REPORT ON: Lengthsman

WRITTEN BY: Sarah Weir

MEETING DATE: 13 August 2019

AGENDA ITEM: Amenity 26/19

The updated approved works for the Lengthsman are attached. The Lengthsman will be in the parish on 14 August.

The public have suggested the following ideas for the committee to consider adding to the Lengthsman list:

1. Grass cutting alongside the FP on The Firs.
2. FP 31 between Alton Road and the rec at the back of Crownfields.
3. FP between Mayhill and Buryfields alongside the churchyard as you look to the left of the church.
4. Cleaning of street signs.
5. Clearance of vegetation around the street signs in North Warnborough. Deptford Lane area mainly if not competed by Highways.

REPORT ON: Annual Inspection of Play Areas

WRITTEN BY: Catherine Ryle

MEETING DATE: 13 August 2019

AGENDA ITEM: Amenity 27/19

Each year the play areas managed by OPC are inspected in detail by an independent RPII registered play area inspector who provides a report with recommendations. A number of the comments are in a standard format and may be repeated yearly. I have extracted the main points from the report and they are listed with a record of previous advice and any actions taken since the date of the report in the attached 'OPC Annual Play Area Summary 2019'. If you require a copy of the full report, please contact the office.

The inspector was pleased to note the improvements carried out in the year up to his visit in May 2019.

Not all recommendations are acted on. Office staff have requested estimates from a contractor on issues which should be addressed and once received they will be presented for approval.

Points to note

- A number of issues highlighted in previous annual reports have been addressed by works carried out during the year to May 2019, in particular the updating of the Basketball Court to a MUGA, new fencing at the Recreation Ground, and resurfacing at Bufton Field and Chapel Pond Drive. These improvements are recognised by the inspector and the office has received a number of positive comments.
- Several issues have been addressed since the date of this year's annual inspection. These are noted in the 'Summary 2019'.
- Some of the items which are not compliant are the result of the design/installation of the equipment.
- There are a number of repeat issues which have been considered in previous years such as the recommendation to treat timbers and paint items.
- The office is looking at a maintenance programme and is obtaining information for a detailed inspection of all timber play equipment.
- Treatment of timber (after inspection) and painting of equipment – to be considered for maintenance programme.
- Dry bearings needing lubrication - to be considered for maintenance programme.
- Check needed on radial rotating joints at Bufton Field - to be considered for maintenance programme.
- Grass mats are mentioned a number of times.
- Fencing at Chapel Pond Drive is a recurring issue. We have an estimate for a complete replacement using metal panels, but this is not included in the current budget.

OPC Annual Play Area Summary 2019

(inspection date 16 May 2019)

2019 comments from inspector *(in italics if also on a previous report)*
Gareth's comments from previous years
PREVIOUS YEARS' ACTION/COMMENT

CHAPEL POND DRIVE

The Parish Council is complimented on the improvement works carried out.

Item	Risk	Problem
Access		*Across grass that may be a seasonal problem for those with a mobility difficulty.* Repair/level flush the weed growth damage to the bitmac apron in front of the gate. Note: this is on the outside of the gate, so ownership needs to be checked – the office is investigating.
Fencing		*Repair broken/restrain slackened line wires, re-attaching mesh to line wires at 450 mm centres maximum recommended to secure,* particularly to the rear (eastern) fencing. *Sharp exposed mesh wire ties. Trim/bend downwards.* Repair hole in fence (exposed wires) flanking the abutting property driveway prior to the school summer holiday.
Gate	Low Medium	*At least two separate pedestrian gates are recommended to reduce the risk of bullying and intimidation. NO ACTION* *There is an entrapment between the gate and control bar.* *Gareth's response in 2014 – I will have to get a mobile welder out to adjust the gates this will be around £200 call out fee and materials may be added.* Crush/*Entrapment at both edges of gate. Adjust gate/post(s)/provide a gate stop (at least 0.7 m high and painted white for clarity) to ensure gaps of at least 12 mm to both edges throughout the range of the gate movement to eliminate entrapment.* *As above. *Some worn soil/grass in the pedestrian gate footfall area. Make up flush with topsoil & re-grass in the appropriate season, if erosion & puddles remain a problem, the provision of slabs or a durable surface*

		similar to play equipment grass mats laid on mesh/geotextile material on an even surface, chased into the soil at the edges to avoid sharp gradients (<1:5) & trip zones is suggested.
Litter Bin		Loose bin. Secure to concrete base/rear fence post to prevent relocation to hazardous positions & tipping when full. This has already been re-fixed for a second time – recommend considering fixing this to the post if the problem is repeated.
Planting		*Trim back encroaching nettles, firethorn & hawthorn to behind fence lines and 2.5 m minimum above ground to avoid eye injuries & maintain as such.* *Overhead trees. See item 7 above.* This refers to the introductory section of the report and recommendation to obtain a report on trees within falling distance of a play area from a competent arboricultural expert. Some tree work has been carried out during the previous year.
Minimum space	Low	*The 'minimum space' which includes part of the raised area bounding the safer surfacing should all be in the same plane.*
Cleanliness and tidiness		*Sweep off grass cuttings from the safer surfacing to discourage moss/algae & weed growth that can promote slippery conditions.*
Trailblazer Cluster Compliance General Maintenance/Safety comments		*Meets requirements of EN1176.* *Note the minimum ground clearance for suspended planks (of weight greater than 25 kg) should be 400 mm. It is assumed that the mass of the suspended plank is less than 25 kg and the recommended minimum ground clearance in this case is 60 mm.* *Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were probed just below ground level. Posts often decay internally but excessive penetration was not detected suggesting that no significant external decay exists.* *Programme for cyclic preservative timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable).* Tighten loose triple cable bridge link lower eyes (2) during a prolonged dry spell recommended. Tighten loose twin bridge link lower cable eyes (2)

Surfacing – General Maintenance	Medium	during a prolonged dry spell recommended. Tighten suspended balance board fixings to posts (2) nearest to the seat during a prolonged dry spell recommended. There is concern about the steep slope at the edge of the protective surface that also fails the requirements of the Equality Act and would suggest it is accentuated with a brightly coloured contrasting paint to draw attention to a hazard. Consult original supplier for compatible paint. Supplier has painted the edge.
2.17 m max 1 Bay/ 2 Flat Seat Swing General Maintenance/Safety Concerns Surface – General Maintenance	 Low	*Excessive bird droppings on* the cross beam. Clean off. *Deep wide split to timber post nearest fence. Monitor and check at next annual inspection.* *Dry bearings. Treat with oil, grease or silicon spray according to supplier's instructions.* *Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were probed just below ground level* in 2017. *Posts often decay internally but excessive penetration was not detected suggesting that no significant external decay exists (special attention is necessary to single post swing frames for decay).* *Check cross bar, supports & fixings for hidden decay/corrosion/loosening & defects within 1 year recommended (the higher fittings/frame cannot be assessed safely & are excluded from this inspection; steps will be required with appropriate precautions).* *Programme for cyclic preservative timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable)* *Trip zones at edge of protective surfacing. Make up eroded/worn soil/grass flush to edge where necessary to eliminate trip zones.*
1.78 m max 1 Bay/ 2 Cradle Seat Swing Compliance	Low	*The item fails to meet the requirements of the new EN1176 in the following respect:* *The distance between the support and seat side and/or between the seats is insufficient.* *Gareth's response in 2014 – This is a manufacture issue and

		cannot be resolved with repair. *NO ACTION*
General Maintenance/Safety Comments		*Untwist chains to extend their life.* *Programme for cyclical painting recommended with lead free paint using appropriate precautions.* *Dry bearings. Treat with oil, grease or silicon spray according to supplier's instructions.*
Surfacing – General Maintenance	Medium	There is concern about the steep slope at the edge of the protective surface that also fails the requirements of the Equality Act and would suggest it is accentuated with a brightly coloured contrasting paint to draw attention to a hazard. Consult original supplier for compatible paint. Supplier has painted the edge.
Water Tower Slide General Maintenance/Safety concerns	Low	*Slide faces north west. Facing north recommended to reduce heat build up.* This is as the item was installed originally.
Surfacing area dimensions	Low/Medium	*The grass/wet pour surfacing should nominally be in the same plane.*
Surface - General Maintenance	Medium	*It should be noted that well maintained grassed topsoil may provide protection for a maximum fall of 1.0m. MONITOR* *Some grass erosion at base of steps. Make up flush with topsoil and grass, if erosion and puddles remain a problem, the provision of a durable surface is suggested.* There is concern about the steep slope at the edge of the protective surface that also fails the requirements of the Equality Act and would suggest it is accentuated with a brightly coloured contrasting paint to draw attention to a hazard. Consult original supplier for compatible paint. Supplier has painted the edge.

BUFTON FIELD

The Parish Council is complimented on the improvement works carried out.

Item	Risk	Problem
Barriers (6 sets)		*Posts with plastic covered chain links. Some wear to the end links, programme to replace/monitor and & check at next annual inspection.*
Gates <u>Black External Gates</u> Northern Southern (nearest car park) <u>Yellow Internal Gates</u> Southern (nearest car park)	Low Medium Low/Medium Low/Medium Medium	*Theoretical entrapment between hoops above the upper gate rails.* *The gate return rate is too fast (3 seconds). Adjust spring down to a target of 5-8 seconds. – THESE GATES ARE NOT PART OF THE PLAYGROUND ALTHOUGH ACCESS IS REQUIRED THROUGH THESE GATES TO THE PLAYGROUND* *The gate return rate is not self-closing. Adjust spring down to a target of 5-8 seconds.* Crush at closing edges of gate sliding *catch/bolt heads. Adjust gate/post(s) to ensure gaps of at least 12 mm to both edges throughout the range of gate movement to eliminate* the crushing hazard, *The gate return rate is too fast* (3 seconds). *Adjust spring down to a target rate of 5 to 8 seconds.*
Fencing	Low	*Theoretical entrapment between hoops.*
Signs		Wash off algae accumulation.
Game Boards Labyrinth game		*Replace missing game instruction plate.*
Planting		*Maintain hedge as low as possible to maintain casual supervision from properties,* road & footways.
Movement Clash	Low	*Through roundabout.*
1.78 m max 2 Bay 2 Cradle Seat Swing (Hags) General maintenance/safety comments		*Recommend opening the <u>radial rotating</u> joint to check for wear annually (not visible without dismantling) replacing at 30% wear.* *Wear has taken place in the links of the chains where they connect from the main suspension chain and/or the seat. Replace with quick links within 6*

		months. Office to obtain quotation.
2.29 m max 1 Bay/2 Flat Seat Swing (Hags) General Maintenance/safety concern		*Recommend opening the radial rotating joint to check for wear annually (not visible without dismantling) replacing at 30% wear.*
Roundabout (Hags) General Maintenance Surface area dimensions	Low	*Tighten central handrail rivets & bolts.* Office to contact contractor. *The surfacing fails to meet the requirements of EN1176 as the edging/foundation (1.87m) is within the 2.0m impact area. THIS WILL BE CONSIDERED LOW RISK AND AT THIS TIME UNTIL FUNDS ARE AVAILABLE NO ACTION REQUIRED*
Large Multi-Play Unit (Hags) General Maintenance/Safety comments	Medium	*Padded covering to trapeze bar and metal rings recommended at face/teeth level to reduce injury risk. Contact supplier for replacements. MONITOR There have been swivel bracket failures (trapeze ring connections (2) which are not visible without dismantling). Recommend opening annually to check, replacing at 30% wear.* Some chain wear. Monitor for further deterioration and replace at 40% notching. Net has been replaced. Tighten upper left climbing wall block (supplement with exterior grade adhesive if loosening recurs). Office to contact contractor. *Programme sound timber for cyclic preservative treatment recommended (most child and pet friendly products sold by major DIY stores are suitable).* *Programme for cyclic painting recommended with lead free paint using appropriate precautions.* Wear to upper trapeze bar suspension chain links. Replace worn links with quick links within 6 months recommended. Office to obtain quotation. Wash off algae accumulation.

Small Multi-Play Unit with Accessible Platform (Hags) General maintenance/safety	Low	*Note guardrail on accessible equipment. Barrier should be provided above 600 mm.*
4 Way Turtle Spring (Hags)		No remedial action required at present.

CHAMBERLAIN GARDENS

Early attention to the exposed litter bin timber cladding screws & decaying swing posts recommended. The bin has been repaired.

Item	Risk	Problem
Access		*Across grass that may be a seasonal problem for those with mobility difficulty.*
Fencing	Low	*Theoretical entrapment between the pales above the upper rail. MONITOR* *Programme for cyclic preservative timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable).* *Replace missing centre support stump post to fence between the flat seat swing & multi-play unit and to the abutting bay, re-attach lower rail to the centre support post.* Weak centre support post in the 2nd bay from the far gate. Re-concrete. Weak centre support post near the far gate. Re-concrete. Office to investigate.
Gates	Medium Medium Low/Medium	The rear gate closure rate (2 seconds) is too fast. Adjust down spring to a target rate of 5 to 8 seconds. The front gate closure rate (2 seconds) is too fast. Adjust down spring to a target rate of 5 to 8 seconds. This has been adjusted repeatedly. *Worn/uneven soil/grass mats in both gates. Make up flush with topsoil & re-grass in the appropriate season, if erosion & puddles remain a problem, the provision of slabs or extend the grass mats laid on mesh/geotextile*

	Low	*on an even surface, chased into the soil at edges to avoid sharp gradients (<1:5) & trip zones is suggested.* MONITOR *Push down fully raised plastic pegs into the recess/remove when grass growth has established sufficiently to anchor the grass mats in accordance with the supplier's guidance (pegs also project as mats settle).*
Signs		*Wash off algae accumulation.*
Litter Bin		Re-secure loose cladding to the litter bin frame (corroded fixings). **The bin has been repaired.** *Decay emerging to the timber cladding. Reverse timbers/*replace/clean up sound timber and apply *preservative timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable).*
General Surface		*Gradients within the play area – monitor for problems.*
2.6 m max 1 Bay/ 2 Flat Seat Swing (Playdale) General Maintenance/Safety Comments Surfacing – General Maintenance	Low	*Swing seat chain connecting bracket covers missing – replace*. *Gareth's response in 2014 – swings may need to be replaced to remedy this. *MONITOR* *Programme for cyclic preservative timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable).* *Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were probed just below ground level. Posts often decay internally and some penetration (60 mm) was detected suggesting that* external decay has increased to the post nearest the play area corner. Programme/budget to replace/refer to supplier's timber warranty (not strimmer damage at post bases which may invalidate any warranty) within 6 months. *Push down fully raised plastic pegs into the recesses/remove when grass growth has established sufficiently to anchor the grass mats in accordance with the supplier's*

	Low/medium Low/medium	*guidance (pegs also project as mats settle)* *Level up flush/gather in abutting grass mats & replace missing/broken nylon ties at 150 mm maximum centres, rotated to mask sharp tails/buckles.* **See below. *Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.* **See below. *Settled/clogged grass mats can impede the mat fall height protection.* **See below.
2.57 m max 1 Bay/2 Cradle Seat Swing (Playdale) General Maintenance/Safety Concerns Surfacing – General Maintenance	Low/medium Low	*Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were probed just below ground level again. Posts often decay internally and some penetration* (50 mm) was detected to the north west post indicating that external decay exists (note strimmer damage at post bases). Programme to replace the post & thoroughly check all other posts within 1 year. *Programme for cyclic preservative treatment to* sound *timber recommended (most child and pet friendly products sold by major DIY stores are suitable).* *Remove plastic pegs when grass growth has established sufficiently to anchor the grass mats in accordance with the supplier's guidance (pegs also project as mats settle).* **See below. *Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.* **See below. *Level up flush/gather in abutting grass mats & replace missing/secure with nylon ties at 150 mm maximum centres, rotated to mask sharp tails/buckles.* **See below. *Settled/clogged grass mats can impede the mat fall height protection.* **See below.
Jupiter Spring Mobile (Ledon)		

Compliance	Low	*Note: accessible metal edges not a 3mm minimum radius.* As installed.
Surfacing - General Maintenance	Low	*Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.* **See below. Broken off plastic anchor peg cap leaving the stem exposed south west of the item. Remove this and *push down fully all raised plastic pegs into the recesses/remove when grass growth has established sufficiently to anchor the grass mats in accordance with the supplier's guidance (pegs also project as mats settle)* prior to the school summer holiday.
Kidwelly Tower Multi Play Unit (Playdale) General Maintenance/safety comments		*Tighten fixings* (6) *beneath lowest 3 rungs to the wavy bridge.* *Replace missing cup and cap (1) inside the slide entrance panel.* *Tighten central & upper platform barrier to post bracket fixings.* *Note it is recommended tightening timber fixings generally during a prolonged dry spell.* *Some step tread decay. Monitor & check at next annual inspection.* Tighten loose metal fixings beneath the wavy support (5). Replace missing cup, cap to the metal fixings beneath the wavy support (1). *Programme sound timber for cyclic preservative timber treatment recommended (most child & pet friendly products sold by major DIY stores are suitable).*
Surface - General Maintenance	Low/Medium Low/Medium	*Level up flush/gather in abutting grass mats & replace missing/secure with nylon ties at* 150 mm *maximum centres, rotated to mask sharp tails/buckles.* *Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth* particularly at the base of steps.

	Low/medium Low Low	*Remove broken grass mat anchor stem (1) 0.74 m from the base of steps/push down fully raised plastic pegs into the recesses/remove when grass growth has established sufficiently to anchor the grass mats in accordance with the supplier's guidance (pegs also project as mats settle).* Exposed raised/excessive gradient at grass mat edges. Secure loose mats/adjust by chasing edges into the soil/grass avoiding sharp gradients (maximum of 1:5 recommended). *Settled/clogged grass mats can impede the mat fall height protection.*
Foal Spring (Ledon) Surface – General Maintenance	Low/Medium	*Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.* **Gareth's response in 2014 – We can unclog mats and level up as much as we can, but mats have sunk due to lack of membrane so this issue will more likely return.

RECREATION ROAD

The Parish Council is complimented on the improvement works carried out.

Item	Risk	Problem
PLAY AREA		
Access		Across grass to gate that may be a seasonal problem for those with a mobility difficulty.
Fencing		Loosened rail to the side of the cradle seat swing. Replace broken screw. Loose rail aside the gate nearest to the car park. Replace missing screw. Broken screw to fence rail at the corner of the outset fence at the multi-unit slide run-out. Replace broken screw. Kickboard has been re-fixed by contractor.
Gates	Medium	The central gate closure rate is too slow (12 seconds). Adjust return mechanism up to a target rate of 5 to 8 seconds. Pinch/crush point between the upper closer edge of the gate nearest to the play group. Adjust the upper hinge bolt (if sufficient thread is available)

	Low/medium Low/medium	or adjust the gate post to ensure a gap of at least 12 mm to both edges throughout the range of the gate movement to eliminate the entrapment. The gate nearest to the play group car park closure rate is too fast (3 seconds). Adjust down return mechanism to a target rate of 5 to 8 seconds. There is a trip zone within the gate nearest to the play group car park. Adjust grass mats flush to the PCC edging.
Table	Low	*Seat slat gaps between 30 mm and 60 mm are known to cause limb entrapments for younger children.*
Minimum Space/Movement clash	Low/Medium	*Both swing frames installed too close to the fence inviting movement through the swing seats. A minimum gap of 600 mm is recommended.*
Planting		*Trim hedge flanking Recreation Road aside the play area as low as* possible/*acceptable to improve play area casual supervision potential from properties & visibility for vehicles approaching the play group and car park maintaining as such.*
Goal		*Treat emerging goal post corrosion.* Loosened posts/sockets in ground/leaning. Re-concrete etc. Replace missing cross bar bracket bolts (2) and *nylon washers* prior to the school summer holiday recommended.
Environmental Hazards		*Play area access through car park. Consider marking out a highlighted safe pedestrian route through car park.* *Blind corner at end of hedge near car park. Monitor for vehicular visibility problems/see 'Planting'.*
Hogs Back Compliance General Maintenance/Safety Comments General Maintenance	Low Low/Medium	*The rubber stepping blocks are in the falling space/impact area. NO ACTION – PART OF TRAIL* *Tighten loose ramp backing board & timber ramp rung fixings (4) during a prolonged dry spell recommended.* Re-treat plywood *ramp backboard to protect from the elements* *Programme for cyclic preservation timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable)* *Settled/clogged grass mats can impede the mat*

		fall height protection. GRASS MATS DESIGNED TO ALLOW GRASS TO GROW THROUGH – NO ACTION
Trail Blazer Compliance General Maintenance/Safety Comments	Low/Medium Low Low Medium	*The central timber post is an obstacle in the free space/falling area of the 'Everglades' unit. NO ACTION* *Recommend shortening rubber tube chain links to control excessive movement*. Gareth's response in 2014 – I do not recommend adjusting ropes as these are designed to the original spec of the original supplier. If we change the design it could affect any Warranty from the supplier or case if accident happened after changing the design. We can tighten all fittings of ropes and trail on the day rate for fence work. *IT APPEARS ON FURTHER INSPECTION THAT THE ITEM WAS INSTALLED LOWER THAN RECOMMENDED SO ADJUSTMENTS CANNOT BE MADE TO THE ROPES. THE CHAINS CAN BE SHORTENED BUT THIS WOULD RESTRICT THE CURRENT MOVEMENT IN THE STEPS* Note *Some damage/wear to rubber stepping blocks. Programme to replace.* MONITOR *There is a concern by accidents on some types of overhead links ('Cheddar Gorge' trapeze). There is, however, a strong development value in these items. The protective surface under such overhead links must be kept in good condition.* *Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were probed just below ground level. Posts often decay internally but excessive penetration was not detected suggesting that no significant external decay exists* (special attention is necessary to single structural post frames for decay). *Check condition of the timber cross bar, supports & fixings for decay/corrosion/loosening & defects within 1 year recommended (the higher fittings/frame cannot be assessed safely & are excluded from this inspection; steps will be required with appropriate precautions).* *Programme for cyclic preservative timber treatment recommended (most child and pet friendly products sold by major DIY stores are suitable).*

General maintenance	Low/medium Low/medium	*Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.* *Settled/clogged grass mats can impede the mat fall height protection.*
2.61m max 1 Bay/2 Flat Seat Swing Compliance General Maintenance/Safety comments Surfacing – General Maintenance	Low Low/medium Low/medium	The item fails to meet the requirements of EN1176: low seat surface to ground distance of 325 mm and 345 mm, the minimum is 350mm, the maximum recommended is 634 mm (low set seats will accelerate scuffing wear to the grass mats). Adjust height by removing links prior to the school summer holiday recommended. *Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were again probed just below ground level. Posts often decay internally but excessive penetration was not detected suggesting that no significant external decay exists.* *Untwist chains to extend their life.* *Programme for cyclic preservative timber treatment recommended (most child and pet friendly products from major DIY stores are suitable).* *Check condition of the timber cross bar for hidden decay within 1 year recommended (the higher fitting/frame cannot be assessed safely and are excluded from this inspection; steps will be required to be used with appropriate precautions).* *Dry bearings. Treat with oil, grease or silicon spray according to supplier's instructions.* *Note an original cradle seat base has been used as a flat seat (having two vacant crotch bar holes).* *Level up flush/gather in abutting grass mats & replace missing/secure with nylon ties at 150 mm max centres, rotated to mask sharp tails/buckles.* *MONITOR* *Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.*

	Low/medium	MONITOR Settled/clogged grass mats can impede the mat fall height protection. SEE ABOVE HOGS BACK
2.06 m max 1 Bay/2 Cradle Seat Swing General Maintenance		Untwist chains to extend their life. Dry Bearings. Treat with oil, grease or silicon spray according to supplier's instructions. Check condition of the timber cross bar, supports and fixings for hidden decay/corrosion/loosening & defects within 1 year recommended (the higher fittings/frame cannot be assessed safely and are excluded from this inspection; steps will be required, use with appropriate precautions). Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were probed again just below the ground level and tested for stability. Posts often decay internally but excessive penetration was not detected suggesting that no significant external decay exists (special attention is necessary to single structural post frames for decay).
Surfacing – General Maintenance	Low/Medium Low	Grass overgrowth and/or uneven grass mats indicating there is inadequate support (gauze underlay) provided to resist settlement into soft soil while promoting grass growth. MONITOR Settled/clogged grass mats can impede the mat fall height protection. SEE ABOVE HOGS BACK
Tower Slide Multi Unit Compliance	Low risk Low risk	The item fails to meet the requirements of EN1176: There is a head/torso entrapment at the base of 'V' bridge gap. As installed Maximum width of gap (0.87 m) at the climbing pole & scramble net exceeds 500 mm (EN1176 requirement for easily accessible equipment). As installed
Surfacing area dimensions	Low	The surfacing fails to meet the requirements of EN1176: Insufficient safer surfacing provided.
Surfacing - General Maintenance	Low/Medium	Grass overgrowth and/or uneven grass mats particularly at the end of the slide run-out indicating there is inadequate support (mesh/underlay) provided to resist settlement

General Maintenance/Safety Comments	Low	*into soft soil while promoting grass growth. Settled/clogged grass mats can impede the mat fall height protection. SEE ABOVE HOGS BACK* *Although not a definitive test, in view of the apparent age of the timber play equipment, the posts were again probed just below ground level and tested for stability. Posts often decay internally but excessive penetration was not detected suggesting that no significant external decay exists (special attention is necessary to single structural post frames for decay)..*
Butterfly Spring General maintenance	Low	*Grass overgrowth and/or uneven grass mats indicating there is inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth. SEE ABOVE HOGS BACK*
NEW JUNIOR PLAY AREA		Installed 2018
1.5 m x 1.5 m Trampoline General Maintenance/Safety Comments Surfacing – General Maintenance		Clean out litter/debris beneath the rebound surface. Level grass mats flush to the rubber tile surround. Remove metal grass mat anchor pins as soon as the grass growth has established in accordance with the supplier's recommendations.
1.03 m max, 1 bag/1flat seat swing play (Wicksteed) General Surfacing – General Maintenance	 Low Low	The upper shackles & connectors (2) should be secured mechanically so they cannot loosen of their own accord & safeguarded so that they cannot be undone without tools. Grass overgrowth and/or raised/uneven grass mats indicating inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth. Level up flush/gather in abutting grass mats & replace broken/missing/secured with nylon ties at 150 mm max centres, rotated to mask sharp tails/buckles.

2.4 m max, 1 bay/1 group seat swing (Wicksteed) General Maintenance/Safety Comments Surfacing – General Maintenance	Low Low/medium Low/medium Medium	The upper shackles & connectors (8) should be secured mechanically so they cannot loosen of their own accord & safeguarded so that they cannot be undone without tools. An extended mirror was used to check for broken or missing cross bar bolt recess caps. Replace caps (2) seen to be missing prior to the winter recommended to resist water penetration & subsequent hidden decay/potential collapse (the higher fittings/frame cannot be accessed safely; steps will be required used with appropriate precautions). Entrapments within the cabled webbing of the 'nest' seat direction. Re-align fail safe cross bar brackets with the swing seat direction. Grass overgrowth and/or raised/uneven grass mats indicating inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth. Exposed raised/excessive gradient at grass mat edges. Secure loose mats/adjust by chasing edges into the soil/grass avoiding sharp gradients (maximum of 1:5 recommended). Raised grass mat metal anchor pins. Push down below the grass mat surface & remove as soon as the grass growth has established in accordance with the supplier's recommendation/prior to the school summer holiday.
Rock'n'bowl (Wicksteed) Surfacing – General Maintenance	Low	Level up flush/gather in abutting grass mats & replace broken/missing/secured with nylon ties at 150 mm max centres, rotated to mask sharp tails/buckles.
Crow's Nest Climber (Wicksteed) General Maintenance/Safety Comments Surfacing – General Maintenance	Low Low	There is a head/torso entrapment between the ladder & outer net. Level up flush/gather in abutting grass mats & replace broken/missing/secured with nylon ties at 150 mm max centres, rotated to mask sharp tails/buckles.

	Low/medium	In my opinion the protective surface in good condition is unlikely to meet the Head Injury Criteria requirements of EN1177 from the maximum fall height.
Funland multi-play unit (Wicksteed) General Maintenance/Safety Comments		Handrails (45 mm grip & 60 mm grasp) recommended at access points and where the existing (145 mm) timber posts exceed 60 mm. Recommend a guardrail across the steep access from the end ladder.
Surfacing Area Dimensions	Low	There is substantial grass overgrowth to the grass mats and an accurate assessment of the extent of protection provided is not possible.
Surfacing – General Maintenance	Low/medium	Level up flush/gather in abutting grass mats & replace broken/missing/secured with nylon ties at 150 mm max centres, rotated to mask sharp tails/buckles.
	Low/medium	In my opinion the protective surface in good condition may not meet the Head Injury Criteria requirements of EN1177 from the maximum fall height.
	Low/medium	Exposed raised/excessive gradient at grass mat edges. Secure loose mats/adjust by chasing edges into the soil/grass avoiding sharp gradients (max of 1:5 recommended).
	Low	Grass overgrowth and/or raised/uneven grass mats indicating inadequate support (mesh/underlay) provided to resist settlement into soft soil while promoting grass growth.
The Crusader (Wicksteed) General Maintenance/Safety Comments		Shackles and connectors (4) should be secured mechanically so they cannot loosen of their own accord & safeguarded so that they cannot be undone without tools.
Surfacing – General Maintenance	Low/medium	Exposed/raised/excessive gradient at grass mat edges. Secure loose mats/adjust by chasing edges into the soil/grass avoiding sharp gradients (maximum of 1:5 recommended).
Cableway (Wicksteed) General Maintenance/Safety Comments		Recommend adequate tyre drain holes. Replace missing bolt cups, caps (3) to upper part of lower end frame. These have been fitted.

Surfacing – General Maintenance	Medium	Exposed raised/excessive gradient at grass mat edges. Secure loose mats/adjust by chasing edges into the soil/grass avoiding sharp gradients (max of 1:5 recommended)
CHALLENGE TRAIL		Installed 2018
Triple Beams (Wicksteed)		Meets requirements and no work required at this time.
Dual Height (2 x 0.9 m & s x 0.6 m) hurdles (Wicksteed)		Meets requirements and no work required at this time.
Overhead Trapeze (Wicksteed) General Maintenance/safety Comments	Medium	There is concern by accidents on some types of overhead bars. There is, however, a strong development value in these items. If possible, on angled or 'S' shaped bars, consideration should be given to level bars with firm grips & even spacings. The protective surface under all bars must be kept in good condition.
Stilts/Beams (Wicksteed)		Meets requirements and no work required at this time.
Single Beam (Wicksteed)		Meets requirements and no work required at this time.
Angled Hurdles (4) (Wicksteed)		Meets requirements and no work required at this time.
Cross Beams (3) (Wicksteed)		Meets requirements and no work required at this time.
Posts (6 x 0.9 m, 2 x 0.7 m & 2 x 0.45 m) (Wicksteed)		Meets requirements and no work required at this time.
BASKETBALL COURT		**The Parish Council is complimented on the improvement works carried out.** Changed to a MUGA in 2018 (new fencing, gates, 2 additional basketball hoops, cricket and football boards, re-surfaced with new markings.
Compliance	Low	*The item fails to meet the requirements of BSEN 15312:* *A warning notice should be displayed on the backboards 'Do not hang from the ring' and 'Remove jewellery to avoid catching' signs recommended as required by BSEN15312.* Gareth's response in 2014 – Backboards say "Do Not Hang" which I think is sufficient enough wording to get message home. Warning notices should be displayed on backboards 'Do not climb on the framework' as required by BSEN 15312. *The top of the basketball ring should be flush with*

		the lower inner rebound marking. MONITOR
Gates		A 25 mm gap is recommended around MUGA gates to avoid finger entrapments due to forced motion during play. Supplier to install gate stoppers.
Fencing		Check the fence & gate posts are all capped off to resist water ingress & corrosion. Gaps beneath the lower fence should be less than 30 mm to avoid foot entrapments.
Basketball Rings		*Replace missing basketball nets* to the older rings (2). *BEST WITHOUT THEM*
General Maintenance		
Cleanliness & tidiness		Good.

REPORT ON: Bins for King Street toilets

WRITTEN BY: Sarah Weir

MEETING DATE: 13 August 2019

AGENDA ITEM: Amenity 28/19

Quotes for new sanitary and nappy bins in the toilets are as follows:

Contractor 1
2 x sanitary bins
2 x nappy bins
Waste transfer charge
Total £177.24 per year.

Contractor 2
2 x sanitary bins - £4.04 per month
2 x nappy bins - £4.70 per month
Total £104.88 per year

Contractor 3
2 x sanitary bins
2 x nappy bins
Total £325.00 per year

Contractor 4
2 x sanitary bins - £80.08
2 x nappy bins - £261.04
Total £341.12 per year

REPORT ON: Chapel Cottage

WRITTEN BY: Sarah Weir

MEETING DATE: 13 August 2019

AGENDA ITEM: Amenity 29/19

The letting agent has advised us that the Tenants, at Chapel Cottage have given 2 month's written notice to terminate their tenancy on the above-mentioned property as of 22 September 2019.

The agent will arrange for the independent inventory agent to perform the check-out on the agreed date and the cost will be £162.00 incl. VAT. Once the written report is received, the agent will then be able to handle the matter of the deposit money once deductions, if any, are agreed between the parties.

They have proposed remarketing Chapel Cottage with an asking price of £1,150 pcm, giving due consideration to any near offers. Any offers would be put forward for the council to consider. This figure could be subject to change, dependant on current market conditions and they would do their utmost to achieve the maximum price possible.

With regards to the new legislation which came into effect as of 1st June 2019 and the fees which are now to be expected to be paid by the landlord, please see the attached Landlord Fee Schedule.

McCarthy Holden
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LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED:

	Tenant Find:12% of rent (inc. VAT)	RentCollection:15% of rent (inc. VAT)	Fully Managed:18% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consent	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial month's rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes at tenancy commencement	✓	✓	✓
Agree collection of any shortfall in fee and payment method	✓	✓	✓
Demand, collect and remit the monthly rent	✓	✓	✓
Arrangement payments for statutory requirements	✓	✓	✓
Pursue non-payment of rent where rent is collected and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord	✓	✓	✓
Arrange routine repairs and instruct approved contractors			✓
Security Deposit dilapidation negotiations			✓
Hold keys throughout the tenancy term			✓
			✓

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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START OF TENANCY FEES

Set-up Fees: £510.00 (inc. VAT) per tenancy.
Referencing for up to three tenants
(ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

NB: 50% of the above to be paid in advance at the point that a Landlord accepts an offer

Additional Tenant Referencing Fees: £60.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £ 60.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

PRE-TENANCY FEES (ALL SERVICE LEVELS)
We do not charge an additional fee for arranging and facilitating statutory compliance , however, the following items are required and will be charged at cost, if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC)
- Gas Safety Certificate (GSR)
- Electrical Installation Condition Report
- Portable Appliance Testing (PAT)
- Legionella Risk Assessment
- Installing Smoke alarms and Carbon Monoxide

- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy £0.00 (inc. VAT) per tenancy *
* carried out by the inventory clerk at check in

- Handling local authority licensing application (inc. VAT) per tenancy (currently not undertaken)

The Agent may receive commission from any contractors employed and/or instructed on behalf of the Landlord to undertake works and/or repairs to the Property at a rate of 9.6% inc VAT of the invoice total. The commission payment is paid by the Contractor to the Agent

Deposit Registration Fees (where collected):£30.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees: See attached Schedule. £ (inc VAT)
Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: See attached Schedule £ (inc. VAT) per tenancy.
Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

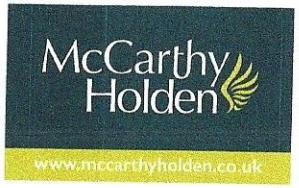
If you any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION: propertymark
www.propertymark.co.uk

INDEPENDENT REDRESS: The Property Ombudsman
www.tpos.co.uk

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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Landlord Withdrawal Fees (before move-in): £354.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

Additional Property Visits: £40.00 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

When an initial Fixed Term rolls periodic Fees: £150.00 (inc. VAT) per tenancy.
Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £ 180.00 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Right-to-Rent Follow-Up Check: £00.00 (inc. VAT) per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

Landlord Withdrawal Fees (during tenancy): £ 90.00 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

END OF TENANCY FEES

Check-out Fees: see attached schedule £ (inc. VAT) per tenancy. Arranging for an inventory clerk to attend the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £ 0.00 (inc. VAT) per tenancy.
The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 21):
£60.00 (inc. VAT) per Notice.

Fees for the service of Legal Notices (Section 13):
£60.00 (inc. VAT) per Notice.

Court Attendance Fees: £78.00 (inc. VAT) per hour.

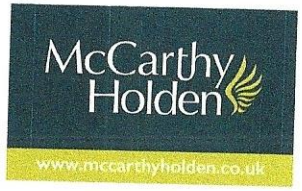
If you any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION: propertymark
www.propertymark.co.uk

INDEPENDENT REDRESS: The Property Ombudsman
www.tpos.co.uk

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 9.6 % of invoice (inc. VAT) deducted from payment to contractor, to cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £40.00 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £40.00 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £40.00 (inc. VAT) annually.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments - % of net cost (inc. VAT by separate negotiation). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Vacant Property Management Fees: £ 40.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £ 00.00 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant. (Please note : agreed monthly management fee shall apply)

Deposit Transfer Fees: £ 30.00 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

If you any questions on our fees, please ask a member of staff.

REPORT ON: King Street toilets

WRITTEN BY: Sarah Weir

MEETING DATE: 13 August 2019

AGENDA ITEM: Amenity 30/19

The maintenance budget for 2019/20 for the King Street toilets is £1500, with a balance of £1150 remaining.

OPC is with-holding the final payment for the refurbishment of the toilets as a few works are still outstanding.

Maglock system - As part of the refurbishment of the King Street toilets, a maglock system was installed which allows the toilets to automatically open and close as per the timer clock. Outside of these hours, we have no way of entering the building.

The contractor has quoted £399+VAT to fit a PF receiver complete with 2 key fobs to the existing maglocks to release the gates externally.

He has also been asked to quote to allow the gates to be held back once opened and asked to explain the two prices for the Maglock (his email includes a price of £233+VAT (which is possibly his price from the sub-contractor) and £399 +VAT (his price to us).

Sensor unit for flush - There is an issue with the sensor flush. In brief, it doesn't work and the far cubicle in the ladies' toilet is permanently out of use. I have been advised that the flush couldn't have been working when the contractors left the site as there were no batteries installed. When batteries were installed, they didn't connect as the unit was faulty. To get the flush working for AFD we had to try and solve this ourselves with an olive. The contractor is saying that the insertion of the olive has broken the unit and is quoting us £248 ex VAT for a replacement unit that he will fit FOC. Before the olive was removed, the flush was apparently working.

The contractor has been asked to contact the manufacturer as it is believed that the unit is faulty and is waiting for them to come back to him. He has advised that the company is difficult to deal with.

There are a few on-going issues with the contractor who is now saying that the building hadn't been legally handed over to OPC before AFD.

Outstanding items from the spec

- The installation of lino in the cleaner's cupboard is still outstanding due to the need to allow the floor to dry out. The contractor wants to return to fit this when the flush is installed.
- Adapters to prevent the lights coming on by passers by
- Wire in switch fuses in cleaner's cupboard
- Boxing in ladies' cubicle not satisfactory
- Screws in wall in ladies' above baby change sign, grout now popped out
- Grout missing in floor by ladies' entrance gate
- Missing electrical certificates
- Possible issue with the water

Meeting output on discussion for the way forwards with Tennis Club Lease

Based on the following correspondence from tennis club:-

The points to discuss are:

1. There is no Schedule of Condition attached as specified
2. Clause 18.2 last bullet point - the insurance company recommended by the LTA will not offer cover for this.
3. Clause 19.6 - needs to be reworded to reflect actual and anticipated usage
4. Schedule 1 - description of property owned by Landlord should not include floodlights
5. Plan attached is not acceptable, alternative one attached.

Following a meeting of 2 councillors (Raw & Coffey) on Friday 26th July delegated with the responsibility to discuss with the Tennis club, following assent from Tennis club members Sharon De Botte & David Danson, who confirmed they will sign the lease based on this intent. Can you please instruct the solicitor to re-draft the lease as follows with the goal of having this voted on at the 13th August amenity committee meeting. If we have the resolution to pass these amendments to the lease in the Amenity Committee before the full council meeting, then the previous lease can be rescinded and new lease signed during the full council meeting

1. The schedule of condition – include a note "will be attached at the earliest possible date following signature of lease and will be produced either jointly between the council and tennis club or by a mutually agreed third party."

2. Clause 18.2 The escalation clause bullet point will be removed, as this is implicitly covered by the first paragraph.

3. Clause 19.6 To be reworded as follows:- "The Landlord and Tenant agree that members of the the community shall be entitled to use one of the courts on an equal basis with members, excluding periods when the court is being used for coaching, club social sessions and tournaments."

4. Schedule 1 – amend the list of Landlord property to remove the floodlights.

5. Use the Land Agency plan attached as the definitive outline plan for clarity and accuracy.

Land Registry
Official copy of
title plan

[redacted]

Ordnance Survey map reference SU7450NW
Scale 1:1250
Administrative area Hampshire : Hart

This official copy is incomplete without the preceding notes page.