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**Stisted
Braintree
Essex**

☎ 07877 817276

Ruth Jubb
Clerk to the Council

Members of the press and public are welcome to attend

AGENDA

Date of Issue and Posting 27 June 2025. Page 1 of 2

STISTED PARISH COUNCIL- Agenda July 2025

ITEM	LEAD	BUSINESS	OUTCOME
		Recent Planning Results i. Glebe House Rectory Road Stisted Essex CM77 8AL 25/00574/FUL – pending ii. 25/00574/FUL Self Build Glebe House – Pending iii. Gulls Meadow 24/01106/FUL Agricultural Storage Barn, Appeal Allowed	INFORMATION
25-26 53.	CLERK 53.1	FINANCE Bank Reconciliation To receive and approve Bank Reconciliation to 29 May 53.2 Payments & Transfers To approve payments as per schedule 53.4 Quarterly Budget Update 53.5 AGAR Update (due date to complete in early July)	INFORMATION & RESOLUTION
25-26 54.	Working Group Chair	UPDATE ON PROGRESS AND FINDINGS FROM AFFORDABLE HOUSING WORKING GROUP To provide update & next steps, with approvals for any actions required	INFORMATION & RESOLUTION
25-26 55.	Clerk	Pass a Resolution to Sign up to the “Civility and Respect Pledge” for Councils Review the National Civility and Respect Pledge provided by SLCC (as support pack) and the Dignity at work policy Resolutions required to sign pledge and adopt policy	RESOLUTION
25-26 56.	All	COMMUNITY, RECREATION & MAINTENANCE	
	56.1	Playing Field Update - Next steps for working group membership and meetings - General update and note RoSPA report received	INFORMATION / RESOLUTION
	56.2	Library of Things General update and possible survey - update	INFORMATION / RESOLUTION
	56.4	Neighbourhood Plan Update	INFORMATION
	56.5	Postal Address for Parish Council	INFORMATION
	56.6	Braintree District Council Local Plan Review - Call for sites – update from meeting 25 June	DISCUSSION
	56.7	Village Summer Event To and take resolution on involvement and funding for possible summer events, including the proposed Summer Event on the Playing Field	RESOLUTION
25-26 57.	All	INFORMATION EXCHANGE AND ITEMS FOR NEXT AGENDA Receive proposals for next agenda Update on Glebe verge Dust cart date 25 October Consider Bronze award for Council Governance - operated by NALC	DISCUSSION
25-26 58.	All	Closed Section for Non-Public Business – Discussion concerning Replacement for Clerk In accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that the public be excluded from the next section due to confidential nature.	
25-26 59.	All	NEXT PARISH COUNCIL MEETING The next meeting of the Parish Council will be 3rd September 2025 in the Montefiore at 7.30 p.m. Items for inclusion on agenda - sent to Parish Clerk by 26/08/25	INFORMATION
25-26 60.	All	CLOSE OF MEETING	

**Stisted Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 4 June 2025
7.30pm, Montefiore Stisted**

Present: Councillor Alan Routledge – Chairman
Councillor Mark Hughes
Councillor Eleanor McMillan
Councillor Geoff Nurse
Councillor Robert Powers
Councillor Helen Remfry
Councillor Richard White

In attendance: Mrs. Ruth Jubb, Clerk
10 members of the public

28. APOLOGIES FOR ABSENCE

Cllrs Dennis Abram, Paul Thorogood and Tom Walsh

29. DECLARATIONS OF INTEREST

None

30. PUBLIC PARTICIPATION SESSION

Mr Hollands who is responsible for arranging the litter picking expressed his thanks to the 21 people who attended and collected litter. It was noted that Councillor Powers overslept but then came along later and litter picked an area that had been missed. It was noted that Sunday mornings are good in summer for litter picking but that in spring and autumn Saturday would be better so that the public can go to the Saturday morning coffee in the community shop. The next litter picking session will be on the 1st of November.

30.1. County & District Councillors

Counsellor Routledge read out the update from councillor Thorogood. There was a reminder that the new waste collection will start on the 1st of June 2026 where Braintree District Council hope to achieve 75% recycling and there will be grey and black bins for residual waste collected every three weeks. Recycling will be in two knew wheelie bins rather than clear sacks. All households should get letters in the autumn advising the details of this.

The local plan was mentioned again as per the May meeting. With regard to sites of fewer than 500 homes the parish of Stisted will be considered by the local plan subcommittee at 7:15 on Wednesday 25th of June with larger strategic sites later in the year.

Planning is ongoing for the Rivenhall Waste Incinerator

The local highways panel is due to be revived. But with devolution pending we are as yet unclear what will happen with the highways committees winding down.

There is discussion in the national news over the A12 widening. It has two knock on effects - the widening of the A12 should take place before any new dual carriageway A120 can be built from Braintree to the A12 and it could potentially unlock the A12 corridor for additional large scale housing which will affect BDC's local plan.

A copy of councillor Thorogood's notes will be posted on the parish website.

Councillor Walsh is update also stressed the review of the various sites and he indicated that perhaps 22 sites may be chosen from the smaller ones plus larger developments needed they review of the gravel pits will follow later.

30.2. Parish Paths

Footpath 13 from Baines farm to the school in Stisted is partially blocked. The owner has been advised but has not responded, so this will go to enforcement at Essex County Council.

30.3. Village Hall Report inc. Stisted Archives

The VE day event at the village hall was well attended and very busy. Credit was given to the WI, the Braintree Radio Club and the Stisted Players for their assistance. The Friday evening sessions in the Fairhead arms are continuing. The archive displays at the VE event were mentioned and they will be loaned to both the WI and the Church, and have already been used at the 123 club.

30.4. Community Shop

There have been some changes to the bakery items being ordered in the shop. The coffee shop continues on Saturdays and there are various donation pots available for the complimentary coffee. The shop is going well

30.5. CANS

Opposition to the incinerator from CANS has now been acknowledged

31. PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 7th May 2025 were a correct record and would be signed by the Chairman. Proposed Cllr McMillan and 2nd Cllr Remfry and agreed by all.

It was **RESOLVED** that the minutes of the Personnel Committee Meeting held on 16th May 2025 were a correct record and would be signed by the Chairman. Proposed Cllr Nurse and 2nd Cllr Remfry and agreed by all.

32. MEETING ACTIONS REPORT

- Painting of Pavilion to start shortly according to weather
- The hedge cut through on Gladwish land has been followed and needs as many people as possible to write in to the enforcement officer on this point
- Email – Clerk to meet with Cllr McMillan to complete the final email account. Note there is an Affordable Housing Page. We cannot stop the old website so comments still go into the old Yahoo account so it cannot be closed off
- The overgrown footpath at 25 can be closed
- The Fence and Hedge at the edge of Glebe House property has been raised with Highways through Report It and vis Cllr Thorogood and is ongoing
- Hare Coursing – need to add to website and Notice Board
- Need to follow up on Disabled Access for the Montefiore
- We need some Sticky Letters for the Comments box
- Village Sign to be re-finished – Cllr Nurse and Routledge to action
- Hedge near village green will be trimmed back shortly as it is every year. Highways have reviewed hedges in the parish recently and made no comment.
- Letter sent to appoint Internal Auditor

33. PLANNING MATTERS

33.1. Planning Applications

- i. There were no new planning applications

33.2. Recent Planning Results

- i. No update on planning outcomes.

34. FINANCE**34.1. Bank Reconciliation**

- The bank reconciliation was accepted and covered 2 months

34.2. Payments & Transfers

- The payment schedule was accepted

It was **RESOLVED** to accept the financial records. Proposed Cllr white and 2nd Cllr Hughes and agreed by all.

35. UPDATE ON PROGRESS AND FINDINGS FROM AFFORDABLE HOUSING WORKING GROUP

The working group recently had an initial meeting where they decided to gain the views of the parish through an impartial survey as to which site should be chosen. They have also visited the four sites and have considered the possibility of looking for any further sites that may be available (contact RCCE to check details of timing of last call for sites). Councillor Powers requested a budget of approximately £300 to be able to carry out the questionnaire using RCCE. This will be prepared by RCCE but envelope stuffing and distribution via the Working Group. It was **RESOLVED** to allocate a budget of up to £300 to the Working Group to carry out the survey. Proposed Cllr Nurse and 2nd Cllr Powers and agreed by all.

Next meeting 24 June

It was re-iterated that the survey from November 2024 showed a requirement for 9 homes at the time of the survey. We do not know the names of these people (GDPR prevents disclosure of the names) and it was stressed that people do not register their interest until the homes are closer to being ready

36. UPDATE ON PERSONNEL COMMITTEE MEETING AND NEXT STEPS TO RECRUIT CLERK

There have been 2 expressions of interest so far. The advert remains live and is on the noticeboard and website.

Whilst the clerk works more than 8 hours per week it was felt that the additional cost of another 2 hours per week which would be approximately £1800 p.a. if not CiLCA qualified, was too much and it should remain at 8 hours per week plus overtime for now. The Clerk salary is the largest part of the precept spend, particularly with the increase in national insurance for employers. (It is approximately 1/3rd of the precept).

The clerk should consider recording time spent per month and some project work being transferred back to councillors in the interim as the precept cannot be changed to cover this just now. Time Recording at the current time will not be representative as there are no policy reviews / AGAR / other project and annual task, but this will give a representation of the core time

Noted that the Clerk is willing to complete a part time handover over 2 months as a full-time hand over would be too expensive and not necessary

37. COMMUNITY, RECREATION & MAINTENANCE**37.1. Playing Fields Update**

Cllr nurse has reviewed and playing field equipment and it is clear that new matting will soon be required for the multigym and that new tennis table mats and a basket ball net are required. The multigym may require more repairs in the future as well. New matting can be around £150 per square metre for laying recycled rubber chip for approx. 100 square metres. There will be effort in preparing the area with the multigym in place.

It was **RESOLVED** to accept the Terms of Reference for the working group – proposed Cllr Nurse and 2nd Cllr Routledge and agreed by all. This will need to be advertised and the school approached to get some volunteers. Councillors Nurse, Powers and Routledge likely to be council members

37.2. Library of Things

Cllr Nurse noted thanks to Ms. Hughes for input on The Library of Things. He felt that a survey of the village is needed to establish what may be needed and to encourage re-use of tools and equipment and prevent waste.

We need to address issues of storage, and how to maintain the items as well as administer the system. It could include items such as unusual kitchen items (e.g. a fish kettle), a wheelchair etc.

ACTION Cllr Nurse to consider survey – ideally to be distributed with the affordable housing survey to save on effort

37.3. Action Plan Review

This action plan is not the same as a Clerk/RFO action plan with reminders for budget etc. but is aimed more at general council activities (e.g. the putting out of the silhouettes in November for remembrance). After discussion it was agreed this should be placed on the website for information

37.4. Neighbour Hood Plan – general update

There has been no change since consultation in 2024. On chasing BDC advised there will soon be a date for final referendum

37.5. Village Green Tree

This has been mulched and watered. A taller tree guard will be provided when it grows out of the top of current one

37.6. Grant applications and Grant Awarding Policy

No changes to criteria or dates for the grant awarding policy were felt necessary

38. INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

- Dust Cart to be booked for Mid October (Check BDC and Church)
- The council offered thanks to all those involved with the VE celebration for the village
- Apologies received from Mark Hughes for the next council meeting in July

39. NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council will be held on Wednesday 2nd July 2025 at 7:30p.m. at the **Montefiore Institute**.

40. CLOSE OF MEETING

The meeting closed at 21.00.

**Stisted Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 12 June 2025
7.00pm, Montefiore Stisted**

Present: Councillor Robert Powers – Chairman
Councillor Geoff Nurse
Councillor Alan Routledge White

In attendance: Mrs. Ruth Jubb

41. APOLOGIES FOR ABSENCE

Cllr Helen Remfry with Cllr Routledge present as substitute councillor for quorum

42. DECLARATIONS OF INTEREST

none

43. PUBLIC PARTICIPATION SESSION

No Public present

44. DISCUSSION ON WORKING HOURS OF CLERK

The current clerk is recording time so that council can establish what clerk work could perhaps be undertaken by councillors to reduce workload a little. Should overtime be needed, it was noted that requests for overtime payment need to be made in writing to the chair of the personnel committee, preferably before the work is carried out. **ACTION** On this basis, the committee will need to request a budget to be used for overtime as required in the future. There was further discussion on cost implications for the role with the working from home allowance and potential mileage claims that relate to travel to meetings or training courses. The possibility of an alternative local address for the council was discussed and the chair will present to full council

45. CLOSED SESSION – next steps for potential applicants

In accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960 it was RESOLVED that the public should be excluded from the next section due to confidential nature. Proposed Cllr Powers 2nd Cllr Nurse

Applicants were reviewed and shortlisted for interviews. Potential dates for interviews were discussed and actions taken regarding checking dates, availability, location, etc. Noted that the personnel committee have authority to interview.

It was RESOLVED to set up interviews for candidates as discussed. Proposed Cllr Powers, 2nd Cllr Nurse

Discussion followed on the structure of the interviews, types of questions and other preparation required

46. CLOSE OF MEETING

The meeting closed at 20.12

	A	B	C	D	E	F
1	Meeting Actions Report					
2	Item	Date	Min Ref	Action	By Whom	Further Action/ UPDATES
3	MEETING ACTIONS - April					
4		Apr-24	8.4	Clerk to keep note of need to paint pavilion and do gutters		To close as complete
5						
6						
7	MEETING ACTIONS - September					
8	Item	Date	Min Ref	Action	By Whom	Further Action/ UPDATES
9	Website	Oct-24	86.2	New emails to be set up from website	Clerk	1 remaining coucillor being set up with emails and then consider migrating yahoo to complete. Further work needed for CANS.
10						
11	MEETING ACTIONS - April					
12	Item	Date	Min Ref	Action	By Whom	Further Action/ UPDATES
13						
14	hedge planting close to Highway on Whitehouse road to be advised to Cllr Thorogood	02/04/2025	170	hedge planting close to Highway on Whitehouse road to be advised to Cllr Thorogood	Clerk	Emailed Cllr Thorogood and defect 2971013 raised 2969845 2973609. There has been a visit from Cllr. This will be monitored as required
15						
16						
17	Access to Monte	02/04/2025	173.7		Clerk	Email sent, meeting to be set up
18	Comments box	02/04/2025	173.1	Box to be painted and labelled when kiosk is painted	Cllr Routledge/c lerk	Stick on letters ordered by clerk
19	MEETING ACTIONS - May / june					
20	Item	Date	Min Ref	Action	By Whom	Further Action/ UPDATES
21	Financial appoint auditor	07/05/2025	14.3	appoint Mr. Hughes again as the Internal Auditor for the coming year and the Clerk will send a letter to confirm	Clerk	signed copy received
22	Dust Cart		38	Clerk to book for october		Wait Church availability - dust cart 20 or 27 sep and 4 or 25 oct
23	Public- Village Sign	07/05/2025	10	requested that the council look to restore the finish on the wooden village sign as it has not been restored for many years	Cllr Nurse and Routledge	To discuss over email. Monitor as now arranged
24	Paint multigym repairs	June		Clerk chasing for paint for multigym	Clerk	
25	Locks for playing field	June		Clerk to replace ast remaining combination padlock on field. Note lock with no key now removed	Clerk	
26	Library of things	04/06/2025	37.2	Consider survey for Library of things	Cllr Nurse	Decide on survey questions and how to distribute
27						

STISTED PARISH COUNCIL
29 May to 25 June

MONTHLY BANK
RECONCILIATION

Financial Year Ending: 31/03/2026

Opening Balance £ 29,150.13 at 29 May

Acc

1 Current Account	12565.14
2 Savings Account	9197.23
3 New 35 day savings	7001.27
VAT to be reclaimed	377.33
Creditors/Debtors	
	29140.97

Payments in the Month:							
Acc No:	Date	Method	Payee	Description	ex vat	vat	total
1	02/06/2025	Debit card	Screwfix	Screwfix padlocks for playing fie	53.87	10.78	64.65
1	09/06/2025	BACS	Montefiore	Montefiore filing £120 split with	120.00	0.00	120.00
1	09/06/2025	BACS	Montefiore	Montefiore room hire for 24 to 25	120.00	0.00	120.00
1	09/06/2025	BACS	EALC	EALC chair training 450	375.00	75.00	450.00
1	09/06/2025	BACS	Cloud Next	Website hosting	99.99	19.99	119.98
1	10/06/2025	Debit card	Tesco	Office supplies, inc paper and ps	19.99	4.01	24.00
1	16/06/2025	Debit Card	Microsoft	microsoft office subs	8.10	1.62	9.72
1	16/06/2025	DD	A&J Lighting	A&J lighting maintenance	32.33	6.47	38.80
1	18/06/2025	Debit card	HP Ink	HP printer ink subs	11.24	2.25	13.49
1	23/06/2025	BACS	EALC	EALC NALC affiliation fees	236.61	0.00	236.61
1	23/06/2025	Debit Card	Amazon	amazon sticky labels and office	22.41	0.00	22.41
1	24/06/2025	SO	Stisted Community Shop	Broadband contribution	14.00	0.00	14.00
1							0
1							0

Totals

1113.54 120.12 1233.66

Receipts in the Month:							
Acc No:	Date		From	Description	£	VAT	Total
01	16/06/2025	BACS	EALC	bursary receipt for play training c	240.00	0.00	240.00
01	19/06/2025	BACS	Braintree District Council	Streetscene street cleaning	872.99	0.00	872.99
03							0
01							0

Totals

1112.99 0 1112.99

MONTH END RECONCILIATION

Opening Balance	28763.64
vat due	377.33
Less: Payments in the month ex vat	-1113.54
Plus: Receipts in the month ex vat	£ 1,112.99
	29140.42
Represented by:	
Current Account at 25/06/2025	12444.47
Savings Account at 25/06/2025	9197.23
35 day deposit account 25/06/2025	7001.27
VAT to be reclaimed o/s from I&E	497.45
Creditors/Debtors	
Closing Balance	29140.42
Difference	0

Prepared by: Ruth Jubb - Clerk/Responsible Finance Officer
Date: 25/06/2025

View Mini Statement

Account: 0890046107373300

Balance Details

Available balance: £ 12,444.47

Current balance: £ 12,444.47

Overdraft limit: £ 0.00

Remaining overdraft: £ 0.00

Your balance as of: 25/06/2025

Transactions list:

Transaction date	Bank reference	Customer reference	Type of payment	Credit amount (GBP)	Debit amount (GBP)	Balance (GBP)
24/06/2025	broadband	Stisted Community	Standing Order		£ -14.00	£ 12,444.47
23/06/2025	18423 stisted aff	Essex Association	Standing Order		£ -236.61	£ 12,458.47
23/06/2025	4988243079065540 CARD	5540 AMAZON* 696QC	Purchase		£ -22.41	£ 12,695.08
19/06/2025		PAYMENTS BTREE	BACS Credit	£ 872.99		£ 12,717.49
18/06/2025	4988243079065540 CARD	5540 HPI INSTANT I	Purchase		£ -13.49	£ 11,844.50
16/06/2025	EALC CLB98	ESSEX ASSOCIATION	Faster Payment	£ 240.00		£ 11,857.99
16/06/2025	STI1000	A & J LIGHTING	Direct Debit		£ -38.80	£ 11,617.99
16/06/2025	4988243079065540 CARD	5540 MICROSOFT#G09	Purchase		£ -9.72	£ 11,656.79
10/06/2025	4988243079065540 CARD	5540 TESCO STORES	Purchase		£ -24.00	£ 11,666.51
09/06/2025	244736 Stisted	Cloud Next Limited	Standing Order		£ -119.98	£ 11,690.51
09/06/2025	EALC chairTraining	Essex Association	Standing Order		£ -450.00	£ 11,810.49
09/06/2025	022 filing parish	Trustees Montefior	Standing Order		£ -120.00	£ 12,260.49
09/06/2025	023 hire parish	Trustees Montefior	Standing Order		£ -120.00	£ 12,380.49
02/06/2025	4988243079065540 CARD	5540 SCREWFIX DIR	Purchase		£ -64.65	£ 12,500.49

27/05/2025	broadband	Stisted Community	Standing Order	£ -14.00	£ 12,565.14
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Schedule of payments made June and BACS due July to present at July meeting. Cut Off 25 June at bank

Monthly DD/BACS/Debit Payments made from

29/05/26 to 25/06/2025

As per bank including SO due for clerk salary

Stisted parish Council

Date	method	payee	reason	nett	VAT	total	budget
02/06/2025	Debit card	Screwfix	Screwfix padlocks for playing field posts	53.87	10.78	64.65	Field / Play Equip Repairs
09/06/2025	BACS	Montefiore	Montefiore filing £120 split with dr/cr 65 and genera	120.00	0.00	120.00	Hall Hire
09/06/2025	BACS	Montefiore	Montefiore room hire for 24 to 25	120.00	0.00	120.00	Hall Hire
09/06/2025	BACS	EALC	EALC chair training 450	375.00	75.00	450.00	training
09/06/2025	BACS	Cloud Next	Website hosting	99.99	19.99	119.98	Website & Email
10/06/2025	Debit card	Tesco	Office supplies, inc paper and pens etc	19.99	4.01	24.00	Office Expenses
16/06/2025	Debit Card	Microsoft	microsoft office subs	8.10	1.62	9.72	Office Expenses
16/06/2025	DD	A&J Lighting	A&J lighting maintenance	32.33	6.47	38.80	Street Lighting - Maintenance
18/06/2025	Debit card	HP Ink	HP printer ink subs	11.24	2.25	13.49	Office Expenses
23/06/2025	BACS	EALC	EALC NALC affiliation fees	236.61	0.00	236.61	Subscriptions
23/06/2025	Debit Card	Amazon	amazon sticky labels and office supplies	22.41	0.00	22.41	Office Expenses
24/06/2025	SO	Stisted Community Shop	Broadband contribution	14.00	0.00	14.00	Other - Miscellaneous

Future Statutory payments

Date to pay	method	Payee	Reason	Net	VAT	Total	
25/07/2025	BACS	Clerk salary	Salary	£ 429.35	0	£ 429.15	

BACS Payments for approval prior to payment, or as approved in last meeting , or approved under delegated authority:

Date to pay	method	Payee	Reason	Nett	VAT	Total	
26/06/2025	BACS	Clerk salary	Salary	£429.35		£429.35	
24/05/2025	SO BACS	Stisted Community Shop	Share of Sky Broadband as agreed March	£14.00	£0.00	£14.00	Other - Miscellaneous
25/07/2025	BACS	Playsafety	RoSPA invoice	£265.00	£53.00	£318.00	
			Grass Cutting due				
			Play repairs due				

All invoices listed have been 'examined, verified and certified' by the RFO as per Financial Regulation 6.3

Total Payments

£ 2,251.24 £ 173.12 £ 2,424.16

Chairman's / Approvers Initials following approval at meeting:

Date

July

STISTED PARISH COUNCIL

	Actuals 2023 to 2024 to 31 March 2024	Budget 2024 to 2025	Actuals to 31 March 2025	2025 to 2026 budget	Actuals to 23 June 2025	% used	Q1 2025 comments
GENERAL FUND	£	£					
Income							
Precept	16,814.00	19007.00	19007	21,271.07	10,636.00	50%	On target as received 2 x per year
Interest	74.39	50.00	82.49	70.00	60.51	86%	
Use of field	340.00	600.00	100	200.00	-	0%	Not due till later in year
transfers in							
cans put in earmark							
Other (wayleave)	14.28	14.93	14.28	14.93	-	0%	
TOTAL INCOME	17,242.67	19,671.93	19,203.77	21,556.00	£ 10,696.51	50%	
earmarked income							
parish mag income	0	-		-			
street clean	847.56	847.56	847.56	847.56	872.99		
neighbourhood plan	1,347.50	-		-			
projects income s106	1,398.00	3,499.02	3499.02	-			
cans put in earmark	1,354.00	250.00		400.00			Not expect till December
Total council, cans and other grants	22,189.73	24,268.51		22,803.56	11,569.50	51%	
Expenditure							
Audit Fees / Bank Charges	12.00	450	0	210.00	0	0%	Not expect till later in year for last year and then accrue for following year
Clerks Salary	6,266.74	6121	6995.1	7,050.00	1117	16%	Only April and May in so far. Will go over budget due to new clerk being recruited and handover required
Office Expenses	230.98	385	926.49	425.00	130.5	31%	Mainly mcafee and paper
Chairmans Allowance	-	0	0	-	0		
Election Costs	-	0	0	350.00	0	0%	Need to update a transfer out to the election pot
Hall Hire	-	75	0	150.00	175	117%	higher than the accrual last year & prices increased significantly from previous years (more than double)
Insurance	476.84	500.68	387.01	475.00	443.99	93%	Complete unless playground works change to asset register
Subscriptions	553.07	575	375.53	575.00	456.61	79%	Probably complete?
training costs are shown net of bursary as it is a refund	549.50	815	590.7	750.00	535	71%	Only 1 bursary received so far against 2 training courses
Best Kept Garden / Xmas	122.75	200	0	100.00	0	0%	
Field / Play Equip Repairs		800	800	900.00	53.87	6%	Note cost of repair done early May still to be paid to Horizon
Grass Cutting	1,460.00	2250	2183	2,500.00	0	0%	No invoice yet
Village Maintenance	-	1900	1245.5575	700.00	0	0%	
Street Lighting - Electricity	2,968.55	2300	1377.42	1,400.00	154.07	11%	Anticipate this will be under budget by year end by approx £400 as we have secured a fixed rate to start November
Street Lighting - Maintenance	387.96	0	0	521.00	96.99	19%	Ontrack with 3 of 12 regular payments made so far
S137 & Small Grant Funding	400.00	750	785	900.00	0	0%	
Parish Newsletter and magazine	-	100	0	600.00	400	67%	?
Defibrillator	-	250	583.9	200.00	0	0%	
Website & Email	57.97	0	434.7	300.00	149.99	50%	CloudNext domain name and hosting
Equipment Replacement Fund	170.10	200	140.66	200.00	0	0%	
Projects on Playing field				2,500.00		0%	
Other - Miscellaneous	105.46	2000	2013.5625	750.00	161.7	22%	VE day contribution, Neighbourhood plan hosting and share of shop broadband
TOTAL EXPENSES exc Ear Marked	13,761.92	19,671.68	18838.63	21,556.00	3874.72	18%	

Civility and Respect Pledge suggested agenda item:

‘To pass a resolution to sign up to the civility and respect pledge’

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

STISTED PARISH COUNCIL

Dignity at Work Policy



Based on SLCC template

Adopted on: July 2025
Reviewed on:
Next review due: May 2027

DIGNITY AT WORK POLICY

Stisted Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Stisted Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, **Stisted Parish Council** has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/officers and all employees engaged to work at Stisted Parish Council. Complaints connected to their engagement with Stisted Parish Council should be raised to the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the council's personnel committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

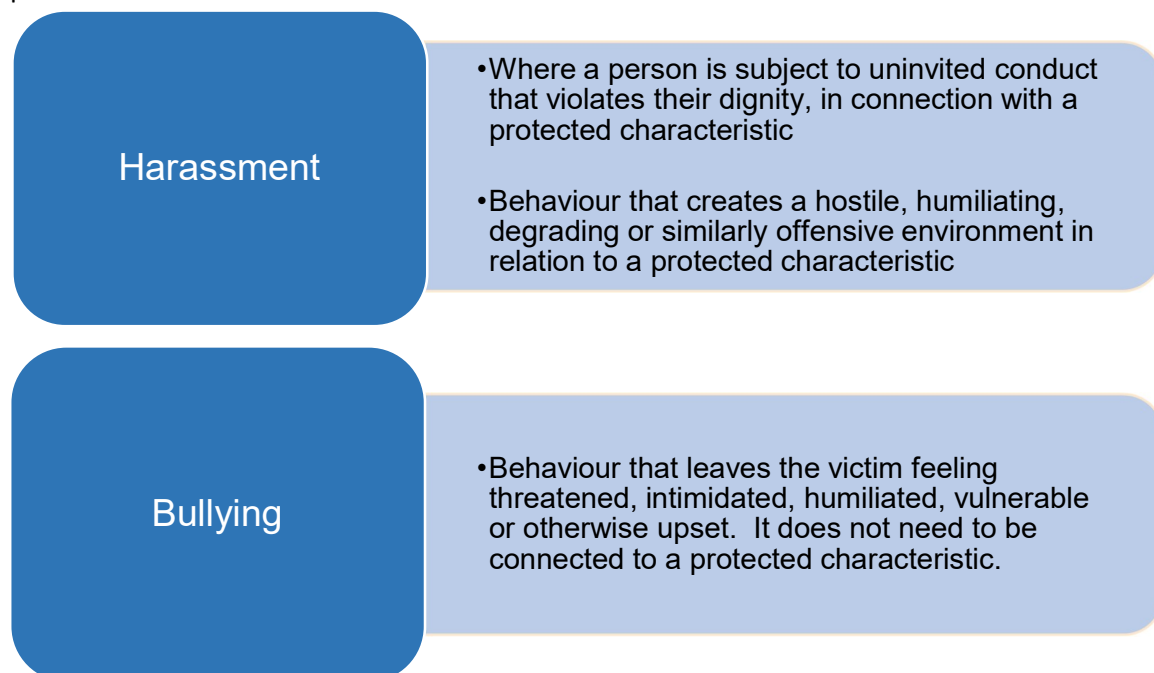
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Stisted Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/ or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

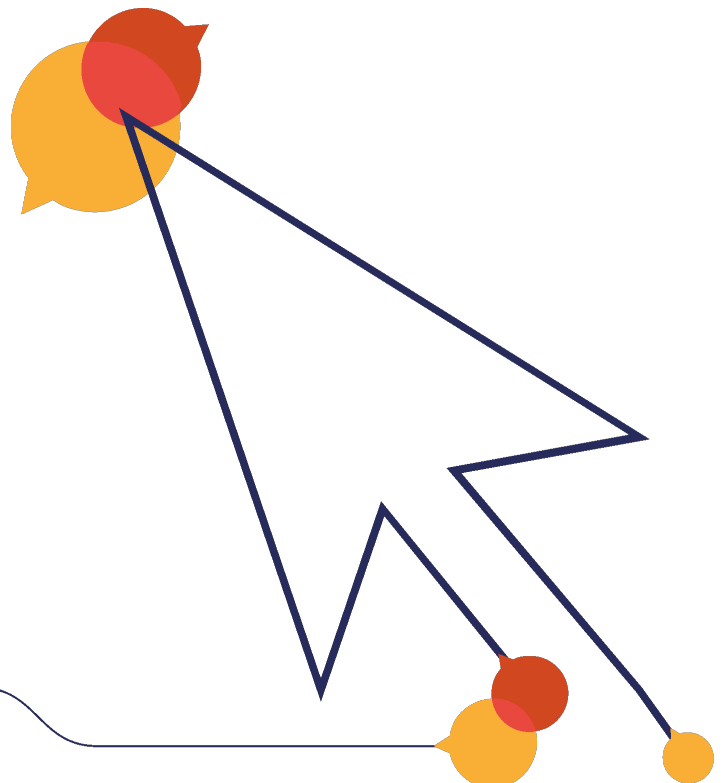
Safety Inspection Report

Annual Inspection

Playing Field

Stisted Parish Council

20 June 2025



Safety Inspection Report

Annual Inspection

Site name: **Playing Field**
Date of inspection: **20 June 2025**
Inspector: **Craig Owen**
w3w.co/works.slowly.care



Seating - Picnic Tables

Innate risk score:
 4

Description	Tasks	Risk score
No Findings		

Signage - Ownership

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Litter Bins

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Signage - Fitness

Innate risk score:
 2

Description	Tasks	Risk score
Loose in ground.	Reset.	 2

Multiplay - Junior

Innate risk score:

 5

Description	Tasks	Risk score
There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact	Read the notes for further action.	 9
Surface has unintended weeds.	Remove.	 7
Additional comments are noted below.	See the notes.	 7
Delamination of wood.	Repair.	 6
Timber is rotting.	Replace rotten timbers.	 6
Surface needs repair.	Repair.	 4

Swing - Basket

Innate risk score:

 8

Description	Tasks	Risk score
Fittings are rusty.	Replace.	 7
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.	 6
Surface needs repair.	Repair.	 6

Goal Posts x 2

Innate risk score:

 8

Description	Tasks	Risk score
The structural tests within EN 748 / EN 16579 have not been done during this inspection. These can be conducted by separate arrangement.	Arrange to conduct the appropriate tests.	 0

Adult Fitness - Cross Trainer

Innate risk score:

 8

Description	Tasks	Risk score
No Findings		

Basketball Post

Innate risk score:

 7

Description	Tasks	Risk score
The net is damaged.	Tighten.	

Swing - Junior - 1 Bay 2 Seat (1975)

Innate risk score:

 5

Description	Tasks	Risk score
Some chain wear.	Monitor for further deterioration and replace before 40% wear.	 7
We are unable to gauge the structural integrity of this unit.	We advise an internal inspection of all parts or replacement.	 6
There is wear to the surfacing due to foot drag.	Raise seats up to approximately 500 mm to the bottom of the seat. This will help with the dragging of feet on the ground/surfacing.	 6
Loose swing seat eye-bolts.	Tighten connecting nuts.	 6
There is wear in the bushes.	This is a non-serviceable bush. Monitor and plan replacement.	 6
The distance between the seat side and the support is insufficient.	No reasonably practicable action is identified.	 3

Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 4

Description	Tasks	Risk score
Swing seat rubber is deteriorating / degrading.	Replace when metal is exposed.	 7
Additional comments are noted below.	Read the notes for further action.	 6
Loose swing seat eye-bolts.	Tighten connecting nuts.	 6
The equipment is dirty or algae covered.	Clean off.	 3
Additional comments are noted below.	Read the notes for further action.	 3

Table Tennis Table

Innate risk score:

 7

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten., Replace.	 5

Adult Fitness - Rower

Innate risk score:

 7

Description	Tasks	Risk score
No Findings		

Adult Fitness - Air Walk

Innate risk score:

 7

Description	Tasks	Risk score
No Findings		

Agility Course - Duel Log Course

Innate risk score:

 4

Description	Tasks	Risk score
Item is cut.	Read the notes for further action.	 6
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	 6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required., DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.	 6
Fixtures loose or missing.	Tighten.	 5
Cap missing.	Replace.	 5

Rocker - 4 Seat

Innate risk score:

 4

Description	Tasks	Risk score
The equipment is dirty or algae covered.	Clean off.	 3

Play Feature - Mushrooms x 5

Innate risk score:

 3

Description	Tasks	Risk score
Item is damaged.	Read the notes for further action.	 4

How to read your report

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

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

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

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Risk level:
Low
Potential risk score reduction: 1
Remedial tasks: 1

Standards:
EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description
Item is rusting in places.

Tasks
Replace.

Note
Two of the frame washers are rusting.

Finding Photos

asset image here asset image here

Surface: Grass

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

Signage - Ownership



Litter Bins



Innate risk level

Actual risk level

2

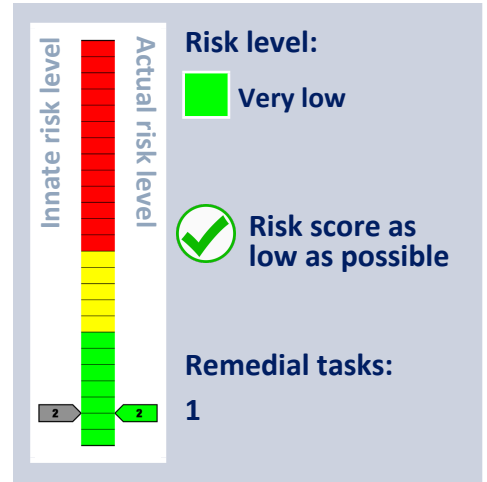
2

Risk level:

Very low

Risk score as low as possible

No remedial tasks



Description

Risk level:

Tasks

Risk score:

Photo not possible

Basketball Post

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

7

7

Risk level:

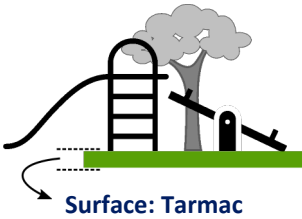
Low

✓

Risk score as low as possible

Remedial tasks:

1



Standards:

✓

EN 1270:2005, EN 15312:2007+A1:2010
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The net is damaged.

Tasks

Tighten.

Note

Net wearing and detached from the ring.

Risk level:

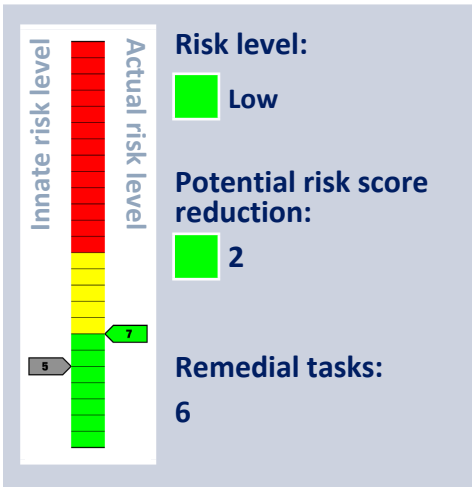
See finding details

Finding Photos



Swing - Junior - 1 Bay 2 Seat (1975)

Manufactured by Wicksteed Leisure Ltd



Standards:

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

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

Equipment Standard Compliance Findings

1. The distance between the seat side and the support is insufficient.

The item has the following maintenance findings:

1. Some chain wear.
2. We are unable to gauge the structural integrity of this unit.
3. There is wear to the surfacing due to foot drag.
4. Loose swing seat eye-bolts.
5. There is wear in the bushes.



Surface: Rubber - Mulch - Bonded

Standard Compliance Finding

Description

The distance between the seat side and the support is insufficient.

Tasks

No reasonably practicable action is identified.

Note

This is a technical non-compliance which still applies.

Risk level:

Very low

Risk score:

3

Finding Photos



Maintenance Finding

Description

Some chain wear.

Tasks

Monitor for further deterioration and replace before 40% wear.

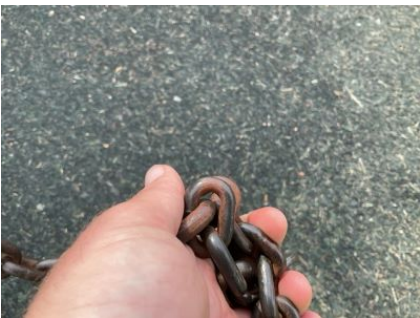
Risk level:

Low

Risk score:

7

Finding Photos



Maintenance Finding

Description

We are unable to gauge the structural integrity of this unit.

Tasks

We advise an internal inspection of all parts or replacement.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

There is wear to the surfacing due to foot drag.

Tasks

Raise seats up to approximately 500 mm to the bottom of the seat. This will help with the dragging of feet on the ground/surfacing.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Loose swing seat eye-bolts.

Tasks

Tighten connecting nuts.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

There is wear in the bushes.

Tasks

This is a non-serviceable bush. Monitor and plan replacement.

Risk level:

 Low

Risk score:

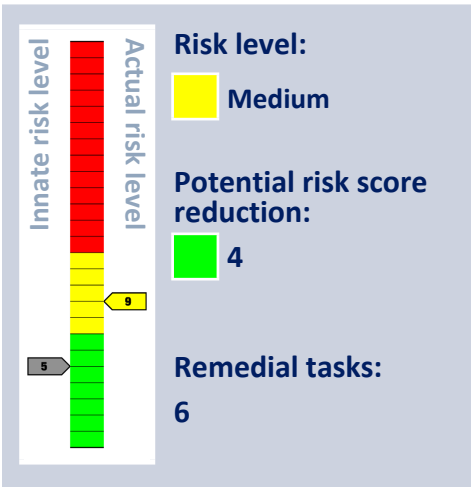
 6

Finding Photos



Multiplay - Junior

Manufactured by Adventure Playgrounds Limited



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

There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.

Tasks

Read the notes for further action.

Note

A number supports have softening below ground level with small pockets of decay. Monitor for stability and replace when necessary.
Decayed timbers have been braced. Monitor for any fixtures being affected by decay.

Risk level:



Medium

Risk score:



9

Finding Photos



Maintenance Finding

Description

Surface has unintended weeds.

Tasks

Remove.

Risk level:



Low

Risk score:



7

Finding Photos



Maintenance Finding

Description

Additional comments are noted below.

Tasks

See the notes.

Note

There is a pinch point between the bridge slats and the side board. Monitor this area.

Risk level:
 Low

Risk score:
 7

Finding Photos



Maintenance Finding

Description

Delamination of wood.

Tasks

Repair.

Note

Bridge side boards delaminating. Smooth off and treat timbers.

Risk level:
 Low

Risk score:
 6

Finding Photos



Maintenance Finding

Description

Timber is rotting.

Tasks

Replace rotten timbers.

Note

Rails on bridge and some decking boards are rotting. Replace affected ones.

Risk level:
 Low

Risk score:
 6

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Surface is separating at joints. Repair.

Risk level:
 Low

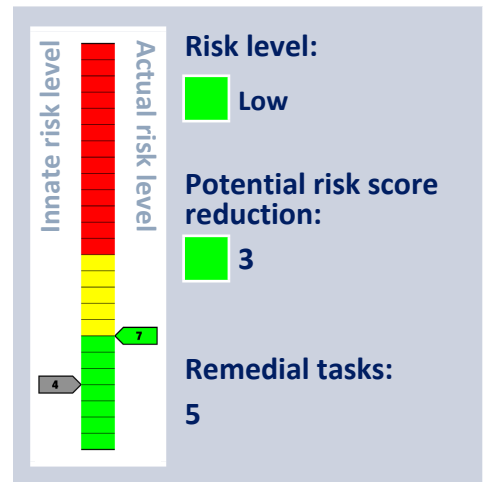
Risk score:
 4

Finding Photos



Swing - Toddler - 1 Bay 2 Seat

Manufactured by (Unknown)



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

Swing seat rubber is deteriorating / degrading.

Tasks

Replace when metal is exposed.

Risk level:

Low

Risk score:

7

Finding Photos



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Some top bar zip ties are facing downwards. Secure facing upwards.

Risk level:
 Low

Risk score:
 6

Finding Photos



Maintenance Finding

Description

Loose swing seat eye-bolts.

Tasks

Tighten connecting nuts.

Risk level:
 Low

Risk score:
 6

Finding Photos



Maintenance Finding

Description

The equipment is dirty or algae covered.

Tasks

Clean off.

Risk level:

Very low

Risk score:

3

Finding Photos



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Raise seats up to approximately 500 mm (surface to the bottom of the seat), this will help parents/guardians not having to bend down to lift children in and out of the seats.

Risk level:

Very low

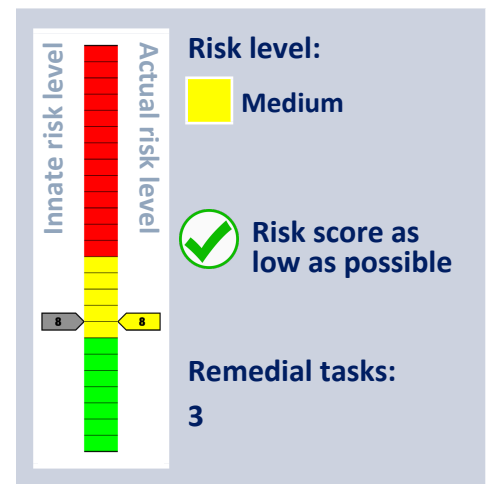
Risk score:

3

Photo not possible

Swing - Basket

Manufactured by (Unknown)



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

Fittings are rusty.

Tasks

Replace.

Note

Replace top connectors.

Finding Photos



Maintenance Finding

Description

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

Tasks

Dismantle and inspect according to manufacturer's instructions.

Note

Periodically inspect the universal joint.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Matting is separating and surface is wearing. Repair.

Risk level:

Low

Risk score:

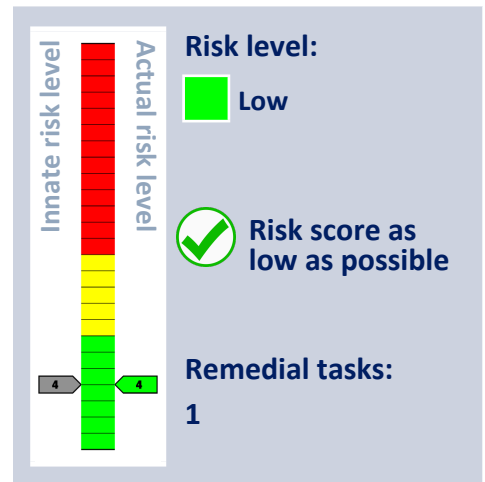
6

Finding Photos



Rocker - 4 Seat

Manufactured by Ledon A/S



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

The equipment is dirty or algae covered.

Tasks

Clean off.

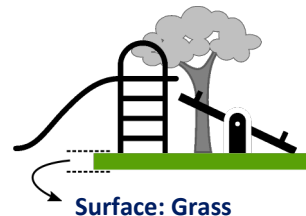
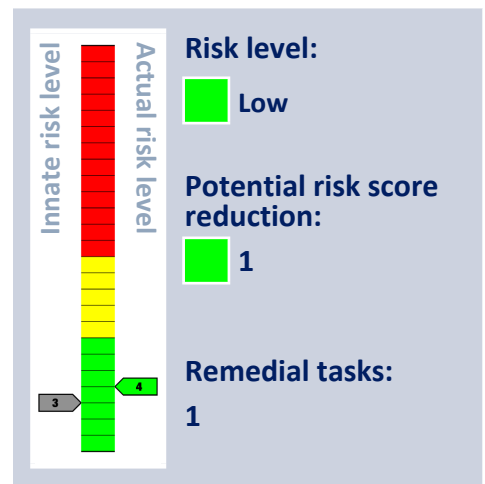


Finding Photos



Play Feature - Mushrooms x 5

Manufactured by (Unknown)



Standards:



EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

Item is damaged.

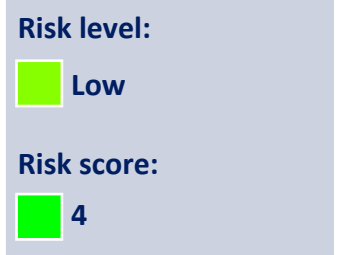
Tasks

Read the notes for further action.

Note

Two tops have been damaged. Monitor.

Finding Photos



Agility Course - Duel Log Course

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

4

6

Risk level:

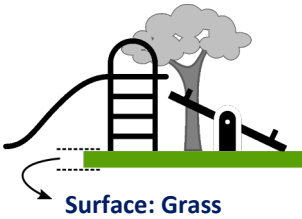
Low

Potential risk score reduction:

2

Remedial tasks:

6



Standards:

EN 1176-1:2017+A1:2023
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Item is cut.

Tasks

Read the notes for further action.

Note

Jump panel and post have been cut. Replace.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

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

Tasks

Prevent further damage.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

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

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Jump board is loose to support.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

5

Finding Photos



Goal Posts x 2

Manufactured by (Unknown)



Innate risk level

Actual risk level

8

8

Risk level:

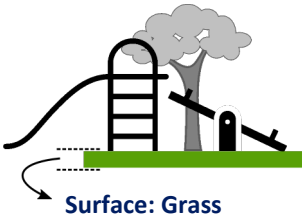
Medium

✓

Risk score as low as possible

Remedial tasks:

1



Standards:

EN 748:2013, BS 8461:2005+A1:2009
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The structural tests within EN 748 / EN 16579 have not been done during this inspection. These can be conducted by separate arrangement.

Tasks

Arrange to conduct the appropriate tests.

Risk level:

Very low

Risk score:

0

Photo not possible

Table Tennis Table

Manufactured by Cornilleau



Innate risk level

Actual risk level

7

7

Risk level:

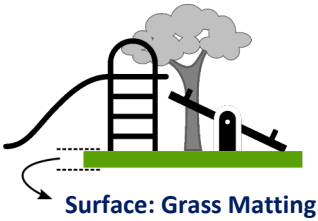
Low

✓

Risk score as low as possible

Remedial tasks:

2



Standards:

✓

None
There are no standards applicable for this unit, but the safety requirements and principles of other standards have been used to ensure the unit is suitably safe.

Maintenance Finding

Description
Fixtures loose or missing.
Tasks
Tighten., Replace.
Note
Underside is missing some fixtures and has some loose ones.

Risk level:

Low

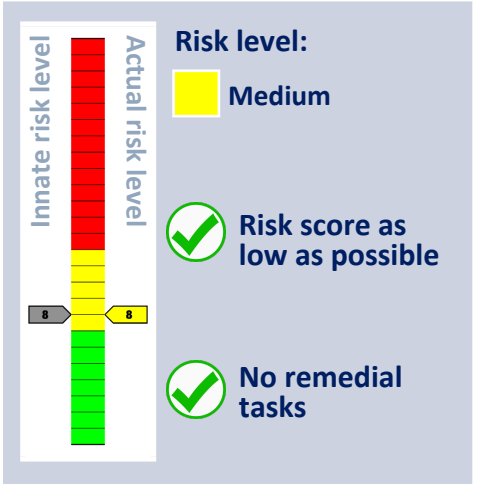
Risk score:

5

Finding Photos



Manufactured by Caloo Ltd

Standards:

Adult Fitness - Rower

Manufactured by Caloo Ltd



Innate risk level

Actual risk level

7

7

Risk level:

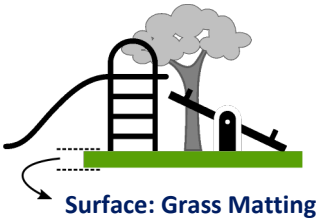
Low

✓

Risk score as low as possible

✓

No remedial tasks



Standards:

EN 16630:2015

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

Adult Fitness - Air Walk

Manufactured by Caloo Ltd



Innate risk level

Actual risk level

7

7

Risk level:

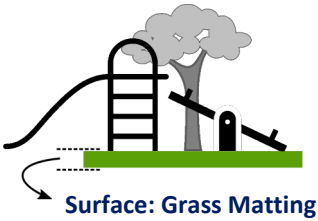
Low

✓

Risk score as low as possible

✓

No remedial tasks



Standards:

EN 16630:2015

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

General Notes

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

Risks are calculated in this way:

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

General Notes

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

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

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

Table 1 – Risk Score Matrix

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

General Notes

Inspection Scope

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

Compliance with Standards

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

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

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

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

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

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

General Notes

What We Inspect

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

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

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

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

What We Don't Inspect

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

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

General Notes

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

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

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

Exposure to Risk

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

Ownership

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

Contemporaneous Findings

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

Timber

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

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

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

Please contact us for pricing and further information.

Planting and Trees

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

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 flat 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: $0.867 \times \text{length of suspension member} + 1.75\text{m}$ 2. loose-fill: $0.867 \times \text{length of suspension member} + 2.25\text{m}$

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

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

SLIDES

SAFETY REQUIREMENTS

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

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

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

Sliding sections

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

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: 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

* 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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Share Stisted Library Of Things

Would you be interested in a Stisted Library of things where you could borrow /rent items for a wide range of uses ?



Help re use items and prevent waste

- The library of things would aim to hold items that would otherwise have been disposed of and enable their continued use rather than going to land fill.
- These could be borrowed for that D.I.Y. project or Garden Party, Camping Trip, etc.



Share Stisted Survey

- A library of things lends physical items to its members, saving money and storage space while contributing to a more sustainable environment. It is based on items donated by the local community.
- The answers you provide will not be shared with anyone outside of Share Stisted and do not commit you to anything, but are just to gauge interest



About the Library of Things

- Help us to understand the type of items we could hold in the Share Stisted Library of Things
- What three items would you be most interested in borrowing?
- It might help to think about times in the past you've temporarily needed something for a D.I.Y Project for home or garden, for days out, for visitors or craft projects and so on.



Your Answers

- 1
- 2
- 3



What is it you find appealing about using/donating to a Library

Creating Less Waste	
Supporting your community	
Using fewer resources due to less manufacturing	
Saving Money	
Not having to store items you don't use often	
Other	



Do you have any items you would consider donating to the library on a permanent or temporary basis

-
- This is just to gauge interest and does not commit you to donating
- Your Answer:



Help us to understand how people might use Share Stisted

How Often do you think you would borrow items	
More than once a month	
Once a Month	
Once every couple of months	
Once or twice a year	



Share Stisted would be a community “Not For Profit” organisation

-
- The organisation would be run by volunteers but the Library of things would need an income in order to operate
- We need to consider how charges for the service might work, for example.
- A monthly or annual membership plus a nominal borrowing fee when items are borrowed.



On what payment basis would you be most interested in borrowing items

Low membership fee with higher borrowing fee	
Higher membership fee with nominal borrowing fee	
Pay as You Go, No membership fee but higher borrowing fees	



Would you be willing to donate money to support the running of “Share Stisted”

This is just to gauge interest and does not commit you to donating any money	
Yes (one off donation)	
Yes (Monthly Donation)	
NO	



What other services might you be interested in using

Repair Hub (bring things to be repaired)	
Seed Sharing (donate or take seeds)	
Produce Sharing (Donate or take excess fruit & Veg)	
Skills Sharing (Workshops teaching different Skills)	
None of theses	
Other (Please indicate)	



Would you be willing to donate your time to Volunteer

YES	
NO	



If you would be interested in Volunteering What could you contribute

Repairing and/or testing items	
Librarian Helping members with loans and returns	
Sharing skills i.e. at workshops	
Marketing and communications	
Trustee	
Other (please specify)	



If you have any thoughts or
suggestions for Share Stisted
Please let us know

- Your Answer



Please return this survey To

-
- Stisted Parish Council
-

