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Minutes of the Playing Fields & Property Committee held on **Thursday 28<sup>th</sup> August 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW

**Present:** Cllrs. J. Anderson, K. Morgan, T. Lee and N. Quinsey

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager

**Meeting opened:** 19:01

**1. To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllrs. A Crotch (Chair), C. Brown and G. Everett. The Committee agreed to appoint Cllr. J. Anderson as Chair for the meeting in the absence of Cllr. A Crotch.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None.

**3. To receive minutes of the meeting of the Playing Fields & Property Committee held on 29<sup>th</sup> May 2025 for approval.**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**4. To receive minutes of the extraordinary meeting of the Playing Fields & Property Committee held on 3<sup>rd</sup> July 2025 for approval.**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**5. To receive any questions or comments from members of the public on matters on the agenda.**

None

**6. To receive Clerk's Report on matters arising from previous meetings of the Committee.**

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on; Larry Gray Fair, issues with KGV Pavilion heating system and septic tank emptying, Bowls Club electrical works, damaged waste bin, location of the new Longdale soil bin and issues with goal cage gates at Longdale.

**7. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.**

The Committee received the report.

**8. To consider proposals for projects for the 2026-27 financial year.**

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The Committee considered budget proposal for new projects for the 2026-27 financial year and **AGREED** to explore costs for:

- The purchase of additional CCTV cameras Longdale Playing Field
- Options for the space at the back of the King George V (KGV) pavilion (tennis, basketball, pickle ball etc)
- Earmarked reserves for play area enhancements
- Football kick pad wall at KGV Playing Field
- KGV and Longdale car park refurbishment
- Additional wheeled goals to replace existing fixed goals at Longdale and KGV.
- Annual expansion vessel service to be added to KGV maintenance costs
- Replacement bollards for Longdale car park
- Septic tank emptying
- Storage solutions for sports clubs (shipping container, shed)
- Upgrade to floodlights at KGV

The Committee requested quotes for the above to be considered at the next meeting.

**9. To receive the VAT on Sporting Fees Report and consider a response.**

The Committee considered the VAT on Sporting Fees Report and **AGREED** to recommend to Council to cease charging VAT, subject to confirmation as recommended option from Parkinson Partnership.

**10. To note the internal playground inspections summary report.**

The Committee noted the update regarding internal playground inspections, the replacement KGV Play Area gate and parts required for the Crazy Twister Roundabout at Florence Carter Memorial Park.

The Committee **AGREED** to authorise payment for the required play equipment and gate repairs.

**11. To consider RoSPA Play Safety Inspection Reports and remedial tasks for play areas at Florence Carter Memorial Park, King George V Playing Field and Longdale Playing Field.**

The Committee considered the RoSPA Play Safety Inspections, noting the identified issues, and **AGREED** to authorise payment for the following remedial tasks:

- KGV Play Area gate – resolve crushing/shearing point issue
- KGV Swing Basket – remove chain covers

The Committee **AGREED** that manufacturers and suppliers should be informed of dissatisfaction with the quality of equipment and installation and that a reduction in costs should be pursued.

**12. To review the Illegal & Unauthorised Encampment Policy.**

The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Policy and **AGREED** to recommend the document as presented for approval by Council.

The Committee reviewed a draft copy of the Illegal & Unauthorised Encampment Procedure **AGREED** that no revisions were required.

**13. To consider Grass Football Pitch Hire Arrangements for 2025-2026.**

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The Committee considered the update regarding grass pitch hire arrangements for 2025-2026 as presented.

The Committee noted that the Hire Charge Schedule was scheduled for review and would be presented for consideration at a future meeting, in advance of publication for the 2026-27 season.

The Committee noted the tight turn-around for line marking at KGV Playing Field due to the scheduling of the cricket and football seasons in 2025 and recommended that 2026-27 season dates be considered as part of the Hire Charge Schedule review.

The Committee noted current arrangements for goals storage and decided to take no further action at this stage.

The Committee **AGREED** not to reduce the Drayton Youth Football Club (DYFC) hire charge for Longdale for the 2025-26 season.

The Committee noted the terms of hire as presented and recommended that 2026-27 hire terms were considered as part of the Hire Charge Schedule review.

#### **14. To consider 3G Pitch Booking Review.**

The Committee considered the 3G Pitch Booking Review and **AGREED**:

- To permit block booking hirers to pay by instalment
- To develop 3G Pitch Payment Terms for presentation at the next meeting
- To revise the 3G Pitch Terms of Use to stipulate that 3G pitch bookings operate on a first-come first-served basis.

#### **15. To consider request to offer Drayton Youth Football Club priority booking of the 3G pitch.**

The Committee considered the request and noted the value in offering a period of priority booking in support for a local organisation. The Committee **AGREED** to offer DYFC a priority 3G pitch booking window from 2026 onwards as outlined:

##### 1<sup>st</sup> June – 30<sup>th</sup> June: DYFC Priority Booking Window

- 3G Pitch Terms of Use updated to stipulate that DYFC granted priority over new season block bookings for September 1<sup>st</sup> onwards.
- Non-DYFC associated hirers to be prohibited from making block bookings for September 1<sup>st</sup> onwards, but can continue to make block bookings for June, July and August as required.
- Clubspark website settings adjusted to ensure that hirers cannot make one-off 3G pitch bookings from September 1<sup>st</sup> onwards.

##### 1<sup>st</sup> July – 31<sup>st</sup> May: General Bookings Window

- Block bookings from September 1<sup>st</sup> onwards open to all hirers.
- Clubspark website settings adjusted to ensure that hirers can commence making one-off 3G pitch bookings from September 1<sup>st</sup> onwards

The Committee **AGREED** that deposit scheme and cancellation policy options should be presented as part of the Hire Charge Schedule review for consideration at a future meeting.

#### **16. To consider King George V Playing Field drop bollard issues.**

The Committee noted that it was possible for vehicles to fit between the up-right drop bollard and neighbouring post at KGV Playing Field and **AGREED** that the distance between bollards should be revised to prevent vehicle access.

**17. To note update regarding barrier security at Longdale Playing Field and receive locking/unlocking timings.**

The Committee noted the update regarding barrier security at Longdale Playing Field and received the locking/unlocking timings.

The Committee **AGREED** that the Deputy Clerk and Facilities Manager should write to Norse Security, stipulating that Council would like the issue resolved promptly.

**18. To consider the risk assessment for the Longdale Playing Field boundary hedge.**

The Committee reviewed the risk assessment for the Longdale Playing Field boundary hedge and noted the information provided regarding control measures. The Committee **AGREED** to address the gap underneath the large oak tree by installing stock proof wire fencing and planting bare root hedging plants as presented.

The Chairman proposed to extend the meeting by 15 minutes. All in favour.

**19. To consider quotes for new signage.**

The Committee reviewed the quotes for new signage and **AGREED** to accept the quote based on no new poles (where existing poles are already in place) and appoint contractor 1.

**20. To note exchange of information.**

It was noted that a tyre had recently been placed in, and subsequently removed from, the climbing frame at Florence Carter Memorial Park and that it had not been possible to identify those responsible.

**21. To note the date and time of the next meeting is scheduled to take place on Thursday 4<sup>th</sup> December 2025 at 7pm at KGV Pavilion.**

Noted

**Meeting Closed:** 21:03

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE MEETING**

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Members of the Playing Fields & Property Committee are summoned to attend a meeting of the Committee to be held on **Thursday 28<sup>th</sup> August 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website [www.draytonparishcouncil.gov.uk](http://www.draytonparishcouncil.gov.uk)



*Amy Pinkham*

Parish Clerk & RFO

*Date of Issue: 21<sup>st</sup> August 2025*

**AGENDA**

	<b>Page</b>
1. To receive apologies and consider acceptance for absence.	
2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	<b>1-4</b>
3. To receive minutes of the meeting of the Playing Fields & Property Committee held on 29 <sup>th</sup> May 2025 for approval.	<b>5-10</b>
4. To receive minutes of the Extraordinary meeting of the Playing Fields & Property Committee held on 3 <sup>rd</sup> July 2025 for approval.	<b>11-13</b>
5. To receive any questions or comments from members of the public on matters on the agenda.	
6. To receive Clerk's Report on matters arising from previous meetings of the Committee.	<b>14-22</b>
7. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.	<b>23-25</b>
8. To consider proposals for projects for the 2026-27 financial year.	<b>26-33</b>
9. To receive the VAT on Sporting Fees Report and consider a response.	<b>34-37</b>
10. To note the internal playground inspections summary report.	<b>38-40</b>
11. To consider ROSPA Play Safety Inspection Reports and remedial tasks for play areas at Florence Carter Memorial Park, King George V Playing Field and Longdale Playing Field.	<b>41-42</b>
12. To review the Illegal & Unauthorised Encampment Policy.	<b>43-55</b>
13. To consider Grass Football Pitch Hire Arrangements for 2025-2026.	<b>56-62</b>
14. To consider 3G Pitch Booking Review.	<b>63-69</b>

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE MEETING**

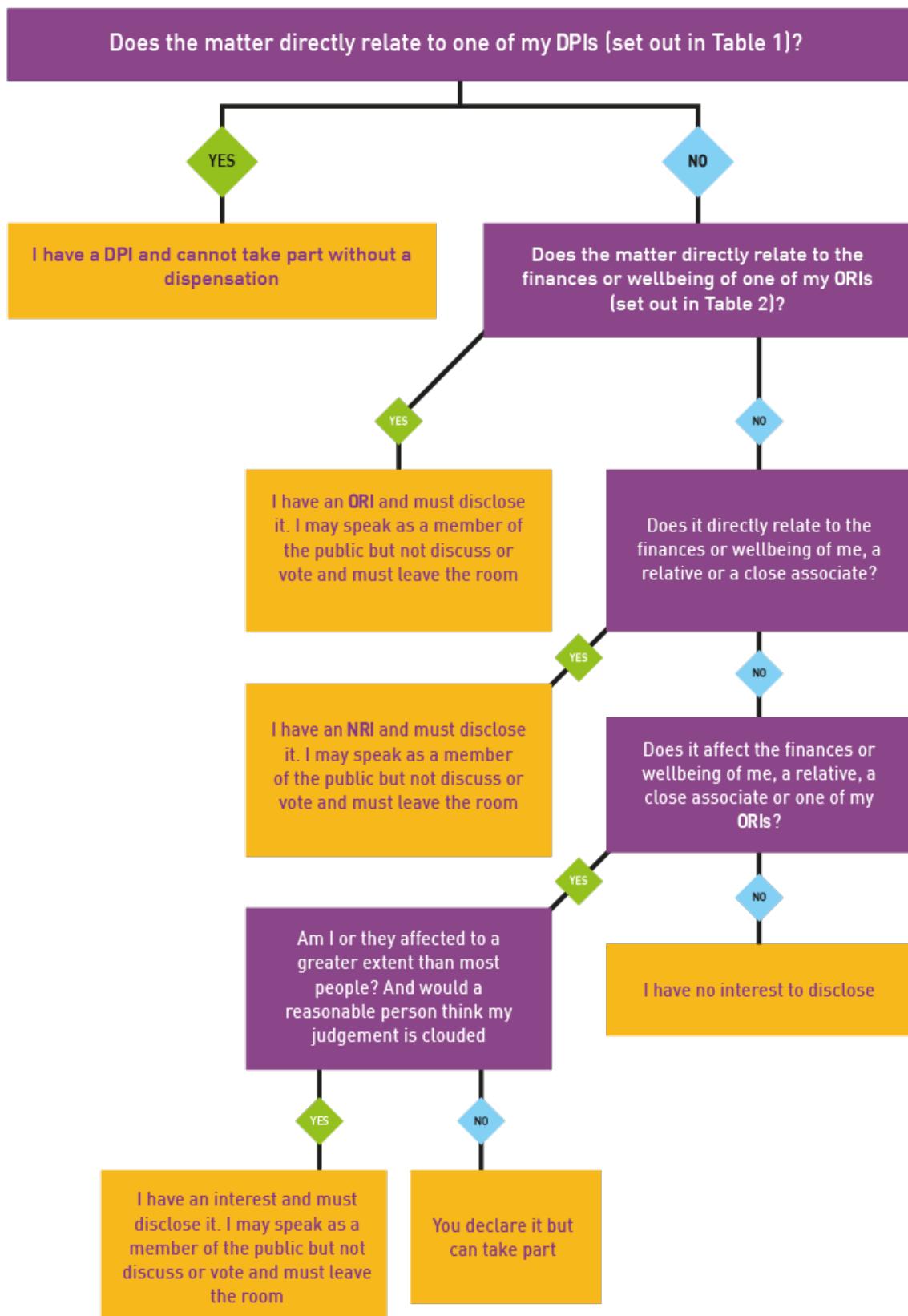
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15. To consider request to offer Drayton Youth Football Club priority booking of the 3G pitch.	<b>70-71</b>
16. To consider King George V Playing Field drop bollard issues.	
17. To note update regarding barrier security at Longdale Playing Field and receive locking/unlocking timings.	<b>72-73</b>
18. To consider the risk assessment for the Longdale Playing Field boundary hedge.	<b>74-79</b>
19. To consider quotes for new signage.	<b>80-88</b>
20. To note exchange of information.	
21. To note the date and time of the next meeting is scheduled to take place on Thursday 4 <sup>th</sup> December 2025 at 7pm at KGV Pavilion.	

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP2: Declarations of Interest.</b>
<b>Meeting</b>	Playing Fields and Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b><u>Declarations of Interests</u></b></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, council members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. While advice can be given at meetings by the Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p>	
<p><b><u>Dispensation Requests</u></b></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
<b>Recommendation</b>	
The Committee is asked to note the paper for information.	

## Interests Flowchart



<sup>3</sup>**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

#### Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP3:</b> To receive minutes of the meeting of the Playing Fields and Property Committee held on 29 <sup>th</sup> May 2025
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p>	
<p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ul>	
<b>Recommendation</b>	
<p>The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.</p>	

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Minutes of the Playing Fields and Property Committee held on Thursday 29<sup>th</sup> May 2025, 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. A Crotch (Chair), C. Brown, G. Everett, T. Lee and N. Quinsey

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager

**Meeting Opened:** 7:01pm

**1. To receive apologies and consider acceptance for absence.**

Apologies received and accepted for Cllr. J. Anderson

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None.

**3. To receive minutes of the meeting of the Open Spaces & Property Committee held on 23<sup>rd</sup> January 2025 for approval. [Pg 1-4]**

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

**4. To receive any questions or comments from members of the public on matters on the agenda.**

In relation to agenda item 16, it was requested that the prohibition of dogs from KGV Playing Fields be removed. It was suggested that the many local dog owners were unable to make full use of KGV playing fields and that various parks in Norwich and the surrounding area permit dogs onto playing fields and sports pitches without significant issues.

In relation to agenda items 17, 18 and 19, concerns were raised regarding the potential cost of remedial actions required as result of various building survey reports.

**5. To receive Clerk's Report on matters arising from previous meetings of the Committee [Pg 5-12].**

The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on: electrical works and surface repairs at Longdale, introductory meetings with Drayton Cricket Club and Drayton Youth Football Club and up-dates to the Fire Management Procedure section of the Facility Hire Terms and Conditions.

It was noted that FireXO Extinguishers are advertised as suitable for tackling any type of fire and could be explored as an option when existing fire extinguisher supplies are replenished.

The Committee confirmed that the outstanding action to check the hedge height around Council land was in regards to establishing whether there are maximum / minimum legal requirements regarding the height of hedges surrounding play areas.

**6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg 13-15].**

The Committee received the report.

**7. To note the internal playground inspections summary report and confirm authorisation for expenditure for playground repairs [Pg 16-19].**

The Committee noted the update regarding playground inspections and the issues with damping on one of the spring-loaded gates at the KGV Playground.

The Committee **AGREED** to authorise payment for the required gate repairs.

**8. To review the Hire Agreement and arrangements for Larry Gray Summer Fair for approval [Pg 20-33].**

The Committee considered the proposed arrangements for Larry Gray Fair. It was noted that further information was required in regards to whether it was appropriate and safe to permit fair operators to make use of the mains electricity supply. Therefore, the Committee **AGREED** to Permit fair operators to continue to use smaller generators until 12 midnight.

The Committee **AGREED** to proceed with the Hire Agreement and associated Terms and Condition as presented

The Committee **AGREED** to publicize the event through the display of posters on public noticeboards.

**9. To receive report illustrating 3G pitch running costs and income for information [Pg 34].**

The Committee received the report.

**10. To consider request from Drayton Youth Football Club (DYFC) in regards to hire arrangements and determine a response [Pg 35-37].**

The Committee considered the request regarding grass pitch hire from DYFC.

The Committee **AGREED** that full access to Longdale Pavilion and Playing Field should be available to the hirer throughout the football season as presented.

It was noted that organised use of the playing fields over the summer was likely to impact the effectiveness of the pitch maintenance programme and the recovery of the grass pitches. Therefore, permission to extend the season at Longdale Playing Field to allow training over the summer was not granted. However, to support DYFC associated teams with access to training throughout the summer months, the Committee **AGREED** to introduce a 50% reduced rate for weekday off-peak 3G pitches until grass pitch season hire for 2025-26 commenced.

**11. To receive update regarding progress with the pitch maintenance programme [Pg 38-39].**

The Committee noted the update regarding the pitch maintenance programme and **AGREED** to proceed with the recommended next steps as presented.

**12. To note request regarding potential boundary safety issues at Longdale Playing Field and consider a response [Pg 40-41].**

The Committee **AGREED** that a risk assessment should be undertaken to establish the level of risk associated with the gaps in the boundary hedge and consider how best to mitigate potential hazards. The Deputy Clerk and Facilities Manager was asked to consider and present potential options (including net fencing, hedges and large sandbags) to a future Committee meeting.

**13. To receive update regarding flower bed maintenance at Florence Carter Memorial Park (FCMP) [Pg 42-43].**

The Committee noted the update regarding flower beds at FCMP.

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The Committee **AGREED** to cease using the rectangular flowerbed for decorative planting and to return the area to grass.

**14. To consider the location of eight new trees per the 2025-26 budget [Pg 44].**

The Committee considered suitable sites and locations for eight new trees.

The Committee **AGREED** to seek advice from the appointed tree consultancy contractor regarding planting new trees across all sites.

**15. To consider the offer from Norwich Probation Service regarding potential Community Payback works [Pg 45-46].**

The Committee considered the offer from Norwich Probation Service regarding potential Community Payback works. The Committee **AGREED** to delegate authority to the Deputy Clerk and Facilities Manager to engage with Norwich Probation Service and request the undertaking of suitable works, for reporting at full Council at a later date.

**16. To consider request for dogs' to be permitted on King George V (KGV) Playing Field [Pg 47].**

The Committee considered the request regarding granting dogs' access to the KGV Playing Field. It was noted that feedback from sports clubs currently hiring pitches at KGV indicated that they would not support dogs on site due to the potential impact on the pitches. Furthermore, it was suggested that North Norfolk District Council had recently announced additional dog exclusion orders throughout the county in order to address concerns regarding dog fouling and public safety. The Committee acknowledged that many dog owners clean up after their dogs, but highlighted the potential issues and safety concerns as a result of those who do not. It was suggested that the Parish Council retain KGV as a protected site for cricket, football and bowls, given the number of existing 'dog friendly' areas accessible to dog owners within Drayton.

The Committee **AGREED** that they could not support the request to grant dogs access to KGV Playing Field and were in favour of retaining the current by-law.

**17. To receive the Bowls Club Electrical Installation Condition Report (EICR) and consider a response [Pg 48-60].**

The Chairman proposed to extend the meeting by 20 minutes. All in favour.

The Committee **AGREED** to consider agenda items 17, 18 and 19 in unison and to suspend standing orders to facilitate open discussion with the Bowls Club Treasurer. It was noted that during planning for the 2024-25 year the Parish Council had agreed and budgeted for an EICR, a Legionella Report and a Fire Risk Assessment for the Bowls Club. Upon consideration of the Bowls Club Lease Agreement, it was noted that the Bowls Club had responsibility to undertake relevant surveys and any required remedial action. It was suggested that the Bowls Club could apply for a grant from the Parish Council to assist with the cost of any required remedial action. It was noted that the grant must be approved by the Parish Council prior to any works being undertaken by the Bowls Club.

The Committee received the Bowls Club EICR and noted the recommended remedial actions. The Committee **AGREED** to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within EICR.

**18. To receive the Bowls Club Legionella Report and consider a response [Pg 61-149].**

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The Committee received the Bowls Club Legionella Report and noted the recommendation that remedial actions should be undertaken as outlined within the Record of Corrective Actions.

The Committee **AGREED** to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within the Legionella Report. The Deputy Clerk and Facilities Manager to obtain quotes for the relevant works and establish whether the Parish Ranger has capacity to visit the Bowls Club and provide guidance regarding any appropriate processes currently adopted by the Parish Council.

**19. To receive the Bowls Club Fire Risk Assessment and consider a response [Pg 150-181].**

The Committee received the Bowls Club Fire Risk Assessment and noted that the overall risk to life within the premises was deemed to be a tolerable risk.

The Committee **AGREED** to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within the Fire Risk Assessment. The Deputy Clerk and Facilities Manager to obtain quotes for the relevant works.

**20. To consider response to parking arrangements at KGV raised at the annual parish meeting [Pg 182].**

The Committee noted the previously reported issues with parking arrangements at KGV and the update on the remedial action undertaken by the Office and Bowls Club. There was consensus that no further action was required at this stage.

**21. To receive the VAT on Sporting Fees Report and consider a response [Pg 183-186].**

The Committee **AGREED** to reinstate standing orders and to extend the meeting by 15 minutes.

The Committee received the VAT and Sporting Fee Report.

The Committee **AGREED** defer the item until the up-coming KGV Pavilion Project meeting.

**22. To receive quotes for priority three tree works and consider a recommendation for Council [Pg 187-194].**

The Committee considered the quotes for priority three tree works and noted that only one of the quotes presented in the covering paper included VAT.

The Committee **AGREED** to recommend to Council to appoint Contractor 1 as they had provided a lower quote.

**23. To receive update and quotes for new signage and consider a response [Pg 195-203].**

The Committee noted the update regarding new signage and reviewed the mock up play area welcome signs. The Committee thanked the Parish Ranger for restoring the old signs as requested.

The Committee **AGREED** that the prohibitive images presented were adequate for play area welcome signs, subject to the following revisions:

FCMP: Revise to play 'equipment' not play area.

KGV: Check age restrictions and ensure that age restrictions of equipment outside of fenced area is not included.

The Committee considered the quotes for new and replacement signage and noted that a more detailed breakdown of costs was required.

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The Committee **AGREED** to request more comparable quotes, including clarification regarding the cost of polls and installation.

**24. To consider suitable date for an extraordinary meeting for an up-date on the KGV Pavilion Project.**

The Committee noted the requirement to set a date for an extraordinary meeting and considered suitable dates.

The Committee **AGREED** to meet on Thursday 3<sup>rd</sup> July 2025 to receive an up-date on the KGV Pavilion Project.

**25. To note exchange of information**

None.

**26. To note the date and time of the next meeting is scheduled to take place on Thursday 28<sup>th</sup> August 2025 at 7pm at KGV.**

Noted

**Meeting Closed:** 21:32

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP4:</b> To receive minutes of the meeting of the Extraordinary Playing Fields and Property Committee held on 3 <sup>rd</sup> July 2025
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.</p> <p>The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p>	
<p><u>For information</u></p> <p>Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ul>	
<b>Recommendation</b>	
<p>The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.</p>	

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Minutes of the Extraordinary meeting of the Playing Fields and Property Committee held on Thursday 3rd July 2025, 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. A Crotch (Chair), J. Anderson, C. Brown, G. Everett, T. Lee and N. Quinsey

**In attendance:** Rachel Catto; Deputy Clerk & Facilities Manager, Amy Pinkham; Parish Clerk & RFO, 3 members of the public.

**Meeting Opened:** 7:10pm

**1. To receive apologies and consider acceptance for absence.**

Cllr. Keith Morgan absent.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

None received.

**3. To receive any questions or comments from members of the public on matters on the agenda.**

None received.

**4. To receive a presentation updating members on the status of the KGV Pavilion Project and actions taken to date.**

The Parish Clerk and Deputy Clerk & Facilities Manager presented the Committee with an update on the context, background, plans, funding and wider considerations involved in the KGV pavilion project. The Committee thanked the officers for the work undertaken to clarify the history and status of the project to date.

**5. To consider the options outlined within the presentation for next steps in regards to the KGV Pavilion Project and determine recommendation for approval by Council.**

It was **AGREED** to suspend standing orders to enable open discussion with all present.

The Committee noted that the primary function of the building was as a sports pavilion but that the Parish Council maintained a physical office and meeting space in the building.

The Committee acknowledged the Pavilion maintenance and accessibility issues as reported and were in agreement that repairs and improvements would be required to ensure compliance with the required standards.

The Committee discussed project costs and funding opportunities from sporting bodies.

Noting that the estimated figures provided were based on the latest iteration of building plans and were subject to change. It was further noted that a more accurate estimate of costs would be available at the tendering stage of the project. It was confirmed that whilst minimal or limited funding was currently available from the identified sporting bodies, additional funding opportunities could be pursued.

It was noted that if the project progressed there was scope to consider the adoption of sustainable technologies as part of the Pavilion infrastructure (solar panels and heat source pumps etc) and to explore any associated funding opportunities.

It was confirmed that consultation with the public was undertaken as part of the Neighbourhood Plan, identifying KGV as an area for new and improved facilities. The

Committee acknowledged that further consultation on project plans and designs may be required. The Committee was informed that further consultation with key stakeholders would be required to ensure that building plans were fully compliant with England Cricket Board and Sport England guidelines and would form part of the remit of the project manager.

The Committee considered the cost-benefit of the proposed refurbishment and whether plans should be scaled back to reduce costs and funds allocated to projects across the wider community instead. There was consensus that if the refurbishment were to progress, a project manager with appropriate expertise would need to be appointed to ensure that the scale of the project did not exceed the maximum agreed budget.

The Committee noted the presented options and unanimously **AGREED** to recommend Option A as presented for approval by Council.

In addition, the Committee unanimously agreed to recommend exploring costings for strip out to shell and core, full replacement of mechanical and electrical engineering, full modern refit and disabled access for comparison purposes.

**6. To note exchange of information.**

The Committee requested that a schedule of meetings was established to enable focused discussion and decision making regarding KGV Pavilion Project related matters.

**7. To note the date and time of the next meeting is scheduled to take place on Thursday 28<sup>th</sup> August 2025 at 7pm at KGV.**

Noted

**Meeting Closed:** 9.01pm

**DRAYTON PARISH COUNCIL**  
**PLYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PPF6:</b> To receive the Clerks Report on Committee matters arising from previous meetings.
<b>Meeting</b>	Playing Fields and Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"> <li>1. The meeting date</li> <li>2. The minute reference</li> <li>3. The agenda item</li> <li>4. The resolution</li> <li>5. Status update</li> </ol> <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p> <p>In addition, outstanding matters arising from the previous 2 years of meetings of the Committee have been reviewed and are attached for information and action by the Deputy Clerk &amp; Facilities Manager.</p> <p>The Deputy Clerk and Facilities Manager will provide a verbal up-date on any other matters as appropriate.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the report for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2025.01.23	5	To receive Clerk's Report on Committee matters arising from previous meetings.	Following consideration of the status update for outstanding matters arising, going forward the Committee <b>AGREED</b> to set target dates in relation to all projects.	<b>Ongoing:</b> Committee to confirm target dates for projects as and when required.
13.03.2025 (Council)	12b)	To consider nominal hire charge fee for trading at Longdale	Council <b>AGREED</b> a nominal hire charge fee of £10.00 per evening session. It was noted that Terms and Conditions would be produced for consideration at a further meeting.	<b>Ongoing:</b> Vendor notified and confirmed they would not be returning due to low turnout. Terms and Conditions to be drafted and considered at a future meeting of PFP.
29.05.2025	3	To receive minutes of the meeting of the Open Spaces & Property Committee held on 23rd January 2025 for approval.	The minutes were <b>AGREED</b> as an accurate record of the meeting and signed by the Chairman.	<b>Complete:</b> Approved minutes published on DPC Website.
29.05.2025	5	To receive Clerk's Report on matters arising from previous meetings of the Committee.	The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on: ... up-dates to the Fire Management Procedure section of the Facility Hire Terms and Conditions. It was noted that Firexo Extinguishers are advertised as suitable for tackling any type of fire and could be explored as an option when existing fire extinguisher supplies are replenished.	<b>Complete:</b> Contractor advised against using Firexo extinguishers as they contain an unknown substance for which no COSHH report currently exists and that they did not currently have British Standard accreditation.
29.05.2025	7	To note the internal playground inspections summary report and confirm authorisation for expenditure for playground repairs.	The Committee <b>AGREED</b> to authorise payment for the required gate repairs.	<b>Ongoing:</b> Contacted Sutcliffe Play to order replacement gate. Informed that quote did not include installation costs. Quote including delivery and installation obtained and order confirmed. Awaiting confirmation of delivery/installation date.
29.05.2025	8	To review the Hire Agreement and arrangements for Larry Gray Summer Fair for approval.	The Committee <b>AGREED</b> to proceed with the Hire Agreement and associated Terms and Condition as presented. The Committee <b>AGREED</b> to Permit fair operators to continue to use smaller generators until 12 midnight. The Committee <b>AGREED</b> to publicize the event through the display of posters on public noticeboards.	<b>Complete:</b> Signed Hire Agreement received and invoice issued. Agreed arrangements confirmed with Larry Gray. Letters to Longdale residents circulated week commencing Monday 14th July. Revised letters due to be distributed week commencing 28th July confirming new fair dates. Publicity materials were more received but Larry Gray ensured that the fair was advertised locally via posters.
29.05.2025	10	To consider request from Drayton Youth Football Club (DYFC) in regards to hire arrangements and determine a response.	The Committee <b>AGREED</b> that full access to Longdale Pavilion and Playing Field should be available to the hirer throughout the football season as presented. The Committee <b>AGREED</b> to introduce a 50% reduced rate for weekday off-peak 3G pitches until grass pitch season hire for 2025-26 commenced.	<b>Complete:</b> DYFC notified via email on 10.06.2025 and subsequently provided a list of all DYFC associated teams so that the 50% reduced rate could be applied.
29.05.2025	11	To receive update regarding progress with the pitch maintenance programme.	The Committee noted the update regarding the pitch maintenance programme and <b>AGREED</b> to proceed with the recommended next steps as presented.	<b>Ongoing:</b> Online claim form for year 1 submitted. The pitch maintenance programme is under development and will be publicised within the community in due course.

29.05.2025	12	To note request regarding potential boundary safety issues at Longdale Playing Field and consider a response.	The Committee <b>AGREED</b> that a risk assessment should be undertaken to establish the level of risk associated with the gaps in the boundary hedge and consider how best to mitigate potential hazards. The Deputy Clerk and Facilities Manager was asked to consider and present potential options (including net fencing, hedges and large sandbags) to a future Committee meeting	<b>Ongoing:</b> Risk Assessment drafted. Paper included in August PFP meeting paperwork (PFP18) Currently seeking quotes for suitable control measure options.
29.05.2025	13	To receive update regarding flower bed maintenance at Florence Carter Memorial Park (FCMP).	The Committee <b>AGREED</b> to cease using the rectangular flowerbed for decorative planting and to return the area to grass.	<b>Ongoing:</b> Parish Ranger aware. Re-seeding to take place in early Autumn (weather permitting).
29.05.2025	14	To consider the location of eight new trees per the 2025-26 budget.	The Committee <b>AGREED</b> to seek advice from the appointed tree consultancy contractor regarding planting new trees across all sites.	<b>Ongoing:</b> Tree Consultancy Contractor approached for guidance. Awaiting feedback.
29.05.2025	15	To consider the offer from Norwich Probation Service regarding potential Community Payback works.	The Committee <b>AGREED</b> to delegate authority to the Deputy Clerk and Facilities Manager to engage with Norwich Probation Service and request the undertaking of suitable works, for reporting at full Council at a later date.	<b>Ongoing:</b> Pending action
29.05.2025	16	To consider request for dogs to be permitted on King George V (KGV) Playing Field.	The Committee <b>AGREED</b> that they could not support the request to grant dogs access to KGV Playing Field and were in favour of retaining the current by-law.	<b>Complete:</b> No further action required
29.05.2025	17,18 & 19	To receive the Bowls Club Electrical Installation Condition Report, Legionella Report and Fire Risk Assessment and consider a response.	The Committee <b>AGREED</b> to consider agenda items 17, 18 and 19 in unison and to suspend standing orders to facilitate open discussion with the Bowls Club Treasurer.	<b>Complete:</b> No further action required
29.05.2025	17	To receive the Bowls Club Electrical Installation Condition Report and consider a response.	The Committee <b>AGREED</b> to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within EICR.	<b>Complete:</b> Letter sent
29.05.2025	18	To receive the Bowls Club Legionella Report and consider a response.	The Committee <b>AGREED</b> to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within the Legionella Report. The Deputy Clerk and Facilities Manager to obtain quotes for the relevant works and establish whether the Parish Ranger has capacity to visit the Bowls Club and provide guidance regarding any appropriate processes currently adopted by the Parish Council.	<b>Complete:</b> Letter sent
29.05.2025	19	To receive the Bowls Club Fire Risk Assessment and consider a response.	The Committee received the Bowls Club Fire Risk Assessment and noted that the overall risk to life within the premises was deemed to be a tolerable risk. The Committee <b>AGREED</b> to write to the Bowls Club, relaying the terms of the lease and requesting that they to undertake the highlighted remedial action identified within the Fire Risk Assessment. The Deputy Clerk and Facilities Manager to obtain quotes for the relevant works.	<b>Complete:</b> Letter sent
29.05.2025	21	To receive the VAT on Sporting Fees Report and consider a response.	The Committee <b>AGREED</b> to reinstate standing orders. The Committee <b>AGREED</b> defer the item until the up-coming KGV Pavilion Project meeting	<b>Complete:</b> Paper included in August PFP meeting paperwork (PFP9)
29.05.2025	22	To receive quotes for priority three tree works and consider a recommendation for Council.	The Committee <b>AGREED</b> to recommend to Council to appoint Contractor 1 as they had provided a lower quote.	<b>Complete:</b> Appointment of Contractor 1 approved by full Council in August 2025.

29.05.2025	23	To receive update and quotes for new signage and consider a response.	The Committee <b>AGREED</b> that the prohibitive images presented were adequate for play area welcome signs, subject to the following revisions: FCMP: Revise to play 'equipment' not play area. KGV: Check age restrictions and ensure that age restrictions of equipment outside of fenced area is not included. The Committee <b>AGREED</b> to request more comparable quotes, including clarification regarding the cost of polls and installation.	<b>Ongoing:</b> FCMP Play Area sign revised to 'equipment'. KGV Play Area sign age restrictions reviewed and revised to under 14. Site visits undertaken by contractors and quotes received clarifying the cost of poles and installation. Paper included in August PFP meeting paperwork (PFP19)
29.05.2025	24	To consider suitable date for an extraordinary meeting for an up-date on the KGV Pavilion Project.	The Committee <b>AGREED</b> to meet on Thursday 3rd July 2025 to receive an up-date on the KGV Pavilion Project	<b>Complete:</b> No further action required

Meeting Date	Minute Ref.	Action	Details	Status Update
16/06/2022	7.2	Investigate the cost and feasibility of solar powered CCTV at KGV.	Matter arising following concerns of anti-social behaviour at Longdale. No anti-social behaviour has been reported for King George V Playing Field at the time of writing. It is recommended that the item be reviewed in future should concerns be raised.	No further action required at this stage.
02/03/2023	7	Repair/improve pillars to KGV at a later date.	It was reported that RG Carter confirmed the pillars were structurally sound. It is recommended that any proposals for changes to the pillars are considered following the outcome of the KGV Pavilion refurbishment.	No further action required at this stage.
02/03/2023	12	To develop a schedule of building maintenance checks.	The item has been included as a project for action by the Deputy Clerk & Facilities Manager.	<b>Ongoing:</b> example statutory compliance checklist guidance received. Digital and paper filing system established for all facility maintenance related documents. Draft Maintenance schedule to be developed and presented in due course.
22/06/2023	6.1	To purchase Dog Ban sign and Park Ownership signs at FCMP as recommended in ROSPA report	Dog ban sign has been installed. It is recommended that Park Ownership signs at FCMP as recommended in ROSPA report be considered as part of the overall proposal to replace all signage (see item 13.b below).	See item 13.b below.
22/06/2023	6.1	Investigate warranty with Wicksteed regarding weed growth through mulching at FCMP.	Parish Ranger confirmed weeds are not growing through but growing on top of the mulching. OSP to confirm permitted strength of weedkiller use as environmentally friendly weedkiller currently used doesn't work.  The item has been included for action by Deputy Clerk to check recommendations for weedkiller use in play areas.  Should OSP agree to carry out an annual clean of the play area (see item 9.8 below), any pressure washers used will likely tackle any issues with weeds.	<b>Ongoing:</b> OSP agreed to include annual clean of play area equipment in the draft 2025-26 budget. To assess the status of weeds after first clean.
22/06/2023	9.1	To consider quotes for bike racks near the KGV play area similar to those installed at FCMP.	Item included in the draft budget for consideration.	<b>Ongoing:</b> £2,000 allocated for bike racks in 2025-26 budget. Quotes for bike racks will be presented for approval in 2025-26.
22/06/2023	9.1	To install picnic bench inside KGV play area.	Complete.	No further action required.

Meeting Date	Minute Ref.	Action	Details	Status Update
28/09/2023	8	Carry out C3 recommendations in electrical installation condition report for Longdale Pavilion. C3 recommendations for KGV to be considered as part of KGV refurbishment.	Quote for electrical work to LD pavilion approved at the Feb 24 meeting. Email trail suggests this quote was received from Peter Stanger but not been instructed to carry out works. The item has been included for action by Deputy Clerk & Facilities Manager.	<b>Complete:</b> RCD protection installed and required electrical works completed in February 2025
28/09/2023	9.5	To consider options for improved security at Longdale including:	Matter arising following concerns of anti-social behaviour at Longdale.	No further action required at this stage.
		To close gates earlier once football has finished	Due to ad-hoc bookings for the 3g pitch it is not recommended to instruct an earlier schedule to close the gates.	
		Confirm quality of CCTV imagery with TPI security if the lights were turned off earlier	It is recommended to revisit chicane gates at the far side of the field at a later date as works on the housing development on School Road progress. The item has been included for monitoring by the Deputy Clerk & Facilities Manager.	
		Continue with chicane gates options for the other access points at Longdale	The Committee is asked to note that Beat Manager Brett Peyton has confirmed reports of anti-social behaviour has decreased significantly in the area.	
28/09/2023	9.8	To consider quotes for professional cleaners for play equipment and noticeboards on an adhoc basis.	Parish Ranger suggested one clean per year only. Quotes obtained and presented as part of the draft budget.	<b>Ongoing:</b> PFP agreed to include annual clean of play area equipment in the draft 2025-26 budget. Quotes will be presented for approval in 2025-26.
28/09/2023	11.2	To consider options for Council signage similar to Longdale and KGV.	To be considered together with item 13b.	See item 13b.
28/09/2023	12.1	Check the hedge height around Council land.	Committee confirmed that they sought confirmation re potential legal requirements for hedge heights surrounding play areas.	<b>Ongoing:</b> for action in 2025-26.
29/11/2023	9.1	Investigate options to edge the paths around the beds at FCMP.	Included in the draft budget for consideration.	<b>Complete:</b> Arrangements for FCMP flowerbeds agreed at May PFP Meeting.
29/11/2023	9.2	To turn old tree stumps at FCMP into seats.	Included in the draft budget for consideration.	<b>Ongoing:</b> for action in 2025-26.

## PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
29/11/2023	10	To consider nets to protect cars parked at KGV during cricket season.	Included in the draft budget for consideration.	<b>Complete:</b> OSP agreed to not pursue cricket nets at this time. Item removed from the draft 2025-26 budget.
18/01/2024	6.3	Update on purchase of wheeled goals.	Wheeled goals ordered, delivered and assembled to Longdale and KGV. Invoice submitted for payment at October 2024 meeting, once paid Football Foundation to release £3,000.00 grant towards the goals.	<b>Complete:</b> £3000 grant received from Football Foundation on 10 January 2025
18/01/2024	7.2	Provision needs to be made for the Longdale Car Park to be appropriately refurbished.	It is understood that the quotes received to refurbish the whole car park were high and not commensurate to need.	<b>Ongoing:</b> PFP agreed to include consultancy in 2025-26 budget. Quotes will be presented in 2025-26 for approval.
			It is recommended that OSP instead consider quotes for a designated 'overflow' area for parking to alleviate parking issues during football season along with other measures such as match start times.	
			Item included for action by the Deputy Clerk & Facilities Manager.	
18/01/2024	8.3	Signage for the play area at KGV required in similar design to Padgate Green.	To be considered together with item 13b.	See item 13b.
04/07/2024	17	Pavilion	Pavilion update included for action by the Deputy Clerk & Facilities Manager to deliver a presentation on actions taken to date, current status and next steps.	<b>Complete:</b> Digital and paper filing system established, liaison with key stakeholders undertaken. Presentation at extraordinary PFP meeting on 03.07.2025. Committee decision presented to Council for consideration on 10.07.2025.
04/07/2024	17	Sign on the zip-wire	Sign for zip-wire to be ordered.	<b>Complete:</b> sign for zip wire installed
04/07/2024	17	Dog signs on all facilities	Dog signs to be reviewed alongside item 13b below.	See item 13b.

## PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
04/07/2024	7	Illegal and Unauthorised Encampment Policy	The policy was supported in principle, it was noted that Broadland District Council were to review the policy and make amendments before it was taken to Full Council at the August meeting.	<b>Complete:</b> Feedback on the Encampment Policy received from Broadland District Council and amendments to DPC's existing policy made to ensure alignment with BDC's advice. Revised Illegal and Unauthorised Encampment Policy has been provided as paper PFP13.
Council Meeting 08/08/2024	13b	Review of all signage	Signage reported above and included in the draft budget for consideration.	<b>Ongoing:</b> Signage included in draft 2025-26 budget. Update presented as paper PFP19.
		Review of security at Longdale	Security reported to Parish Ranger who believes this is the best option currently. The pavilion is locked and has been cleared with insurance provider. It is recommended to review the security arrangements after the first year. Item included for action by the Deputy Clerk & Facilities Manager.	
17/10/2024	7	Update on pitch maintenance programme	Accept the football foundation grant offer.	<b>Complete:</b> Parish Clerk and Deputy Clerk & Facilities Manager have accepted the Football Foundation grant offer.
			Appoint the Deputy Clerk and the Parish Ranger as the two representatives to complete the required course as a pre-claim condition.	<b>Complete:</b> Deputy Clerk & Facilities Manager and Parish Ranger have completed and passed the Level 1 Football Pitch Management qualification as required.
			Publicise maintenance programme in community	<b>Ongoing:</b> The pitch maintenance programme is under development and will be publicised within the community in due course.
17/10/2024	8	Undertake a full review of the management of the 3g pitch as presented.		<b>Complete:</b> A 3G pitch booking review has been undertaken and has been provided as paper PFP14.
		Earmarked Reserve for 3g income for approval by Council at the annual budget meeting.		<b>Complete:</b> Earmarked Reserve for 3G pitch income created.

## PFP Status Update for outstanding matters arising from previous meetings

Meeting Date	Minute Ref.	Action	Details	Status Update
17/10/2024	9	Undertake a review of arrangements for Larry Gray Fair and present to future meeting.	Deputy Clerk and Facilities Manager to undertake a review of: Hire agreement and stipulated requirements Notifications for key stakeholders Permits and licencing Publicising the event	<b>Complete:</b> Outcome of review and updated Hire Agreement (and associated Terms and Conditions) presented at May meeting.

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP7:</b> To receive statement of receipts and payments to date and explanation of variance.
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Background</b></p> <p>Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.</p> <p><b>Quarterly Reports</b></p> <p>In addition, the Finance &amp; General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"> <li>• Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year</li> <li>• Refining budgeting and forecasting processes over time</li> <li>• Gaining an informed understanding of financial performance as affected by various factors</li> <li>• Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances</li> <li>• Streamlining variance reporting required for Year-End</li> </ul> <p>The Finance &amp; General Purposes Committee reviewed the Playing Fields and Property budget report for Q1 at the July 2025 meeting with no recommendations for action.</p> <p><b>For Information</b></p> <p>Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.</p>	

**Drayton Parish Council - Quarter 1**  
**(01/04/2025 to 30/06/2025 - Cost Centre 29)**

1st Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments
<b>5. Playing Fields &amp; Property</b>					
57 Play Area			(N/A)		(N/A)
58 Sports Facilities			(N/A)	1,207.50	4.54 1,202.96(99%)
501 Pavilion Maintenance			(N/A)	262.50	298.47 -35.97(-13%)
502 Play Area Inspections			(N/A)		(N/A)
503 Grounds Maintenance			(N/A)	5,025.00	4,428.08 596.92(11%)
504 Security			(N/A)	3,125.00	3,962.00 -837.00(-26%)
511 3G Surface Maintenance			(N/A)	1,075.00	693.12 381.88(35%)
514 Pest Control			(N/A)	315.00	816.00 -501.00(-159%)
<b>Sub Total for 5. Playing Fields &amp; Property</b>			(N/A)	<b>11,010.00</b>	<b>10,202.21 807.79(7%)</b>
<b>TOTALS.....</b>			(N/A)	<b>11,010.00</b>	<b>10,202.21 807.79(7%)</b>
				<b>NET Variance Quarter 1 .....</b>	<b>807.79</b>

Explanation of Material Variances			
2025-26			
ID#	Cost Code	Q#	Explanation*
57	Play Area	Q1	None required.
		Q2	
		Q3	
		Q4	
58	Sports Facilities	Q1	Decrease due to outstanding annual fee for Clubspark. Payment expected in August 2025.
		Q2	
		Q3	
		Q4	
501	Pavilion Maintenance	Q1	None required.
		Q2	
		Q3	
		Q4	
502	Play Area Inspections	Q1	None required.
		Q2	
		Q3	
		Q4	
503	Grounds Maintenance	Q1	None required.
		Q2	
		Q3	
		Q4	
504	Security	Q1	Increase due to 2024-25 adjustments. Payments relate to previous year service and will be removed at year-end.
		Q2	
		Q3	
		Q4	
511	3G Surface Maintenance	Q1	Contracted services lower than estimated annual budget by £69.80. Decrease in this amount expected at year-end.
		Q2	
		Q3	
		Q4	
514	Pest Control	Q1	Increase due to 2024-25 adjustments. Payments relate to previous year service and will be removed at year-end.
		Q2	
		Q3	
		Q4	

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP8:</b> Proposals for projects for the 2026-27 financial year
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Purpose of the Report</b></p> <p>To assist the Committee in determining a suitable course of action in regards to budget proposals for the 2026-27 financial year.</p> <p><b>Background</b></p> <p>Per section 3.2 of the Council's adopted Financial Regulations, the Committee will consider a draft budget for Playing Fields &amp; Property at its November meeting for consideration and approval by Council later in the same month.</p> <p>In preparation, the Committee is asked to put forward budget proposals for inclusion in the draft budget to be presented at the November meeting.</p> <p><b>Considerations</b></p> <p>The 2025-26 Playing Fields &amp; Property Committee budget and earmarked reserves have been presented for information. It is recommended that the Committee take note of planned projects and associated expenditure allocated to the 2025-26 budgets when considering any budget proposals for 2026-27.</p> <p>The Committee is reminded that the Bowls Club Lease is index linked and will need to be increased for the coming year.</p> <p><b>Recommendations</b></p> <p>Recommended items for inclusion/amendment have been provided below for consideration:</p> <p><b>PFP Budget</b></p> <ul style="list-style-type: none"> <li>• Additional wheeled goals to replace existing fixed goals at Longdale and KGV.</li> <li>• Annual expansion vessel service to be added to KGV maintenance costs</li> <li>• To note increase to Bowls Club rent per lease agreement.</li> </ul> <p><b>Earmarked Reserves</b></p> <p><b>Longdale Enhancements</b></p> <ul style="list-style-type: none"> <li>• Replacement bollards for Longdale car park.</li> </ul> <p><b>Cyclical Payments</b></p> <ul style="list-style-type: none"> <li>• Septic tank emptying</li> </ul>	

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

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<b>Recommendation</b>
The Committee is asked to consider budget proposals for inclusion in the draft 2025-26 Budget for Playing Fields & Property.

<b>57 Play Area</b>	<b>Budget</b>	<b>Budget Notes</b>
Repairs and maintenance	£0.00	Repairs and maintenance to play areas King George V, Longdale and Florence Carter Memorial Park including play equipment, furniture such as seating and welcome signage and dog signs.
Cleaning	£2,200.00	Scheduled cleaning of play equipment and signage.
<b>Sub Total</b>	<b>£2,200.00</b>	

<b>58 Sports Facilities</b>	<b>Budget</b>	<b>Budget Notes</b>
Repairs and maintenance	£0.00	Repairs and maintenance for sports equipment including goals, 3g nets, 3g fencing, kickwall etc.
Clubspark	£1,200.00	Annual License Fee for online pitch booking software.
Smart Padlock	£30.00	Monthly subscription for use of Igloo Smart padlock at Longdale.
<b>Sub Total</b>	<b>£1,230.00</b>	

<b>59 Pavilion Consumables</b>	<b>Budget</b>	<b>Budget Notes</b>
Budget line merged with 501 in 2023-24		

<b>501 Pavilion Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
PA Testing	£150.00	Portable appliance testing advisable to carry out annually. Preferred supplier Peter Stanger and completed for KGV & LD pavilions and Bowls club. Typically due in July of each year.
Fire Extinguisher Checks	£100.00	Annual service of fire equipment. Preferred supplier Fire Assess to complete for KGV, LD and Bowls Club. Due in November each year.
Repairs and maintenance	£0.00	Repairs and maintenance to pavilions e.g. roof, leaks etc.
Pavilion Consumables	£525.00	Toilet roll, blue roll, cleaning supplies, bin bags etc.
<b>Sub Total</b>	<b>£775.00</b>	

<b>502 Play Area Inspections</b>	<b>Budget</b>	<b>Budget Notes</b>
Play Area Inspections	£350.00	Inspections on play areas at King George V, Longdale and Florence Carter Memorial Park by ROSPA.
<b>Sub Total</b>	<b>£350.00</b>	

<b>503 Grounds Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
Grounds Maintenance Contract	£19,100.00	Grass cutting, line marking, fertilizing and other grounds maintenance by Garden Guardian at KGV, Longdale & FCMP.
Repairs & Maintenance	£0.00	Repairs and maintenance to car parks, bollards, fencing, pathways etc.
Other	£500.00	Any other groundworks on land owned by Drayton Parish Council including maintenance of flowerbeds.
<b>Sub Total</b>	<b>£19,600.00</b>	
<b>504 Security</b>	<b>Budget</b>	<b>Budget Notes</b>
Repairs & Maintenance	£0.00	Repairs and maintenance to CCTV, key cutting and security gates etc.
Contract security	£12,500.00	Locking and unlocking gates at King George V and Longdale by Norse Commerical Services Ltd.
<b>Sub Total</b>	<b>£12,500.00</b>	
<b>511 3G Surface Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
Contract Maintenance	£4,300.00	3g Surface Clean by Garden Guardian (42 visits) including inspection, brush and litter picking.
<b>Sub Total</b>	<b>£4,300.00</b>	
<b>512 Floodlight Maintenance</b>	<b>Budget</b>	<b>Budget Notes</b>
		Floodlight maintenance covered by earmarked reserves for cyclical payments. Recommend to close budget line.
<b>514 Pest Control</b>	<b>Budget</b>	<b>Budget Notes</b>
Pest Control	£1,260.00	Mole Removal by APC Pest Control Ltd.
<b>Sub Total</b>	<b>£1,260.00</b>	

81 3G Surface Replacement (OSP)	Budget	Budget Notes
3G Surface Replacement.	£40,000.00	Earmarked reserve for 3G surface replacement. 3g pitch installed in August 2012 and recommendation from Norfolk FA in 2023 that the pitch is due for replacement. Recommendation from OSP during 2023 budget meeting to complete 3g surface replacement in 25-26. This was also allocated the highest priority for Longdale at the July 24 meeting.
Sub Total	£40,000.00	
Current Balance	£32,000.00	
Transfers	£8,000.00	
<b>Remaining Balance</b>	<b>£0.00</b>	
84 KGV Enhancements (OSP)	Budget	Budget Notes
KGV Enhancements.	£0.00	Earmarked reserve for KGV enhancement project including; car park, access posts, outdoor lighting, pavilion enhancements. No plans for expenditure in 2025-26.
Bike Racks	£2,000.00	Bike racks for outside KGV Play area.
Sub Total	£2,000.00	
Current Balance	£29,104.00	
Transfers	£0.00	
<b>Remaining Balance</b>	<b>£27,104.00</b>	
605 Floodlight Replacement (OSP)	Budget	Budget Notes
Floodlight Replacement.	£0.00	Earmarked reserve for floodlight replacement. Longdale LED installed 2016-17 on 3g surface and 2013-14 outside 3g pitch. Estimated lifespan of LED lighting is 50,000hrs. No plans for expenditure in 2025-26.
Sub Total	£0.00	
Current Balance	£5,500.00	
Transfers	£0.00	
<b>Remaining Balance</b>	<b>£5,500.00</b>	
607 Play Area Enhancements (OSP)	Budget	Budget Notes

Replacement costs.	£0.00 Earmarked reserve for replacement play equipment, surfacing and fencing. FCMP installed 2019. Longdale installed approximately 2008. KGV all equipment, surfacing and fencing installed 2023 @ £182633.66. Estimated lifespan ranges from 10 - 20 years. No plans for expenditure in 2025-26.
Play area enhancements	£5,000.00 New signage for all locations.
Sub Total	£5,000.00
Current Balance	£72,687.20
Transfers	£10,000.00
<b>Remaining Balance</b>	<b>£77,687.20</b>

<b>611 Election Reserve (FGP)</b>	<b>Budget</b>	<b>Budget Notes</b>	
Election reserve.	£0.00	Reserve to cover associated costs of a contested election. Next election due 2027. No plans for expenditure in 2025-26	
Sub Total	£0.00		
Current Balance	£2,500.00		
Transfers	£0.00		
<b>Remaining Balance</b>	<b>£2,500.00</b>		
<b>613 Longdale Enhancements (OSP)</b>	<b>Budget</b>	<b>Budget Notes</b>	
Replacement bollards.	£0.00	Request for replacement recycled plastic bollards received from Parish Ranger. Agreed to consider following agreed plans for Car Park.	
Play Goals	£2,500.00	Play goals for Longdale field.	
Car Park Refurbishment	£1,000.00	Budget reflects estimated consultation fees for Car Park refurbishment.	
Soil Bin	£250.00	Bin for soil for use by football teams to fill pot holes before matches.	
Sub Total	£3,750.00		
Current Balance	£29,950.00		
Transfers	£0.00		
<b>Remaining Balance</b>	<b>£26,200.00</b>		
<b>8532 Tree Works (E&amp;H)</b>	<b>Budget</b>	<b>Budget Notes</b>	

New trees. £7,000.00 8 replacement trees.

Tree works	£6,600.00	Works for priority 3 trees identified in 2024 survey scheduled for works in 2025-26.
Sub Total	£13,600.00	
Current Balance	£13,244.00	
Transfers	£8,500.00	
<b>Remaining Balance</b>	<b>£8,144.00</b>	

8530 Streetlighting (FGP)	Budget	Budget Notes
Replacement Costs	£0.00	Earmarked reserve for replacement columns. No plans for expenditure in 2025-26
Sub Total	£0.00	
Current Balance	£96,547.99	
Transfers	£9,000.00	
<b>Remaining Balance</b>	<b>£105,547.99</b>	

8533 Cyclical Payments	Budget	Budget Notes
Electrical Safety Reports (OSP)	£0.00	5 yearly inspection for electrical testing at KGV, Longdale and Bowls Club including floodlights. No plans for expenditure in 2025-26.
Wix website provision (FGP)	£0.00	3 yearly website provision with Wix due June 2026.
Domain registration (FGP)	£150.00	.gov domain registration. FGP agreed to pay upfront for 5 years. Next payment due April 2025.
Longdale Fence (OSP)	£0.00	4 yearly maintenance of water based fence stain (not paint) as recommended by installer. No plans for expenditure in 2025-26.
Tree Survey (E&H)	£0.00	2 yearly tree surveys. No plans for expenditure in 2025-26.
Sub Total	£150.00	
Current Balance	£784.50	
Transfers	£2,309.80	
<b>Remaining Balance</b>	<b>£2,944.30</b>	

8534 Projects	Budget	Budget Notes
Neighbourhood Plan (FGP)	£10,000.00	Appointment of NH Plan consultant & supporting costs for renewal of neighbourhood plan.

Parish Partnership Scheme (EH)	£0.00	Council agreed not to participate in 25-26 Parish Partnership Scheme.
Sub Total	£10,000.00	
Current Balance	£12,000.00	
Transfers	£0.00	
<b>Remaining Balance</b>	<b>£2,000.00</b>	

<b>8535 Pitch Improvements (OSP)</b>	<b>Budget</b>	<b>Budget Notes</b>
Pitch Improvements	£0.00	No plans for expenditure in 2025-26.
Sub Total	£0.00	
Current Balance	£5,000.00	
Transfers	£5,000.00	
<b>Remaining Balance</b>	<b>£10,000.00</b>	

<b>8537 Street Scene Furniture &amp; Footpaths (E&amp;H)</b>	<b>Budget</b>	<b>Budget Notes</b>
New/replacement grit bins	£250.00	Replacement Grit bin for Carter Road
New/replacement benches	£2,100.00	Replacement bench at Drayton Triangle & replacement bench for Green Lanes
New/replacement lecterns	£1,000.00	Replacement lectern for FP2 to Green Lanes.
Sub Total	£3,350.00	
Current Balance	£0.00	
Transfers	£3,850.00	
<b>Remaining Balance</b>	<b>£500.00</b>	

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP9: VAT on Sporting Fees Report</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b><u>Purpose of the Report</u></b></p> <p>To assist the Committee in determining a suitable course of action in response to the recommendations within the VAT on Sporting Fees Report.</p> <p><b><u>Background</u></b></p> <p>At the October 2024 meeting of the Council, it was agreed to seek specialist VAT advice on the VAT implications of the renovation of the pavilion and carry out a remote, light-touch review of the council's other VAT activities.</p> <p>As part of the review of the council's other VAT activities, it was recommended that the Council should stop charging VAT on sports activities and may wish to consider reclaiming the VAT that it has charged on sports over the last 4 financial years from HMRC.</p> <p>Full guidance on VAT on sporting fees is attached for information and the Committee is asked to consider recommendation 1 for decision.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to consider the recommendation in the report regarding VAT for 3G sports hire.</p>	



Updated 16 November 2023

## VAT on sporting fees - update

**HMRC has now issued further guidance on its interpretation of the non-business treatment of sports and leisure service by local authorities. This advice note updates the information that we issued in March 2023.**

### Background

HMRC's guidance prior to 2023 was that local authority sports and leisure services may either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In *Chelmsford City Council* [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC lost an appeal on the first part of that decision, where they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they would NOT be pursuing the 'significant distortion of competition' argument and accepted that local authority sports services can be treated as non-business and outside the scope of VAT.

HMRC has now provided further guidance on interpretation of the new policy to its own staff, published in Internal Manuals [VATGPB8410](#). This provides illustrations of the sort of services that will be covered by the non-business treatment.

### Sports services that may be treated as non-business

HMRC has identified a range of sports and leisure services that it accepts are "sport and leisure services [supplied] to members of the public". This includes any hire of sports facilities (e.g. pitches for football, rugby, hockey, netball, cricket, tennis and bowls, as well as facilities for swimming, ice skating, squash, table-tennis and badminton).

Hire of a room in a village hall or community centre, where the council has set up sporting equipment for use by the hirer (e.g. badminton or table tennis) is also non-business.

HMRC has clarified that the hire of sports facilities to a business (e.g. a yoga instructor) is a non-business activity, provided that the business provides sports services to individuals. However, the hire of a sports facility can only be treated as non-business where the sports facility remains managed and maintained by the council.

Where a tenant leases and maintains a sports facility, rent over £1 remains VAT-exempt.

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, the provision of catering or sale of goods alongside sports, or other taxable or exempt business activities at this point.

If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

### **Steps to take: current charges and reclaims for the past 4 years**

HMRC issued a Business Brief shortly after conceding the Chelmsford case, explaining the steps councils should take to reclaim any VAT:

<https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services>

We suggest that councils consider the following steps in relation to sports facilities that they charge for, bearing in mind that HMRC might refuse some claims:

- 1) VAT registered councils charging VAT on the use of sports facilities or services by the public (including through their membership of sports teams) should:
  - a. stop doing so, even if there is an option to tax in place on the facilities,
  - b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
  - c. consider whether to refund that VAT to bodies/people charged for sports.
- 2) Any council not VAT registered that has avoided reclaiming VAT on the cost of sports facilities because they were considered taxable supplies, should reclaim any such VAT incurred (but not reclaimed) over the last 4 years.
- 3) Any council that has treated sports services as VAT-exempt and including the VAT incurred on those activities in their partial exemption calculation should:
  - a. Exclude that VAT from their 2022/23 calculation,
  - b. Check if they had any irrecoverable VAT in their 2019/20 to 2021/22 calculations, and review the calculation to see if they can now reclaim it,
  - c. if they have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if they can recover any further VAT.

Councils should not include premises leased to sports clubs for more than £1 in these calculations, if the lease makes the club responsible for maintaining the sports facilities.

Councils should email any claim for reimbursement to: [lasector.mailbox@hmrc.gov.uk](mailto:lasector.mailbox@hmrc.gov.uk) and include '2023 LA VAT non-business' in the subject line of the email. VAT returns and VAT126 claims should not be adjusted and the procedure above should be used.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for November 2019 until the end of this month.

VAT-registered councils cannot make adjustments more than 4 years after the due date of a VAT return, so the oldest return that can be claimed for is the December 2019 quarter, unless a council submits monthly returns or has non-standard VAT quarters.

In reclaiming any VAT charged, councils must avoid “unjust enrichment”, which might occur if they reclaim the VAT and keep it, rather than refunding it to customers. Where council facilities are subsidised by the taxpayer and operate at a loss due to low charges, HMRC are unlikely to consider that unjust enrichment.

An option to tax only applies to business activity and no VAT is charged on non-business fees. However, the option to tax will still apply to any non-sporting hire and would apply if the site was sold, so councils with one in place shouldn't cancel their VAT registration.

### **Disclaimer**

This bulletin is only intended as a brief guide about a developing situation and councils should ensure they follow the Regulations and guidance on [www.gov.uk](http://www.gov.uk), read the tribunal decisions and seek professional advice from us or others if they are in any doubt.

The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the applicable law and guidance, or misinterpreted the information in this briefing without taking professional advice.

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP10: Playground inspections summary report</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b><u>Purpose of the Report</u></b></p> <p>To up-date the Committee in regards to internal and external playground inspections and seek authorisation for expenditure for playground repairs.</p>	
<p><b><u>Background</u></b></p> <p>Playing Fields and Property Terms of Reference specify that the Committee has responsibility to 'To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required'.</p>	
<p><b><u>Internal Inspections Update</u></b></p> <p>Internal Inspections are carried out weekly at KGV, Longdale and Florence Carter Memorial Park by the Parish Ranger. Results have been reported electronically since March 2024.</p> <p>The attached report provides an overview of all defects reported from weekly inspections since March 2024.</p>	
<p><b><u>Actions Required</u></b></p> <p>There is no damping on one of the spring-loaded gates at the KGV playground, resulting in an increased risk of the gate slamming shut on users. It is therefore essential that the necessary repair work is undertaken as soon as possible.</p> <p>As the May 2025 Committee meeting, it was agreed to authorise payment for the required gate repairs.</p> <p>Sutcliffe Play have confirmed that the total cost for the supply and installation of the replacement gate is £2,267.36. The Deputy Clerk &amp; Facilities Manager is currently awaiting an up-date from Sutcliffe Play regarding an installation date for the replacement gate and will continue to pursue a response.</p>	
<b>Recommendation</b>	
The Committee is asked to note the update on internal playground inspections.	

## Internal Playground Inspections Summary Report

Florence Carter Memorial Park	
Risk Assessment	Defect Registered
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide	None
Swing 1	None
Swing 2	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play Toddler	None
Tom Thumb Multi Play Toddler	None
Comments	
None	

Longdale Playground	
Risk Assessment	Defect Registered
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide with Multi Play Junior	None
Swing 1	None
Swing 2	None
Swing 3	None
Swing 4	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play	None
Comments	
None	

**Internal Playground Inspections Summary Report**

<b>King George V Playground</b>	
<b>Risk Assessment</b>	<b>Defect Registered</b>
Safety Surfacings	None
Equipment	2
<b>Comments</b>	
<p>The following defects have been reported:</p> <ul style="list-style-type: none"><li>• On-going since April 2025: 'No damping on gate'</li><li>• August 2025: 'Finger crush point' on second gate (as identified in ROSPSA report)</li></ul>	

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP11: RoSPA Safety Inspection Reports and remedial tasks</b>							
<b>Meeting</b>	Playing Fields & Property Committee							
<b>Date</b>	28 <sup>th</sup> August 2025							
<b>Author</b>	Deputy Clerk & Facilities Manager							
<b>Summary</b>								
<p><b>Purpose of the Report</b></p> <p>To assist the Committee in reviewing Royal Society for the Prevention of Accidents (RoSPA) annual Play Safety Inspection Reports for Florence Carter Memorial Park (FCMP), KGV Playing Field (KGV) and Longdale Playing Field and any associated remedial tasks.</p>								
<p><b>Background</b></p> <p>The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body such as RoSPA. Children's playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment and ancillary items.</p>								
<p>The Parish Council schedule annual RoSPA playground inspections in order to ensure that legal and insurance responsibilities are met, as well as complying with the requirements of EN1176 (the European Playground Standard).</p>								
<p>RoSPA playground inspections at all Drayton Parish Council managed play areas were undertaken in June 2025 and associated reports received by the office on 16<sup>th</sup> June 2025.</p>								
<p><b>Summary</b></p> <p>RoSPA Safety Inspection Reports are included as part of this paper for consideration.</p> <p>Each report provides risk scores for ancillary and primary items. Risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The guidance notes stipulate that it is important to consider likelihood and consequence, and not just one of the factors in isolation.</p>								
<p>It is recommended that the Committee note the risk rating for each item of play area equipment when considering whether to authorise the recommended actions identified within the ROSPA Safety Inspection Reports. A summary of identified risks has been provided below.</p>								
<b>Play Area Location</b>	<b>Risk Level</b>							
	<b>Very Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>				
KGV	6	13	3	0				
FCMP	5	10	2	0				
Longdale	4	9	2	0				

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

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<b>Recommendation</b>
The Committee is asked to review the RoSPA Safety Inspection Reports and consider an appropriate response regarding any identified remedial tasks.

# Safety Inspection Report

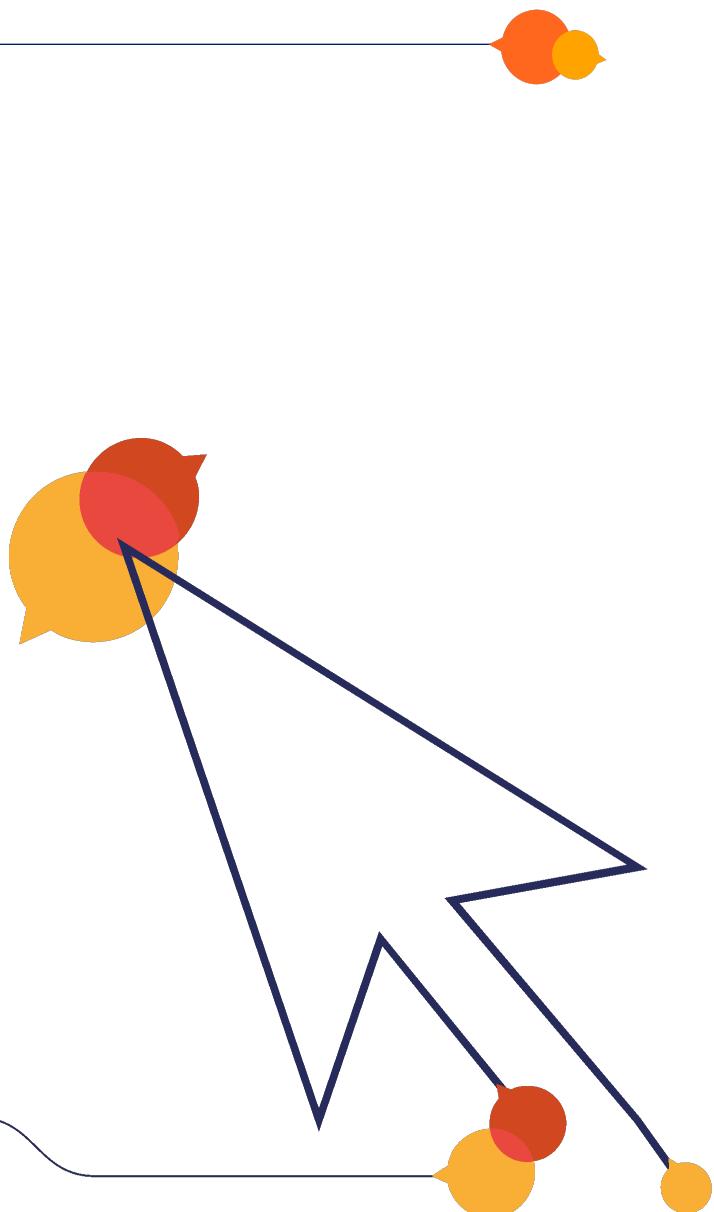
Annual Inspection

## Florence Carter Memorial Park

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Drayton Parish Council

10 June 2025



# Safety Inspection Report

## Annual Inspection

Site name: **Florence Carter Memorial Park**

Date of inspection: **10 June 2025**

Inspector: **David Owen**



## Seating - Bench & Tables

Innate risk score:

 3

Description	Tasks	Risk score
Encroaching vegetation or trees.	Remove.	 8

## Gates

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

## Fencing - Bow-Top

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## General Surface - Grass

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## Signage - Ownership

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

## Litter Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

## Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Innate risk score:

 8

Description	Tasks	Risk score
No Findings		

## Carousel

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Multiplay - Toddler

Innate risk score:

 6

Description	Tasks	Risk score
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	 5

## Space Net - Central Post

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Multiplay - Toddler

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Carousel - Overhead

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Rocker - Seesaw

Innate risk score:

 6

Description	Tasks	Risk score
Cap missing.	Replace.	 5
Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	 4

## Slide - Freestanding

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Multiplay - Junior - Slide Climber - Castle

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Swing - Toddler - 2 Bay 4 Seat

Innate risk score:

 3

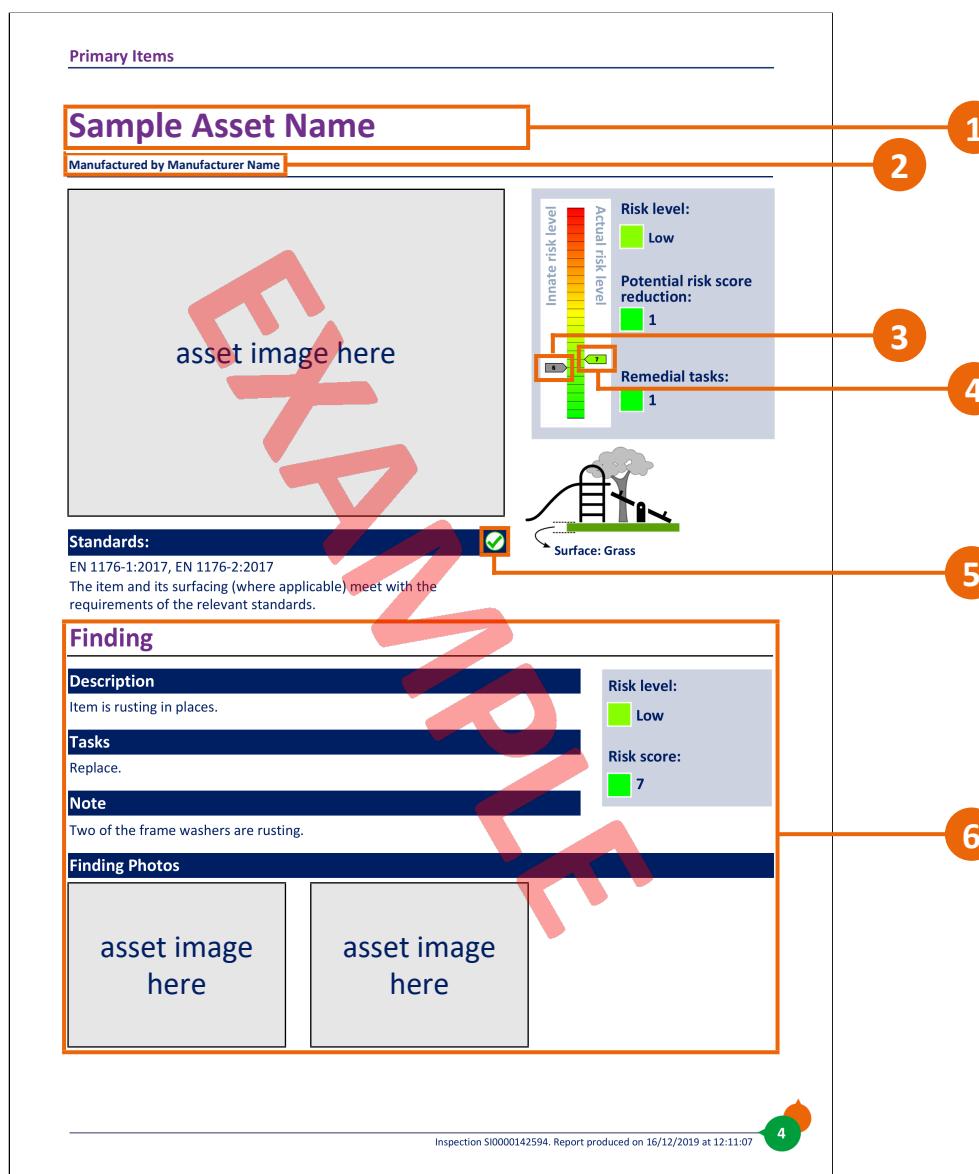
Description	Tasks	Risk score
No Findings		

## How to read your report

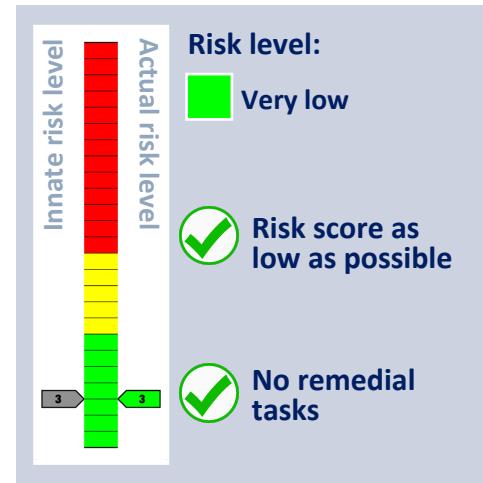
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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

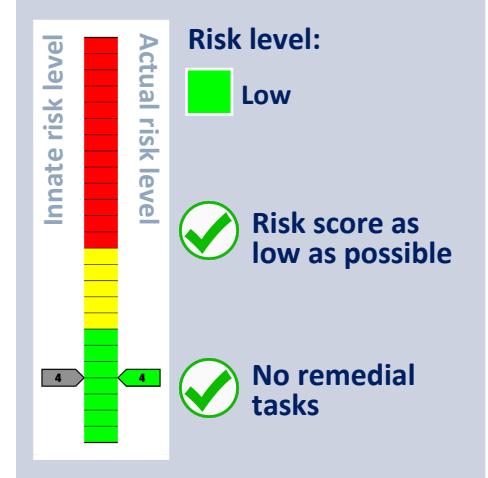
- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,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



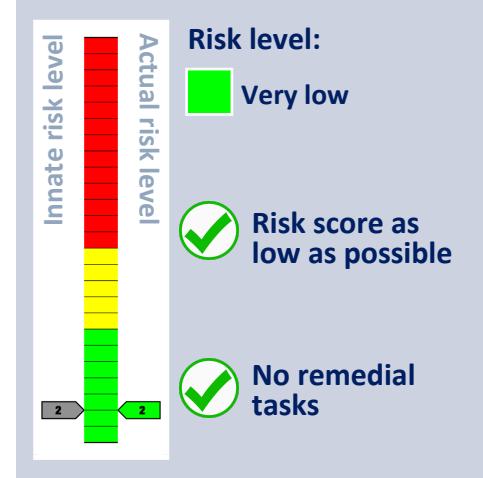
## Fencing - Bow-Top



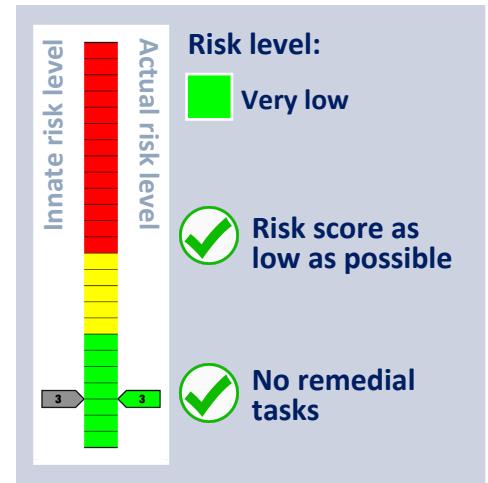
## Gates



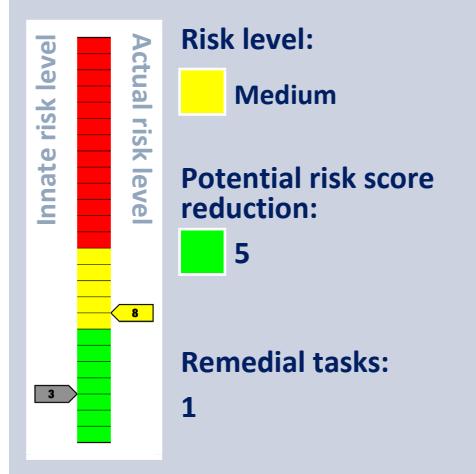
# Signage - Ownership



## General Surface - Grass



# Seating - Bench & Tables



## Maintenance Finding

### Description

Encroaching vegetation or trees.

**Risk level:**

  Medium

### Tasks

Remove.

**Risk score:**

  8

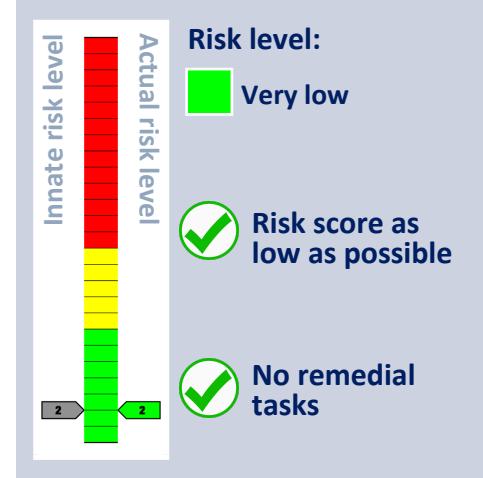
### Note

Trim back tree branches.

### Finding Photos

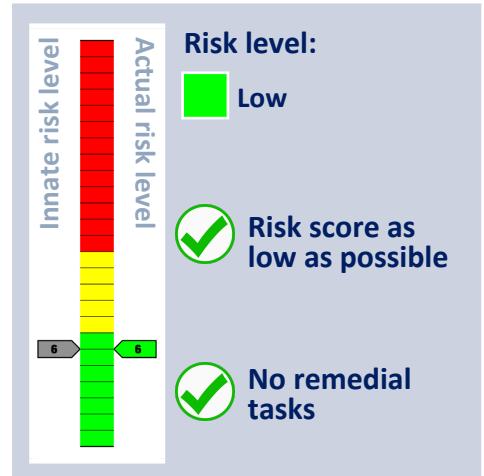


# Litter Bin



# Carousel

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

## Standards:

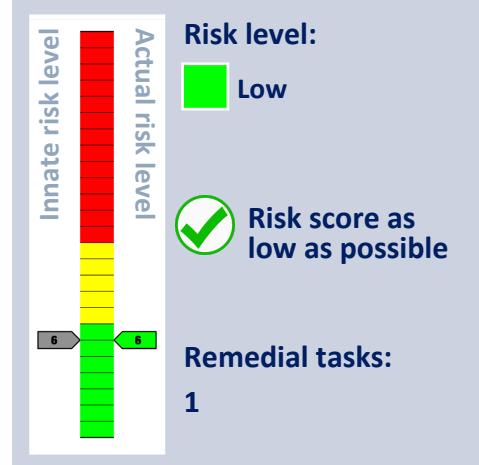


EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

# Multiplay - Toddler

Manufactured by Playquip UK Ltd



## Standards:



EN 1176-1:2017+A1:2023

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

## Maintenance Finding

### Description

Paintwork is in poor condition.

Risk level:  
Low

### Tasks

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

Risk score:  
5

### Note

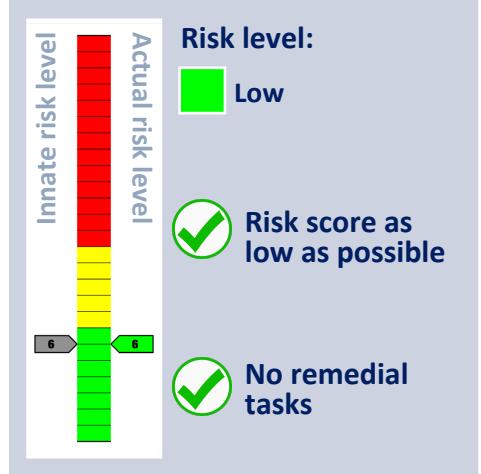
Frame rusting.

### Finding Photos



# Space Net - Central Post

Manufactured by Tayplay Ltd



## Standards:

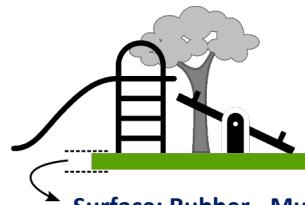
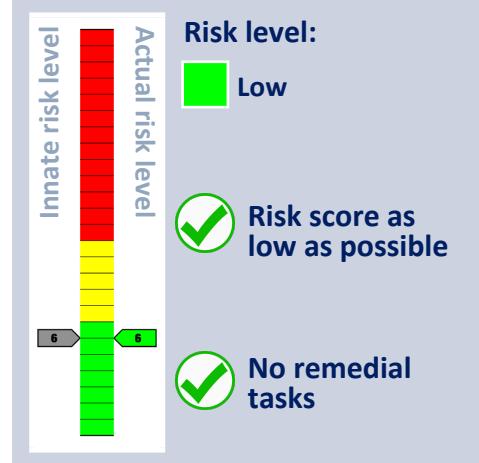


EN 1176-11:2014, EN 1176-1:2017+A1:2023

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

# Multiplay - Toddler

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

## Standards:

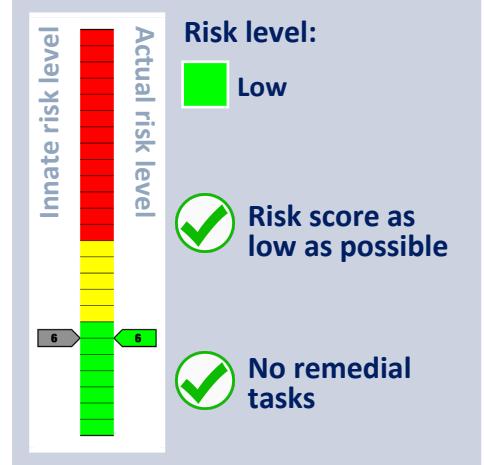


EN 1176-1:2017+A1:2023

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

# Carousel - Overhead

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

## Standards:

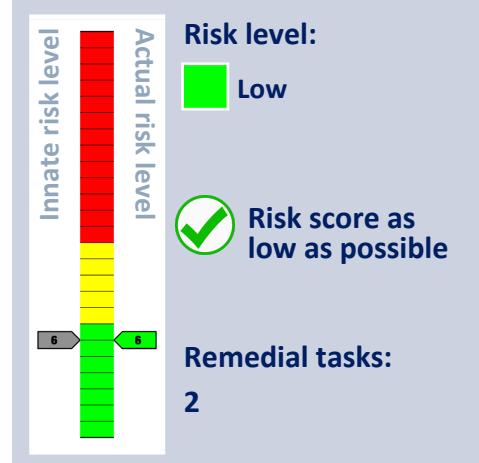


EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

# Rocker - Seesaw

Manufactured by Wicksteed Leisure Ltd



## Standards:



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

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

## Maintenance Finding

### Description

Cap missing.

### Risk level:

Low

### Tasks

Replace.

### Risk score:

5

### Finding Photos



## Maintenance Finding

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### Description

Moving parts require greasing.

Risk level:

 Low

### Tasks

Apply lubricant according to the manufacturer's instructions.

Risk score:

 4

### Note

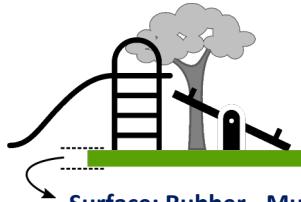
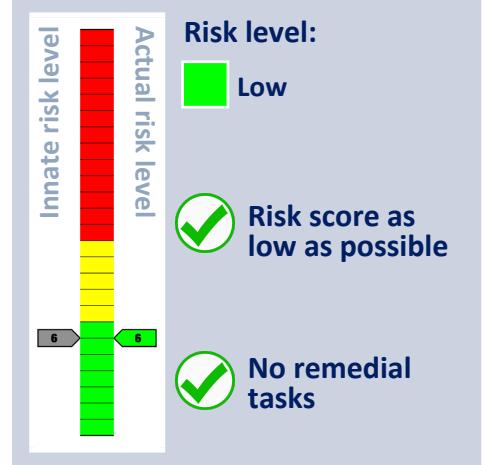
Noisy when in use.

### Finding Photos



# Slide - Freestanding

Manufactured by Playquip UK Ltd



Surface: Rubber - Mulch - Bonded

## Standards:

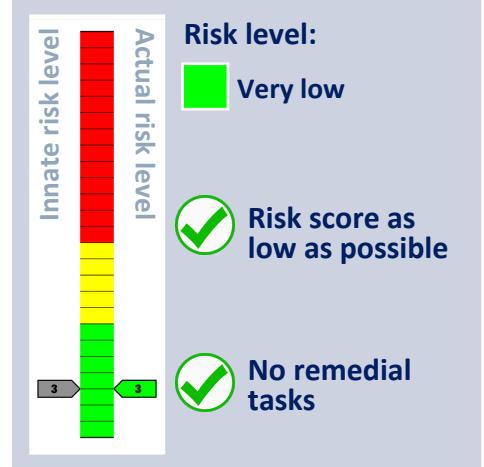


EN 1176-1:2017+A1:2023, EN 1176-3:2017

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

# Swing - Toddler - 2 Bay 4 Seat

Manufactured by Wicksteed Leisure Ltd



**Surface: Rubber - Mulch - Bonded**

## Standards:

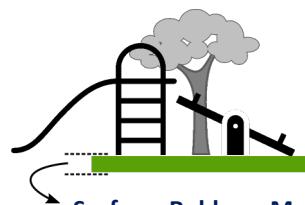
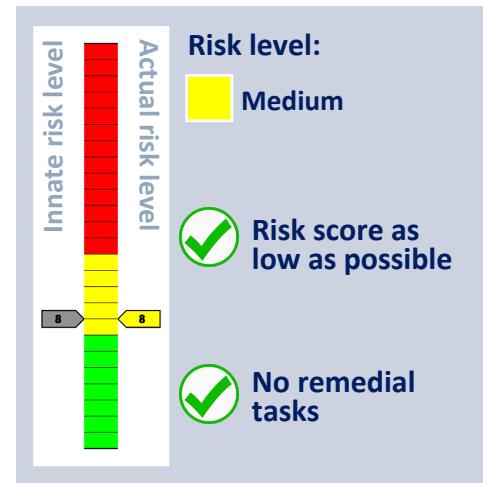


EN 1176-1:2017+A1:2023, EN 1176-2:2017

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

# Swing - Mixed - 2 Bay 1 Basket 2 Junior Seat

Manufactured by Wicksteed Leisure Ltd



Surface: Rubber - Mulch - Bonded

## Standards:

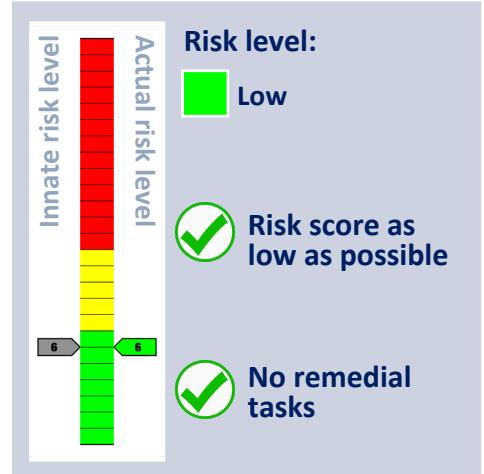


EN 1176-1:2017+A1:2023, EN 1176-2:2017

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

# Multiplay - Junior - Slide Climber - Castle

Manufactured by Wicksteed Leisure Ltd



**Surface: Rubber - Mulch - Bonded**

## Standards:



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

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

## General Notes

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

Risks are calculated in this way:

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

## General Notes

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

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

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

Table 1 – Risk Score Matrix

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

## General Notes

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### Inspection Scope

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

### Compliance with Standards

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

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

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

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

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

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

## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

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

### What We Don't Inspect

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

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

## General Notes

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

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

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

### Exposure to Risk

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

### Ownership

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

### Contemporaneous Findings

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

### Timber

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

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### Planting and Trees

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

## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

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

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.	
Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

# EN 1176 Notes – Summary of Requirements

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## PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

## PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

## PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- \* No unexpected obstacles

## SURFACING SAFETY REQUIREMENTS

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

## DESIGN AND MANUFACTURE

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

- \* Requirements for easily accessible equipment

## FINISHING

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

## FIBRE ROPES

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

## WIRE ROPES

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

## CHAINS

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

## SWINGING SUSPENDED ROPES

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

## CLIMBING ROPES

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

## ENTRAPMENTS

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

## BRIDGES

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

## ENTRAPMENT OF FEET AND LEGS

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

## FINGER ENTRAPMENTS

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

- \* Tube ends should be securely enclosed and removable only with tools

- \* Moving gaps should not close to less than 12mm

## BARRIERS AND GUARD-RAILS

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

## HAND-RAILS

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

## EQUIPMENT FOR UNDER 3'S

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

## EQUIPMENT FOR OVER 3'S

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

## MEANS OF ACCESS

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

## EN 1176 Notes – Summary of Requirements

### SWINGS

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

#### REQUIREMENTS

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

#### DIMENSIONS

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

#### SITING

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

#### SURFACING REQUIREMENTS

##### Forward and Back

\* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

##### Side width

\* Seat width no greater than 500mm: 1.75m minimum (i.e. 875mm each way from seat centre)  
\* Areas for two seats in one bay may overlap providing the distance between seats is correct

##### Single point swings

\* Circular area with a radius equal to the Forward and Backward figure for other swings

### SLIDES

#### SAFETY REQUIREMENTS

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

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

##### Sliding sections

\* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

#### RUN -OUTS

\* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

\* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

#### SURFACING REQUIREMENTS

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

### CABLE RUNWAYS

#### SAFETY REQUIREMENTS

\* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \* Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

#### IMPACT AREAS

\* 2m either side of main cable

### ROTATING ITEMS

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

#### SAFETY REQUIREMENTS

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

#### SPECIFIC REQUIREMENTS

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

Platform roundabouts:

## EN 1176 Notes – Summary of Requirements

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\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

### MINIMUM SPACE

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

### SURFACING REQUIREMENTS

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

### ROCKING ITEMS

#### DEFINITIONS

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

#### SAFETY REQUIREMENTS

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 – 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### MINIMUM SPACE

\* 1000mm between items at maximum movement.

#### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

### INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

#### SAFETY

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

\* Staff and users should be safe during maintenance operations

#### INSPECTION

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

##### Frequency

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

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

#### ROUTINE MAINTENANCE

\* Basic routine maintenance details should be supplied by the manufacturer

#### CORRECTIVE MAINTENANCE

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



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# Safety Inspection Report

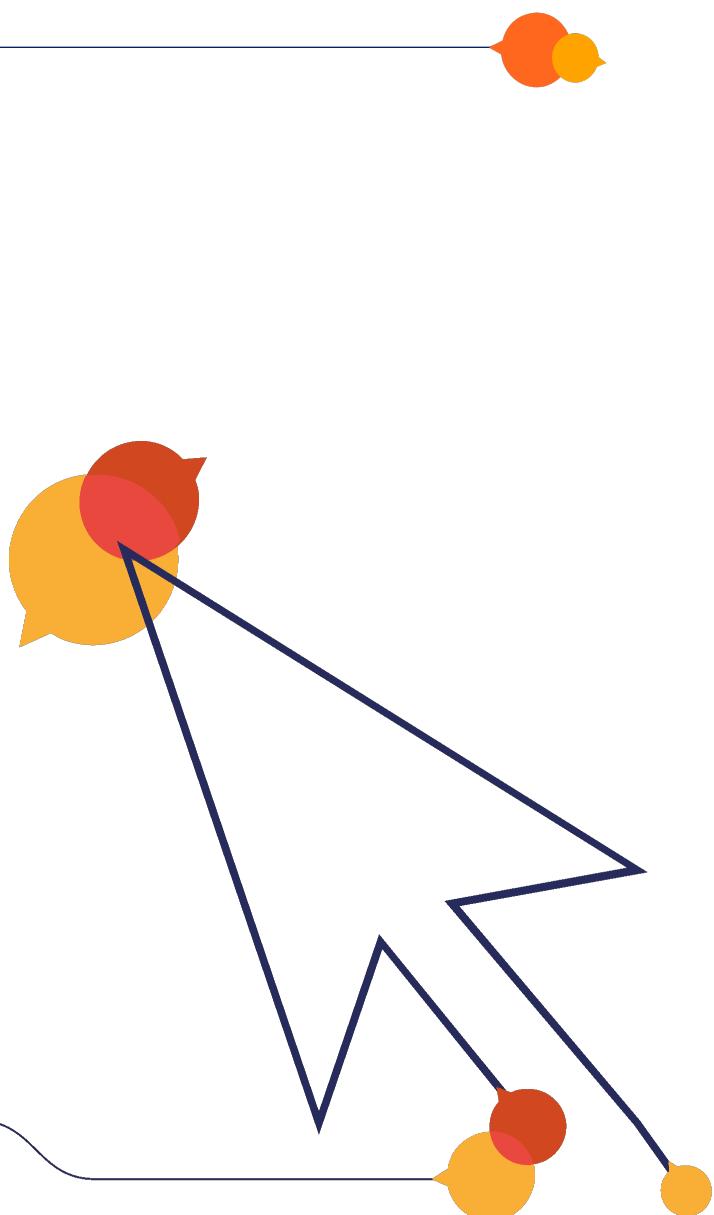
Annual Inspection

## King George V Playing Fields

---

Drayton Parish Council

10 June 2025



# Safety Inspection Report

## Annual Inspection

Site name: **King George V Playing Fields**  
Date of inspection: **10 June 2025**  
Inspector: **David Owen**



## Gates

**Innate risk score:**

 4

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

## General Surface - Mulch - Bonded

**Innate risk score:**

 3

Description	Tasks	Risk score
The surface is crumbling.	Read the notes for further action.	 6

## Seating - Bench & Table

**Innate risk score:**

 3

Description	Tasks	Risk score
RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	Read the notes for further action.	 5

## Fencing - Bow-Top

**Innate risk score:**

 3

Description	Tasks	Risk score
No Findings		

## Signage - Ownership

**Innate risk score:**

 2

Description	Tasks	Risk score
No Findings		

## Litter Bin

**Innate risk score:**

 0

Description	Tasks	Risk score
No Findings		

## Swing - Basket (Field Side)

Innate risk score:

 8

Description	Tasks	Risk score
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	 10

## Agility - Ladder - Horizontal (Field Side)

Innate risk score:

 8

Description	Tasks	Risk score
Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	 8

## Carousel

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Agility - Trampoline - Play

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Multiplay - Toddler & Junior - Mixed

Innate risk score:

 6

Description	Tasks	Risk score
Additional comments are noted below.	Install correctly according to the manufacturer's instructions.	

## Carousel - Flush - Scooter

Innate risk score:

 6

Description	Tasks	Risk score
The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	 0

## Swing - Mixed - 2 Bay 2 Junior 1 Toddler 1 Buddy Seat

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Carousel - Stand-On (Field Side)

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Climber - Up & Over (Field Side)

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Adult Fitness - Chinning Bars (Field Side)

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Agility - Balance Trail (Field Side)

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Cableway - Seated (Field Side)

Innate risk score:

 5

Description	Tasks	Risk score
Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is	Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.	 0

## Agility - Parallel Bars (Field Side)

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

## Play Panels x 3, Flower, Tumble, Spider

Innate risk score:

 3

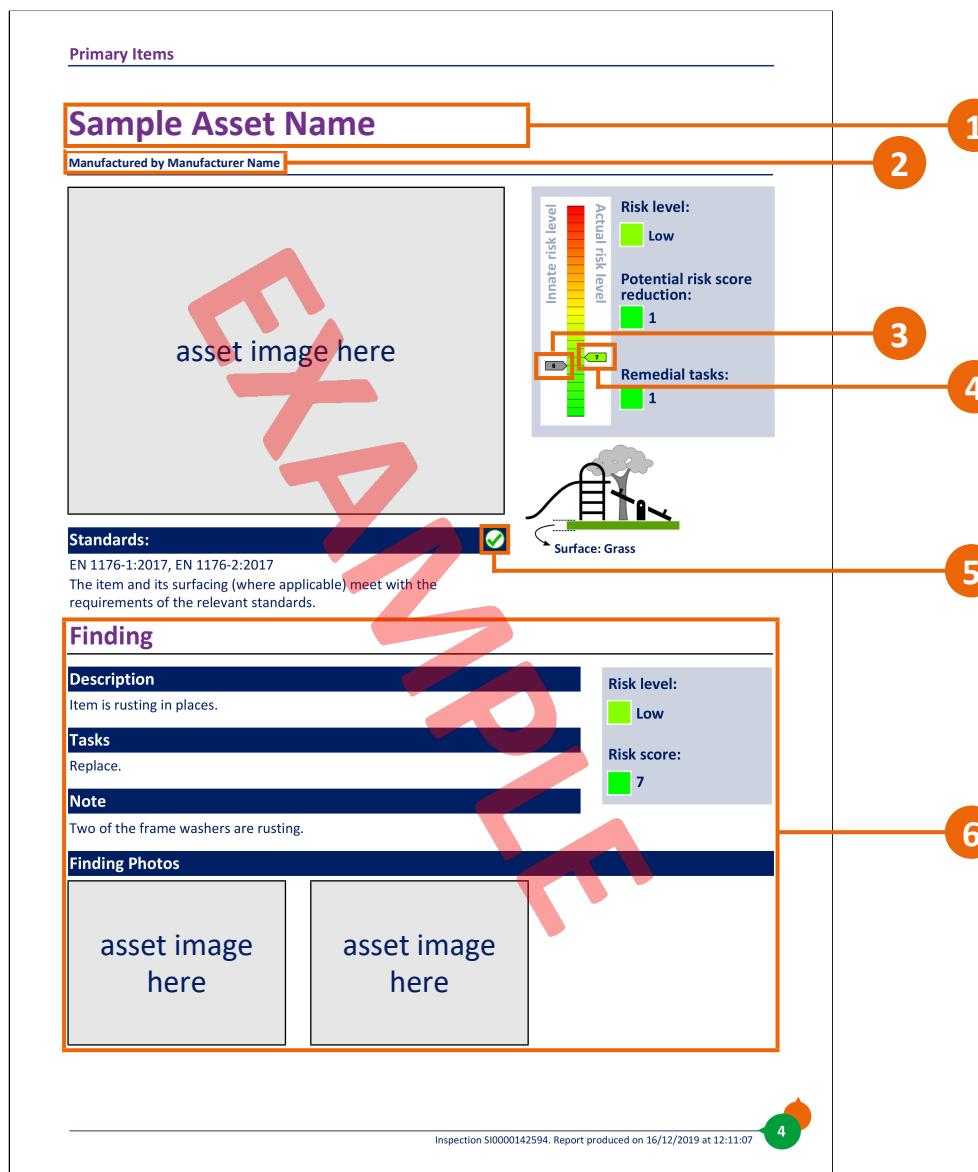
Description	Tasks	Risk score
No Findings		

## How to read your report

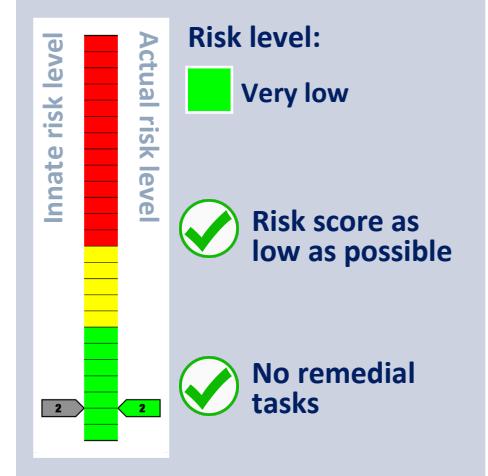
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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

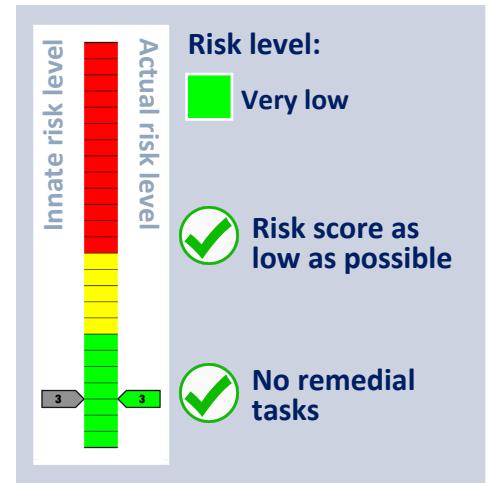
- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,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



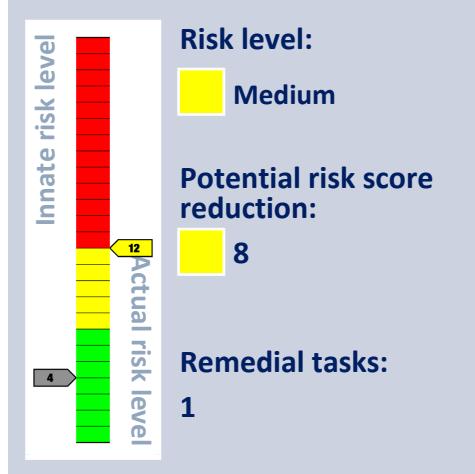
# Signage - Ownership



## Fencing - Bow-Top



# Gates



## Maintenance Finding

### Description

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

### Tasks

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

### Note

Gate near basket swing.

### Finding Photos



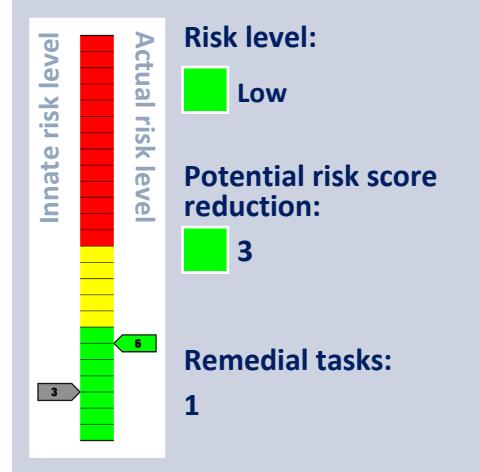
### Risk level:

Medium

### Risk score:

12

# General Surface - Mulch - Bonded



## Maintenance Finding

### Description

The surface is crumbling.

Risk level:

Low

### Tasks

Read the notes for further action.

Risk score:

6

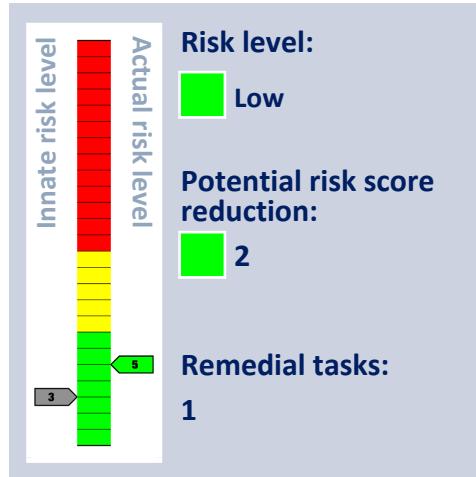
### Note

Loose rubber on the surface. Monitor for deterioration and repair accordingly.  
Sweep off loose particles.

### Finding Photos



# Seating - Bench & Table



## Maintenance Finding

### Description

RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.

### Tasks

Read the notes for further action.

### Risk level:

Low

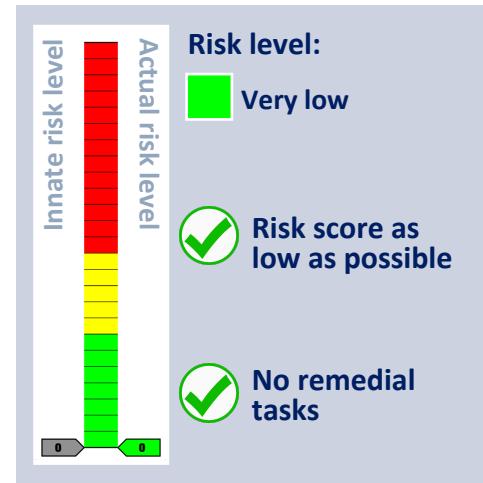
### Risk score:

5

### Finding Photos

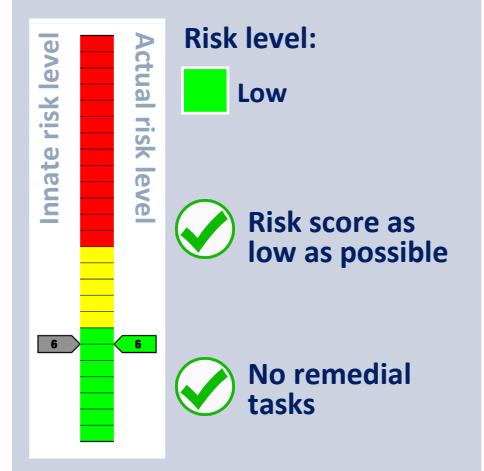


# Litter Bin



# Carousel

Manufactured by Sutcliffe Play Ltd



Surface: Rubber & Wet Pour

## Standards:

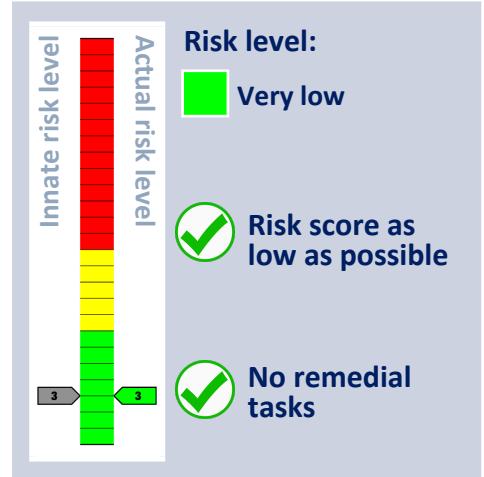


EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

# Play Panels x 3, Flower, Tumble, Spider

Manufactured by Sutcliffe Play Ltd



**Surface: Rubber - Mulch - Bonded**

## Standards:

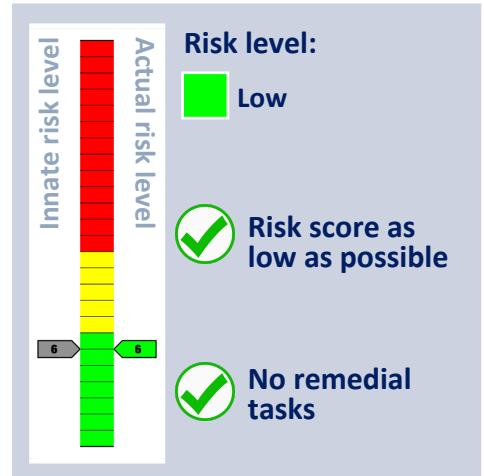


EN 1176-1:2017+A1:2023

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

# Agility - Trampoline - Play

Manufactured by SMB Seilspielgeräte GmbH



Surface: Rubber - Mulch - Bonded

## Standards:

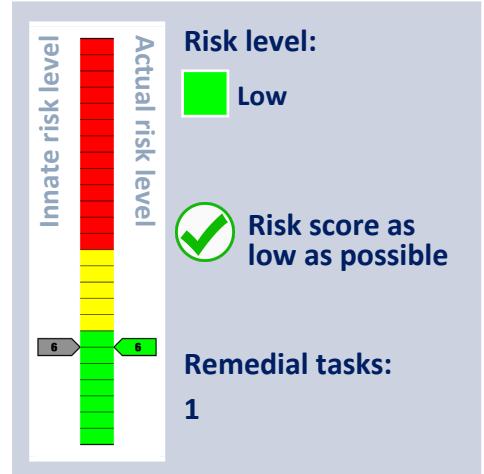


EN 1176-1:2017+A1:2023

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

# Multiplay - Toddler & Junior - Mixed

Manufactured by Sutcliffe Play Ltd



**Risk score as low as possible**

**Remedial tasks:**  
1



**Surface: Rubber - Mulch - Bonded**

## Standards:



EN 1176-1:2017+A1:2023

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

## Maintenance Finding

---

### Description

Additional comments are noted below.

Risk level:

[See finding details](#)

### Tasks

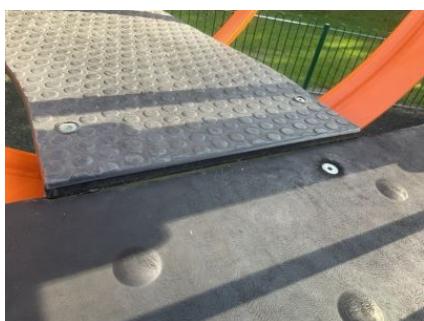
Install correctly according to the manufacturer's instructions.

### Note

The bridge platform has moved, possibly due to loose fittings which have created a lip and finger entrapment.

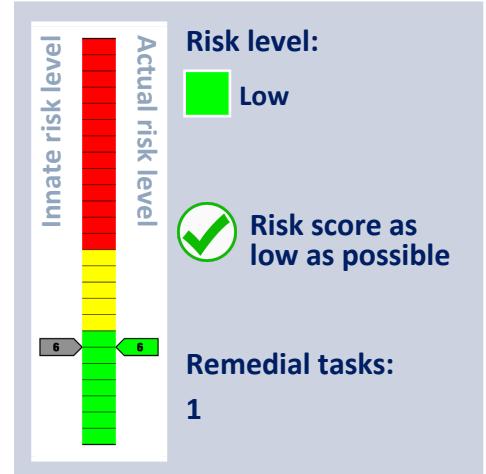
Loosen off the fittings to move the platform and the secure in place.

### Finding Photos



# Carousel - Flush - Scooter

Manufactured by Sutcliffe Play Ltd



Surface: Rubber & Wet Pour

## Standards:



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

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

## Maintenance Finding

---

### Description

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

Risk level:

 Very low

Risk score:

 0

### Tasks

Dismantle and inspect according to manufacturer's instructions.

### Note

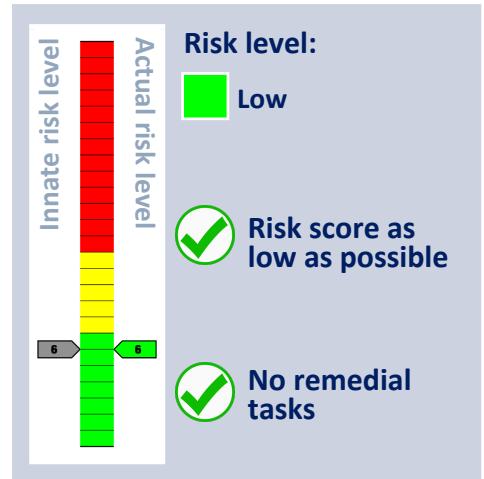
It is important to carry out all routine maintenance for this unit as per the manufacturer's detailed instructions.

### Finding Photos



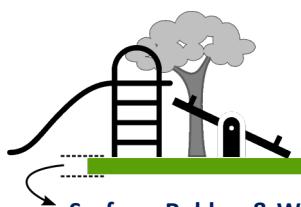
# Swing - Mixed - 2 Bay 2 Junior 1 Toddler 1 Buddy Seat

Manufactured by Sutcliffe Play Ltd



Risk score as low as possible

No remedial tasks



**Surface: Rubber & Wet Pour**

## Standards:

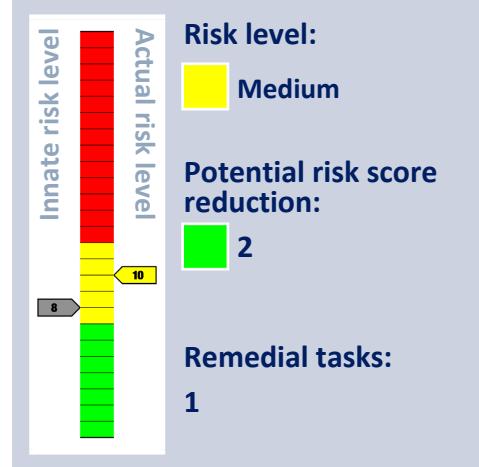


EN 1176-1:2017+A1:2023, EN 1176-2:2017

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

# Swing - Basket (Field Side)

Manufactured by Sutcliffe Play Ltd



## Standards:



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

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

## Maintenance Finding

### Description

Chain covers prevent a thorough inspection of all chain links.

### Tasks

Remove chain covers to inspect according to manufacturer's instructions.

### Risk level:

Medium

### Risk score:

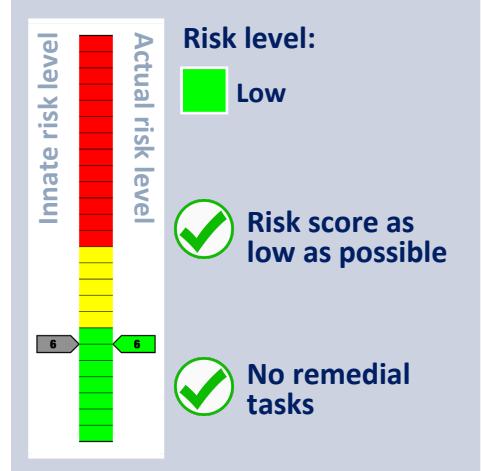
10

### Finding Photos



# Carousel - Stand-On (Field Side)

Manufactured by Sutcliffe Play Ltd



Surface: Rubber & Wet Pour

## Standards:

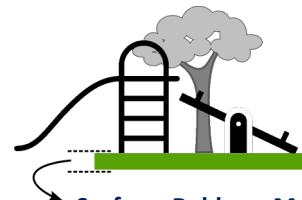
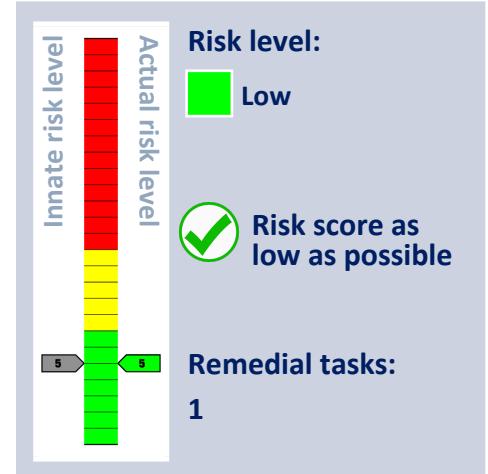


EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

# Cableway - Seated (Field Side)

Manufactured by Sutcliffe Play Ltd



Surface: Rubber - Mulch - Bonded

## Standards:



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

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

## Maintenance Finding

### Description

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

Risk level:

 Very low

Risk score:

 0

### Tasks

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

### Note

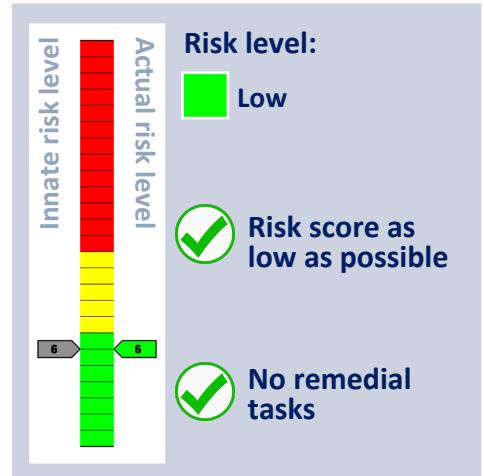
Unable to inspect the cable within the casing.

### Finding Photos



# Climber - Up & Over (Field Side)

Manufactured by Sutcliffe Play Ltd



Surface: Rubber - Mulch - Bonded

## Standards:

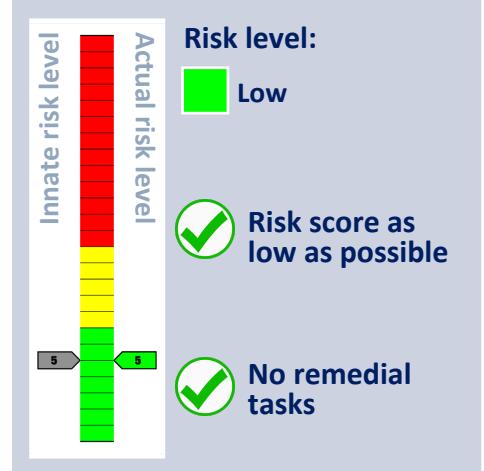


EN 1176-1:2017+A1:2023

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

# Agility - Parallel Bars (Field Side)

Manufactured by Sutcliffe Play Ltd



**Surface: Rubber - Mulch - Bonded**

## Standards:

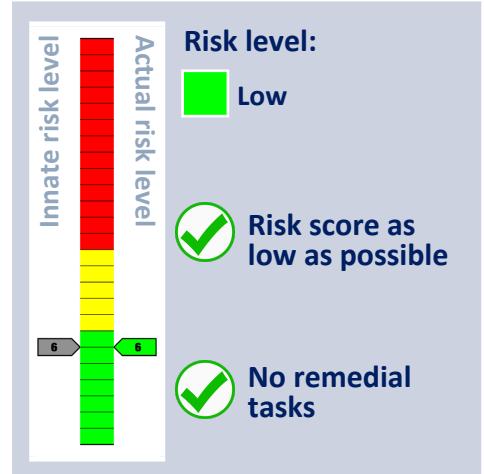


EN 1176-1:2017+A1:2023

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

# Adult Fitness - Chinning Bars (Field Side)

Manufactured by Sutcliffe Play Ltd



**Surface: Rubber - Mulch - Bonded**

## Standards:

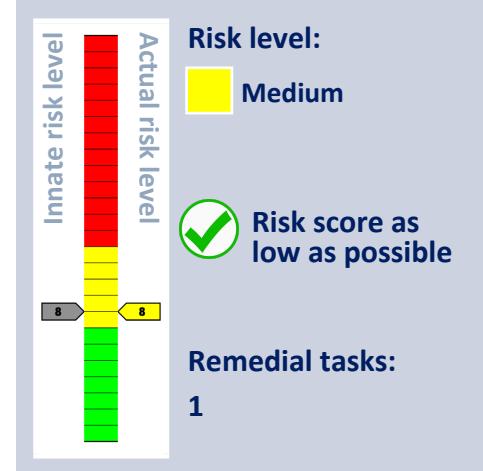


EN 16630:2015

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

# Agility - Ladder - Horizontal (Field Side)

Manufactured by Sutcliffe Play Ltd



## Standards:



EN 1176-1:2017+A1:2023

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

## Maintenance Finding

### Description

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

### Tasks

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

### Risk level:

Medium

### Risk score:

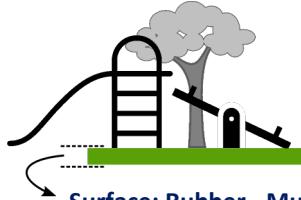
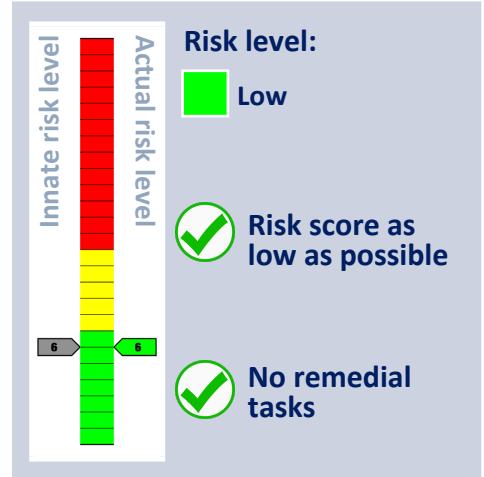
8

### Finding Photos



# Agility - Balance Trail (Field Side)

Manufactured by Sutcliffe Play Ltd



**Surface: Rubber - Mulch - Bonded**

## Standards:



EN 1176-1:2017+A1:2023

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

## General Notes

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

Risks are calculated in this way:

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

## General Notes

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

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

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

Table 1 – Risk Score Matrix

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

## General Notes

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### Inspection Scope

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

### Compliance with Standards

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

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

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

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

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

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

## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

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

### What We Don't Inspect

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

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

## General Notes

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

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

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

### Exposure to Risk

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

### Ownership

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

### Contemporaneous Findings

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

### Timber

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

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### Planting and Trees

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

## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

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

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.	
Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

# EN 1176 Notes – Summary of Requirements

## PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

## PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

## PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- \* No unexpected obstacles

## SURFACING SAFETY REQUIREMENTS

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

## DESIGN AND MANUFACTURE

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

- \* Requirements for easily accessible equipment

## FINISHING

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

## FIBRE ROPES

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

## WIRE ROPES

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

## CHAINS

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

## SWINGING SUSPENDED ROPES

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

## CLIMBING ROPES

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

## ENTRAPMENTS

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

## BRIDGES

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

## ENTRAPMENT OF FEET AND LEGS

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

## FINGER ENTRAPMENTS

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

- \* Tube ends should be securely enclosed and removable only with tools

- \* Moving gaps should not close to less than 12mm

## BARRIERS AND GUARD-RAILS

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

## HAND-RAILS

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

## EQUIPMENT FOR UNDER 3'S

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

## EQUIPMENT FOR OVER 3'S

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

## MEANS OF ACCESS

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

# EN 1176 Notes – Summary of Requirements

## SWINGS

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

### REQUIREMENTS

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

### DIMENSIONS

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

### SITING

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

### SURFACING REQUIREMENTS

#### Forward and Back

- \* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

#### Side width

- \* Seat width no greater than 500mm: 1.75m minimum (i.e. 875mm each way from seat centre)
- \* Areas for two seats in one bay may overlap providing the distance between seats is correct

#### Single point swings

- \* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

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

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

#### Sliding sections

- \* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

### RUN -OUTS

- \* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

\* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

- \* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

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

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

- \* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

\* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \* Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

- \* 2m either side of main cable

## ROTATING ITEMS

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

### SAFETY REQUIREMENTS

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

### SPECIFIC REQUIREMENTS

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

Platform roundabouts:

## EN 1176 Notes – Summary of Requirements

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\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected  
Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

### MINIMUM SPACE

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

### SURFACING REQUIREMENTS

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

### ROCKING ITEMS

#### DEFINITIONS

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

#### SAFETY REQUIREMENTS

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 – 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### MINIMUM SPACE

\* 1000mm between items at maximum movement.

#### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

### INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

#### SAFETY

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible

\* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

#### INSPECTION

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

##### Frequency

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

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

#### ROUTINE MAINTENANCE

\* Basic routine maintenance details should be supplied by the manufacturer

#### CORRECTIVE MAINTENANCE

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





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# Safety Inspection Report

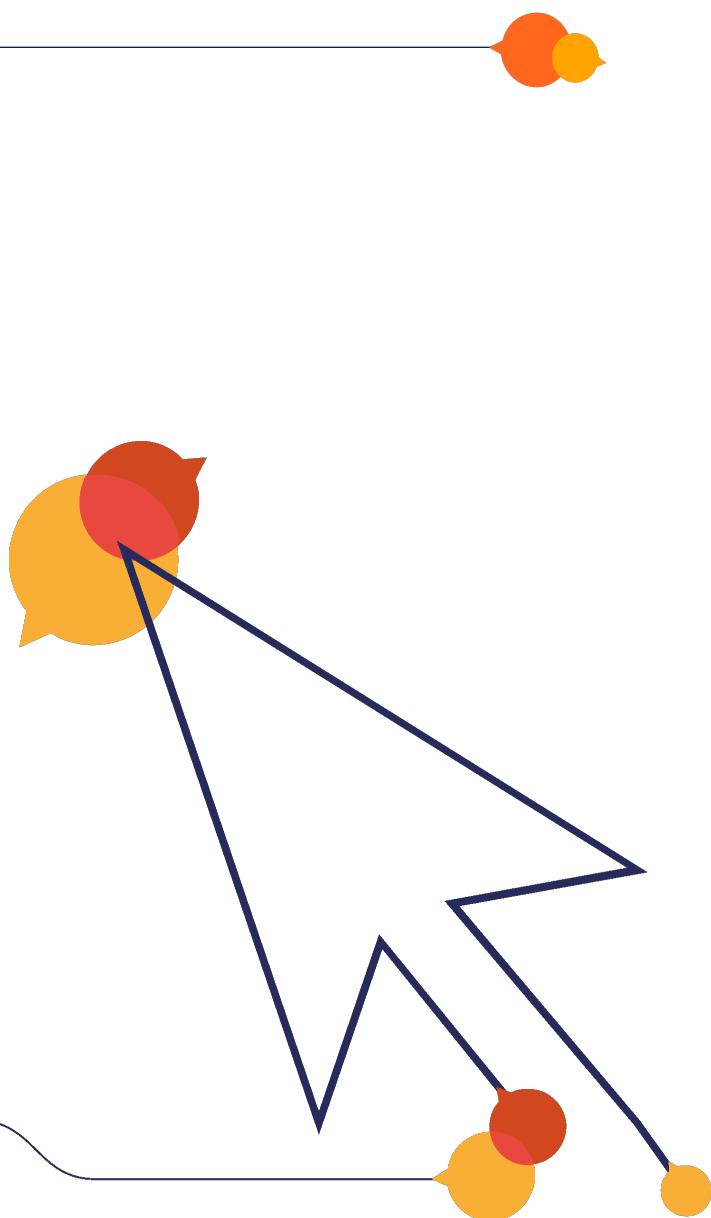
Annual Inspection

## Longdale Park

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Drayton Parish Council

10 June 2025



# Safety Inspection Report

## Annual Inspection

Site name: **Longdale Park**  
Date of inspection: **10 June 2025**  
Inspector: **David Owen**



## Gates

Innate risk score:

 3

Description	Tasks	Risk score
Mechanism needs adjustment.	Adjust.	 4

## Youth Shelter

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

## Fencing

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## Seating - Benches

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

## Signage

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

## Litter Bin

Innate risk score:

 2

Description	Tasks	Risk score
No Findings		

## Swing - Group

Innate risk score:

 8

Description	Tasks	Risk score
The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	 0

## Basketball Post

Innate risk score:

 8

Description	Tasks	Risk score
No Findings		

## Swing - Surfer

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Climber - With Rotator

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Swing - Mixed - 1 Bay 1 Accessible 1 Junior Seat

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

## Carousel - Inclusive

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

## Multiplay - Slide Climber

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

## Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 4

Description	Tasks	Risk score
Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	 4

## Rocker - Boat - Sit-In

Innate risk score:

 4

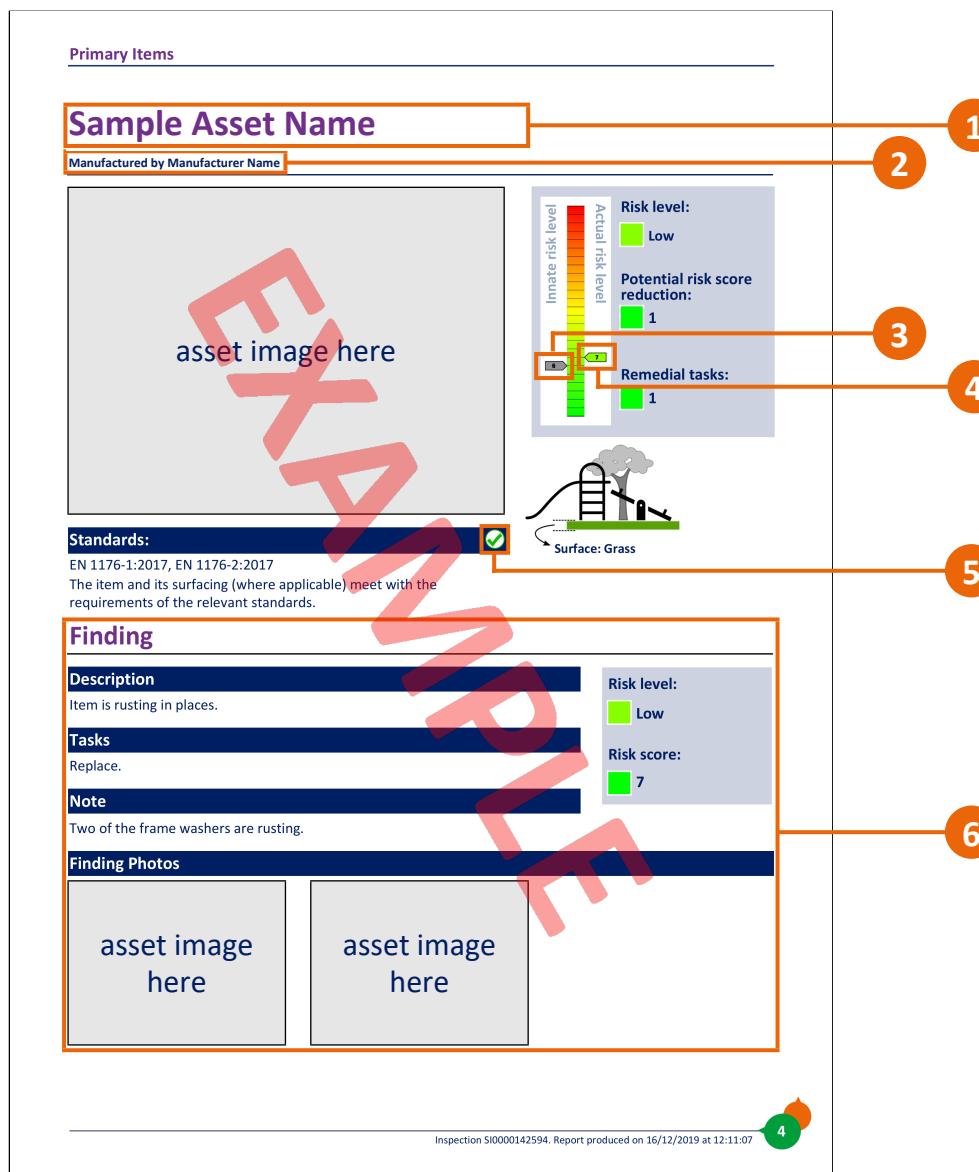
Description	Tasks	Risk score
No Findings		

## How to read your report

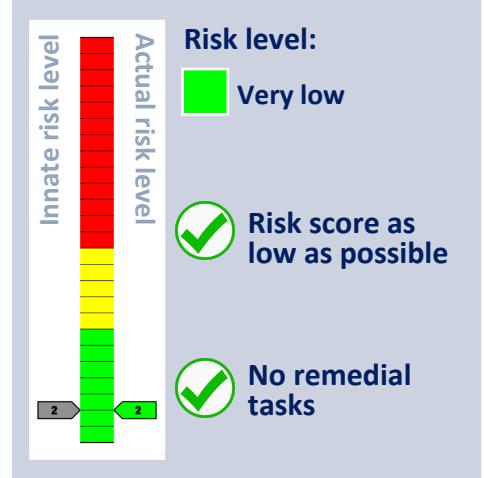
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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

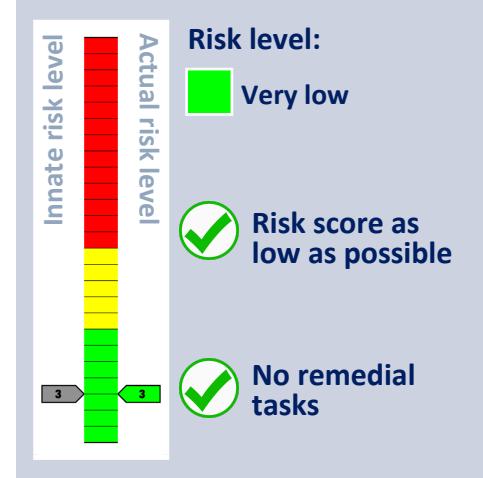
- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,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



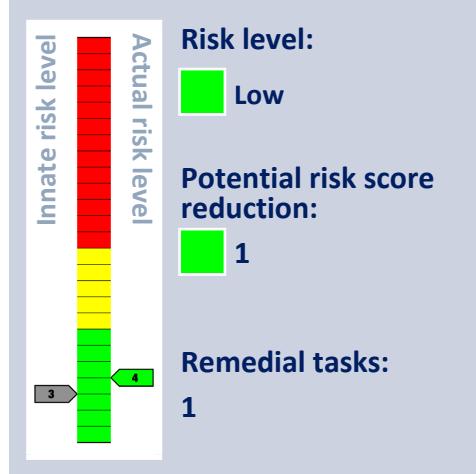
# Signage



# Fencing



# Gates



## Maintenance Finding

### Description

Mechanism needs adjustment.

**Risk level:**

Low

### Tasks

Adjust.

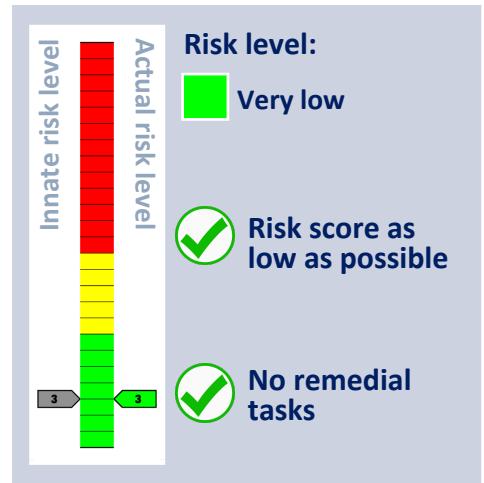
**Risk score:**

4

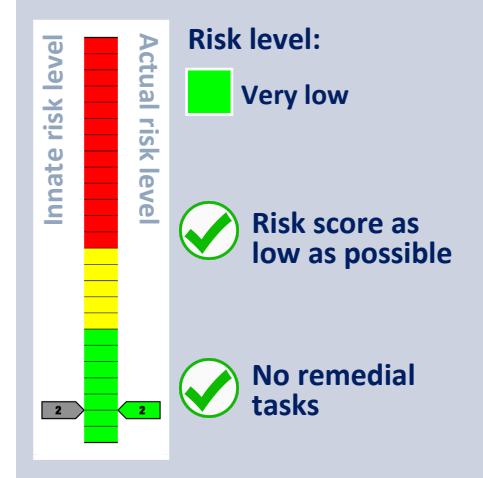
### Finding Photos



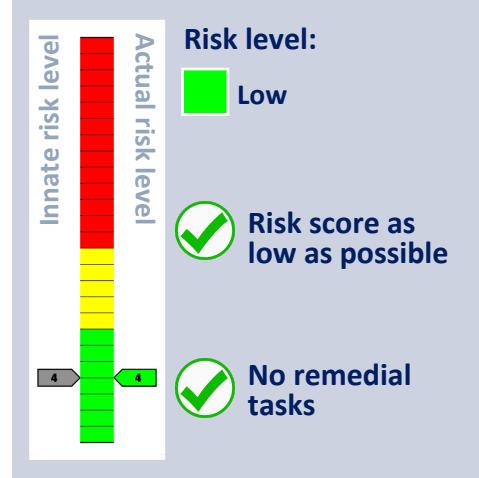
## Seating - Benches



## Litter Bin

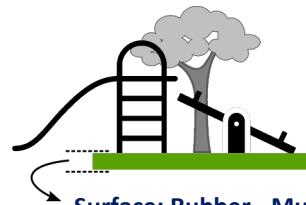
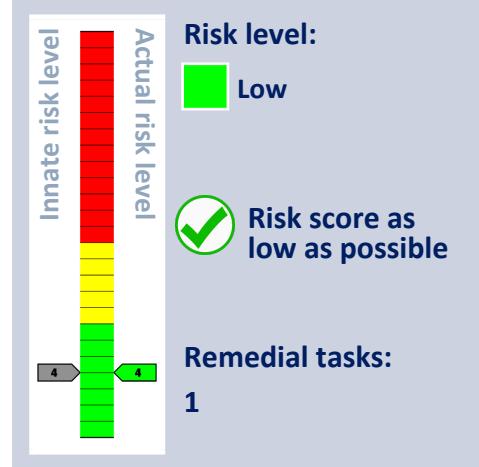


# Youth Shelter



# Swing - Toddler - 1 Bay 2 Seat

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:



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

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

## Maintenance Finding

### Description

Moving parts require greasing.

Risk level:  
Low

### Tasks

Apply lubricant according to the manufacturer's instructions.

Risk score:  
4

### Note

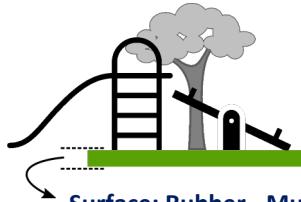
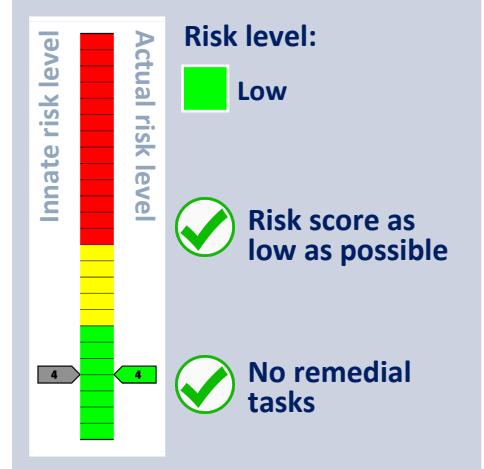
Swing shackles squealing when in motion.

### Finding Photos



# Rocker - Boat - Sit-In

Manufactured by HAGS SMP



**Surface: Rubber - Mulch - Bonded**

## Standards:

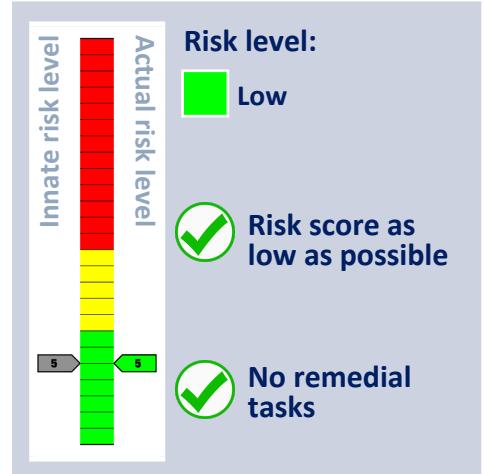


EN 1176-1:2017+A1:2023, EN 1176-6:2017

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

# Carousel - Inclusive

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:

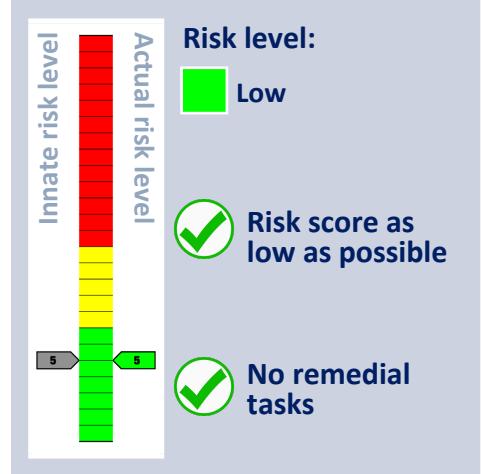


EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

# Multiplay - Slide Climber

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:

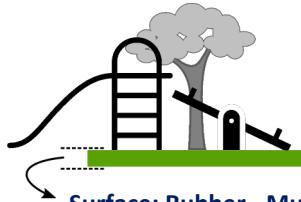
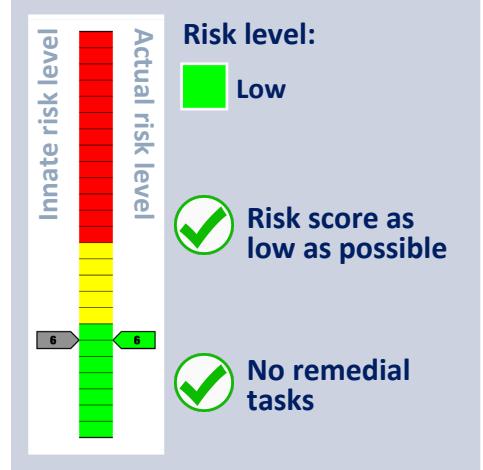


EN 1176-1:2017+A1:2023, EN 1176-3:2017

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

# Swing - Surfer

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:

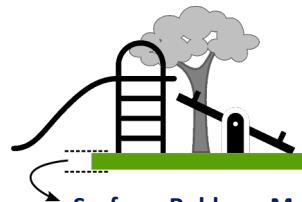
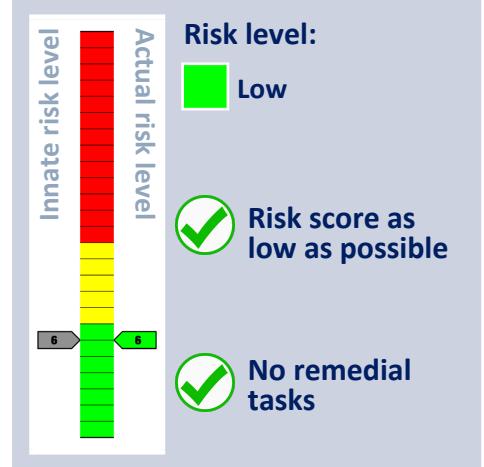


EN 1176-1:2017+A1:2023, EN 1176-2:2017

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

# Climber - With Rotator

Manufactured by HAGS SMP



## Standards:

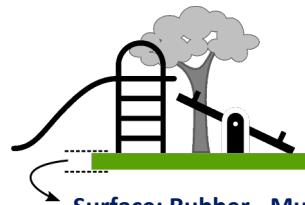
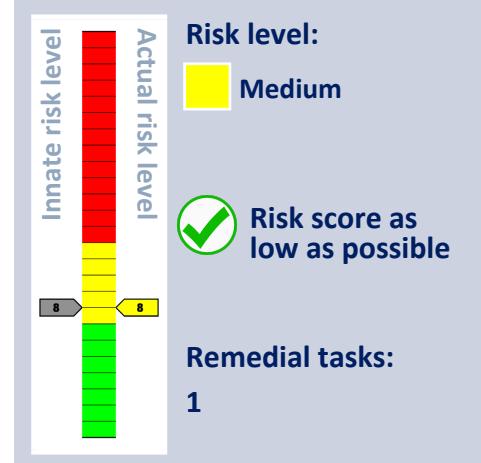


EN 1176-1:2017+A1:2023

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

# Swing - Group

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:



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

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

## Maintenance Finding

### Description

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

### Tasks

Dismantle and inspect according to manufacturer's instructions.

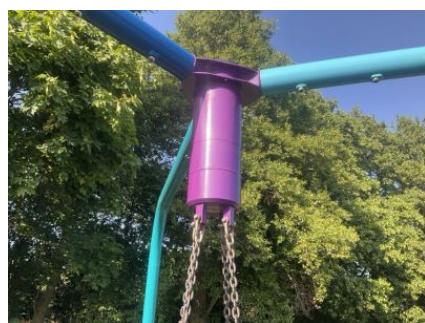
### Risk level:

Very low

### Risk score:

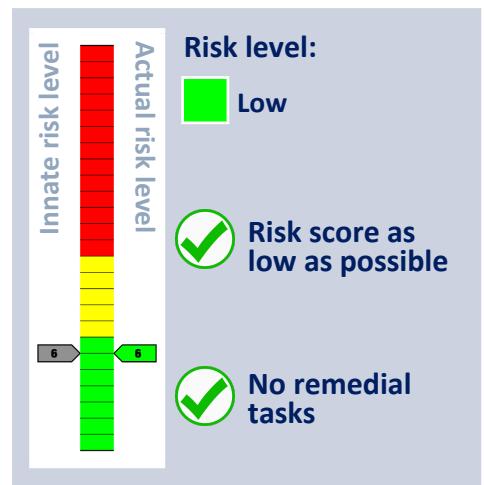
0

### Finding Photos



# Swing - Mixed - 1 Bay 1 Accessible 1 Junior Seat

Manufactured by HAGS SMP



Surface: Rubber - Mulch - Bonded

## Standards:

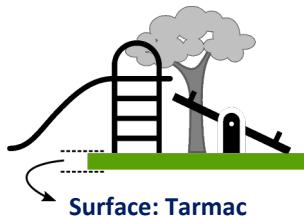
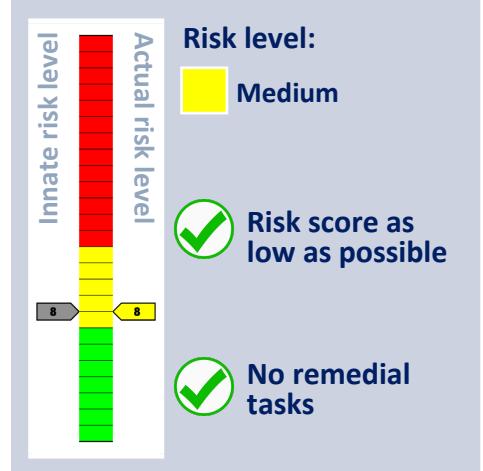


EN 1176-1:2017+A1:2023, EN 1176-2:2017

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

# Basketball Post

Manufactured by HAGS SMP



## Standards:



EN 1176-1:2017+A1:2023

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

## General Notes

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

Risks are calculated in this way:

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

## General Notes

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

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

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

Table 1 – Risk Score Matrix

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

## General Notes

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### Inspection Scope

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

### Compliance with Standards

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

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

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

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

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

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

## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

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

### What We Don't Inspect

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

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

## General Notes

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

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

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

### Exposure to Risk

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

### Ownership

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

### Contemporaneous Findings

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

### Timber

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

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### Planting and Trees

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

## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

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

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.	
Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

# EN 1176 Notes – Summary of Requirements

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## PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

## PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

## PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- \* No unexpected obstacles

## SURFACING SAFETY REQUIREMENTS

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

## DESIGN AND MANUFACTURE

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

- \* Requirements for easily accessible equipment

## FINISHING

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

## FIBRE ROPES

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

## WIRE ROPES

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

## CHAINS

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

## SWINGING SUSPENDED ROPES

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

## CLIMBING ROPES

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

## ENTRAPMENTS

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

## BRIDGES

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

## ENTRAPMENT OF FEET AND LEGS

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

## FINGER ENTRAPMENTS

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

- \* Tube ends should be securely enclosed and removable only with tools

- \* Moving gaps should not close to less than 12mm

## BARRIERS AND GUARD-RAILS

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

## HAND-RAILS

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

## EQUIPMENT FOR UNDER 3'S

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

## EQUIPMENT FOR OVER 3'S

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

## MEANS OF ACCESS

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

# EN 1176 Notes – Summary of Requirements

## SWINGS

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

### REQUIREMENTS

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

### DIMENSIONS

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

### SITING

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

### SURFACING REQUIREMENTS

#### Forward and Back

- \* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

#### Side width

- \* Seat width no greater than 500mm: 1.75m minimum (i.e. 875mm each way from seat centre)
- \* Areas for two seats in one bay may overlap providing the distance between seats is correct

#### Single point swings

- \* Circular area with a radius equal to the Forward and Backward figure for other swings

## SLIDES

### SAFETY REQUIREMENTS

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

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \*

From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

#### Sliding sections

- \* Maximum angle: 60° at any one point and an average of 40° \* The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm

#### RUN -OUTS

- \* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only)

- \* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

- \* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

### SURFACING REQUIREMENTS

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

## CABLE RUNWAYS

### SAFETY REQUIREMENTS

- \* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

- \* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \*
- Maximum loaded (69.5kg) speed is 7m per second \*
- If two cables are placed parallel the min. distance between them is 2m

### IMPACT AREAS

- \* 2m either side of main cable

## ROTATING ITEMS

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

### SAFETY REQUIREMENTS

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

### SPECIFIC REQUIREMENTS

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

Platform roundabouts:

## EN 1176 Notes – Summary of Requirements

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\* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 – 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected  
Giant revolving discs

\* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

### MINIMUM SPACE

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

### SURFACING REQUIREMENTS

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

### ROCKING ITEMS

#### DEFINITIONS

\* Rocking equipment which can be moved by the user and is supported from below

\* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

#### SAFETY REQUIREMENTS

\* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position

\* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 – 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### MINIMUM SPACE

\* 1000mm between items at maximum movement.

#### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

### INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

#### SAFETY

\* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible

\* Information on accidents should be kept (RoSPA has a suitable form)

\* Staff and users should be safe during maintenance operations

#### INSPECTION

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

##### Frequency

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

\* An inspection schedule should be prepared for each playground, listing components and methods

\* Appropriate action should be taken if defects are noted

#### ROUTINE MAINTENANCE

\* Basic routine maintenance details should be supplied by the manufacturer

#### CORRECTIVE MAINTENANCE

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



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**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP12: Illegal &amp; Unauthorised Encampment Policy Review</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Purpose of the Report</b></p> <p>To provide the Committee with:</p> <ul style="list-style-type: none"> <li>• A draft copy of the revised Illegal &amp; Unauthorised Encampment Policy for consideration and recommendation for approval by Council.</li> <li>• A draft copy of the Illegal and Unauthorised Encampment Procedure for consideration.</li> </ul>	
<p><b>Background</b></p> <p>At the meeting of the Open Spaces and Property Committee on 4<sup>th</sup> July 2024 it was noted that the Illegal &amp; Unauthorised Encampment Policy was supported in principle, but that Broadland District Council were to review the policy and make amendments before it was taken to Full Council at the August meeting.</p> <p>The Illegal &amp; Unauthorised Encampment Policy was sent to Broadland District Council's (BDC) Community Enforcement Officer in July 2024. In September 2024 a response was received from BDC and advice provided regarding required policy revisions.</p>	
<p><b>Update</b></p> <p>The following revisions and up-dates have been made to the attached Illegal &amp; Unauthorised Encampment Policy to ensure alignment with advice received from BDC's Community Enforcement Officer:</p> <ul style="list-style-type: none"> <li>• The specification that "Broadland District Council's Enforcement Officer (or deputy) will engage all necessary authorities and organisations for the commencement of eviction" has been removed following confirmation that BDC could not commit to this procedure. The Community Enforcement Officer advised that BDC can offer the parish advice and if safe to do so will attend the encampment to do a welfare check on the occupants.</li> <li>• The specification that "Eviction and associated costs fall to the local authority" has been removed following confirmation that BDC has no budget for bailiff services and could not commit to this procedure. The Community Enforcement Officer advised that "A parish council member may request for the district to bear the costs of a specific eviction, but it must go through the correct democratic process and be agreed by District members. This will be an arrangement you would have to pursue yourselves on a case-by-case scenario. Officer advice will always be freely available."</li> </ul>	

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

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In addition to the updates specified above, the following additional revisions and updates have been made:

- The policy formatting has been adjusted to ensure alignment with the DPC policy template. Previously approved wording has been relocated to the new policy “scope” heading.
- Additional sections have been included to outline policy “principles” and “responsibilities”.
- An Illegal and Unauthorised Encampment Procedure has been developed to be applied in conjunction with the Illegal and Unauthorised Encampment Policy.

**Recommendation**

The Committee is asked to:

- Consider the draft Illegal & Unauthorised Encampment Policy and as presented for recommendation for approval by Council.
- Consider the Illegal and Unauthorised Encampment Procedure.

**ILLEGAL & UNAUTHORISED ENCAMPMENT POLICY**

Drayton Parish Council

Version 1.1

<b>Approval Date:</b>	Sep 2025	<b>Approval Route:</b>	Council
<b>Review Date:</b>	+ 4 years	<b>Policy Holder:</b>	Playing Fields and Property Committee

## Document Change History

This is version 1.1 of the Illegal & Unauthorised Encampment Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

### Summary of Changes

Version 1.1 August 2025	
Ref.	Change
Whole document	Internal: Document formatting revised to align with Policy template.
Purpose	Internal: Additional information provided regarding definition of an encampment.
Principles	Internal: New section.
Responsibilities	Internal: New section.
Procedures	Internal: Procedures relocated to separate document. District Guidance: Removed specification that “Eviction and associated costs fall to the local authority”. District Guidance: Removed specification that “BDC Enforcement Officer will engage all necessary authorities and organisations for the commencement of eviction”.

## **Purpose**

An unauthorised encampment is where any person camps on land they do not own. The removal of any encampment on land that is owned, leased or managed by Drayton Parish Council is the responsibility of the Parish Council. The purpose of this policy is to provide guidance and ensure that the Council deals with unauthorised encampments in a fair, proportionate and consistent manner and that legal processes are followed appropriately.

## **Policy Statement**

This policy provides guidance in the event of an unauthorised encampment on Parish Council Land and signposts the associated procedures which should be read in conjunction with this Policy.

The policy incorporates the Council's duties in relation to Traveller communities, outlining how the Council will meet its Public Sector Equalities Duty and Human Rights obligations towards these communities.

A high proportion of unauthorised encampments are by individuals or groups of people, such as Gypsies and Travellers, who follow or who have chosen a nomadic way of life and travel the country or local area, stopping for a time and then moving on.

Gypsies and Travellers, together with all groups who have specific culture, language or values, are protected from discrimination by the Equality Act 2010, the Race Relations Act 1976 and the Human Rights Act 1998. It is not unlawful to roam.

## **Scope**

This policy applies to illegal & unauthorised encampments on land owned by the Parish Council including:

- King George V Playing Field
- Longdale Playing Field
- Florence Carter Memorial Park
- Green Lanes

This policy applies to the management of all illegal and unauthorised encampments, including the establishment of a tent, vehicle, or other structure, by a person(s).

This policy covers the management of all unauthorised encampments regardless of who the occupiers may be.

This policy applies to all staff and Councillors involved in the management of unauthorised encampments, and agencies acting on behalf of the Parish Council.

The policy does not apply to illegal & unauthorised encampments on private land. In such cases the Parish Council will not act, other than where possible, to inform the landowner. The matter is for the landowner in conjunction with the police as and when required.

## Principles

The Council will:

1. Ensure that the Illegal & Unauthorised Encampment Policy is adhered to.
2. Ensure that the Illegal & Unauthorised Encampment Procedure is adhered to (Parish Council procedure is based on Broadland District Councils 'Guide for Parish Councils Managements of Unauthorised Encampments on Parish Land')
3. Ensure that any decisions taken are proportionate, necessary, evidence based and in alignment with the relevant legislation and Parish Council powers.
4. Ensure that all individuals are treated with dignity and respect and that the welfare needs of occupants are considered.
5. Act swiftly to gather information before seeking advice from the police and Broadland District Council's Community Enforcement Officer.
6. Ensure that accurate records are maintained in regards to occupancy dates, the location and size of the encampment, any complaints or incidents and any actions taken.
7. Ensure that communication with the community is clear, factual and non-inflammatory.

## Responsibilities

The Council is responsible for:

- ✓ Approval of this policy and supporting procedures.

The Policy Holder is responsible for:

- ✓ The review of this policy and supporting procedures and recommendations to Council for amendment.
- ✓ Monitoring and maintaining overall compliance with this policy

The Deputy Clerk & Facilities Manager is responsible for:

- ✓ Day to day management of compliance with this policy.
- ✓ Updating this policy and supporting documentation as required.

The Councillors are responsible for:

- ✓ Familiarising themselves with this policy and supporting documentation.

## Further Information and Supporting Documents

### Illegal & Unauthorised Encampment Procedure

The Illegal and Unauthorised Encampment procedure is a supporting document and should be read in conjunction with the Illegal and Unauthorised Encampment Policy.

### Financial Implications

The Parish Council has no budget for bailiff services in the event of any illegal and unauthorised encampment. This policy gives delegated authority to the Clerk to spend a maximum of £3,000, in consultation with the Chairman, in regards to the clean-up and eviction of illegal and unauthorised encampments.

Any expenditure must be communicated to the full Parish Council at the earliest opportunity and ratified at the next Parish Council meeting.

#### Policy Monitoring, Review and Approval

To ensure the Council continues to meet the principles laid out in this policy, the Policy Holder will:

1. Review this policy and supporting documentation every 4 years and in response to relevant changes to legislation and/or government guidance.
2. Review this Policy and supporting documentation as a result of any other relevant significant change or event.
3. Adopt a structured approach to the management of any incidents of illegal and authorised encampment on Parish Council land to ensure that records are maintained in appropriate detail.

Supporting Documentation

Document Title	Description	Location
Illegal & Unauthorised Encampment Procedure		

## Illegal and Unauthorised Encampment Procedure

### Introduction

The Illegal and Unauthorised Encampment procedure is a supporting document and should be read in conjunction with the Illegal and Unauthorised Encampment Policy.

### Responsibilities

Due to the nature and speed at which actions unfold, liaison with the full Parish Council will not always be possible. Responsibility for following this procedure resides with the Council Officer on duty at the time that an illegal and unauthorised encampment is reported, with support from the Chairman of the Parish Council.

### Procedure

On discovery or notification of an illegal and unauthorised encampment the following process should be adhered to:

1. **Site Assessment:** Where safe to do so, assess the site of the illegal and unauthorised encampment, noting the number and positioning of units and determine whether the encampment will interfere with use of the facility. It is not recommended that you approach the encampment as this increases the possibility of antagonising a volatile situation.
2. **Notifications:** Contact the following organisations as soon as possible to ensure they are aware of the situation:
  - **Inform the police** providing details following site assessment (number and positioning of units, whether adults, children, elderly, pets etc were observed). Whilst police have additional powers to remove encampments, a threshold of community impact and anti-social behaviour or loss of amenities need to be met.
  - **Inform Broadland District Council and seek advice.** Where safe to do so, delegated officers will arrange, possibly with police, a visit and initiate welfare assessments where relevant. The officers will also provide guidance and options on legal procedures for consideration.

#### Contact Details:

Broadland District Council

01603 431133

[Hstandards.bdc@southnorfolkandbroadland.gov.uk](mailto:Hstandards.bdc@southnorfolkandbroadland.gov.uk)

Broadland District Council's Community Enforcement Officer.

Amanda Garnham

01603 430528

[amanda.garnham@southnorfolkandbroadland.gov.uk](mailto:amanda.garnham@southnorfolkandbroadland.gov.uk)

Norfolk Constabulary Beat Manager (Taverham, Drayton, Ringland & Honingham CP)  
Brett Peyton  
01603 276363  
[Brett.Peyton@norfolk.police.uk](mailto:Brett.Peyton@norfolk.police.uk)

- 3. Building Closure:** Where necessary (i.e. where fire routes or grass pitches are impacted), close any Parish Council owned buildings (KGV and/or Longdale Pavilion) and cancel/postpone impacted events and activities, notifying any up-coming hirers of the need to cancel their booking. Ensure that any cancellations/postponements are carefully considered to minimise risk whilst reducing the likelihood of a negative interface between the encampment and the community.
- 4. Communication:** Contact the following people to ensure they are aware of the situation.
  - I. Parish Councillors
  - II. Parish Council Employees
  - III. District Councillors
  - IV. Public notification via Parish Council website.

#### Example Correspondence

*The Parish Council wishes to inform you that an encampment has been established at [insert location].*

*Please be assured that the Council is fully aware of the situation and is taking the necessary action in line with the appropriate legal and procedural requirements.*

*We thank you for your patience and understanding while this matter is being addressed.  
Updates will be provided as soon as further information is available.*

## Powers to Consider

The following guidance is for information and has been extracted from the Broadland District Councils 'Guide for Parish Councils Managements of Unauthorised Encampments on Parish Land'. The table below documents powers to consider in the event of illegal unauthorised encampment on Parish Council owned land.

Process	Common Law	S77/S78 Criminal Justice Public Order Act 1994
Legal position	It is established in law that landowners have the right to the peaceful possession of their land and may take reasonable steps to remove trespassers.	Officers with delegated powers at District Councils can issue and serve s77 notices to leave land. Solicitors will need to be employed to apply to magistrates for a s78 order to vacate if the trespassers refuse to leave. The s78 magistrates court order gives officers and bailiffs powers to use reasonable force to remove trespassers and their property.
Basis of process	No need for a solicitor or the booking of a court. Private bailiffs often offer this service. It is not recommended that Parish Councils complete the notice and eviction process themselves, bailiffs are equipped to handle the entire process.	There is a protocol procedure to adhere to if a s77 notice is to be served, this will be discussed in a formal meeting and documented for evidence if a court order is then required to remove trespassers
Application of process (abridged) and guides on timescales.	This process is not dependent upon court availability and there are no fixed notice periods. Private bailiffs may be found online and instructed to handle the entire process on behalf of the Parish Council. In many cases this may lead to eviction with 24-48 hours.	The Protocol procedure has been adhered to and the Authority has agreed to undertake service of the s77 notice, 24-48 hours during council opening hours. If the trespassers have still refused to vacate the land as directed on the notice, District Authority and solicitors will apply to attend magistrates court to obtain a s78 court order, 1-5 working days depending on court and solicitor availability. The Parish Council will be responsible for solicitor and court fees at this stage. If the order is granted and served on the trespassers, they are usually given 24-48 hours to vacate, in which case if they refuse, bailiffs can remove trespassers using the powers of the order. Bailiff costs are the responsibility of the Parish Council.

Subsequent to possession.	Post eviction there is no ongoing protection of the land. An encampment may return immediately forcing the process to repeat. If adopting this approach it is strongly recommended that land owners have arrangements in place for strongly defending the land from trespassers as soon as possession is gained.	There is some afforded protection with a s77 notice, allowing the District Authority to return to magistrates court within 3 months of service to obtain s78 order to vacate the land. Providing the notice was served correctly, it can be used multiple times with the same trespassers on the same land within this 3 month period.
Costs borne by the land owner.	<p>Service of common law notice by private bailiffs. This can be avoided by service by the Parish Council, but this isn't recommended.</p> <p>Bailiff costs, in the event that the encampment does not comply with the notice. Costs will be determined by the size of the encampment and whether towing vehicles need to be employed.</p>	<p>Employment of a solicitor if the trespassers refuse to vacate after s77 service. This will also incur a court cost for the hearing.</p> <p>If the encampment does not comply with the s78 order to vacate, bailiffs will need to be employed by the landowner to enforce the notice.</p>

**Note on costs:** Costs are variable and will depend upon how far either process has to be followed. It can be seen that in the case of common law eviction the stages of the process attracting costs are limited and may result in lower costs in some instances.

#### **Police Powers:**

Police can use their own powers under s61 of the Criminal Justice and Public Order Act 1994 if certain conditions have been met, and it is discretionary on their part. New powers have been added to this Act following amendments in 2022, making trespassing a criminal offence. However, this is also discretionary and the criteria to meet this consideration is quite significant.

An example of when it could be requested is when a large encampment arrives at a village hall field whereby the occupants have caused criminal damage on site and have made significant threats to anyone trying to access the field, or if a scheduled event for the field has to be postponed and there is a significant loss of use of the field or business.

s61 gives police the powers to direct trespassers on land who have the common purpose of residing there for any period.

This power applies where a senior officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following have occurred:

- a) any of the trespassers has caused damage, disruption, or distress or
- b) the trespassers have between them six or more vehicles on the land.

The conditions that can be caught by the power to direct under 61(1) (a) have been broadened under the 2022 Act. These replicate the damage, disruption and distress included in the new offence, but do not need to be 'significant'.

Failure to comply with the direction, by failing to leave the land as soon as reasonably practicable and without reasonable excuse, is an offence.

Speak to your local policing team about their powers if you think the criteria has been met, or speak to the housing standards team who will help with discussions and formulating a plan of action.

### **Additional Information**

- It is likely that the occupied site is a community asset and has been selected by the encampment occupants for this reason. Minimising contact will deny the occupants a platform.
- Home Office [Guide to effective use of enforcement powers](#)
- Existing powers to remove trespassers on land as introduced in the CJPOA and amended by the 2022 Act: [Unauthorised encampments: a summary of available powers \(accessible version\) - GOV.UK \(www.gov.uk\)](#)
- Power to remove trespassers with a common purpose of residing on land: [Police, Crime, Sentencing and Courts Act 2022 \(legislation.gov.uk\)](#)
- In cases where no significant harms have been committed by trespassers, police may decide to take other enforcement action using s61 of the Criminal Justice and Public Order Act 1994, providing the conditions for this are met. [Criminal Justice and Public Order Act 1994 \(legislation.gov.uk\)](#)

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PPF13: Grass Football Pitch Hire Arrangements for 2025-2026</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Purpose of the Report</b></p> <p>To note arrangements for grass football pitch provision for the 2025-26 season and highlight any matters arising for consideration by the Committee.</p>	
<p><b>Season Dates</b></p> <p>In July 2025 Drayton Youth Football Club (DYFC) requested to hire pitches at King George V and Longdale Playing Fields for the 2025-26 football season as follows:</p> <ul style="list-style-type: none"> <li>• <b>Longdale:</b> 20<sup>th</sup> August 2025 – 31<sup>st</sup> May 2026</li> <li>• <b>KGV:</b> 1<sup>st</sup> September 2025 – 1<sup>st</sup> May 2026</li> </ul> <p><b>Considerations:</b> The Cricket Season at KGV finishes on 31<sup>st</sup> August each year resulting in a very tight turnaround for football line marking for the season. In order to reduce the risk of errors and/or unforeseen complications with line marking, the Committee may wish to consider a later season start date for football at KGV in 2026-27 to ensure all pitches are marked in good time for scheduled football matches.</p>	
<p><b>Pitch Layout &amp; Line Marking</b></p> <p>DYFC has taken the decision to reduce the number of pitches and games played at Longdale in order to support the pitch maintenance programme and allow one of the pitches to repair. Consequently, the club has requested an increase in the number of pitches at KGV for the 2025-26 football season.</p> <p>The attached pitch layouts were provided by DYFC and the Grounds Maintenance Contractor has been contacted regarding all associated requirements and deadlines.</p> <p>Line marking for Longdale was completed w/c 11<sup>th</sup> August 2025 and line marking for KGV is scheduled for as soon as possible following the end of the Cricket season.</p> <p><b>Considerations:</b> The fixed goals are currently located in the area to be rested and could be removed to discourage pitch use by members of the public. The goals require a number of volunteers to remove due to their size – DYFC has been approached to assist.</p>	
<p><b>Goal Storage</b></p> <p>In 2024 the Council purchased 3 new wheeled goals; 24ft x 8ft (KGV), 12ft x 6ft (KGV) and 16ft x 7ft (Longdale).</p>	

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**PLAYING FIELDS & PROPERTY COMMITTEE**

DYFC is also crowdfunding for an additional set of wheeled goals at KGV (21ft x 7ft) that will require storage out of season.

DYFC has reported the goal storage at Longdale is full and a number of goals are unable to be stored. They are currently housed on the grass area outside the cage.

Wheeled Goals at KGV are currently housed on the grass area outside the changing rooms.

**Pitch Maintenance**

Following the Larry Gray Fair some re-seeding of the grass at Longdale is required and patch repairs will be undertaken by the Parish Ranger when temperatures and weather conditions are suitable.

Per the 2025-26 budget, a soil bin has been purchased for installation at Longdale Pavilion to assist teams in filling any problem areas before use of the pitch. The bin will be locked with a key provided to DYFC to prevent unauthorised access.

The pitch maintenance programme is under development and will be publicised within the community in due course.

**Hire Charges**

2025-26 football hire charges were agreed as part of the 2025-26 budget and are available as part of this paper. A review of hire charges for 2026-27 will be presented as part of the budget exercise at the December 2025 meeting.

**Request:** In light of the decision to reduce the number of pitches and games played at Longdale, DYFC have requested the Parish Council consider reducing the hire charges for the season.

**Considerations:** Under current terms, DYFC is charged a single seasonal fee based on exclusive use for all pitches at Longdale Playing Field. The seasonal fee is based on a discounted club rate for exclusive use and not charged per pitch, therefore any discount applied would be at the discretion of the Committee.

**Terms of Hire**

Drayton Parish Council has two playing fields with football pitches available for hire: Longdale Playing Field and King George V Playing Field.

As part of the review for grass football pitch hire arrangements, the Committee is asked to confirm the terms associated with the current hire charges.

**1. DYFC Season Hire (Longdale)**

All pitches at Longdale are hired for the season for exclusive use by DYFC teams. DYFC determines the required pitch sizes, has access to all pitches throughout the season and co-ordinates its own schedule for matches and training.

Exclusive hire for the season is a flat rate fee and includes access to the pitches for both matches and training, toilet and changing facilities and storage.

Additional line marking for pitches within pitches, is not currently included and is

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

therefore charged at an additional rate provided by the contractor.

Exclusive season hire generates secure income and significantly simplifies pitch management and administration. The Council does not deal with individual team bookings but rather an exclusive use hire agreement with the Club.

**Considerations:**

- There is currently no exclusive season hire for DYFC at King George V Playing Field.
- DYFC is not currently permitted to sublet, should the Council receive grass pitch booking enquiries.
- Hire agreement(s) will be issued to DYFC as per the agreed hire terms.

**2. Other Season Hire**

Please note DYFC currently has priority booking and Other Season Hire is *not* available at Longdale if a season hire agreement is in place with DYFC.

If there is no exclusive season hire agreement in place with DYFC, individual football pitches are available for hire by teams for an entire season based on shared or scheduled access to the pitch.

The hirer would have access to the pitch for scheduled matches throughout the season and would need to co-ordinate with other teams for shared use of the pitch (typically 2 teams per pitch) to ensure fairness and maximise community access.

Hire charges for the season currently depend on the age of the team (not pitch size), and include access to the pitch for matches only, toilet and changing facilities and DPC goal use.

Seasonal hire generates predictable income and supports grassroots football but would require significant scheduling and communication with a range of teams to facilitate reliable bookings and access to pitches.

**Considerations:**

- While seasonal hire is advertised on the Hire Charge Schedule, there is currently no availability for additional bookings if booked by DYFC.
- DYFC is not currently permitted to sublet, should the Council receive grass pitch seasonal hire booking enquiries.

**3. Single Game Hire**

Please note DYFC has priority booking and other Single Game Hire is not available at Longdale if a season hire agreement is in place with DYFC.

If there is no exclusive season hire agreement in place with DYFC, football pitches are available for hire for ad-hoc matches, friendlies, tournaments or community events. The hirer would have access to the pitch for the duration of the match only.

Hire charges for single games currently depend on the age of the team (not pitch size), and includes access to the pitch, toilet and changing facilities and DPC goal use.

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

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Single game hire generates unpredictable income with no commitment and is generally considered straightforward to administer, though potentially time-consuming if the number of individual bookings requested is significant.

**Considerations:**

- While seasonal hire is advertised on the Hire Charge Schedule, there is currently no availability for additional bookings if booked by DYFC.
- DYFC is not currently permitted to sublet, should the Council receive grass pitch seasonal hire booking enquiries.

**Recommendation**

The Committee is asked to note the update on Grass Football Pitch Hire Arrangements for 2025-2026 and consider the following:

- 2026-27 season dates.
- Fixed goal removal and goal storage.
- Discount in hire charge for DYFC Seasonal Hire (Longdale), if any.
- Terms of hire, subject to any proposals for amendment.



**Longdale Park – pitches required for DYFC 2023/24 season**

**DRAYTON PARISH COUNCIL**  
**HIRE CHARGE SCHEDULE FROM 1<sup>st</sup> APRIL 2025**

**KING GEORGE V PLAYING FIELD**

**Main pitches 2025-26 Season (1<sup>st</sup> September 2025 – 1<sup>st</sup> May 2026\*)**

Youth teams	Season hire	£405.00
	Single Game	£48.00
Adult teams	Season hire	£670.00
	Single Game	£77.00

**Cricket Hire charges 30 Apr 2025 – 31 August 2025**

Hire of pitch for season	£1516.00
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**Group Hire – Use of a designated field space**

Small groups <10 people, maximum 3 x 2 hour sessions per week.	£20.00 per week
Large groups >10 people (<50) for 1 x 2 hour session per week	£20.00 per session

**Hall hire**

Monday to Friday (hourly rate)	£10.00 per hour
Full Day (+6 hours)	£55.00
Saturday to Sunday (hourly rate)	£16.00 per hour
Full Day (+6 hours)	£82.00

**LONGDALE**

**The 3G Surface Hire 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026**

**Book Online:** <https://clubspark.net/LongdalePlayingField>

Monday to Friday 8am – 5pm (hourly rate)	£18.00 per hour
Monday to Friday 5pm – 9pm (hourly rate)	£23.00 per hour
Saturday to Sunday 8am – 9pm (hourly rate)	£26.00 per hour

For block bookings of 5 or more sessions please contact the Office at  
[office@draytonparishcouncil.gov.uk](mailto:office@draytonparishcouncil.gov.uk)

**Main pitches 2025-26 Season (20<sup>th</sup> August 2025 – 31<sup>st</sup> May 2026\*)**

<b>Drayton Youth Football Club</b>	£1486.00
Annual payment split between all the DYFC teams that play at Longdale**	
Other Youth teams	Season hire £353.00 Single Game £32.00
Adult teams	Season hire £670.00 Single Game £77.00

**Group Hire – Use of a designated field space**

Small groups <10 people, maximum 3 x 2 hour sessions per week.	£19.00 per week
Large groups >10 people (<50) for 1 x 2 hour session per week	£19.00 per session

\*All pitches will be rested out of season

\*\* Subject to confirmation of number of teams.

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP14: 3G Booking Review</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b><u>Purpose of the Report</u></b></p> <p>To assist the Committee in reviewing 3G pitch facility management, access arrangements and booking procedures.</p> <p><b><u>Background</u></b></p> <p>In January 2024 the Committee agreed to bring the management of the 3G facility at Longdale back to the Parish Council and in April 2024 the Committee agreed to utilise Clubspark as the booking platform for 12 months. In July 2024 the Committee set out initial payment terms and agreed that there would be no block booking discount for the year.</p> <p>In October 2024 the Committee agreed that a full review of the management of the 3G pitch should be carried out by the Deputy Clerk &amp; Facilities Manager and that the following areas should be considered:</p> <ul style="list-style-type: none"> <li>• Feedback from regular users</li> <li>• Schedule for 3G maintenance to ensure the facility is ‘closed’ for bookings during these times</li> <li>• Payment terms for block bookings to ensure these are accessible for grassroots football clubs</li> <li>• Alternative booking platforms to ensure Clubspark remains fit for purpose</li> <li>• Security and access arrangements to the facility</li> <li>• Booking terms and conditions</li> <li>• Promotion and advertising of the facility</li> </ul> <p><b><u>Update</u></b></p> <p>In July and August 2025 the Deputy Clerk &amp; Facilities Manager undertook a review of the management, access arrangements and booking procedures for the 3G pitch, details of which can be found in the attached document.</p> <p><b><u>Considerations and Recommendations</u></b></p> <p>It is recommended that the Committee:</p> <ol style="list-style-type: none"> <li>1. Consider the request to establish the option for block booking hirers to pay by instalment instead of in one lump-sum.</li> <li>2. Agree to authorise the development of 3G Pitch Payment Terms, to include the following: <ul style="list-style-type: none"> <li>o Confirmation of whether payment instalment plans are available</li> <li>o Confirmation of whether hirers paying by instalment are required to pay an initial deposit</li> <li>o Confirmation of when final payment is due</li> </ul> </li> </ol>	

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<ul style="list-style-type: none"><li>○ Confirmation of any associated charges that may be incurred</li></ul> <p>3. Agree to revise the 3G Pitch Terms of Use to stipulate that 3G pitch bookings operate on a first-come first-served basis.</p>
<b>Recommendation</b>
<p>The Committee is asked to note the 3G pitch booking review and consider the following:</p> <ul style="list-style-type: none"><li>1. request to establish the option for block booking hirers to pay by instalment instead of in one lump-sum.</li><li>2. Agree to authorise the development of 3G Pitch Payment Terms, to include the following:</li></ul>

1. request to establish the option for block booking hirers to pay by instalment instead of in one lump-sum.
2. Agree to authorise the development of 3G Pitch Payment Terms, to include the following:

### **Current Booking Procedure**

Information regarding the 3G facilities can be found on our website including hire charges and a link to the booking platform Clubspark: <https://clubspark.net/LongdalePlayingField>

Members of the public can view information about the facility, its availability and the booking terms and conditions prior to booking. Bookings made through Clubspark require a Clubspark account and payment upfront. Once a booking is confirmed the user receives a 'one-time' Igloo padlock code that grants them access to the Longdale Pavilion and the key to the 3G pitch.

To make a block booking (5 consecutive sessions or more), members of the public are advised to contact the Council office via email. The Deputy Clerk & Facilities Manager will then book the 3G facility on behalf of the user before generating an invoice for payment and visiting Longdale Pavilion to generate an Igloo padlock access code for the duration of the booking.

All hirers are granted access to Longdale Pavilion 15 minutes prior to, and following, their booking time slot.

### **Feedback from Hirers**

Hirers have not been formally contacted for feedback, but a summary of feedback received over the past 10 months is provided below:

- A number of hirers have requested the option to pay by instalment. Representative of Drayton Youth Football Club have expressed concerns over the current payment terms as many youth teams struggle to collect the required funds as one advance lump sum.
- Several hirers reported access issues when padlock codes failed to work in November 2024.
- Several hirers associated with DYFC expressed their frustration at being unable to re-book their preferred week-day time slot due to the first-come first-served basis of the booking system.
- Positive feedback has been received in regards to punctual, clear and helpful communication from the office in regards to 3G pitch bookings.

### **Maintenance Schedule**

3G pitch maintenance is currently undertaken by the Grounds Contractor, whose contract stipulates the following required activity:

- To remove all litter and leaves from the surface. To brush rubber crumb surface with a mechanical brush to create an even playing surface. To check facility for damage on each occasion.
- Brushing weekly September to May
- Brushing fortnightly June to August

The 3G Pitch Terms of Use stipulate that "the Council reserves the right to pre-book the 3G pitch for other events and maintenance". However, the Grounds Contractor is currently very flexible and ensures that pitch maintenance is scheduled when the 3G pitch is not in use.

### **Payment Terms**

At the July 2024 meeting of Open Spaces and Property the Committee agreed the following payment terms were agreed:

## 3G Pitch Booking Review

- contracts of 26 weeks or less: payment to be made in full within 30 days of the booking
- contracts of over 26 weeks – 50% payable within 30 days of the booking with the remainder payable 30 days after the start of the contract.

It was noted that terms were to be reviewed at the end of the first year.

The Hire Charge Schedule details hire charges for the 3G pitch and the 3G Pitch Terms of Use stipulates that charges may be incurred by hirers who lose the padlock, 3G pitch key or fail to switch off the floodlights. However, formal payment terms are not currently stipulated in either document.

### Considerations and Recommendations:

1. Youth teams can face difficulties with up-front payment of block booking fees due to issues collecting the required funds from players/parents in advance of their training season. It is therefore recommended that the Committee consider establishing the option for block booking hirers to pay by instalment instead of in one lump-sum.
2. It is recommended that the Committee agree to authorise the development of 3G Pitch Payment Terms.

### **Alternative Booking Platforms**

The Deputy Clerk & Facilities Manager is due to attend a meeting with Pitchbooking.com on 21<sup>st</sup> August 2025 in order to explore the functionality, efficiency and costs of an alternative provider.

Verbal update to be provided.

### **Security and Access Arrangements**

As noted above, several hirers experienced issues with access to the facilities in early November 2024. Following extensive discussion with Igloo Home support staff it was established that Igloo padlock codes failed to work as a result of the move to Greenwich Mean Time in October 2024. It was confirmed that the Igloo padlock could not accurately support block bookings made prior to the clocks changing. As a result, plans were in place in advance of the move to British Summer Time in March 2025 to ensure that all block bookings were re-entered into the padlock and new access codes generated and issued. The Parish Office will ensure that similar arrangements are implemented in advance of the move to Greenwich Mean Time in October 2025.

There have been no further concerns raised or callouts reported regarding access to the facility and the current system appears to be working effectively.

### **Booking terms and Conditions**

The 3G Pitch Terms of Use stipulates the following booking terms:

- You must book the 3G pitch online before you play.
- Cancel any unwanted bookings online (minimum of 24 hours before your booking).
- Bookings can be made up to 6 months in advance.
- The Council has the right to cancel bookings at their discretion. An email will be sent to the user notifying them.
- The Council reserves the right to pre-book the 3G pitch for other events and maintenance.

### Considerations and Recommendations:

It is noted that:

- the first bullet point does not apply to block booking hirers, who are not required to book the 3G pitch online before they play, but are instead required to contact the office to arrange all aspects of their booking.
- the Terms of Use does not specify that the 3G facility at Longdale currently operates on a first-come first-served basis in regards to both one-off and block bookings and does not grant priority to any individual or designated group.

It is recommended that the Parish Office develop two sets of Terms of Use (for one off and block bookings) and that the Committee agree to revise the 3G Pitch Terms of Use to stipulate that 3G pitch bookings operate on a first-come first-served basis.

#### **Promotion and Advertising of the Facility**

Information regarding the 3G facilities can be found on the Clubspark website. A quick link to the Clubspark website has now been embedded within the DPC webpage.

## 3G Pitch Booking Rules & Terms of Use

These terms of use apply to 3G Pitch bookings being made at:

**LONGDALE PLAYING FIELD, LONGDALE, DRAYTON, NORFOLK, NR8 6AU**

### Bookings

- You must book the 3G pitch online before you play.
- Cancel any unwanted bookings online (minimum of 24 hours before your booking).
- Bookings can be made up to 6 months in advance.
- The Council has the right to cancel bookings at their discretion. An email will be sent to the user notifying them.
- The Council reserves the right to pre-book the 3G pitch for other events and maintenance.

### 3G Pitch Rules for Users

#### Conduct

- Users should comply with the principles of respect and fair play, both on and off the 3G pitch.
- Users should wear appropriate sports clothing and footwear when on the 3G pitch.
- Users must be mindful of neighbouring properties with respect to noise.
- The 3G pitch is to be used for the purpose of sport and sporting activities only. Any other activities such as parties should be discussed with the Parish Clerk prior to booking.
- Smoking is not permitted on the 3G pitch.
- Users must ensure they take all belongings with them off the 3G pitch including equipment and rubbish. Drayton Parish Council will not be held liable for any left items.
- Users hire and use the 3G pitch at their own risk.
- Users are required to report any damage to the Clerk of the Council as soon as possible.

#### Security

- Digital access codes are bespoke to your booking and will therefore only work for the date/dates and times you have booked. The code will work 15 minutes prior to the booking and 15 minutes after.

**DRAYTON PARISH COUNCIL**

THE PAVILION, KING GEORGE V PLAYING FIELD, DRAYTON HIGH ROAD, DRAYTON,  
NORFOLK, NR8 6AW

TEL: 01603 864992 MOBILE: 07471 552906

EMAIL: CLERK@DRAYTONPARISHCOUNCIL.GOV.UK

- Users must ensure they securely lock the 3G pitch gate after use using the padlock, and return the key to the hook inside the pavilion. Once the key has been returned, users must ensure the floodlights are switched off and the pavilion door is secured with the digital padlock.
- Please ensure that the 3G pitch padlock, 3G pitch padlock key and pavilion padlock are returned to their respective locations at the end of your booking. Failure to do so will incur the following charges:
  - Padlocks = £170 each
  - Key = £50
- Please ensure the floodlights are switched off at the end of the session. Failure to do so may incur a charge.
- No user may sub-let the 3G pitch without the prior approval of the Council.
- All users are requested to report any damage to the Drayton Parish Council Clerk as soon as possible.
- All users are reminded that the pavilion and 3G have 24-hour CCTV surveillance in operation.

### **Right to Play**

- You must book the pitch online before playing.
- Please allow other users to complete their session within their timeslot before entering the 3G pitch.

### **Contact**

- Please use the contact details below should you need to contact the Council at any time.
- Please note that our usual office opening hours are 0930 – 1430 and we may not be able to respond outside of these times depending on staff availability.

Parish Clerk on behalf of  
Drayton Parish Council  
May 2025

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP15: Request from Drayton Youth Football Club for Priority Booking of 3G Pitch</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Purpose of the Report</b></p> <p>To assist the Committee in determining whether to grant Drayton Youth Football Club (DYFC) priority for 3G pitch bookings.</p> <p><b>Background</b></p> <p>The 3G facility at Longdale currently operates on a first-come first-served basis in regards to both one-off and block bookings and does not grant priority to any individual or designated group.</p> <p>During spring / summer 2025 the Deputy Clerk and Facilities Manager observed a high volume of requests to book the 3G pitch during weeknights from 5-9pm. The popularity of the facility, and volume of early bookings, resulted in disappointment amongst several regular hirers associated with DYFC when they were unable to make a repeat booking on their preferred day and time.</p> <p><b>Request</b></p> <p>In July 2025 DYFC requested that Drayton Parish Council consider offering the club a pre-season priority 3G pitch booking window in June in order to provide DTFC affiliated teams with the opportunity to train using local facilities.</p> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• Many of the teams associated with DYFC have a considerable history of hiring the 3G pitch and have come to rely upon it for wintertime, weeknight training sessions.</li> <li>• Granting DYFC priority booking of the 3G pitch would demonstrate the Parish Council's community engagement and support for a local organisation. As well as providing a reliable, regular user base, thus helping to maintain consistent bookings and revenue.</li> <li>• Granting permission for DYFC priority for 3G pitch bookings could result in reduced availability for other users, including casual players and local and non-local teams not associated with DYFC. This may cause tension with other community groups who feel disappointed by their reduced access.</li> <li>• Parish Council owned and managed facilities can be differentiated from privately owned and managed businesses because primary funding is derived from the precept, paid by Drayton residents. Therefore, an argument can be made that priority use should be given to Drayton residents / Drayton based sports clubs.</li> <li>• Upon consideration of the Parish Council's Equality Act 2010 obligations, it is noted that DYFC operates as a youth club open to all under 18 players and does not discriminate on the basis of sex, disability, race, religion or sexual orientation. The DYFC Constitution specifies that 'Election to membership shall</li> </ul>	

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**PLAYING FIELDS & PROPERTY COMMITTEE**

be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies'.

**Recommended Options**

**Option 1: Agree to grant DYFC priority 3G pitch booking window**

If this option is selected it is recommended that the following approach is adopted:

**1<sup>st</sup> June – 30<sup>th</sup> June: DYFC Priority Booking Window**

- DYFC granted priority over new season block bookings for September 1<sup>st</sup> onwards.
- Non-DYFC associated hirers would be prohibited from making block bookings for September 1<sup>st</sup> onwards, but could continue to make block bookings for June, July and August as required.
- Clubspark website settings adjusted to ensure that hirers cannot make one-off 3G pitch bookings from September 1<sup>st</sup> onwards.

**1<sup>st</sup> July – 31<sup>st</sup> May: General Bookings Window**

- Block bookings from September 1<sup>st</sup> onwards open to all hirers.
- Clubspark website settings adjusted to ensure that hirers can commence making one-off 3G pitch bookings from September 1<sup>st</sup> onwards

**Option 2: Decline permission for DYFC priority 3G pitch booking window**

If this option is selected it is recommended that the 3G pitch Terms of Use are up-dated to clearly indicate that:

- No club or team has exclusive use / priority access to the 3G pitch facilities.
- Bookings are made on a first-come first-served basis.
- Preferred dates cannot be reserved or held in advance without a formal booking being made.

**Recommendation**

The Committee is asked to consider the request to grant DYFC a priority 3G pitch booking window and recommended options provided before determining a suitable response.

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<b>Paper</b>	<b>PFP17: Barrier Security at Longdale Playing Field</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Purpose of the Report</b></p> <p>To up-date the Committee in regards to the timing of barrier locking and opening at Longdale Playing Field.</p> <p><b>Background</b></p> <p>Drayton Parish Council employ Norse Security to open the barriers at KGV and Longdale Playing Fields at 06:00am and lock them at 22:00 each day.</p> <p>In December 2024 members of the community and regular facilities hirers reported persistent issues with access to Longdale and KGV Playing Fields due to the barriers not being opened on time. At the January meeting, Committee members agreed to support the suggestion made by Norse Security to revise opening times from 07:00am to 06:00am (as it was noted that a higher number of Norse staff would be available to attend at this time).</p> <p>At the meeting of full Council on 10<sup>th</sup> July 2025 in response to reports of inconsistent gate opening and closing Council agreed a protocol to ensure that CCTV was used to monitor timings of gate locking and unlocking and that all issues were reported to the contractor</p> <p>Whilst the Parish Council permit some leeway in barrier opening and closure times to accommodate the required flexibility of the Norse team, it was agreed that locking and unlocking times should be closely monitored so that any issues could be reported to Norse.</p> <p><b>Update</b></p> <p>Since 10<sup>th</sup> July 2025 the Parish Ranger has been reviewing CCTV footage at Longdale and reporting daily barrier locking and unlocking times to the Parish Office. Locking and unlocking times are then reviewed on a weekly basis and any discrepancy of more than 30 minutes from the agreed times is reported to Norse Security.</p> <p><b>Communication with Norse</b></p> <p>On 24<sup>th</sup> July 2025 the Deputy Clerk &amp; Facilities Manager contacted the Norse Assistant Operations Manager to notify them that on multiple occasions the Longdale barrier had been opened or closed at least half an hour outside of the agreed times. Apologies were received by Norse Security along with assurances that the issues would be reviewed.</p> <p>Timings continued to be monitored throughout August 2025, resulting in the Deputy Clerk &amp; Facilities Manager contacting the Norse Assistant Operations Manager again to notify them that opening and closure times were still not being adhered to.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to note the up-date regarding the timing of barrier locking and unlocking at Longdale Playing Field.</p>	

## Longdale Barrier Gate Locking and Unlocking Times

Week Day	Date	Opening	Closing
Monday	2025.07.07	05:22	22:08
Tuesday	2025.07.08	05:22	22:07
Wednesday	2025.07.09	05:36	00:18
Thursday	2025.07.10	05:45	22:57
Friday	2025.07.11	06:10	01:15
Saturday	2025.07.12	05:33	23:13
Sunday	2025.07.13	05:23	22:13
Monday	2025.07.14	05:31	22:12
Tuesday	2025.07.15	05:25	00:13
Wednesday	2025.07.16	05:10	22:04
Thursday	2025.07.17	05:40	23:30
Friday	2025.07.18	04:55	23:45
Saturday	2025.07.19	05:15	22:00
Sunday	2025.07.20	04:30	23:30
Monday	2025.07.21	05:30	22:10
Tuesday	2025.07.22	05:27	22:19
Wednesday	2025.07.23	04:28	22:15
Thursday	2025.07.24	05:20	22:00
Friday	2025.07.25	05:24	23:50
Saturday	2025.07.26	05:10	01:07
Sunday	2025.07.27	05:46	01:10
Monday	2025.07.28	05:10	23:10
Tuesday	2025.07.29	04:16	22:04
Wednesday	2025.07.30	04:45	22:30
Thursday	2025.07.31	06:00	22:05
Friday	2025.08.01	05:15	
Saturday	2025.08.02		
Sunday	2025.08.03		
Monday	2025.08.04		
Tuesday	2025.08.05		
Wednesday	2025.08.06		
Thursday	2025.08.07		
Friday	2025.08.08		
Saturday	2025.08.09		
Sunday	2025.08.10		
Monday	2025.08.11		23:00
Tuesday	2025.08.12	05:30	23:00
Wednesday	2025.08.13	05:00	00:09
Thursday	2025.08.14	05:22	23:00
Friday	2025.08.15	05:15	22:15
Saturday	2025.08.16	05:20	23:40
Sunday	2025.08.17	05:20	23:40

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP18: Longdale Boundary Gap Risk Assessment and Control Measures</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b>Purpose of the Report</b></p> <p>To provide the Committee with a risk assessment for the Longdale Playing Field boundary hedge and assist the Committee in determining any required control measures.</p>	
<p><b>Background</b></p> <p>At the May 2025 meeting the Committee agreed that a risk assessment should be undertaken to establish the level of risk associated with the gaps in the boundary hedge and consider how best to mitigate potential hazards. The Deputy Clerk and Facilities Manager was asked to consider and present potential options (including net fencing, hedges and large sandbags) to a future Committee meeting.</p>	
<p><b>Update</b></p> <ul style="list-style-type: none"> <li>• The Deputy Clerk &amp; Facilities Manager analysed the boundary gap prior to the development of the attached Boundary Gap Risk Assessment.</li> <li>• Various control measures have been identified as part of the risk assessment process.</li> <li>• The Deputy Clerk &amp; Facilities Manager will provide a verbal update regarding control measure costs and any associated considerations.</li> </ul>	
<b>Recommendation</b>	
<p>The Committee is asked to review the risk assessment for the Longdale Playing Field boundary hedge before determining a course of action in regards to suitable control measures.</p>	

### **Purpose**

At the May 2025 meeting of the Playing Fields and Property Committee it was agreed that a risk assessment should be undertaken to establish the level of risk associated with the gaps in the boundary hedge at Longdale and consider how best to mitigate potential hazards.

The Deputy Clerk and Facilities Manager was asked to consider and present potential options (including net fencing, hedges and large sandbags) to a future Committee meeting.

### Boundary Gap Analysis

<p>Figure 1.1 Gap in boundary hedge underneath large oak tree.</p>	<p>Figure 1.2 Gap in boundary hedge underneath large oak tree</p>
	
<p>Boundary gap dimensions: Left 2m and Right 4m</p> <p>There is a significant incline between School Road and Longdale Playing Field.</p> <p>The boundary gap is completely open for approximately 1m to the left of the Oak tree. The remainder of the gap is partially covered by scrubby plant growth between 50-100cm high.</p> <p>The gap can easily accommodate pedestrian access, bicycle and motorbike access may be possible if the rider is able to navigate the rough ground and incline. The boundary gap is not currently wide or level enough to accommodate cars or larger vehicles.</p>	

<p>Figure 2.1 Gap in boundary hedge, south east corner</p>	<p>Figure 2.2 Gap in boundary hedge, south east corner</p>
	
<p>Boundary Gap Dimensions: 2m</p> <p>The boundary gap is completely open for approximately 1.5m.</p> <p>The gap can easily accommodate pedestrian access, bicycle and motorbike access may be possible if the rider is able to navigate the rough ground and incline. The boundary gap is not currently wide enough to accommodate cars or larger vehicles.</p>	

Longdale Boundary Gap Risk Assessment							
Ref.	Hazard	Consequence	Who/What might be harmed?	Risk			Control Measures
				Likelihood	Impact	Rating	
1.	Unrestricted access to road with 60mph speed limit	Risk of collision with a passing vehicle or other road users, resulting in serious injury or fatality	Children, other users of the playing field, dogs	Possible	Major / Severe	High	Installation of temporary barrier (eg hazard tape). Installation of signage notifying playing field users of proximity to 60mph road. Installation of net fencing, hedges or large sandbags.
2.	Unauthorized vehicle access to playing field	Risk of motorbikes entering the playing field via the gap, damaging the field and putting users at risk	Playing field users, Parish Council Property	Rare	Significant	Low	Installation of temporary barrier (eg hazard tape). Installation of signage notifying playing field users of proximity to 60mph road. Installation of net fencing, hedges or large sandbags.
3.	Proximity of fixed goal posts to boundary gap results in potential for balls and other airborne items entering road	Risk of airborne object hitting passing vehicle or other road users, resulting in injury and vehicle damage	Motorists and other road users	Possible	Significant / Major	Moderate	Installation of temporary barrier (eg hazard tape). Installation of signage notifying playing field users of proximity to 60mph road. Installation of net fencing, hedges or large sandbags.

The likelihood of a risk occurring and the subsequent impact on those involved has been assessed using the below risk matrix.

Risk Matrix		IMPACT				
		1 Insignificant	2 Minor	3 Significant	4 Major	5 Severe
LIKELIHOOD <i>What is the probability the risk will happen?</i>	5 Almost Certain	Moderate	Moderate	High	Very High	Very High
	4 Likely	Low	Moderate	Moderate	High	Very High
	3 Possible	Low	Moderate	Moderate	Moderate	High
	2 Unlikely	Very Low	Low	Moderate	Moderate	Moderate
	1 Rare	Very Low	Very Low	Low	Low	Moderate

<b>Risk Assessment Review</b>				
<b>Date</b>	<b>Assessment Carried out by</b>	<b>Recommendations/further action required</b>	<b>Action Status</b>	<b>Next Assessment Date</b>
DD/MM/YYYY				DD/MM/YYYY

**DRAYTON PARISH COUNCIL**  
**PLAYING FIELDS & PROPERTY COMMITTEE**

<b>Paper</b>	<b>PFP19: Quotes for new signage</b>
<b>Meeting</b>	Playing Fields & Property Committee
<b>Date</b>	28 <sup>th</sup> August 2025
<b>Author</b>	Deputy Clerk & Facilities Manager
<b>Summary</b>	
<p><b><u>Purpose of the Report</u></b></p> <p>To assist the Committee in determining a suitable course of action in regards to purchasing new signage.</p> <p><b><u>Background</u></b></p> <p>At the January 2025 meeting, Council approved the 2025-26 Budget and Precept and agreed to allocate £5000 to the general reserve for replacement signage for all locations.</p> <p>At the Playing Fields and Property Committee on 29<sup>th</sup> May 2025 it was agreed to request more comparable quotes, to include clarification regarding the cost of poles and installation.</p> <p>The Committee agreed that the prohibitive images presented were adequate for play area welcome signs, subject to a review of the age limit restrictions for the KGV Play Area and a revision to the wording on the FCMP sign from Play Area to Play Equipment.</p> <p><b><u>Update</u></b></p> <p>Following the May meeting, the Deputy Clerk and Facilities Manager revised the proposed wording for the FCMP 'Play Area' sign to 'Play Equipment' and following a review of the age limit restrictions for the KGV Play Area equipment, signage wording was revised to specify that the Play Area is designated for children under 14.</p> <p>Contractors 1 and 2 were approached and asked to provide additional information regarding the cost of poles and installation. Both contractors undertook site visits in order to provide guidance regarding signage positioning and to determine whether existing poles could be utilised.</p> <p>An up-date has been provided below and detailed quotes are attached for consideration.</p>	

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<b>Contractor</b>	<b>Quote</b>	<b>Details</b>
Contractor 1	<u>Option 1: No new poles</u> £1440.00 (excluding VAT)  <u>Option 2: New Play Area poles</u> £2212.50 (excluding VAT)	Quote based on: <ul style="list-style-type: none"> <li>• Use of existing poles.</li> <li>• New play area signage could be attached to perimeter fencing, which would result in no requirement for additional poles. Two quotes have been provided, based on the inclusion and exclusion of new poles for play area signs.</li> <li>• Cost of all clips, rails, fixings and installation included.</li> <li>• Using aluminium composite (material stands up very well to the elements).</li> <li>• Full visuals provided for approval in advance of manufacture.</li> </ul>
Contractor 2	£4330.50 (excluding VAT)	Quote based on: <ul style="list-style-type: none"> <li>• Agreement that some existing poles could be utilised.</li> <li>• Where required, pole costs are included (provided installation is into soft ground and no specialist equipment required)</li> <li>• Cost of all clips, rails, fixings and installation included.</li> <li>• Using aluminium.</li> </ul>
<b>For Information</b>		
Please note, the contractor quotes have been redacted from the published papers due to commercial sensitivity.		
<b>Recommendation</b>		
The Committee is asked to review the quotes provided and confirm their preferred contractor.		