

Wreningham Parish Council
Minutes of the meeting of the Parish Council
held in the Margaret Preston Room, Wreningham Village Hall on Tuesday 10 January 2017 at 7.30.

In Attendance: Cllr M Hill (Chairman), Cllr J Moon, Cllr P Dalmazzo-Aukland , Cllr K Morris, Cllr H Gauthier, Cllr H Glaves

Parish Clerk Anne Rayner
County Councillor Colin Foulger
4 members of the public

821 To consider apologies for absence - None to report

822 To receive declarations of interest - None

823 Open Forum, including reports from District & County Councillors and PCSO, if present –

County Councillor Foulger advised that Norfolk County Council begin gritting at 6pm if overnigh freezing is forecast. Approximately 1/3rd of roads are on the gritting route, which can be seen on the NCC website: <https://norfolkcc.maps.arcgis.com/apps/Viewer/index.html?appid=d16d38b40a7e44b4a835d8ce168410f9>

Church Road is the only road gritted in the village.

PCSO Sore reported that between 15 November and 9 January there was one reported crime in the village, which was the vandalism of the advertising material at the new housing development on Church Road.

824 To approve the minutes of the last meeting (15 November 2016) – The minutes were approved without alteration and signed as correct by the Chairman.

825 Administrative Issues

- **Decide uses for the telephone box** – It was agreed to wait until the adoption of the phone box is complete before this progresses any further.
- **DC input on potential for Broadband support in Wreningham** – The Chairman reported that the intention is to survey some users in the village to accurately assess what speeds and service are being obtained, with a view to using the data to press the matter further.

826 Planning

- **Planning applications received** – No current applications
- **Planning decisions**
 - **2016 / 2492 Land off Church Rd – Variation of Conditions - Approved**
- **Planning comments submitted between meetings**
 - **2016 / 2844 Beech Tree Cottage, Top Row – Conservatory to rear - No obj.**

827 Village Maintenance and Highways

- **Public Access Defibrillator** – The grant has been received and the clerk is in the process of placing the order with Community Heartbeat Trust and also arranging training.
- **Play area – to accept H & S report, agree rota and checklist for inspections** – The Chairman highlighted a couple of areas for concern but also noted that a general “tidy up” seemed in order,

i.e. a lot of the comments stated that items needed cleaning, needed graffiti removed and small items such as missing bolt caps needed attention. It was agreed that the parish council would arrange a general spring clean of the equipment in a few months time, when hopefully the weather is dryer. The goal posts are loose and rusting. The clerk will contact the school to see if they are actually used at all and will also obtain costs for a new aluminium set. The clerk will also contact the company who installed the new play equipment to enquire about the length of warranty, given that some of the wood is reported as rotten. It was also agreed to obtain quotes for lifting the mats, levelling the surfaces and replacing, or using an alternative surface underneath the matting to try to prevent the same problem happening again. The clerk will also obtain quotes for an alternative surface in the shelter. **Action AR.**

- **Play area – zip wire status report** – The clerk will obtain a quote for the repair to the zip wire and also for having the tension tested and a general overhaul. **Action AR.**
- **SAM2** – Councillor Dalmazzo went to Westcotec to receive assistance with extracting the data and ensuring that the settings on the machine were correct. Positive feedback has been received from residents on Hethel Road confirming an improvement to speeding issues during the period when the machine was sited there. Councillor Dalmazzo confirmed that the machine can be sited at a spot and still collect the data but not display any information and felt this could be used on the B1113 to highlight the speeding issue to the police. After discussion, it was agreed to place the machine in one of the pre-approved spots in the village when it is next back in May, with a view to considering other options at a later date.
- **Speeding stickers** – Following a query raised in the last meeting, the clerk ascertained that Ashwellthorpe Parish Council obtained the “speed aware” stickers for their wheelie bins from a company called Smartwheelie, at a cost of £390 for 1000 stickers. The clerk will ask some of her other parishes if they would be interested in sharing the cost. **Action AR.**
- **Tree works rescheduled to February half term** – Tree works will now take place between 13 – 17 February.
- **Any time limited village and highways issues** – Councillor Moon mentioned several overgrown hedges in the village, notably on Church Road and Wymondham Road. The Chairman will place an item in the Mardle reminding landowners and individual householders of their responsibility to ensure their hedging does not encroach onto the Highway. A member of the public present, Mr Minns, confirmed he will pay for the hedging next to the road at the play area to be cut, an offer which was gratefully received. **Action MH and AR.**

828 Finance

- **To receive and approve the financial report** – Circulated prior to the meeting.
- **To consider the 2017/18 budget and precept setting** – This was discussed at the last meeting and the clerk circulated further information relating to the projected spend and impact of precept increases. Following discussion, Councillors resolved to keep the precept at its current level, i.e. £40.62 for a Band D house. The clerk will submit the confirmation to South Norfolk Council. **Action AR.**
- **To hear of suggestions for CIL funds** - Suggestions from parishioners relating to possible projects for the CIL money are: Improvements to the village hall, re-instating the pathway on the corner of Mill Lane / B1113 for pedestrians and a speed awareness device at the Mill Rd crossroads. Councillors also suggested improvements to public footpaths, including the possibility of laying bark on the surface. The clerk will ask the footpath warden for feedback on the paths in poor condition. A member of the public present suggested improving the

“bridge” access to the footpath by the new development and also improved signage to the village hall. New seating in the village was also suggested. All suggestions are noted and will be given further consideration when the additional CIL funds are received. **Action AR.**

- **To approve the following payments:**

Chq no	Amount	Payee	Notes
100185	£317.71	A Rayner	Dec & Jan salary
100186	£ 75.00	Play Inspection Co	Annual inspection fee

Both payments were approved.

829 Correspondence

- Oak tree at junction Church Rd / Hethel Rd – The landscape officer from South Norfolk Council has been to assess this oak tree and considers the damage to be marginal at the moment. The clerk will feed this back to the resident concerned. **Action AR.**
- **Road Closure – Church Road, 11th – 27th January 17** – Noted
- **Archeological report from Church Rd – approval given to make public / uses** – The document can be viewed on the South Norfolk Council website.

830 Date of next meeting – 14 March 2017

There being no further business, the meeting closed at 8.50pm.

Wreningham Parish Council

Financial report as at 18 December 2016

Balance @ 18 October 2016	Community Account	£ 15,769.37
		£ 15,769.37
Income received	CIL	£ 2,748.71
	Lottery Grant	£ 2,166.00
		£ 4,914.71

Cheques presented	A Rayner Oct & Nov salary	100178	£ 291.16
	A Rayner Exp Jan - Oct 16	100179	£ 100.66
	Glasdon - bin bags	100184	£ 21.67
	SNC - Dog bin	100182	£ 78.05
	Mazars LLP External audit	100183	£ 120.00
	G Lake grass cutting	100181	£ 680.00
			£ 1,291.54

Balance **£ 19,392.54**

Balance of bank statement **£ 19,392.54**

Unpresented cheques	Wren Sports & Social	100174	£ 220.00
	Post Office Ltd	100180	£ 72.80

Balances at end of period Community Account £ 19,099.74

Balance brought forward from 2015/16 £ 8,262.54

Receipts year to date £ 15,633.25

Payments year to date £ 4,796.05

Balance @ 18 December 2016 £ 19,099.74

A Rayner (Clerk RFO) 30.12.16

	INCOME		
	Budget	Actual to 18.12.2016	Percentage
Precept	£ 8,247.00	£ 8,247.00	100.0%
SNC Grant	£ 426.00	£ 426.00	100.0%
Lottery Grant		£ 2,166.00	
HMRC	£ 100.00	£ 207.81	207.8%
CIL		£ 4,266.44	
Sundry		£ 320.00	
Totals	£ 8,773.00	£ 15,633.25	178.2%

	EXPENDITURE		
	Budget	Actual to 18.12.2016	Percentage
Administration	£ 2,135.00	£ 1,243.84	58.3%
Salary	£ 2,208.00	£ 1,455.84	65.9%
Donations	£ 960.00	£ 780.00	81.3%
Subscriptions	£ 140.00	£ 136.68	97.6%
Maintenance	£ 3,305.00	£ 1,026.24	31.1%
Training		£ 60.00	
VAT	£ 100.00	£ 93.45	93.5%
Total	£ 8,848.00	£ 4,796.05	54.2%

Financial Report 18 December 2016.xlsx

Sheet1

		Projected figures						
		2012/13	2013/14	2014/15	2015/16	BUDGET 2016/17	2016/17	BUDGET 2017/18
RECEIPTS								
	Precept	6982.30	6846.00	7394.00	8247.00	8247.00	8247.00	
	SNC Grants towards Precept	0.00	573.00	487.00	480.00	426.00	426.00	244.00
	Interest	0.00	2.35	0.00	0.00	0.00		
	Line Marking Donation	100.00	0.00	0.00	0.00	0.00		
	Donations	100.00	825.00	642.41	250.00	0.00	320.00	
	Play Project	1554.00	0.00	60.80	0.00	0.00		
	VAT Payments	2668.12	0.00	1738.00	2113.24	100.00	207.00	100.00
	Lottery Grant	0.00	0.00	10126.32	0.00	0.00		
	CIL						4266.00	
TOTAL		11404.42	8246.35	20448.53	11090.24	8773.00	13466.00	344.00
PAYMENTS								
Administration	VAT Payments	2682.72	1739.51	2100.00	207.81	100.00	90.00	60.00
	Audit	185.00	150.00	150.00	125.00	200.00	150.00	150.00
	Salary	2453.37	2516.24	2391.24	2521.98	2208.00	2208.00	2264.00
	Admin Costs	518.89	471.57	550.00	442.08	600.00	200.00	200.00
	Insurance	884.86	920.15	1743.09	902.52	1000.00	938.00	1000.00
	NALC Subscription	120.40	121.96	127.49	130.67	140.00	137.00	145.00
	NRCC Subscription	15.00	20.00	0.00	0.00	0.00	0.00	0.00
	ICO Registration	35.00	35.00	35.00	35.00	35.00	35.00	35.00
	IT Costs	0.00	350.08	0.00	353.36	0.00	21.00	0.00
	Land Registry Costs	115.35	25.75	0.00	0.00	0.00	0.00	0.00
	Misc	197.05	0.00	0.00	0.00	150.00	0.00	150.00

Sheet1

Maintenance	Training	0.00	0.00	0.00	185.00	150.00	60.00	100.00
	Parish Partnership	0.00	0.00	287.50	0.00	0.00		0.00
	Playing field Maintenance	202.50	322.50	600.00	373.33	1200.00		1200.00
	Village Maintenance	618.86	144.93	96.18	6.40	100.00	2650.00	0.00 Tree works
	Tree surveys	0.00	252.00	0.00	0.00	300.00	200.00	0.00
	Grass & hedge cutting	665.00	645.00	825.00	855.00	1000.00	680.00	700.00
	Dog bin emptying	0.00	0.00	0.00	0.00	75.00	128.00	80.00
	Village sign	0.00	825.00	0.00	0.00	0.00	0.00	0.00
	Milennium clock servicing	120.00	160.00	140.00	0.00	150.00	0.00	0.00
	Play area Inspection	40.00	59.95	59.95	62.50	80.00	175.00	245.00
	Play project	12072.11	6800.00	10126.32	0.00	0.00	0.00	0.00
Donations	Memorial fund	0.00	0.00	0.00	400.00	400.00	400.00	400.00
	Last Wednesday Coffee Morning	200.00	100.00	100.00	160.00	100.00	200.00	(£100 via grant from District Cllr 100.00 - included in income)
	Mardle	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	Churchyard	200.00	160.00	160.00	160.00	160.00	160.00	160.00
	Church insurance	1049.00	500.00	500.00	500.00	500.00	0.00	500.00
	Village hall	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	CAB	50.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jubilee Street Party	300.00	0.00	0.00	0.00	0.00	0.00	0.00
	Toddler Group	0.00	0.00	50.00	0.00	0.00	0.00	0.00
TOTAL		22925.11	16519.64	20241.77	7620.65	8848.00	8632.00	7689.00
Opening Balance		22951.33	11390.64	3264.69	4392.95	8262.54	8262.54	
Receipts		11404.42	8393.69	20250.26	11090.24	8834.00	15633.25	
		34355.75	19784.33	23514.95	15483.19	17096.54	23895.79	

Sheet1

Payments		22965.11	16519.64	19122.00	7220.65	8248.54	10306.00
Closing balance		11390.64	3264.69	4392.95	8262.54	8848.00	13589.79
Ringfenced funds	IT Equipment	318.33	0.00	0.00	0.00	0.00	0.00
	Election Fees	0.00	200.00	400.00	600.00	600.00	600.00
	Play project	5548.48	0.00	0.00	0.00	0.00	0.00
	Millennium Clock	880.00	720.00	580.00	440.00	290.00	
	Memorial Fund	0.00	0.00	0.00	400.00	800.00	
TOTAL		6746.81	920.00	980.00	1440.00	1690.00	
UNALLOCATED FUNDS		4643.83	2344.69	3412.95	6822.54	7158.00	
Tax Base		£ 33.71	£ 35.47	£ 37.53	£ 41.24	£ 40.63	
Band D		207	193	197	200	203	212

Includes tree works and defib

Sheet1

Precept 2017/18				
	0% change	2.5% increase	5 % increase	7.5% increase
Est c/f to 16/17	13589	13589	13589	13589
Precept	8247	8453	8659	8865
SNC Council Tax grant	244	244	244	244
Other income est	100	0	0	0
Total receipts	22180	22286	22492	22698
Estimated payments 17/18	7689	7689	7689	7689
Balance at year end 31 March 18	14491	14597	14803	15009

Tax Base estimate	212	203	203	203
Precept per house	£38.90	£41.64	£42.66	£43.67
variation	£0.00	£2.74	£3.75	£4.77



the **play inspection** company
the safest hands around playgrounds

Annual Inspection

Wreningham Parish Council

Wreningham Playing Field

Mill Lane, Wreningham, Norfolk, NR16 1AN



Unit 5 Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t - 01202 590675 f - 0870 428 3942 e - info@playinspections.co.uk

www.playinspections.co.uk

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Risk Assessment Matrix

Probability>>	5	Very High	VL	L	M	H	VH
	4	High	VL	L	M	H	H
	3	Moderate	VL	L	L	M	M
	2	Low	VL	L	L	L	L
	1	Very Low	VL	VL	VL	VL	VL
			Very Low	Low	Moderate	High	Very High
			1	2	3	4	5

Severity>>

Probability Score	Probability of Occurrence
1 – Very Low	No significant probability; lightning Strike
2 – Low	Minimal probability of occurrence. Requires significant factor or combination of factors to take place. Significant increase in intensity of use.
3 – Moderate	Moderate probability. An added factor is needed to cause an accident. Designed use is unlikely to be problematic, additional factor is required. Covers or guards loose, removed or vandalised. Absent guard rail or barrier at high levels
4 – High	High probability. Accident is probable without any added factor. Glass contaminant in loose fill surface. Exposed sharp edges on equipment.
5 – Very High	Very High probability. If the situation is not addressed an accident is almost certain. Severely worn chains/shackles. Severely damaged surfacing within impact area

Severity Score	Severity of injury
1 – Very Low	No injury likely e.g. damaged or soiled clothing, minor bruising
2 – Low	Minor injury – Laceration or bruising requiring first aid only
3 – Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, sprain, fracture of small bones of hand or foot.
4 – High	Serious injury including hospitalisation for observation e.g. concussion, fracture of long bones of leg/arm, back/neck injuries, fractured skull.
5 – Very High	Severe injury involving the potential for permanent disability e.g. amputation, loss of sight, spinal injury, fatality.

NB: When we inspect we only see a snapshot of the current condition of the equipment. It is the operator's responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

BS EN 1176:2008 Parts 1-11 (Playground equipment and surfacing)
BS EN 14974 (Facilities for users of roller sports equipment)
BS EN 15312 (Free access multi-sports equipment)
BS 10075 (Specification for Parkour Equipment)

Site Information

Inspection Ref: 313896

Site Ref: 22675

Customer Order No: None

Annual Inspection - 04 November 2016 at 15:15 Inspector: Alan Lingley RPII Annual Inspector

Risk Assessment: **12 - Moderate Risk**



Location: The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access: Generally accessible; an area accessible to most but not all people even when help is at hand.



4 - Very Low Risk

Item: Ancillary Items - Gate - Maintenance
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



8 - Low Risk

Item: Ancillary Items - Kissing Gate
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The opening between the gate and the post is less than 12mm and could trap users fingers - Adjust gate to ensure a 12mm opening all around



6 - Low Risk

Item: Ancillary Items - Gate
Manufacturer: Unknown
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The spring is broken - Replace the spring



4 - Very Low Risk

Item: Ancillary Items - Hedge
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Fencing - Timber
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Fencing - Timber
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



3 - Very Low Risk

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



8 - Low Risk

Item: Ancillary Items - Picnic Table
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The area around the bench has eroded and may become slippery - Reinststate eroded area



3 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Ancillary Items - Litter Bin
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The item is loose in its foundations - Reinstall item to secure



5 - Very Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 3



Finding 1

There are a number of molehills within the area and these may present unforeseen hazards for users - Remove moles by appropriate means, reinstate surfaces to level and maintain the area

Finding 2

There is a rope swing attached to the tree - We advise that this is removed immediately

Finding 3

Signage should be provided as recommended in BS EN 14974; this will include, but not exclusively, the use of the area, a recommendation to wear protective equipment, emergency contact details etc. - Provide signage as recommended by BS EN 14974



8 - Low Risk

Item: Rotor Play - Roundabout
Manufacturer: Husson UK
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3
Life Expectancy: 5 -10 Years



Finding 1

There are gaps opening between the grass mat tiles - Reinstate surface

Finding 2

The bearing on the unit is dry and item difficult to rotate - Service and lubricate the bearing(s)

Finding 3

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



4 - Very Low Risk

Item: Rocking Equipment - Spring Dolphin
Manufacturer: Husson UK
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1
Life Expectancy: 5 -10 Years



Finding 1

There is algae or moss growth on the item - Clean and treat appropriately



12 - Moderate Risk

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Adventure Playgrounds
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 5
Life Expectancy: 5 -10 Years



Finding 1

The use of mixed seats in one bay is not generally recommended but in some circumstances can be justified using risk assessment considering the type and number of users anticipated in the area - Ensure a suitable and sufficient risk assessment has been undertaken

Finding 2

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

Finding 3

The timber on this item has severe rot in a support post - Remove and replace all affected timber sections

Finding 4

The bushes are worn or missing - Replace worn or missing bushes

Finding 5

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



10 - Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Adventure Playgrounds
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 5
Life Expectancy: 5 -10 Years



Finding 1

The unit is easily accessible and has an opening in the barrier to steep play elements in excess of 500mm - Monitor use

Finding 2

There is a toggle entrapment at the top of the slide - Monitor Use

Finding 3

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment

Finding 4

There is severe rot within a timber support post - Replace all affected timbers

Finding 5

There is algae or moss growth on the equipment resulting in slippery conditions - Clean and treat appropriately



6 - Low Risk

Item: Rocking Equipment - Three Way Springer
Manufacturer: Husson UK
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1
Life Expectancy: 5 - 10 Years



Finding 1

The surface has subsided in some areas - Monitor for any further deterioration and repair as required



6 - Low Risk

Item: Multi Use Games Area - Basket Ball Goal
Manufacturer: Not Identified
Surface Type: Tarmac
Equipment Compliance: Yes
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1
Life Expectancy: 3 - 5 Years



Finding 1

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required



8 - Low Risk

Item: Ancillary Items - Shelter
Manufacturer: Hags SMP
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 4
Life Expectancy: 5 -10 Years



Finding 1

The area around the shelter has eroded and may become slippery - Reinstate eroded area

Finding 2

There is some graffiti present - Remove the graffiti

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 4

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint



8 - Low Risk

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified
Surface Type: Tarmac
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 8
Life Expectancy: 5 -10 Years



Finding 1

The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred - Adjust height to ensure a maximum of 5mm change in level

Finding 2

The coping projects more than 12mm and fails the requirements of BS EN 14974 - Monitor use

Finding 3

There is or are fixings missing on the riding surface - Replace all missing fixings

Finding 4

The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974 - Monitor use

Finding 5

The horizontal opening in the barrier is in excess of 89mm and fails the requirements of BS EN 14974 - Monitor use

Finding 6

There is minor damage to the rolling surface - Monitor for any further deterioration and repair as required

Finding 7

There is vertical height difference on the rolling surface in front of the kicker plate of the item - Repair to provide a level transition

Finding 8

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately



8 - Low Risk

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified
Surface Type: Tarmac
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 5
Life Expectancy: 5 -10 Years



Finding 1

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2

There is or are fixings missing on the item - Replace all missing fixings

Finding 3

There is a large gap at the foot of ramp with a vertical height difference exceeding 5 mm - Repair the surface to level

Finding 4

There are large gaps within the rolling surface - Repair the surface

Finding 5

There is offensive graffiti present
- Remove as soon as practicable



8 - Low Risk

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified
Surface Type: Tarmac
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 5
Life Expectancy: 5 -10 Years



Finding 1

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2

The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974 - Monitor use

Finding 3

The coping projects more than 12mm and fails the requirements of BS EN 14974 - Monitor use

Finding 4

There are sharp protrusions beneath the item - Remove the sharp protrusions

Finding 5

The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred - Adjust height to ensure a maximum of 5mm change in level



6 - Low Risk

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 4
Life Expectancy: 3 - 5 Years



Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 2

The goal net fixings are missing - Replace the missing fixings

Finding 3

The goals are not secured into the sockets - Secure the goals against any unauthorised removal

Finding 4

A corner bracket is missing - Replace as required



8 - Low Risk

Item: Other - Cable Runway
Manufacturer: Norfolk Games and Frames
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 5
Life Expectancy: 5 - 10 Years



Finding 1

We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment - Inspect cable every 24 months

Finding 2

The seat suspension cover has been damaged - Monitor for any further deterioration and replace as required

Finding 3

A tree is within the falling space of the starting platform
- Remove the tree

Finding 4

The surface has eroded in some areas - Reinstate the surface

Finding 5

The height of the seat is less than 400mm when partially loaded - Ensure the seat is a minimum of 400mm above ground level when loaded with 130kg



8 - Low Risk

Item: Swings - Basket Swing - Type 1
Manufacturer: Norfolk Games and Frames
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1
Life Expectancy: 5 -10 Years



Finding 1

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



6 - Low Risk

Item: Activity Equipment - Climbing Frame
Manufacturer: Norfolk Games and Frames
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2
Life Expectancy: 5 -10 Years






Finding 1




There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Findings Information

 8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Kissing Gate	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	The opening between the gate and the post is less than 12mm and could trap users fingers		Action: Adjust gate to ensure a 12mm opening all around

 6 - Low Risk (Finding 1)			
Item:	Ancillary Items - Gate	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	N/A
			
Finding:	The spring is broken		Action: Replace the spring



8 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The area around the bench has eroded and may become slippery

Action: Reinstall eroded area



6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The item is loose in its foundations

Action: Reinstall item to secure



4 - Very Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: There are a number of molehills within the area and these may present unforeseen hazards for users

Action: Remove moles by appropriate means, reinstate surfaces to level and maintain the area



5 - Very Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: There is a rope swing attached to the tree

Action: We advise that this is removed immediately



4 - Very Low Risk (Finding 3)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Signage should be provided as recommended in BS EN 14974; this will include, but not exclusively, the use of the area, a recommendation to wear protective equipment, emergency contact details etc.

Action: Provide signage as recommended by BS EN 14974



6 - Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: Husson UK

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There are gaps opening between the grass mat tiles

Action: Reinstate surface



8 - Low Risk (Finding 2)

Item: Rotor Play - Roundabout
Manufacturer: Husson UK

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The bearing on the unit is dry and item difficult to rotate

Action: Service and lubricate the bearing(s)



8 - Low Risk (Finding 3)

Item: Rotor Play - Roundabout
Manufacturer: Husson UK

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



4 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring Dolphin
Manufacturer: Husson UK

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss growth on the item

Action: Clean and treat appropriately



0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Adventure Playgrounds

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: The use of mixed seats in one bay is not generally recommended but in some circumstances can be justified using risk assessment considering the type and number of users anticipated in the area

Action: Ensure a suitable and sufficient risk assessment has been undertaken



6 - Low Risk (Finding 2)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Adventure Playgrounds
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



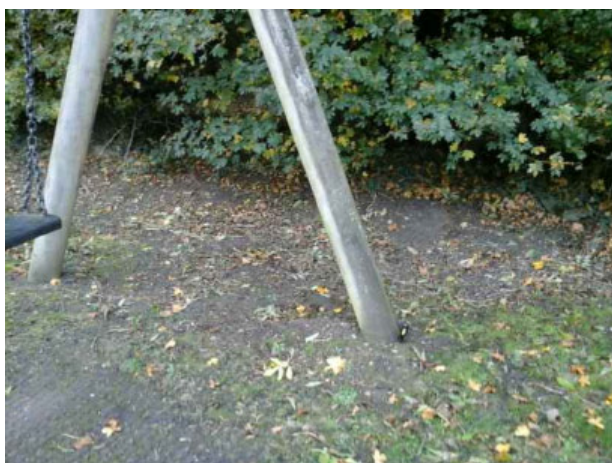
Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required



12 - Moderate Risk (Finding 3)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat **Risk Level:** M - Moderate Risk
Manufacturer: Adventure Playgrounds **Surface:** Grass Matrix Tiles



Finding: The timber on this item has severe rot in a support post

Action: Remove and replace all affected timber sections



8 - Low Risk (Finding 4)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Risk Level: L - Low Risk
Manufacturer: Adventure Playgrounds
Surface: Grass Matrix Tiles

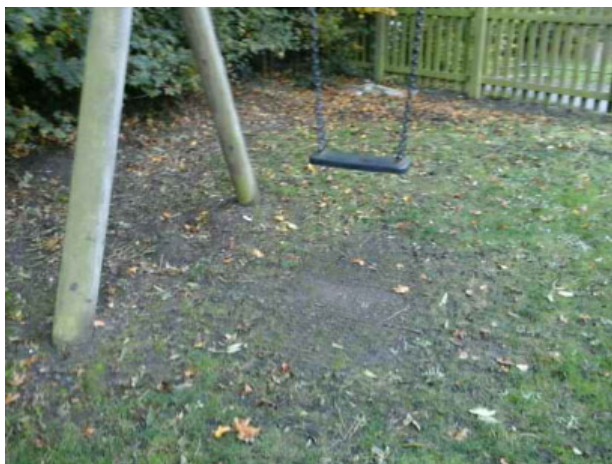


Finding: The bushes are worn or missing
Action: Replace worn or missing bushes



8 - Low Risk (Finding 5)

Item: Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Risk Level: L - Low Risk
Manufacturer: Adventure Playgrounds
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface
Action: Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Adventure Playgrounds

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The unit is easily accessible and has an opening in the barrier to steep play elements in excess of 500mm

Action: Monitor use



5 - Very Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Adventure Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is a toggle entrapment at the top of the slide

Action: Monitor Use



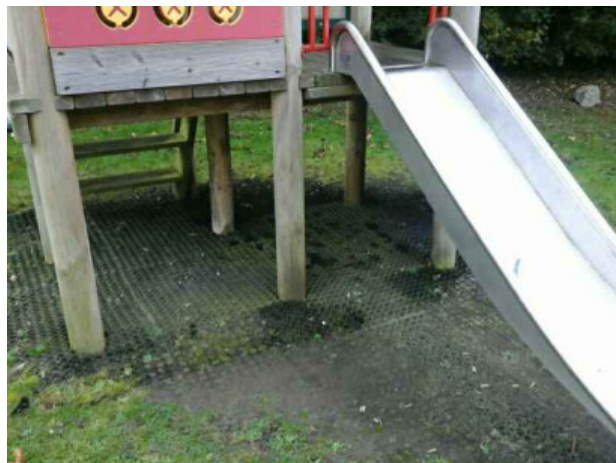
8 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)

Risk Level: L - Low Risk

Manufacturer: Adventure Playgrounds

Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



10 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)

Risk Level: L - Low Risk

Manufacturer: Adventure Playgrounds

Surface: Grass Matrix Tiles



Finding: There is severe rot within a timber support post

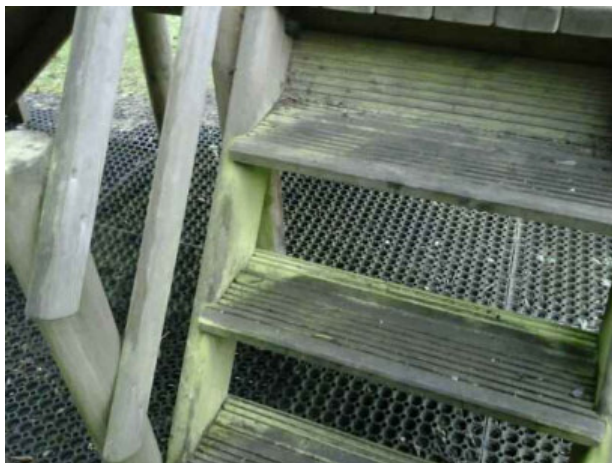
Action: Replace all affected timbers



8 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Adventure Playgrounds

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss growth on the equipment resulting in slippery conditions

Action: Clean and treat appropriately



6 - Low Risk (Finding 1)

Item: Rocking Equipment - Three Way Springer
Manufacturer: Husson UK

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The surface has subsided in some areas

Action: Monitor for any further deterioration and repair as required



6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Basket Ball Goal

Risk Level: L - Low Risk

Manufacturer: Not Identified

Surface: Tarmac



Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required



8 - Low Risk (Finding 1)

Item: Ancillary Items - Shelter

Risk Level: L - Low Risk

Manufacturer: Hags SMP

Surface: Grass



Finding: The area around the shelter has eroded and may become slippery

Action: Reinstate eroded area



2 - Very Low Risk (Finding 2)

Item: Ancillary Items - Shelter
Manufacturer: Hags SMP

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is some graffiti present

Action: Remove the graffiti



6 - Low Risk (Finding 3)

Item: Ancillary Items - Shelter
Manufacturer: Hags SMP

Risk Level: L - Low Risk
Surface: Grass



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers



6 - Low Risk (Finding 4)

Item: Ancillary Items - Shelter
Manufacturer: Hags SMP

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint



8 - Low Risk (Finding 1)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred

Action: Adjust height to ensure a maximum of 5mm change in level



8 - Low Risk (Finding 2)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The coping projects more than 12mm and fails the requirements of BS EN 14974

Action: Monitor use



6 - Low Risk (Finding 3)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is or are fixings missing on the riding surface

Action: Replace all missing fixings



8 - Low Risk (Finding 4)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
Action: Monitor use



5 - Very Low Risk (Finding 5)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Tarmac



Finding: The horizontal opening in the barrier is in excess of 89mm and fails the requirements of BS EN 14974
Action: Monitor use



6 - Low Risk (Finding 6)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is minor damage to the rolling surface

Action: Monitor for any further deterioration and repair as required



6 - Low Risk (Finding 7)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is vertical height difference on the rolling surface in front of the kicker plate of the item

Action: Repair to provide a level transition



8 - Low Risk (Finding 8)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae or moss growth on the surface resulting in slippery conditions
Action: Clean and treat appropriately



8 - Low Risk (Finding 1)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



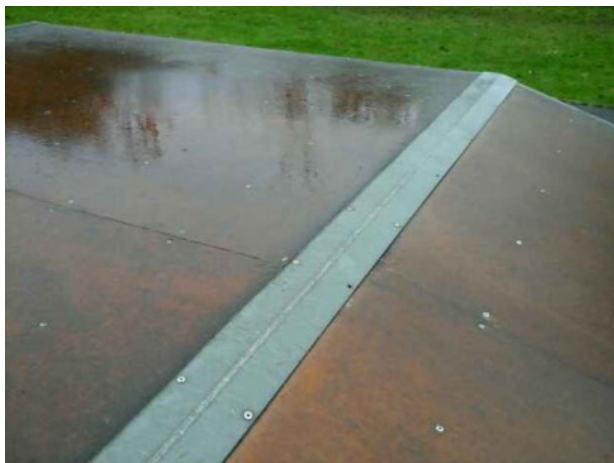
Finding: There is algae or moss growth on the surface resulting in slippery conditions
Action: Clean and treat appropriately



6 - Low Risk (Finding 2)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings



8 - Low Risk (Finding 3)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is a large gap at the foot of ramp with a vertical height difference exceeding 5 mm

Action: Repair the surface to level



6 - Low Risk (Finding 4)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There are large gaps within the rolling surface **Action:** Repair the surface



2 - Very Low Risk (Finding 5)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Tarmac



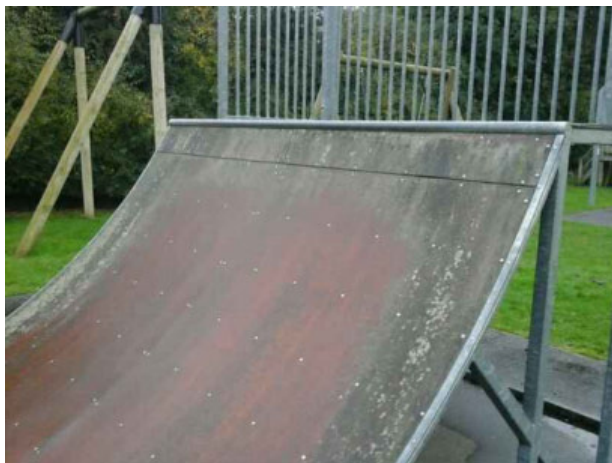
Finding: There is offensive graffiti present **Action:** Remove as soon as practicable



8 - Low Risk (Finding 1)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae or moss growth on the surface resulting in slippery conditions
Action: Clean and treat appropriately



8 - Low Risk (Finding 2)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
Action: Monitor use



8 - Low Risk (Finding 3)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The coping projects more than 12mm and fails the requirements of BS EN 14974

Action: Monitor use



6 - Low Risk (Finding 4)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There are sharp protrusions beneath the item

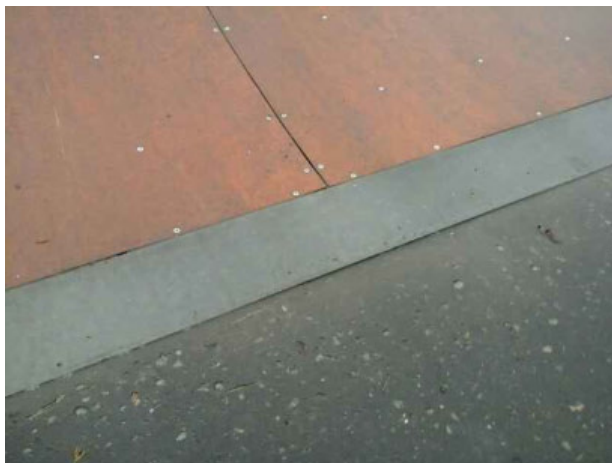
Action: Remove the sharp protrusions



8 - Low Risk (Finding 5)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred

Action: Adjust height to ensure a maximum of 5mm change in level



6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint



6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The goal net fixings are missing

Action: Replace the missing fixings



5 - Very Low Risk (Finding 3)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: The goals are not secured into the sockets

Action: Secure the goals against any unauthorised removal



4 - Very Low Risk (Finding 4)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: A corner bracket is missing

Action: Replace as required



0 - Risk Assessment not Undertaken (Finding 1)

Item: Other - Cable Runway
Manufacturer: Norfolk Games and Frames

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment

Action: Inspect cable every 24 months



6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The seat suspension cover has been damaged

Action: Monitor for any further deterioration and replace as required



6 - Low Risk (Finding 3)

Item: Other - Cable Runway
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: A tree is within the falling space of the starting platform

Action: Remove the tree



6 - Low Risk (Finding 4)

Item: Other - Cable Runway
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The surface has eroded in some areas

Action: Reinstate the surface



8 - Low Risk (Finding 5)

Item: Other - Cable Runway
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The height of the seat is less than 400mm when partially loaded

Action: Ensure the seat is a minimum of 400mm above ground level when loaded with 130kg



8 - Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment



6 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers



6 - Low Risk (Finding 2)

Item: Activity Equipment - Climbing Frame
Manufacturer: Norfolk Games and Frames

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The tree canopy overhangs the equipment and is less than 2.0m away

Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment