next edition would include -

Page Number	Article	Author	Notes
One	Chairman's Chat	Councillor James	Inc s106 news and reference to Red Lion App
One	Community Grants availability	Councillor Moxon	
Two	Covid 19	Councillor Bird	Virtual Meetings Good Neighbourhood Scheme
Three	Seasonal Service Issues	Councillor Elaine Coe	Community Safety Messages
Four	Parish Council News/ Committee Review	Councillor Moxon	

Photographs would be required for all articles. The Clerk has a library of photographs and licence free photographs were available from Bing Images.

20/380 Matters Referred from Parish Council

No further items had been identified.

20/ 381 Performance Data

The latest Google Analytics data had been circulated for Councillors information. Parish Councillors are encouraged to 'like' the Social Media posts to widen the potential audience.

19/ 382 MC Any Other Business

None

19/ 383 MC Date of Next Meeting

Wednesday 8th July 2020 at 645pm

The Meeting finished at 7.15pm

Councillor Elaine Coe (Chair) Chairman of the Media & Communications Committee Brixworth Parish Council 8th July 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
10th June 2020

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Telephone: 079 8314 1786

Email: parish.clerk@brixworthparishcouncil.gov.uk





Report of the Parish Clerk

July 2020

1. Overview

Homeworking has been continuing. Meetings are being held as scheduled.

There continues to be a challenging workload with a variety of conflicting priorities.

2. Updates

Progress has been made with the appointment of Peninsula who will are now be our HR and H&S advisors. Meetings have been held to outline the available services. The HR database needs to be populated. Contracts are being reviewed by a HR consultant to meet legislation. Staff are to be notified of the new Peninsula service which includes a 24 hour assistance line. A meeting has been held with the H&S consultant. There is a useful library of risk assessments which will be utilised by the Parish Council. A Health and Safety inspection will be carried out when the Covid 19 restrictions are relaxed further.

The play areas have reopened again. Signage had been ordered and installed. The ROSPA report has been received and this will be actioned.

The Grounds Maintenance tenders have been sent out and meetings held with two interested contractors. This was also advertised on the Governments Contract Finder system.

I have again chased up the solicitor regarding the lack of action on the Village Hall Car Park transfer. I understand that this is with the Land Registry for registration.

The outstanding County Court Legal Case may take place using video conferencing technology. I have received no further correspondence.

I have issues with the laptop keyboard which may need a new part.

3. Assets

The Café is now open. I have looked at the Community Centre and with 2 metre social distancing we are looking at a capacity of 8 people plus and organiser.

The Library Shrub bed and the Millenium Shrub bed have been tidied.

The Kubota mower has had a puncture which was dealt with locally.

4. Service Requests

• Range of request from the Football Club (on agenda because of resource issues)

5. Meetings Attended this Month

- 5.1 Retail Working Group
- 5.2 Personnel Working Group
- 5.3 Parish Council
- 5.4 Extraordinary meeting of the Parish Council
- 5.5 Planning Committee
- 5.6 Media & Communications Committee
- 5.7 Olive Branch & NCC regarding reopening Café
- 5.8 Peninsula set up meetings x 4
- 5.9 NCALC Covid 19 issues

6. Training & Development

None this month

7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities and Covid 19.

Request for a new litter/ dog bin on the new Housing Estate - referred to DDC

Red Lion continues to be a hot topic and residents were kept in touch as the matter progressed.

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
19/4509	Bus Shelters – Mercedes	Clerk to meet Mercedes	To be organised
19/4582	Road Safety Data	Obtain from Road Safety	This data is on line
		Team	
19/4600	Village Hall	Appoint Solicitor	Progressing (Chased)
19/4603	Manor Farm	Consult public	Progressing
19/4664	The Ashway Crime	Look at feasibility of reducing	DDC no objection (June 2020)
	Reduction	hedge	
19/ 4731	Big Lunch	Look at feasibility	Postponed
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	S106	Receive Bids	Progressing
19/4754	CCTV	Install at St David's	First quote in
19/4832	Shift Brixworth Sign	E Mail to NCC	With NCC to progress
19/4833	ANPR	Letter to PFCC	Awaiting feasibility
19/4839	Parking	Apply for TRO	Progressing
20/4862	Holcot Road	Range of improvements	Bench scheme underway
20/4880	Wildflowers	Progress Schemes	Need to set up group
20/4890	Emails	Set up .gov addresses	With IT Support

20/4895	Sports Hire Conditions	Write up and agree for new	To be progressed
		season	
20/4896	Fees and Charges	Increase by 2.7%	
20/4905	Procurement	Appoint Personnel Specialist	Complete
20/5043	Procurement Finance	Purchase and install	Planned for August
	System		
20/5072	Covid 19	Risk Assessments / Deep	Planned for August
		Clean	

9. Tasks to be undertaken

PRIORITY 1. Statutory

Agenda & Minutes

Accounts

Health & Safety Inspection

Risk Assessments

Risk Register

PRIORITY 2. Financial

VAT return

New FMS System

PRIORITY 3. Tasks with Deadlines

Staff Appraisals - One outstanding

S106 projects –appoint specialist and submit

Funding bid - Toucan Crossing

Village Hall Car Park

Grounds Maintenance Contract

Bus Shelter partnership with Mercedes

PRIORITY 4. Tasks without deadline

Litter Bin Audit

Web Site & Email

Emergency Planning – review document with Mike Nice

Protective clothing for staff

Staffing Structure

Progress my CILCA

Review Policies

Develop a new budget monitoring report for the Council meeting

Check deeds for Spratton Road regarding any restrictive covenant.

Village Centre Car Parking – identify scale of the problem – check enforcement levels

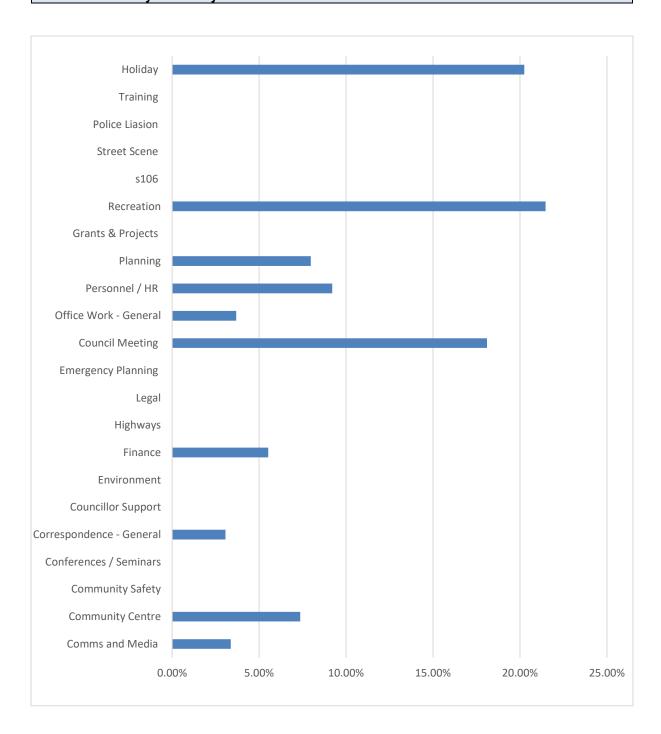
Dog fouling at St David's

Wildflowers on Parish Land or Highways - next Council meeting

Clean Up Spratton Road Shops

Clear out the meeting room - ongoing

9. Breakdown of my time – July 2020







General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	CEO Bulletin	NALC
02	South Northants Local Plan	South Northants DC

brixworthpc@gmail.com

From: National Association of Local Councils <newsletter@nalc.gov.uk>

Sent: 24 July 2020 16:45
To: brixworthpc@gmail.com

nalc

Chief executive's bulletin

Business and Planning Act

The Business and Planning Act received Royal Assent on 22 July, just under a month since it was first introduced by the government aimed at helping the economy recover from the coronavirus pandemic. A **collection of planning guidance**, including on extension of certain planning permissions, has been published by the Ministry of Housing, Communities and Local Government (MHCLG). But I'm particularly pleased to let you know **we persuaded the government** to use the legislation to extend virtual meetings rules to include parish meetings. Regulations are due to be published shortly, coming into force on 1 August, and we will be updating our guidance accordingly.

AGAR deadline end of August

The Smaller Authorities Audit Appointments Limited (SAAA) has informed us that just 33% of Annual Governance and Accountability Return (AGAR) forms have been received. This leaves 6,570 not yet submitted with just 6 weeks remaining until the statutory deadline. Only 20% of parish meetings have submitted their forms, partly as they have not been permitted to hold remote meetings, until now of course. Can I strongly encourage you to complete these important returns before the end of August – please remember if this deadline is not met and auditors have to send out reminders, you will be charged per the statutory fee scales!

Rebuilding Communities online events series

Some events in our new online Rebuilding Communities series are now **open for bookings**. In August our chairman, Cllr Sue Baxter, will be joined by a panel including the chairman of the Local Government Association, Cllr James Jamieson, to discuss how local councils can help build back local communities after the coronavirus pandemic. Then in September, we are bringing together a panel to discuss the environmental perspective of community recovery. And over the next few weeks do lookout for more information about our Health and Wellbeing Week from 26-30 October – so watch this space!

Updated government guidance on playgrounds

I was pleased NALC was invited to engage with MHCLG to feedback concerns from the sector on their guidance on play areas and outdoor gyms. After feedback from a range of stakeholders, including NALC and Society of Local Council Clerks, this **guidance has** been updated. The changes are both in tone and content and it is now more practical and easy to interpret. So if your council does operate any outdoor play areas or gyms do revisit this guidance.

New legal guidance

We have reissued Legal Topic Note 79 on staff pensions to update the content (for example the figures in paragraph 7) and make it more relevant and remove out of date information. You can find this in the members' area of the **NALC website**, login required.

County officer weekly meeting

This week's meeting with county officers included a presentation from Linda Hammond, project officer, on a proposal for a new national e-learning platform. We will be piloting this with several county associations over the Summer and are confident this will give county associations the tools they need to develop an even wider and more accessible training offer for local councils.

Funding coverage

Do check out the **strong article by Justin in local government magazine LGC** arguing for fair funding (but be quick as LGC have kindly put it in front of the paywall, for now!). Also, well done to the Yorkshire Local Councils Association for their representations leading to South Yorkshire mayor, Dan Jarvis MP, **getting behind our funding**

campaign (will other metro mayors do likewise?), and securing an **Early Day Motion** from Jon Trickett MP calling on the government to provide support for local councils.

And finally...

Congratulations to those local councils who received an award through Local Council Award Scheme during June and July:

- Salisbury City Council, Wiltshire (Quality Gold Award)
- Chippenham Town Council, Wiltshire (Quality Gold Award)
- Anstey Parish Council, Leicestershire and Rutland (Quality Gold Award)
- Whittington Parish Council, Worcestershire (Quality Award)
- Grundisburgh and Culpho Parish Council, Suffolk (Foundation Award)
- Clive Parish Council, Shropshire (Foundation Award)
- Churchdown Parish Council, Gloucestershire (Foundation Award)
- Hatfield Peverel Parish Council, Essex (Foundation Award)
- Harling Parish Council, Norfolk (Foundation Award)

Following the two pilot phases, the national panel recommences in September and we are seeking panel members, so if you are interested you can express your interest by **completing the form** or for further information contact **linda.hammond@nalc.gov.uk**.















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South Northamptonshire Local Plan (Part 2) Adoption Statement

PLANNING AND COMPULSORY PURCHASE ACT 2004 (AS AMENDED) TOWN AND COUNTRY PLANNING (LOCAL PLANNING) REGULATIONS 2012 (AS AMENDED) REGULATION 26

In accordance with Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), notice is hereby given that the South Northamptonshire Local Plan (Part 2) 2011-2029, a development plan document (DPD), was formally adopted by South Northamptonshire Council on 22 July 2020.

The South Northamptonshire Local Plan (Part 2) replaces all of the saved policies of the South Northamptonshire Local Plan (adopted in 1997) and supersedes Policy H2 and Policy H6 of the West Northamptonshire Joint Core Strategy 2011-2029 (adopted in 2014).

The South Northamptonshire Local Plan (Part 2) was subject to examination by an independent inspector appointed by the Secretary of State, Mr G J Fort BA (Hons) PGDip LLM MCD MRTPI, who issued his report on 23 June 2020. The report concluded that, subject to Main Modifications, the Local Plan satisfies the requirements of Section 20(5) of the Planning and Compulsory Purchase Act 2004 and meets the criteria for soundness in the NPPF. The adopted, final version of the Local Plan contains all the Main Modifications recommended by the Inspector.

A copy of the South Northants Local Plan (Part 2), Sustainability Appraisal (SA) Report alongside the Sustainability Appraisal Post-Adoption Statement in accordance with Regulation 16 of the Environmental Assessment of Plans and Programmes Regulations 2004, and this Adoption Statement are available on South Northamptonshire Council's website at https://www.southnorthants.gov.uk/info/65/local-plan-part-2-and-evidence/40/local-plan-part-2/12

Any person aggrieved by the South Northamptonshire Local Plan (Part 2) 2011-2029 may make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that the Local Plan is not within the appropriate powers conferred by Part 2 of the Planning and Compulsory Purchase Act and/or a procedural requirement has not been complied with. An application may not be made without the leave of the High Court, and an application for leave must be made (Section 113 (3B)) before the end of the period of six weeks beginning with the day after the adoption of the Plan.

For further information, please contact the South Northamptonshire's Planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at planning Policy and Growth Strategy Team on 01327 322265 or at p

Jim Newton Assistant Director Planning and Economy

23 July 2020