

CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
01202 698600
office@corfemullen-tc.gov.uk



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **COMMUNITY SERVICES COMMITTEE**

Time... **19:30**

Date... **Tuesday 13 February 2024**

Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley
Town Clerk & RFO
7 February 2024

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item. **Members of the public wishing to speak should contact the Clerk before 1pm on the day of the meeting.**

Councillors will be discussing all the items listed on the agenda below.

AGENDA

- CS 23/52 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- CS 23/53 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- CS 23/54 Paper A - To Approve minutes of meeting held on 12 September 2023 & 14 November 2023** LGA 1972, sch 12, para 41
- CS 23/55 Paper B - TO FOLLOW - To Approve Accounts for Payment** – a list of payments to be made will be sent out as close to the meeting as possible to ensure as many payments are captured as possible, therefore avoiding delays in payments to providers.

- CS 23/56** **Paper C - To Note Update for Amenities**
- CS 23/57** **Paper D - To Note Update on the Allotments**
- CS 23/58** **Paper E - To Note Update and Approve Quotations for the Cemeteries**
- CS 23/59** **Paper F – To Note Highways Update**
- CS 23/60** **Matters for forthcoming agendas** No decisions can be taken¹
- CS 23/61** **To Agree a date and time for the next meeting** – Meeting to be held on Tuesday 9 April 2024 at 19:30 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.
- CS 23/62** **Close of Meeting**

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



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Minutes of the Community Services Committee held on Tuesday 12 September 2023 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen

Present: **Councillors**
A Craven (Chair)
S Florek
S Jefferies
P Purvis
D Sowry-House

In Attendance: Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

The Chair thanked the Deputy Clerk, Administration Assistant and Nicola Gray, Town Clerk of Wareham Town Council for the additional support given to the Town Council following the Town Clerk's unexpected absence due to a medical emergency.

CS 23/28 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Honeyman and Cllr P Holland who were both unable to attend due to medical reasons.

Apologies were also received and accepted from Cllr A Holland who was unable to attend due to personal commitments.

CS 23/29 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

CS 23/30 Paper A - To Approve minutes of meeting held on 11 July 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 11 July 2023 were **APPROVED**.

CS 23/31 Paper B - To Approve Accounts for Payment

It was **RESOLVED** to **APPROVE** the Accounts for Payment, totalling £12,739.83.

CS 23/32 Paper C - To Note Update and Approve Quotations for Amenities

The Deputy Clerk presented the report, noting the commemorative benches to mark the Coronation of King Charles III had been received and highlighted items requiring approval.

Cllr Purvis noted the reduced capacity of the Town Council office staff during the Town Clerk's absence.

Cllr Craven felt the working party for public consultation for the redevelopment of Corfe Mullen Recreation Ground and Sports Pavilion should be postponed due to reduced staffing capacity. In the meantime, a list to be collated of stakeholders interested in being involved in the working party.

Members discussed the springy bike at the Recreation Ground play area as a result of recent vandalism, and agreed at this stage the budget would be best spent repairing the springy bike.

Cllr Sowry-House informed members that following a recent visit to a wooden play area in Shaftesbury, he felt it would be worthwhile considering wooden materials for future play areas in the village.

Cllr Craven proposed Contractor 3, to carry out the remarking of two disabled car parking bays at Corfe Mullen Recreation Ground Car Park. This was seconded by Cllr Sowry-House, with all members voting in favour.

It was **RESOLVED** to **APPROVE** the following:

- To order a new spring for the Springy Bike at a total cost of £195.53+VAT.
- To install LED bulbs on the two remaining columns in Towers Way at a total cost of £644.98+VAT.
- Contractor 3, South Coast Line Markings Ltd, to carry out the remarking of two disabled car parking bays at Corfe Mullen Recreation Ground Car Park at a total cost of £150.00+VAT.

The update was **NOTED**.

CS 23/33 Paper D - To Note Update and Approve Quotations at the Allotments

The Deputy Clerk presented the report, noting two allotment tenants had requested to swap from half-sized allotment plots to full-sized plots.

Cllr Jefferies shared an update following the Allotment Association Open Day event on 20 August 2023, which herself and Cllr Neil had attended.

It was **RESOLVED** for the allotment tenants to be given the opportunity to swap to a larger or smaller plot, if applicable when a plot became available. This would not affect those residents already on the waiting list.

It was **RESOLVED** the gully across the driveway at the allotment site should be filled with hoggin rather than installing a 'slow down, dip' sign.

The update was **NOTED**.

CS 23/34 Paper E - To Note Update on the Cemeteries

The update was **NOTED**.

CS 23/35 Paper F – To Note Highways Update

The update was **NOTED**.

CS 23/36 Paper G –To Consider and Approve Locations for Beryl Bike Scheme Bays on Town Council Sites

A lengthy discussion took place relating to the locations for Beryl Bike bays. Members raised the following concerns:

- Corfe Mullen Recreation Ground car park was not next to a bus stop meaning users would need to travel to the site before hiring a Beryl Bike.
- Springdale Road Open Space had experienced anti-social behaviour, which could lead to the misuse of Beryl Bikes at this location.
- Both Town Council sites were not well-lit, making them unsafe locations for users.
- Members were disappointed at the lack of communication and consultation regarding all locations for Beryl Bikes within the village.

It was **RESOLVED** to decline Beryl Bike bays at Springdale Road Open Space and Corfe Mullen Recreation Ground and request the siting of all bays within the Village go to public consultation prior to Beryl Bike bay installation.

CS 23/37 Matters for forthcoming agendas No decisions can be taken¹

- Waterloo Valley Traffic Surveys.

CS 23/38 To Agree a date and time for the next meeting – Meeting to be held on Tuesday 14 November 2023 at 19:00 in the small hall of the Village Hall, Towers, Way, Corfe Mullen.

CS 23/39 Close of Meeting at 21:09.

Signed as a correct record of the meeting..... Date

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



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Minutes of the Community Services Committee held on Tuesday 14 November 2023 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen

Present: **Councillors**
A Craven (Chair)
S Jefferies
P Purvis

In Attendance: Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

CS 23/40 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllrs Sowry-House and Florek due to personal commitments and Cllrs A & P Holland and B Honeyman who were unwell.

Due to the meeting not being quorate, as per Standing Orders and the Terms of Reference, the Chair advised the members present that the meeting could not go ahead, therefore no business could be transacted. (LGA 1972 Sch 12 para 12)

Comments on amenities items requiring approval to proceed under agenda items CS 23/44 and 23/48 along with CS 23/43 – Accounts for Payment, would be sought via email outside of the meeting in order to proceed with proposals and process payments to outstanding creditors.

The remaining agenda items would be carried forward to the next scheduled Community Services Committee meeting.

CS 23/50 To Agree a date and time for the next meeting – the date and time of the next meeting will be Tuesday 13 February 2023 at 19:30 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

The Chair thanked those present for their attendance and closed the meeting.

CS 23/51 Close of Meeting at 19:31.

Signed as a correct record of the meeting..... Date



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 February 2024

Agenda Item: CS 23/55

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created directly from Scribe Accounting.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs) DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE the Accounts for Payment totalling £14,289.16.

Accounts for Payment - 13 February 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
818	10.01.2024	£463.38	Equipment	Skyguard Limited T/A Peoplesafe	DD	Lone Working devices x 5 (to be split with CMVH & CMYT)
817	17.01.2024	£553.20	Equipment	Securasite Limited	Card	10 Safety Barriers
816	14.02.2024	£37.27	Materials	Sutcliffe Play South West	IB	Flower play equipment parts at Henbury View Play Area
815	06.02.2024	£350.00	Materials	Ace Reclamation	Card	10 Sleepers for new benches
814	14.02.2024	£141.00	Supplies	Origin Amenity Solutions (Previously known as Rigby Taylor)	IB	Weed/Moss Killer for Tennis Courts
813	14.02.2024	£263.00	Materials	Online Playgrounds	IB	Replacement swing seat and chain for Rec Play Area
812	14.02.2024	£93.00	Waste Collection	Nigel Christopher (NC Services)	IB	Grounds Compound
811	14.02.2024	£65.00	Waste Collection	Nigel Christopher (NC Services)	IB	Grounds Compound
810	14.02.2024	£96.50	Equipment	Longham Garden Machinery Ltd	IB	Shredder Head
809	14.02.2024	£167.91	Maintenance	Longham Garden Machinery Ltd	IB	Lawnmower service
808	14.02.2024	£154.08	Maintenance	Longham Garden Machinery Ltd	IB	Lawnmower service
807	20.02.2024	£475.10	Waste Collection	Dorset Waste Partnership	DD	
806	19.02.2024	£250.74	Advertisement	Dorset Council	DD	Job Vacancies (to be split with CMVH & CMYT)
805	14.02.2024	£22.40	Fire Safety	Chubb Fire Limited	IB	
804	18.02.2024	£47.76	Digital Phone Lines	Buzz Networks Ltd.	DD	
803	14.02.2024	£8.00	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
802	14.02.2024	£10.78	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
801	07.02.2024	£43.30	Materials	Trade Uk (B&Q)	IB	Rec Public Toilets repairs
800	20.02.2024	£48.00	Payroll Subscription	Central Computer Management Ltd	DD	
799	14.02.2024	£25.50	Cleaning	R Evetts	IB	Pavilion Window Cleaning
798	14.02.2024	£10.00	Cleaning	R Evetts	IB	Office Window Cleaning
797	12.02.2024	£85.00	Fuel	UK Fuels Limited	DD	
796	14.02.2024	£1,180.20	Cleaning	Clean Deep Services Limited	IB	All CMTC sites
795	14.02.2024	£768.00	Security	K9 Security (Guarding) Ltd.	IB	Recreation Ground
794	14.02.2024	£30.59	CMYT	Amazon Payments UK Ltd.	IB	To be reimbursed
793	14.02.2024	£11.99	Equipment	Skyguard Limited T/A Peoplesafe	IB	Delivery Charge
792	14.02.2024	£111.00	Room Hire	Corfe Mullen Village Hall	IB	CMTC Meetings
791	14.02.2024	£18.45	CMVH Items	Trade Uk (B&Q)	IB	To be reimbursed
790	14.02.2024	£17.72	CMVH Items	Trade Uk (B&Q)	IB	To be reimbursed
789	14.02.2024	£2.74	Materials	Trade Uk (B&Q)	IB	Screws for balancing beam at Rec Play Area
788	14.02.2024	£67.94	Materials	Sutcliffe Play South West	IB	Flower play equipment parts at Henbury View Play Area
787	14.02.2024	£936.00	Maintenance	Stanner Electrical Contractors	IB	External Security lights at Pavilion
786	14.02.2024	£4,092.87	Utilities	2nd Corfe Mullen Scouts	IB	Water & Electricity for Grounds Unit No 2022-Nov 2023
785	14.02.2024	£1,111.06	Utilities	2nd Corfe Mullen Scouts	IB	Water & Electricity for Grounds Unit Apr 2022- Nov 2022

Accounts for Payment - 13 February 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
784	27.01.2024	£316.08	H&S Services	Peninsula Business Services Limited	DD	
783	14.02.2024	£79.34	Maintenance	Maintain UK Drains Limited	IB	Plumbing works on Allotment site
782	05.02.2024	£4.12	BACs Charges	The Co-Operative Bank	IB	
781	14.02.2024	£1,776.00	Contractor Fees	Bournemouth, Christchurch & Poole Council	IB	Grounds Maintenance
780	14.02.2024	£27.30	CMVH Items	Amazon Payments UK Ltd.	IB	To be reimbursed
773	14.02.2024	£23.99	CMVH Items	Trade UK (Screwfix)	IB	To be reimbursed
772	14.02.2024	£110.26	CMVH Items	Think Signs Ltd.	IB	To be reimbursed
771	14.02.2024	£64.44	Signs	Think Signs Ltd.	IB	Springdale Road Open Space replacement sign
770	14.02.2024	£90.94	Maintenance	Sutcliffe Play South West	IB	Replacement caps for play equipment at Rec
769	24.01.2024	£15.00	Gift	Gail Pape (Women's Institute (WI))	IB	Purchase CMWI 1922-2022 Book to be gifted to CM Library
768	23.01.2024	£12.00	Land Registry Fees	HM Land Registry	Card	Land Registry checks for planning applications
752	14.02.2024	£10.21	Supplies	Amazon Payments UK Ltd.	IB	De-icers for Grounds Team Truck
TOTAL:		£14,289.16				

COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 February 2024



Agenda Item: CS 23/56

Paper: C

Subject:	Amenities Update
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To provide members with an update on the progress of amenities-related work.
Background:	<p>The report provides updates on ongoing amenities-related work.</p> <p>The updates below include some items from the previous meeting of 14 November 2023, which was not held due to not being quorate.</p>
Key Points:	<p>General</p> <ul style="list-style-type: none"> • Coronation Commemorative Benches –The benches have been installed at the Recreation Ground play area as agreed at the Full Council meeting on 28 November 2023. • Benches – Benches at all Town Council sites have been re-stained. • Towers Way Bench – Following irreparable vandalism to the Platinum Jubilee Bench in Towers Way, the bench has been removed. The bench will be replaced with a more robust sleeper bench. Sleepers have been purchased, awaiting construction. • Bus Shelters on Wareham Road opposite Towers Way Co-op & at Windgreen – Quotations were presented at the Full Council meeting on 23 January 2024. Further quotations requested, awaiting response. • Public Consultation for the redevelopment of the Recreation Ground and Sports Pavilion – Working Party established including Cllrs Craven and Sowry-House and other stakeholders to consider the next steps. Work has been paused due to staff absence. • Gym Equipment – It was resolved to investigate quotations for gym equipment to be installed at the Recreation Ground ahead of the 2024/25 budget setting. On 28 November 2023, Council approved contractor, Fresh Air Fitness to conduct a site survey prior to agreeing specific pieces of gym equipment and to investigate grant funding options for the purchasing of the equipment. A site survey has been carried out. Progressing with grant funding applications. • Streetlighting – At the Community Services Committee meeting on 12 September 2023, Council approved updating two columns in Towers Way to LED bulbs. Enerveo was instructed to carry out the works and this was thought to have been completed as reported at the last meeting. It has now come to light that Enerveo did not carry out the works. This has been followed up, awaiting date of installation. • Recreation Ground car park lamp post next to Guide hut is working intermittently. Awaiting repair. • Gully Cleaning – Work on all town Council sites was carried out on 12 October 2023. As a result, there appears to be issues with saturated soakaways at the Town Council Office/Village Hall car park and the Recreation Ground driveway adjacent to the tennis courts. Further investigations have identified the soakaway at the Town Council Office

car park is smaller than required. A quote is being obtained to replace with a more fit-for-purpose soakaway. A quote is being obtained to clear the silt from the soakaway at the Recreation Ground to allow more water flow.

- **Gutter Clearing** – Gutter clearing at all Town Council sites has been completed.
- **Duo Recycling/Waste Bin** – A new duo waste bin has been received, awaiting installation by the Grounds Team at the Recreation Ground play area.
- **Hedge Cutting** – Hedge cutting has been carried out at all Town Council sites.

Play Areas

- **Residents' Complaint** – Summary - visual impact of the newly installed fence from neighbouring property, noise, sight of school refuse bins, children being able to climb newly installed fence and road safety barrier.
 - At the meeting held on 13 June 2023, it was resolved to revisit planting at Henbury View play area in Spring 2024 to allow time for regrowth of current planting.
 - At the meeting held on 14 March 2023, it was resolved for all Town Council play area gates to be painted and/or remain yellow. *To be progressed by the Grounds Team.*
 - Quotation received from Dorset Council Highways for a safety barrier on the footpath/highway adjacent to the gate was approved at Full Council meeting on 23 January 2023. Awaiting date for installation.
- Peninsula Health and Safety annual playground inspections were carried out on 15th, 17th and 22nd November 2023. See **Appendix 1** for feedback and actions which are being progressed by the Grounds team. Playground Actions List – **Appendix 2**
- Replacement timber beam and spiders net have been installed at the Recreation Ground play area.
- New swing to replace baby swing at Recreation Ground which was damaged by vandalism has been installed by Grounds Team.
- **Vandalism** – There has been an increase in vandalism in the parish. The Grounds Team regularly removes graffiti from play equipment, jungle mulch has been damaged, a fire started in the spinning bowl and steel temporary fencing damaged beyond repair. A swing at the Recreation Ground has been removed due to being damaged. The spinney flower at Henbury View has also been dismantled, awaiting some replacement parts. The rock climbing rocks had some screws removed and have since been repaired. Some of these incidents have been captured on CCTV and reported to the police.

Parish Tour

- 2023 tour was carried out over the summer. Feedback shown in **Appendix 3.**

Recreation Ground

- A resident in Old Rectory Avenue whose property backs onto the recreation ground has requested vehicle access to the back of their property to allow removal of large rockery from the site. A date has yet to be agreed with the office.

	<ul style="list-style-type: none"> • At the Full Council meeting on 26 September 2023 it was resolved to approve the remarking of two disabled car parking bays. This has been completed. • Additional lighting to the path and outside the public toilets at the sports pavilion has been installed. • Users of the Sports Pavilion have been struggling to open the door due to issues with the locking mechanism. This has been fixed. • Installation of a new water heater and lagging to the pipes in the Grounds Unit and a new shower unit in the referee room at the Pavilion was completed on 6 November 2023. • The sink in the Pavilion lounge food prep area required repairs and a new tap due to a leak. This has been completed. • The pavilion roof requires repairs to a broken slat. Quotation requested, awaiting response. • Pitch maintenance – Vertidrainage (for relief of compaction; gaseous nutrient release, improve drainage and root development) and quadraplay (4 way aeration, tine raking, brushing and rolling) was carried out on the pitches in January 2024. • The Grounds team has started moss/weed spraying of the tennis courts, to be completed on the next dry day. • Quotations are being obtained for remedial repairs to the tennis courts surfaces. <p>Tree Planting</p> <ul style="list-style-type: none"> • Grounds Team has been nurturing the saplings received from the Woodland Trust. Unfortunately, some of the saplings have not survived with very few left to be planted in the community orchard at the Recreation Ground and Cogdean Elms green space as agreed with Dorset Council. Consideration will need to be given to the aftercare such as watering/mulching and weeding to promote healthy establishment during the first two years. <p>Pit Area</p> <ul style="list-style-type: none"> • Contractor who had been approved to carry out future maintenance of the pit area at the Recreation Ground in February/September each year is no longer in business. Quotations being obtained from alternative contractors. <p>Tree Survey</p> <ul style="list-style-type: none"> • Quotes being obtained for the next phase of tree works as specified in the Tree Survey which was carried out by NB Tree Management in April 2023.
Implications:	<p>All outside items are weather dependent.</p> <p>Costs incurred for signage, materials, use of contractors and equipment.</p> <p>All items deemed to be a Health & Safety risk should be progressed as soon as practicably possible.</p> <p>Reduction in Grounds team resource to carry out work following retirement of Head Groundsman, one part-time Assistant Groundsman and one team member on long term sick.</p>

	Antisocial behaviour at Henbury View play area needs to be considered when agreeing planting, as previously drug paraphernalia has been found at the site due to the lack of visibility from high planting. There is no budget in 2023/24 set aside for planting at Henbury View Play Area.
Recommendation:	To NOTE the update.

Mrs Catherine Horsley
Corfe Mullen Town Council
Council Office
Towers Way
Corfe Mullen
Wimborne
BH21 3UA

17 November 2023

Our Ref: VSR002/COR374

Dear Catherine,

Re: Health and Safety Service Visit – Outdoor Play Equipment Inspection

Locations Visited:

- Towers Way Play Area, BH21 3UA
- Henbury Play Area, BH21 3TR
- Badbury View Recreation Ground & Wheel Park, BH21 3HU

Visit Date: 17 November 2023

Outdoor Play Equipment Inspections –

The main objective of my visit to the three locations listed above was to undertake a **visual routine assessment** of your play area equipment and environment in line with RoSPA and BS 1176. This assessment does not meet the requirements identified in an annual inspection.

In addition, I assessed the play areas to ascertain whether your legal duties under Section 3 of the Health and Safety at Work etc. Act 1974 (duty to, so far as is reasonably practicable, protect non-employees who may be affected by your organization’s provisions / activities) are being fulfilled.

My observations, recommended actions and supporting photographs are listed in Appendices 1 to 3 below.

- **Appendix 1** – Towers Way Play Area
- **Appendix 2** – Henbury Play Area
- **Appendix 3** – Badbury View Recreation Ground & Wheel Park

Appendix 4 included at the bottom of this report is a RoSPA ‘Playground equipment routine preventive maintenance checklist’, which can be utilized to record routine maintenance of the equipment and surfaces, in addition to the internal weekly and monthly checks, undertaken by your Grounds Maintenance employees.

The following documentation relating to employee training was also viewed.

Register of Play Inspectors International Ltd

Philip Jessiman Date of Issue 19/10/2023 – Expiry Date: 19/10/2026

Michael White Date of Issue 14/02/2022 – Expiry Date: 08/02/2025

Philip Willis Date of Issue 14/02/2022 – Expiry Date: 08/02/2025

The following documentation relating to New Installations was viewed.

Post Installation Inspection Certificate – Lappset Rotator 137043M dated: 07/09/2022.

I would like to thank you for your time during my visit and remind you that should you require advice on this report, or any other health and safety issue then please contact our 24-Hour Advice Service; by phone on 0844 892 2785 (option 1) or by email to handsadvice@peninsula-uk.com. If they are unable to resolve the question it will be passed to me.

Yours sincerely,



Kevin Brodie CMIOSH, TIFireE, OSHCR
Principal Health and Safety Consultant

Sent by e-mail to: Catherine Horsley (catherinehorsley@corfemullen-tc.gov.uk)

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.

It has been based on observations, and written and oral information provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which was reasonably accessible to our Consultant at the time of the visit.

This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).

Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Towers Way Play Area, BH21 3UA

PLAYGROUND EQUIPMENT OPERATIONAL CHECKS

EN 1176 specifies that this inspection should be at every 1-3 months or as specified in the manufacturer's instructions. The frequency depends on amount and intensity of use in the area and equipment's durability.

Playground equipment: Swing (x 2 seats)

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts viewed were tight and did not display signs of fatigue.
Are hangers for swings firmly in place and showing no signs of wear?	✓			The hangers are in good condition.
Is all equipment structurally sound?	✓			When assessed. I found no structural concerns.
Are swing seats in good condition?	✓			The seating viewed was in good order, with no signs of excessive wear.
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		Observations: The chains displayed signs of surface rust. Recommendations: Monitoring checks to be carried out and if deterioration increases the chains must be replaced by new items. Photo: TWP001
Are metal structures free from corrosion and damage?	✓			The supporting structure is in good condition and did not show signs of movement when tested.
Are ground supports secure?	✓			Ground supports did not move when prompted.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			In relation the swing, the ground underfoot was in good clear condition.
Is the play surface under swings level and showing no signs of wear?	✓			Surface under the swing was level.
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmer at ground level?			✓	

Item	OK	Action required	N/A	Comments
<p>Photographic evidence and Description</p>				
				<p>Identification Number & Description</p>
<p>TWP001</p> <p>Chains showing signs of oxidation on the surface of links, D Shackles also displaying signs of oxidation. Nylon collars viewed were in a good condition.</p>				

Playground equipment: Metal Off Centre Rotating Seat

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts, when checked were tight.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment seemed structurally sound and did not deviate from its intended rotation route.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?				The moving parts were in good condition with no visible signs of fatigue.
Are metal structures free from corrosion and damage?	✓			There were no signs of significant corrosion or damage that would affect the structural integrity of the play equipment.
Are ground supports secure?	✓			The play equipment is firmly anchored to the ground.
Are floors and platforms in good condition and secure?	✓			The seating bowl is in good condition with no sharp edges.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?			✓	
Is the play surface under swings level and showing no signs of wear?	✓			The play surface under the seating dish is in good condition.
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	



Photographic evidence and Description

Identification Number & Description	Photo

Playground equipment: Stand Up Rotator

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts, when inspected were tight.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment seemed structurally sound and did not deviate from its intended rotation route.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			The moving parts were in good condition with no visible signs of fatigue.
Are metal structures free from corrosion and damage?	✓			There were no signs of significant corrosion and the protective cover on the top handle has been replaced.
Are ground supports secure?	✓			The play equipment is firmly anchored to the ground.
Are floors and platforms in good condition and secure?	✓			The standing platform did not show signs of fatigue or damage.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			There were no signs of detritus around the play equipment.
Is the play surface under swings level and showing no signs of wear?	✓			The play surface under the play equipment is in good condition.
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	



Photographic evidence and Description

Identification Number & Description	Photo

Playground equipment: Four Seat See-Saw

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓			The wooden components were in good condition.
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts when checked were tight.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment seemed structurally sound and did not deviate from its intended vertical movement.
Are swing seats in good condition?	✓			The seating is in good condition with no splinters or discolouration.
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			All moving parts (spring coils) were in good condition and securely fastened.
Are metal structures free from corrosion and damage?	✓			There were no signs of significant corrosion or damage that would affect the structural integrity of the play equipment.
Are ground supports secure?	✓			The play equipment is firmly anchored to the ground.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			There were no signs of detritus around the play equipment.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	
				
Photographic Evidence and Description				
Identification Number & Description			Photo	

Playground equipment: Yellow & Grey Fort

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?	✓			All handholds, guiderails, ramp, and slide were in good condition.
Are all bolts secure and tight?	✓			All bolts when checked were tight.
Are hangers for swings firmly in place and showing no signs of wear?	✓			The green frame to the rear was in a good state of repair.
Is all equipment structurally sound?	✓			The equipment seemed structurally sound
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		Observation: The rotating observation binoculars moved freely; however, this has generated a pinch hazard for small fingers. Recommendation: Repair the rotating binoculars so the pinch hazard is removed or remove rotating binoculars. See picture TWP002
Are metal structures free from corrosion and damage?	✓			There were no signs of significant corrosion or damage that would affect the structural integrity of the play equipment.
Are ground supports secure?	✓			The play equipment is firmly anchored to the ground.
Are floors and platforms in good condition and secure?	✓			The floors and platforms on the fort were all secure and did not show signs of fatigue or damage.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			All surfaces were in good condition with no signs of glass or detritus underneath.
Is the play surface under swings level and showing no signs of wear?	✓			The surface underneath is level and did not show signs of wear.
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	

	
Photographic evidence and Description	
Identification Number & Description	Photo
<p style="text-align: center;">TWP002</p> <p>Pinch hazard caused by excessive movement of rotating binoculars</p>	

Miscellaneous

Fencing – Whilst fencing appears to be in good condition, the following items were noted during the inspection.

Observations:

The Basketball Unit fencing structure appears to be missing a protective cover on the bottom back fence. See supporting photographs TWP003.

Gates – Whilst the gates looked in good condition with no signs of visible damage, the flowing issue was noted during the visit.

Observation:

The main entrance gate does not close fully.

Recommendation:

Adjust the yellow main entrance gate to close fully. See supporting photograph TWP004.

Ground – The ground conditions and protective flooring material looked in good condition.

Bins – At the time of the visit the bins were in good condition.

Photographic evidence and Description	
Identification Number & Description	Photo
TWP003 Middle protective cover missing from basketball court.	
TWP004 The yellow gate identified as the main entrance and exit from the play park does not close fully from any angle of closure.	

Henbury Play Area, BH21 3TR

PLAYGROUND EQUIPMENT OPERATIONAL CHECKS

EN 1176 specifies that this inspection should be at every 1-3 months or as specified in the manufacturer's instructions. The frequency depends on amount and intensity of use in the area and equipment's durability.

Playground equipment: Trampoline

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			The bolts securing the spring netting were tight.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The protective surround and netting did not display signs of damage or wear.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			All moving parts, notably the netting link joints did not show signs of wear or fatigue.
Are metal structures free from corrosion and damage?	✓			The metal joint pins did not show signs of corrosion / oxidation.
Are ground supports secure?	✓			The trampoline was secured to the ground.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?		✓		Observations: The recess for the trampoline has a build-up of leaves and detritus. Recommendations: Periodically clear the recess of leave and detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	

Photographic evidence and Description	
Identification Number & Description	Photo
	

Playground equipment: Climbing Mat

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?	✓			The climbing handholds were secure and did not move when tested.
Are all bolts secure and tight?	✓			The bolts securing each hand hold did not rotate when prompted
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			There was no movement in the mat itself when pulled.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			The securing bolts did not show signs of significant oxidation.
Are ground supports secure?	✓			All ground supports seemed secure.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The angled ascent / descent area did not show signs of weeds, rubbish, or broken glass.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	



Photographic evidence and Description

Identification Number & Description	Photo

Playground equipment: Green Stand-up Twister

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All securing bolts and welds viewed were in good condition.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The play equipment, when viewed did not display any structural weakness.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			The unit rotated freely with no rough spots during its rotation.
Are metal structures free from corrosion and damage?	✓			No corrosion was viewed.
Are ground supports secure?	✓			The play equipment was securely anchored to the ground.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			There was no build-up of detritus around the play equipment.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	
				
Photographic evidence and Description				
Identification Number & Description			Photo	

Playground equipment: Grey, Green & Yellow Small Fort

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	No visible signs of damage.
Are ladder rungs and handholds in good order?	✓			All ladder runs and handholds were in good order.
Are all bolts secure and tight?	✓			All securing bolts were tight and in good condition.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment was structurally sound and did not display movement.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			The rotating binoculars moved freely.
Are metal structures free from corrosion and damage?	✓			No corrosion was viewed.
Are ground supports secure?	✓			The ground supports did not display signs of movement when prompted.
Are floors and platforms in good condition and secure?	✓			The floors and platforms on the fort were all secure and did not show signs of fatigue or damage.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			There was no build-up of detritus around the play equipment.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	
				
Photographic evidence and Description				
Identification Number & Description			Photo	

Playground equipment: Sunflower Stand (Equipment has been removed from site)

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			The anchorage bolts were tight
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The remaining sections looked to be structurally sound
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			no corrosion was viewed on the remaining section.
Are ground supports secure?	✓			The ground support was secure
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			There was no build-up of detritus around the play equipment.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	
				
Photographic evidence and Description				
Identification Number & Description			Photo	
Equipment removed and capped off.				

Playground equipment: Basket Swing

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts and connecting devices were tight.
Are hangers for swings firmly in place and showing no signs of wear?	✓			Both hangers for the swing were securely attached and the bolts were not loose.
Is all equipment structurally sound?	✓			The equipment looked structurally sound.
Are swing seats in good condition?	✓			The basket seat was in good condition.
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		Observation: The plastic protective eye cover still displayed damage. Recommendation: Replace / protect rope eye protector. See pic HPA001
Are metal structures free from corrosion and damage?	✓			The structure was free from corrosion.
Are ground supports secure?	✓			The play equipment is securely anchored to the ground.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The surface beneath the basket swing is free from detritus.
Is the play surface under swings level and showing no signs of wear?	✓			The surface beneath the basket swing is level and in good condition.
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	

Photographic evidence and Description	
Identification Number & Description	Photo
<p data-bbox="395 629 592 658">Photo HPA001</p> <p data-bbox="156 696 833 797">The protective rope eye sleeve is damaged and has the potential to injure and playpark user and damage the rope eye.</p>	 <p data-bbox="954 629 1302 1088">A close-up photograph showing a metal rope eye sleeve that is severely damaged and frayed. The sleeve is attached to a thick black rope. The background shows a playground setting with a red and white circular structure and a metal fence.</p>



Playground equipment: Yellow & Grey Large Fort

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?		✓		Observations: Areas of wooden support displays cracks. Recommendations: Crack has increased in size since last inspection – replace support. See photo HPA002
Are ladder rungs and handholds in good order?	✓			The steps and banisters were in good order.
Are all bolts secure and tight?	✓			Securing bolts were seen to be secure and free from movement.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment did not display any large signs of movement that would be associated with a lack of structural stability.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			The slide components did not display any signs of fatigue or corrosion.
Are ground supports secure?	✓			The ground supports did not move when prompted.
Are floors and platforms in good condition and secure?		✓		Observations: While the platforms have received a coat of paint, they still exhibit signs of fatigue, notably, the drop of the platform, which has produced a significant drop from the supporting crossmember to the platform itself. Recommendations: Replace the fatigued elements to maintain the integrity and profile of the platform. See photo HPA003.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The underside of the fort was clear of detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and			✓	

structurally sound and secure?			
Are fence posts free from damage by strimmer at ground level?			✓
			
Photographic evidence and Description			
Identification Number & Description		Photo	
<p style="text-align: center;">HPA002</p> <p>The slide lower support anchor is displaying larger signs of cracks.</p>			
<p style="text-align: center;">HPA003</p> <p>The platform has dropped away from the crossmember support producing a significant drop from the support to the platform.</p>			

Playground equipment: Rope Bridge

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓			The wooden structure looked to be in good condition.
Are ladder rungs and handholds in good order?	✓			The rope runs and rope hand lines are all in good order.
Are all bolts secure and tight?		✓		Observations: There are some bolts that rotate in their hole and threads can be seen on a few. Recommendations: Ensure all bolts are tightened to the correct torque for their role. See Photo HPA004
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The structure displayed no significant signs of movement when prompted.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		See "Are all bolts secure and tight?"
Are metal structures free from corrosion and damage?	✓			All metal sections were in good order and did not display signs of corrosion.
Are ground supports secure?	✓			The play equipment is securely fastened to the ground.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The area beneath the rope bridge was clear of detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	

	
Photographic evidence and Description	
Identification Number & Description	Photo
HPA004 Rotating bolts reduce the lifespan of the bolt and wooden housing, this also causes inconsistent tension in the attached rope.	

Miscellaneous

Fencing – The fencing is new, encompasses the whole site and is constructed from galvanised metal fencing, which conforms to BS EN1176.

Gates – The gates looked in good condition with no signs of visible damage and closed under their own, however, the flowing issue was noted during the visit.

Observation:

The main entrance gate wedges on the ground to the front of the gate.

Recommendation:

Adjust the yellow main entrance gate to allow the gate to close from the widest opening angle.

Ensure all gates self-close, this will reduce the risk of an animal (dog) getting in and fouling the location.

Ground – The ground conditions and protective flooring material looked in good condition.

Benches – The benches were in good condition and secured from movement.

Bins – The bin is new and has no external damage, however the securing jubilee clips have not been cut to fit the fixing point width.

Observation:

The jubilee clip has not been suitably adjusted, with the excess removed. This could lead to a cut or laceration of the lower leg when in close proximity to the bin in the car park area.

Recommendation:

Remove the excess section of the jubilee clip located in the car park area.

Steps – the steps handrail has loose rope connectors in the centre.

Observation:

Loose handrail rope connectors.

Recommendation:

Tighten rope end connectors to stop movement.

Photographic evidence and Description	
Identification Number & Description	Photo
<p>HPA005 Jubilee clip poorly adjusted with tail section still in place.</p>	
<p>HPA006 Handrail for steps displayed rotating and unscrewing rope connectors.</p>	

Badbury View Recreation Ground & Wheel Park, BH21 3HU PLAYGROUND

EQUIPMENT OPERATIONAL CHECKS

EN 1176 specifies that this inspection should be at every 1-3 months or as specified in the manufacturer's instructions. The frequency depends on amount and intensity of use in the area and equipment's durability.

Playground equipment: Metal Off Centre Rotating Seat

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓		✓	
Are ladder rungs and handholds in good order?	✓		✓	
Are all bolts secure and tight?	✓			All bolts, when checked were tight.
Are hangers for swings firmly in place and showing no signs of wear?	✓			
Is all equipment structurally sound?	✓			The equipment seemed structurally sound and did not deviate from its intended rotation route.
Are swing seats in good condition?	✓		✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			The moving parts were in good condition with no visible signs of fatigue.
Are metal structures free from corrosion and damage?	✓			There were no signs of significant corrosion or damage that would affect the structural integrity of the play equipment.
Are ground supports secure?	✓			The play equipment is firmly anchored to the ground.
Are floors and platforms in good condition and secure?	✓			The seating bowl is in good condition with no sharp edges.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓		✓	
Is the play surface under swings level and showing no signs of wear?	✓			The play surface under the seating dish is in good condition.
Is fencing in good condition and structurally sound and secure?	✓		✓	
Are fence posts free from damage by strimmers at ground level?	✓		✓	



Photographic evidence and Description

Playground equipment: Swing Sets

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓			The wooden supports looked to be in good condition and has a consistent paint coat.
Are ladder rungs and handholds in good order?		✓		Observation: Some of the base bolts did not have their protective plastic caps on. Recommendation: Ensure all structural bolts have protective plastic caps fitted to stop attack from the elements. See photos BVRG001.
Are all bolts secure and tight?	✓			Bolts attaching the baseplate to the ground anchors were observed being tight and did not move.
Are hangers for swings firmly in place and showing no signs of wear?	✓			All hangers were seated firmly with no signs of significant wear.
Is all equipment structurally sound?	✓			The swing frames seemed to be in sound condition with no excess movement.
Are swing seats in good condition?	✓			The seats were in good condition.
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		Observation: Two connector bolts for the swings displayed signs of corrosion. Recommendation: Ensure swing connector bolts are checked for structural strength or replaced at the earliest opportunity. See photo BVRG002.
Are metal structures free from corrosion and damage?	✓			Non-consumable metal items of the structure did not display significant amounts of corrosion.
Are ground supports secure?	✓			the ground supports viewed were secure.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The areas around the swings were free from detritus.
Is the play surface under swings level and showing no signs of wear?	✓			The area directly under the swings were in good condition.
Is fencing in good condition and structurally sound and secure?			✓	

Item	OK	Action required	N/A	Comments
Are fence posts free from damage by strimmer at ground level?			✓	
Photographic evidence and Description				
Identification Number & Description			Photo	
BVRG001 Missing protective bolt caps				
BVRG002 Still displaying corrosion on the connector bolt for the swing chain				

Playground equipment: Yellow Fort with Tube & Slide

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓			Wooden services seemed to be in sound condition. See BVRG003
Are ladder rungs and handholds in good order?	✓			Ladder and handholds were in sound condition and secured.
Are all bolts secure and tight?	✓			Bolts viewed were tight and secure.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?		✓		Observation: The structure dips down at one end. Recommendation: You must investigate the ground conditions for the side of the structure as this seems to be dipping down. Ensure any remedial action is taken to stop further movement.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			The slide components did not display signs of corrosion.
Are ground supports secure?		✓		See <i>"Is all equipment structurally sound?"</i>
Are floors and platforms in good condition and secure?	✓			Plastic tubing has been repaired no other holes identified. See BVRG004
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			Areas under the play equipment were free from detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	

Item	OK	Action required	N/A	Comments
				
Photographic evidence and Description				
Identification Number & description			Photo	
<p style="text-align: center;">BVRG003 Picture displaying the replacement of damaged components.</p>				
<p style="text-align: center;">BVRG004 Holes now filled in.</p>				

Playground equipment: Balance Circuit

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?		✓		<p>Observation: Various sections of wood along the length of multiple sections show signs of rot and fatigue.</p> <p>Recommendation: Rotten sections should be removed and replaced. Salvageable sections must be protected from future corrosion by applying a protective coat. See Photos BVRG005</p>
Are ladder rungs and handholds in good order?	✓			Handholds were in good order.
Are all bolts secure and tight?		✓		<p>Observation: Various bolts and top caps were loose, of note was the balance beam that moves, identifying loose mounting bolts.</p> <p>Recommendation: All loose items must be tightened up or replaced at the earliest opportunity. See photo BVRG006</p>
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?		✓		<p>Observation: A few sections displayed movement; this may be due to lose bolts.</p> <p>Recommendation: Investigate the reason why the structure has movement. Rectify.</p>
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?		✓		<p>Observation: Some of the metal components were viewed with their protective cover being rubbed off.</p> <p>Recommendation: Reapply protective covering to all metal components that require it.</p>

Item	OK	Action required	N/A	Comments
Are ground supports secure?	✓			The play equipment is anchored to the ground.
Are floors and platforms in good condition and secure?		✓		See <i>"Are all bolts secure and tight?"</i>
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			Areas surround the equipment was free from detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	
				
Photographic evidence and Description				
Identification Number and description	Photo			
BVRG005 Deterioration of wood reducing the structural strength of that specific section of the balance equipment				
BVRG006 Loose capping and bolts and excessive movement in vertical supports				

Playground equipment: Large Yellow Fort with Two Slides

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓			No damaged or splintered wooden sections were viewed.
Are ladder rungs and handholds in good order?	✓			Ladder rung and handholds looked to be in good order
Are all bolts secure and tight?	✓			All tight
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment seems to be structurally sound.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			The metal components were free from corrosion and damage.
Are ground supports secure?	✓			The ground supports were secure.
Are floors and platforms in good condition and secure?				Areas of deterioration of wood have been replaced.
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The ground beneath the play equipment was free from a build-up of detritus
Is the play surface under and next to the equipment level and showing no signs of wear?		✓		<p>Observation: The ground in close proximity to the equipment has been worn away causing a potential trip hazard.</p> <p>Recommendation: Fill in hole up to the surrounding ground level and compact to stop sinking again due to consolidation. See picture BVRG007.</p>
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	

Item	OK	Action required	N/A	Comments
				
Photographic evidence and recommendations				
Photo and Identification Number			Recommendation	
BVRG007 Hole with water accumulation, potential trip hazard				

Playground equipment: Lappset Rotator

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?				Surrounding seating has been removed.
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts viewed were tight
Are hangers for swings firmly in place and showing no signs of wear?	✓			New item of play equipment. Installation certificate viewed in 2022.
Is all equipment structurally sound?	✓			the equipment was securely anchored to the ground
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			Installation certificate viewed in 2022.
Are ground supports secure?	✓			Ground support was secure
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The area surrounding the play equipment was clear of detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by trimmers at ground level?			✓	Surrounding seating has been removed.
				
Photographic evidence and Description				
Identification Number & Description			Photo	

Playground equipment: Gold Octagonal Climbing Frame

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?		✓		<p>Observation: The wooden supports displayed wooden damage halfway up.</p> <p>Recommendation: Ensure areas of damage on the vertical support columns are protected from further damage. See photo BVRG008.</p>
Are ladder rungs and handholds in good order?	✓			All handholds and climbing apparatus were in good order.
Are all bolts secure and tight?	✓			All bolts were tight
Are hangers for swings firmly in place and showing no signs of wear?	✓			Hangers for the rope section was firmly in place and did not show signs of wear.
Is all equipment structurally sound?	✓			The equipment looked structurally sound.
Are swing seats in good condition?			✓	
Are chains, ropes and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		<p>Observation: The plastic coating covering the rope support is damaged and has the potential to cause a laceration injury.</p> <p>Recommendation: Ensure all plastic coatings displaying signs of damage are replaced. See photo BVRG009.</p>
Are metal structures free from corrosion and damage?	✓			Metal components were free from corrosion and did not display signs of damage.
Are ground supports secure?	✓			The ground supports looked secure.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The area beneath the play equipment was free from detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	

<p>Photographic evidence and recommendations</p>		
<p>Photo and Identification Number</p>	<p>Recommendation</p>	
<p>BVRG008</p> <p>Wooden vertical support columns displaying damage, which can lead to the splintering of the wood.</p>		
<p>BVGR009</p> <p>Damaged plastic coating on rope support</p>		

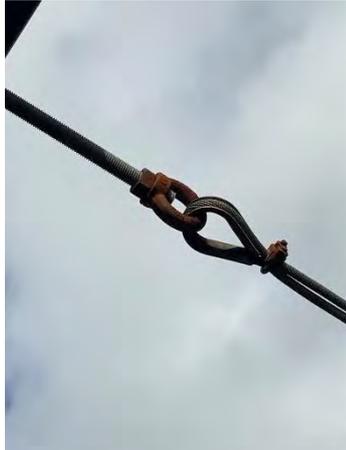
Playground equipment: Green 2 Seat See-Saw

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?			✓	
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?		✓		<p>Observation: The pivot point of the see-saw moves excessively and has exposed a pinch hazard.</p> <p>Recommendation: Tighten the pivot point of the See-saw to stop the exposure of play equipment users to the pinch hazard. See photo BVRG010.</p>
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment looks structurally sound.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?			✓	
Are metal structures free from corrosion and damage?	✓			Metal parts did not display corrosion.
Are ground supports secure?	✓			The equipment is securely fixed to the ground.
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The area that surrounds the play equipment is free from detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	

	
Photographic evidence and recommendations	
Photo and Identification Number	Recommendation
BVRG010 The pivot point of the see-saw displayed overly large movement and exposed a pinch hazard	

Playground equipment: Zip Slide

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?	✓			The wooden supports looked in good condition.
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts viewed looked tight (could not reach Steel Wire Rope Clamps).
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment looked structurally sound.
Are swing seats in good condition?	✓			The seat looked in good condition.
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?		✓		<p>Observation: The rope attachment components looked like they had corrosion and the clamps have been fitted incorrectly with one end alternating.</p> <p>Recommendation: Investigate the corrosion on the Steel Wire rope clamps and securing eyes, remove or replace. Refit rope clamps correctly. See photos BVRG011, BVRG012</p>
Are metal structures free from corrosion and damage?	✓			The fixed metal structures did not display signs of corrosion or damage.
Are ground supports secure?	✓			The ground supports looked secure.
Are floors and platforms in good condition and secure?		✓		<p>Observation: The take-off area on the zip wire still displays damage repair that could cause a trip.</p> <p>Recommendation: Repair the take-off area to reduce the trip hazard from pushers. See photo BVRG013</p>
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The surrounding area of the equipment was free from detritus
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by			✓	

strimmers at ground level?				
Photographic evidence and recommendations				
		Photo and Identification Number	Recommendation	
BVRG011 Rope anchorage eye is covered in corrosion				
BVRG012 Incorrect fitment of Steel Wire Rope clamps				
BVRG013 Damage to take off area on the zip line				

Playground equipment: Ride on bouncers x 2

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?				Both seats looked to be in good condition.
Are ladder rungs and handholds in good order?			✓	
Are all bolts secure and tight?	✓			All bolts viewed were tight.
Are hangers for swings firmly in place and showing no signs of wear?			✓	
Is all equipment structurally sound?	✓			The equipment was securely anchored to the ground and the bolts were tight.
Are swing seats in good condition?			✓	
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?	✓			the coil springs looked to be in good condition with no signs of fatigue.
Are metal structures free from corrosion and damage?	✓			No corrosion of significance was identified.
Are ground supports secure?	✓			Ground support was secure
Are floors and platforms in good condition and secure?			✓	
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			The area surrounding the play equipment was clear of detritus.
Is the play surface under swings level and showing no signs of wear?			✓	
Is fencing in good condition and structurally sound and secure?			✓	
Are fence posts free from damage by strimmers at ground level?			✓	
				
Photographic evidence and Description				
Identification Number & Description			Photo	

Playground equipment: Skate Park

Item	OK	Action required	N/A	Comments
Are concrete surfaces damaged, splintered or deteriorating?		✓		<p>Observation: A section of concrete is missing from one of the lower drop-in ramp corner.</p> <p>Recommendation: Repair the corner with the missing concrete patch. See photo BVRG014.</p>
Are all bolts secure and tight?				All bolts and screws observed were tight
Is all equipment structurally sound?	✓			All concrete and metal looked structurally sound.
Are metal structures free from corrosion and damage?	✓			All metal components looked free from corrosion.
Are ground supports secure?			✓	
Are floors and platforms in good condition and secure?		✓		See “Are all bolts secure and tight?”
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?	✓			All play surfaces were free from detritus.
Is accompanying concrete structures in good order and structurally sound and secure?	✓			All accompanying structures were in good order.
Photographic evidence and recommendations				
Photo and Identification Number			Recommendation	
BVRG014				
A section of concrete is missing from one of the lower drop-in ramp corner.				

Miscellaneous

Gates – Whilst the gates looked in good condition with no signs of visible damage, the following issue was noted during the visit, there is a potential pinch hazard relating to the draw latch and there was no closer device fitted.

Observation:

The main entrance gate latch can catch skin when closed.

Recommendation:

Adjust the main entrance gate latch to stop the pinch hazard.

See photo BVRG015.

Ensure all gates self-close, this will reduce the risk of an animal (dog) getting in and fouling the location.

Ground – The ground conditions were wet at some points such as next to the hedge line.

Benches – The benches displayed signs of deterioration and wear.

See photo BVRG016.

Photographic evidence and Description	
Identification Number & Description	Photo
BVGR015 Potential pinch hazard identified in the main access gate.	
BVRG016 Benches displaying signs of wear.	

PLAYGROUND EQUIPMENT OPERATIONAL AND MAINTENANCE CHECKS

Part 1. Playground equipment routine operational inspection checks

EN 1176 specifies that this inspection should be at every 1-3 months or as specified in the manufacturer's instructions. The frequency depends on amount and intensity of use in the area and equipment's durability

Item	OK	Action required	N/A	Comments
Are timber surfaces damaged, splintered or deteriorating?				
Are ladder rungs and handholds in good order?				
Are all bolts secure and tight?				
Are hangers for swings firmly in place and showing no signs of wear?				
Is all equipment structurally sound?				
Are swing seats in good condition?				
Are chains and moving parts in good condition, links showing no signs of wear with connectors properly fitted and secure?				
Are metal structures free from corrosion and damage?				
Are ground supports secure?				
Are floors and platforms in good condition and secure?				
Are play surfaces in good condition and free from weeds, rubbish, broken glass, algae, etc?				
Is the play surface under swings level and showing no signs of wear?				
Is fencing in good condition and structurally sound and secure?				
Are fence posts free from damage by strimmers at ground level?				

Operational check completed by ...

on date ...

Part 2. Playground equipment routine preventive maintenance checklist

Routine maintenance of the equipment and surfaces is required to maintain the safety of equipment and surfaces and prolong its life. A 3 monthly routine is suggested as appropriate for most situations. As a minimum it should meet the manufacturer's requirements for each piece of equipment. EN1176 says that the frequency should take account of local conditions.

Item	Action taken		N/A	Comments
	Yes	No		
Check all structures for integrity.				
Check all posts for damage.				
Check all fixings and fittings. Remove caps and covers to check.				
Replace any damaged fittings, missing caps and covers.				
Check ropes for wear and security. Remove any covers or protection to give clear access. Replace on completion of the checks.				
All moving parts should be checked and lubricated; loose fittings should be tightened.				
Check that play surfaces are in good condition. Remove any weeds, rubbish, broken glass, algae, etc.				
Wash down and clean play surfaces.				
Check metal work for damage, rust and scratches. Clean and repaint damaged areas.				

Preventive maintenance completed by ...

on date ...

Playground Inspection Actions - November 2023

Towers Way Play Area

Equipment	Observation	Action Required	Notes	Open/Closed/Monitoring
Swings	Chains displayed signs of surface rust.	Monitoring checks to be carried out and if deterioration increases the chains must be replaced.		Monitoring
Yellow Fort	The rotating observation binoculars moved freely; however, this has generated a pinch hazard for small fingers.	Repair the rotating binoculars so the pinch hazard is removed or remove rotating binoculars.	Tightened to reduce movement. Temporary fix in place. Replacement parts required - to be ordered.	Monitoring
MUGA Fencing	The Basketball Unit fencing structure appears to be missing a protective cover on the bottom back fence.	Replace protective cover	To be ordered.	Open
Gates	Whilst the gates looked in good condition with no signs of visible damage, the flowing issue was noted during the visit. The main entrance gate does not close fully.	Adjust the yellow main entrance gate to close fully.	To be investigated further.	Open

Henbury View Play Area

Equipment	Observation	Action Required	Notes	Completion Date
Trampoline	The recess for the trampoline has a build-up of leaves and detritus.	Periodically clear the recess of leaves and detritus.	Being checked regularly.	Monitoring
Basket Swing	Plastic protective eye cover displayed damage.	Replace/protect rope eye protector.	The eye protector cannot be replaced, the whole swing would need to be replaced. Rough edges filed. Chance of injury is very low.	Monitoring
Yellow & Grey Fort	Areas of wooden support displays cracks which have increased in size since last inspection.	Replace support.	2 x supports to be ordered.	Open
	While the platforms have received a coat of paint, they still exhibit signs of fatigue, notably, the drop of the platform.	Replace the fatigued elements to maintain the integrity and profile of the platform.	To be investigated further.	Open
Rope Bridge	There are some bolts that rotate in their hole and threads can be seen on a few.	Ensure all bolts are tightened to the correct torque for their role.	Bolts tightened.	Closed
Gate	The main entrance gate wedges on the ground to the front of the gate.	Adjust the yellow main entrance gate to allow the gate to close from the widest opening angle.	To be investigated further.	Open

Bins	The bin is new and has no external damage, however the securing jubilee clips have not been cut to fit the fixing point width.	Remove the excess section of the jubilee clip located in the car park area.	Clip shortened and filed to remove sharp edges.	Closed
Handrail	Handrail for steps displayed rotating and unscrewing rope connectors.	Tighten rope end connectors to stop movement.	Tightened by Grounds Team	Closed

Recreation Ground Play Area & Skate Park

Equipment	Observation	Action Required	Notes	Completion Date
Swings	Some of the base bolts did not have their protective plastic caps on.	Ensure all structural bolts have protective plastic caps fitted to stop attack from the elements.	Caps replaced	Closed
	Two connector bolts for the swings displayed signs of corrosion.	Ensure swing connector bolts are checked for structural strength or replaced at the earliest opportunity.	Bolts checked. New bolts to be ordered to be replaced when possible.	Open
Yellow Fort with Tunnel	The structure dips down at one end.	You must investigate the ground conditions for the side of the structure as this seems to be dipping down. Ensure any remedial action is taken to stop further movement.	Grounds team has investigated. Structure is solid so no immediate requirements.	Closed

Balance Circuit	Various sections of wood along the length of multiple sections show signs of rot and fatigue.	Rotten sections should be removed and replaced. Salvageable sections must be protected from future corrosion by applying a protective coat.	New beam installed	Closed
	Various bolts and top caps were loose, of note was the balance beam that moves, identifying loose mounting bolts.	All loose items must be tightened up or replaced at the earliest opportunity.	All bolts and top caps checked and tightened.	Closed
	A few sections displayed movement; this may be due to lose bolts.	Investigate the reason why the structure has movement. Rectify.	Vertical posts tightened.	Closed
	Some of the metal components were viewed with their protective cover being rubbed off.	Reapply protective covering to all metal components that require it.	To be investigated further.	Open
Large Fort with Two Slides	The ground in close proximity to the equipment has been worn away causing a potential trip hazard.	Fill in hole up to the surrounding ground level and compact to stop sinking again due to consolidation.	Dry conditions required.	Open
Octagonal Climbing Frame	The wooden supports displayed wooden damage halfway up.	Ensure areas of damage on the vertical support columns are protected from further damage.	Grounds team investigated and advised that damage is due to design of the equipment. Will require dry conditions to attempt repair.	Open

	The plastic coating covering the rope support is damaged and has the potential to cause a laceration injury.	Ensure all plastic coatings displaying signs of damage are replaced.	New rope spiders web installed	Closed
See-saw	The pivot point of the see-saw moves excessively and has exposed a pinch hazard.	Tighten the pivot point of the See-saw to stop the exposure of play equipment users to the pinch hazard.	Tightened. Will require new bushing. To be investigated.	Open
Zip Slide	The rope attachment components looked like they had corrosion and the clamps have been fitted incorrectly with one end alternating.	Investigate the corrosion on the Steel Wire rope clamps and securing eyes, remove or replace. Refit rope clamps correctly.	Will need to be carried out at height, with safety equipment which will need to be hired.	Open
	The take-off area on the zip wire displays damage repair that could cause a trip.	Repair the take-off area to reduce the trip hazard from pushers.	Repaired	Closed
Benches	The benches displayed signs of deterioration and wear.		Benches replaced.	Closed
Gate	The main entrance gate latch can catch skin when closed.	Adjust the main entrance gate latch to stop the pinch hazard.	Repaired	Closed
Skate Park	A section of concrete is missing from one of the lower drop-in ramp corner.	Repair the corner with the missing concrete patch.	Dry conditions required.	Open

Location	Finding	Comments/Update	Open/Closed/In progress	CIrs
Allotments	Paths, a mix of wood chip and grass, worn to matting in some areas.	Decision for Allotment paths was revisited at the Full Council meeting held on 19 December 2023. It was resolved that plot holders would be responsible for maintaining paths adjacent to their plots and plot edging. Vertical paths must be grass with remaining paths either grass or woodchip. Weed matting should not be used as it may cause a trip hazard.	Closed	PP
Allotments	Gully in driveway fills with hoggin in heavy rain, when gully is cleared cars drive around it on the grass creating damage to grassed area.	Members were unsure if a drainage pipe had previously been installed under the driveway. This has been investigated and there is no perforated drainage pipe in place. Council to consider next steps.	Open	PP
Allotments	Hawthorn hedging is encroaching on nearby allotments	Hedging has been cut back by Grounds Team	Closed	PP
Allotments	Fencing between allotment site and adjacent land requires repairs.	Quotes to be obtained	Open	PP
Allotments	Pot holes in driveway and car parks to be filled	Completed by contractor, however, due to heavy rainfall, much of the hoggin has washed away. To be revisited in spring/early summer when the hoggin will have time to set in drier weather.	Open	PP
Allotments	Water troughs need lids	Being progressed by Grounds team	In progress	PP
Allotments	Plot with high netting and gated surround checked. No concerns. Consent to be given.	Consent given.	Closed	PP
New Cemetery	External bottom boundary walls cracked, bowing and also needing repointing	Quotes obtained, as per report.	Open	AC
New Cemetery	Topping on right boundary wall needs sorting as damaged/ lose	Quotes obtained, as per report.	Open	AC
New Cemetery	Entrance pillar on left and right cracks and pointing issue and also left topping is degrading/broken	Quotes obtained, as per report.	Open	AC
Old Cemetery	Tree growing in laurel.	To be removed by grounds team.	Open	AC
Old Cemetery	Chapel window sill is peeling.	Grounds team to investigate and repair as necessary.	Open	AC

Old Cemetery	Edging support concrete on right hand side of main path near front entrance is broken/being washed away	Work carried out by Contractor	Closed	PP/AC
Springdale Open Space	Benches and litter bins, good. Dog bin strange design? Too low and no lifting handle. Consider larger square bins.	Quotes for new dog and waste bin to be obtained.	Open	PH/AH
Springdale Open Space	Paths, as good as can be expected at present, will become muddy during the winter and may need additional gravel.	Road. Paths are the responsibility of Dorset Council with annual maintenance carried out. Reported to Dorset Council.	Closed	PH/AH
Springdale Open Space	Signs mixed. Entrance from Springdale housing on to the Ball Field very worn and tatty and labelled East Dorset District etc, needs replacing. Rather scruffy one in the car park. Byelaws notice, Corfe Mullen Town Council excellent condition.	Sign still labelled Parish as you enter from Springdale Road has been replaced. Quotes to be obtained replace Ball Field sign and sign in car park.	In progress	PH/AH
Henbury Play Area	Lower gate needs painting yellow.	To be progressed by Grounds Team.	Open	PH/AH
Henbury Play Area	Brambles growing over path when using lower gate.	Maintenance completed by Grounds Team.	Closed	PH/AH
Henbury Play Area	Bench near fort has crack in seat and yellow paint mark.	Bench fixed and painted by grounds team.	Closed	PH/AH
Henbury Play Area	Surface has weeds growing through in some areas, particularly behind the slide and around the perimeter.	Weeds cleared by Grounds Team	Closed	PH/AH
Henbury Play Area	No Dogs' sign missing from one gate.	Grounds team to replace.	Open	PH/AH
Recreation Ground	Pit area inaccessible	Pit area cleared by contractor and grounds team maintaining. New contractor to be agreed for additional maintenance as per amenities report.	In progress	AC
Recreation Ground	Bench alongside County field has rotting timber.	Repaired by Grounds Team	Closed	AC
Recreation Ground	Several cracks appearing in the base of heavily used areas of skate park.	Bendecrete to carryout works highlighted. Awaiting response. Have chased.	In progress	AC

Recreation Ground	Bench in Roys Meadow requires yearly maintenance/oil.	Grounds team to investigate.	Open	AC
Recreation Ground	Sports Pavilion fascias rotten and out of alignment in places.	Quotes being obtained.	In progress	AC
Recreation Ground	Car park dog fouling sign is deteriorating	Grounds team to investigate and replace.	Open	AC
Recreation Ground	Hexagonal Climbing Frame - web shows deterioration.	New web purchased and installed by Grounds team	Closed	AC
Recreation Ground	Main fort - floorboard is rotted.	Grounds team has repaired in the short term.	Closed	AC
Recreation Ground	Bench in playground (skate park end) is rotted.	Bench replaced with new Coronation bench	Closed	AC
Recreation Ground	Balance beam shows signs of rot.	New beam purchased and installed by Grounds team.	Closed	AC
Recreation Ground	Obstacle course to be repainted.	Grounds team to progress.	In progress	AC
Towers Way/Village Hall	MUGA - rubber side pieces on mesh panels are cracking,	To be investigated by grounds team.	Open	AC
Towers Way/Village Hall	Fascia boards to front need repainting.	To be progressed by Caretaker.	Open	AC
Towers Way/Village Hall	Window protrusions from main hall need repair to lead.	Completed by Caretaker.	Closed	AC



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 February 2024

Agenda Item: CS 23/57

Paper: D

Subject:	Update on Allotments
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To provide members with an update on the work on the allotment and update on resolutions from previous meetings.
Background:	The allotments have ongoing flooding and other issues which require monitoring.
Key Points:	<ul style="list-style-type: none"> • Mechanical Turning of compost bays ceased at the end of October 2023 and will recommence in March 2024. • At the Full Council meeting on 19 December 2023 it was resolved to approve the updated tenancy agreement and increase annual allotment rents effective from 1 April 2025 as follows: <ul style="list-style-type: none"> • Full plot (125 sqm) - £35 • Half plot (62.5 sqm) - £17.50 • Raised bed - £15 • Starter plot (31 sqm) - £15 • It was further resolved that plot holders would be responsible for maintaining paths adjacent to their plots and plot edging. Vertical paths must be grass with remaining paths either grass or woodchip. Weed matting should not be used as it may cause a trip hazard. • Following the Clerks and Chair of the Councils meeting with the Secretary and new Chair of the Allotment Association on 22 June 2023 the following actions were outstanding: <ul style="list-style-type: none"> - Council's decision for plot holders to maintain paths and edging adjacent to their plots. Plot holders were uncomfortable with the decision as they felt if they were maintaining the paths/edging, they should be part of the decision in terms of grass/wood chip etc. It was agreed to revisit the Council's decision in 6 months (October 2023). <i>Resolved above at Full Council meeting from 19 December 2023</i> - Consideration to be given to installing another bay on the driveway for additional deliveries of woodchip/manure for the Allotment Association members. The Clerk to liaise with Dorset Council Planning to understand if permission was required or whether it can be installed under permitted development rights. The Allotment Association would seek grant funding for the works. <i>This has been approved by Dorset Council and the Allotment Association has been informed.</i> - Enhancing the balancing pond as this area has become a wildlife haven and is being tended to by plot holders. <i>Clerk received consent from Dorset Council. Allotment Association informed.</i> - Establish a shadow list for existing plot holders who would like to either down or upsize their plots. Existing plot holders who wish to swap plots are being contacted as and when plots become available. <i>Shadow list in place.</i>

	<ul style="list-style-type: none"> - Allotment Association to consider grant funding to purchase a ramp for the community shed to ensure it is accessible for all. • A bench that had previously been located in the Cemetery Chapel has been re-stained and is ready for installation at the Allotment site. The Allotment Association has been contacted regarding where they would like the bench installed. Awaiting response. • Follow-up allotment inspections took place and two large plots have been vacated following 'notice to quit' letters being sent out. The plots have been offered to residents on the waiting list and/or existing plot holders. • Water Trough Covers – The Grounds Team has been progressing with building covers for the troughs. 10 covers have been made so far, with another 7 covers being progressed. • There are currently 9 people on the waiting list, of which 3 are awaiting a first allotment plot. 6 current plot holders are awaiting a second plot or would like to swap plots to specific plots which are not currently available. • Works to infill potholes and hoggin ramp to portaloo were completed. However, following adverse weather conditions, some of the hoggin was washed away and will need to be infilled again in Spring when the weather is drier. • Members considered installing a “Slow Down Dip” sign where a gully runs across the driveway towards the balancing pond, at the Full Council meeting on 26 September 2023. It was resolved that a sign was not necessary and further investigations to be carried out into whether a drainage pipe had been installed when the allotment site was developed. This has been investigated and no perforated pipe was previously installed. Council to consider how to proceed.
<p>Implications:</p>	<p>There is a £3000 budget for allotment maintenance in the 2023/24 financial year.</p> <p>All items deemed to be a Health & Safety risk should be progressed as soon as practicably possible.</p> <p>Reduction in Grounds team resource to carry out work following retirement of Head Groundsman, one part-time Assistant Groundsman and one team member on long term sick.</p>
<p>Recommendation:</p>	<p>To NOTE update and consider how to proceed with drainage to the allotments driveway.</p>



COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 February 2024

Agenda Item: CS 23/58

Paper: E

Subject:	Update on the Cemeteries
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To provide members with an update on the ongoing works being carried out at the cemeteries.
Background:	None.
Key points:	<ul style="list-style-type: none"> • Mole hills in the old cemetery are being monitored by the Grounds Team. • Adornments - The letter approved by Full Council to burial plot holders was due to be sent in July 2023. Inspections have started with photographs taken of each grave in the New Cemetery. Letters have yet to be sent due to there being few living burial right holders and no details for living relatives. There are only a handful of graves that need reminding of the regulations, and every effort will be made to contact relatives as soon as practically possible. • Old Cemetery Driveway – Works to the concrete banking/retaining wall on the driveway from the entrance on Blandford Road to the Chapel have been completed. • Office has been contacted regarding a damaged headstone in the Old Cemetery. A stonemason has been contacted to provide a quote for repair work, awaiting response which has been followed up. • A damaged fence post at the New Cemetery has been repaired. • One of the ‘Steep drop’ signs has come loose from the fixings. This has been removed and will be replaced once new fixings have been received. <p>At the Parish Tour 2021, it was noted that work was required to repair the wall to the front of the new cemetery. External bottom boundary walls are cracked, bowing and need repointing, topping on the boundary wall is damaged, entrance pillar on left and right has cracks requiring repair.</p> <p>Three quotations have been received as follows:</p> <p>Quotation 1 – Total cost of £4710.00 (no VAT):</p> <p>Works to be carried out in two stages. First left side followed by the right to include bin shelter area.</p> <p>Left hand side:</p> <ul style="list-style-type: none"> • Remove capping stones and safely store for re-bedding later. • Cut out and replace broken bricks with best matched bricks possible. • Rake out all mortar to brick joints, re-point. • Re-bed capping stones and re-point.

Right hand side:

- Remove capping stones, safely store for re-bedding later.
- Due to damage to right side wall, top 2 courses have broken and shifted. Water has washed out mortar joints in various locations.
- Remove top two courses of bricks to be cleaned and kept aside for relaying.
- It is necessary to remove some soil behind the length of the wall, to enable re-alignment and laying of top two courses of bricks. There are many bricks broken and they will need to be removed and replaced.
- Dig small trench along wall and store soil to be re-used later to fill in the trench.
- Care will be taken not to damage tree roots and will take precautions to keep any exposed roots moist and protected during works.
- Re-build top two courses using bricks that will be kept aside.
- Supply and replace broken bricks to match existing.
- Remove mortar joints to right side of wall and re-point.
- Brick wall by entrance, soil needs to be excavated behind to allow re-bedding of mortar joints due to water erosion.
- Dig small trench (approx. 300mm) along wall to allow for lower course of brickwork to be re-pointed.
- Re-point low level brick work and re-fill with soil.
- Supply and lay 50mm flat concreted coping stones 600x350mm on pier tops, 2 rows of 3 stones on each pier.

Quotation 2 – Total cost of £1125.00 + VAT

- Remove and relay coping stones that have moved.
- Rake out and re-point brickwork where pointing is coming out or missing.
- Remove concrete caps from both entrance piers and replace with new concrete caps.
- Quotation includes all materials and labour.

Quotation 3 - Total cost of £5180.00 +VAT

- Lift and clean mortar from existing coping stones along length of the wall.
- Grind out all existing mortar joints using power hand tools. This would be applied to the entire length of the wall even if some pointing has not deteriorated.
- To reset coping stones along 9” wall on a mortar mix.
- To re-point entire face of the wall with a brick mortar mix.
- To clean off all loose materials, moss and algae from the entrance brick piers.
- To supply and apply a 25mm plastic corner bead to entrance piers with pink grip and allow to set.
- To supply and apply a render scratch coat to pier caps and allow to set.
- To supply and apply a topcoat sand and cement render to piers and allow to dry.
- To supply a Terralene protective coating and allow to dry.

	<ul style="list-style-type: none"> • Apply a coat of masonry paint, followed by two top coats of paint to finish. <p>Contractor 3 advised that the current brick retaining wall may have been constructed with narrow foundations which has affected the stability of the wall. Whilst the contractor believes the wall does not pose any health and safety risks, he is unable to guarantee how long the remedial works quoted for below will last as the retaining wall may continue to move.</p>
Implications:	<p>There is £705.34 remaining from the Cemeteries Repairs and Maintenance budget in the 2023/24 financial year, with an additional budget of £3,500 allocated in the 2024/25 financial year.</p> <p>Cemeteries are very emotive for relatives of loved ones buried. Dealing with any issues which may arise need to be dealt with in a sensitive way.</p> <p>Health & Safety issues to be resolved as soon as practicably possible.</p> <p>Reduction in Grounds team resource to carry out work following retirement of Head Groundsman, one part-time team member and one full-time team member on long term sick leave.</p>
Recommendation:	<p>To NOTE update and agree how to proceed with repairs to cemetery wall.</p>

COMMUNITY SERVICES COMMITTEE – REPORT

Meeting Date: 13 February 2024



Agenda Item: CS 23/59

Paper: F

Subject:	Highways Update
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To note the update on current Highways issues being progressed by the Town Council office with National Highways and/or Dorset Council Highways. The update is for information only.
Background:	At the Annual Town Council meeting held on 9 May 2023, the terms of references for the committees were reviewed and it was agreed for highways related matters to form part of the Planning Committee agenda, with updates provided to the Community Services Committee to note for information.
Key Points:	<p>Pedestrian Crossings Dorset Council carried out traffic surveys at three locations in September 2023 with results received as follows:</p> <ul style="list-style-type: none"> • Blandford Road, from Roman Heights Estate = 0.41 • Wimborne Road, adjacent to Lockyer’s School and the new housing development = 0.02 • Wareham Road, near Brownsea Avenue = 1.13 <p>To meet the criteria for a formal crossing, the survey scores need to be 0.40 or above.</p> <p>Improvements to existing zebra crossing on Lockyer’s Road near the Windgreen Roundabout An email has been sent to Dorset Council Highways Department requesting updates on the following items which were discussed during a site visit:</p> <ul style="list-style-type: none"> • Appropriate signage to be installed in both directions to warn drivers of crossing. • Adjacent tree on Dorset Council land to be cut back as it is obstructing the flashing beacon. • Letter to be sent to resident to cut back hedge that is obscuring vision of flashing beacon. • Line markings need to be refreshed. • Potholes on the crossing need to be infilled. • Beacons to be replaced with LED light fittings. <p>Following a recent car accident on Lockyers Road, adjacent to Roman Heights, a resident contacted the Town Council and Dorset Council Road Safety Team with concerns about the safety of Lockyers Road for pedestrians, particularly children walking to nearby schools. Dorset Council’s Collision Reduction Officer confirmed that Dorset Council investigates ‘cluster sites’ which are locations that have flagged up as having 4 or more injury collisions within 30 metres over the last 5 years.</p>

In January 2023, the roundabout at Windgreen was flagged as a 'cluster site' and vegetation was cut back, along with checks of all signs and line markings.

Dorset Council has confirmed that a further site visit will be carried out to assess safety and maintenance issues at the location so they can be resolved.

Pedestrian crossing on Blandford Road from Roman Heights estate

Traffic survey results scored 0.41 which meets the criteria for a formal crossing to be considered. Results have been passed to the Transport Planning Team for ranking, prioritisation and funding.

Awaiting an update from Dorset Council Transport Planning Team.

Safe crossing on Wimborne Road adjacent to Lockyer's School and the new housing development

Traffic survey results scored 0.02 which does not meet criteria for a crossing.

Dorset Council has been contacted to request repainting of bus stop line markings.

Awaiting response from Dorset Council.

Pedestrian crossing on Wareham Road near Brownsea Avenue

Traffic survey results scored 1.13 which meets the criteria for a formal crossing to be considered. Results have been passed to the Transport Planning Team for ranking, prioritisation and funding.

A Dorset Council employed Lolly-pop person who had been in post for many years retired in 2023 and has not been replaced due to there being no applicants when the position was advertised. This leaves no support for children/young people needing to cross this busy section of road.

Awaiting an update from Dorset Council Transport Planning Team.

Pedestrian Crossing Wimborne Road, by Lambs Green Inn

A request from a resident to install a pedestrian crossing in the location has been supported by the Town Council. Dorset Council has been contacted to request a traffic survey at the location to understand if it meets the criteria for a formal crossing.

Awaiting a response from Dorset Council.

Additional Signage/Repainting of Road Markings, Newtown Lane

The Town Council resolved to support residents request for the installation of additional signage and/or road markings to be repainted on Newtown Lane. Contact has been made with Dorset Council to commence the process to see if this is feasible.

Awaiting confirmation of additional signage being installed.

Speed Limit on A31 – Several residents have requested the Council's support to reduce the speed limit in the following locations:

	<ul style="list-style-type: none"> • Mill Lane, A31 – The residents are petitioning at present due to concerns with road safety. • A31 from Roundhouse to Lake Gates Roundabouts – The residents are concerned with safety accessing businesses and residential properties on this stretch of road. <p><i>An email has been sent to Highways England on how to proceed should the Council support these requests. Response awaited.</i></p> <p>Traffic Calming/Parking Restrictions, Hillside Road, near Henbury View First School The Town Council resolved to support requests received from residents and parents of children attending Henbury View First School concerned about road safety on Hillside Road. A request to commence the process to determine whether double yellow lines on both sides of Hillside Road, from the junction of Henbury View Road to Chapel Lane, is feasible has been sent to Dorset Council. <i>Awaiting a response.</i></p> <p>Safety Railings on Hillside Road adjacent to Henbury View Play Area – A quote from Dorset Council was approved at the Full Council meeting on 23 January 2024. <i>Awaiting confirmation of date for installation.</i></p> <p>A31 – ‘Welcome to Corfe Mullen’ Sign – Discussion on how to proceed with repairs/removal of sign as part of the budget setting process for 2024/25.</p> <p>Corfe View Road junction with Wareham Road – Further communications have been received from residents regarding the road safety at the junction relating to road markings and siting of bus shelter.</p> <p>Road Closures – Members of the public can view proposed works via https://one.network/.</p>
Implications:	<p>Road safety – No budget allocated in 2023/24 financial year for pedestrian crossing installation costs. The safety of school children attending local schools should be a priority for the Town Council. Even if the Town Council supports the request, the locations may not meet the criteria and/or are not guaranteed as other primary consultees may not support it.</p> <p>Safety Railings on Hillside Road adjacent to Henbury View Play Area – Health & Safety of children using the play area should be a priority.</p> <p>A31 – ‘Welcome to Corfe Mullen’ Sign – No budget allocated in 2023/24 financial year for repair works. Sign is leaning in land, therefore, not a hazard for passing vehicles.</p>
Recommendation:	To NOTE update.