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# NASH MILLS

## PARISH COUNCIL



### Clerk Report April 2023

#### Verges Phase 2

No update Dec 22

Email sent. Aug 2022 B/C Cllr has chased. Chased 9/3/2022 as CIL funds need to be sent by 2025 (see below).

March 2023 update from Borough Cllr -DBC still has verge hardening on hold.

#### CIL Monies/Action Plan for New Council Term.

This will be on the agenda for April and another agenda item in May/June 23 for council to start considering plans for the next council term.

#### Lease

Just waiting for final confirmation.

#### Memorial

I have chased DBC again re damage showing on the memorial. They have suggested that it is not necessary to call contractor out but that it is a maintenance issue. Clerk to ask B/Cllr to take forward if possible.

#### Noticeboard

Water ingress-contractor has fitted it upside down. Clerk investigating options but suggests that the contractor will need to come back and rectify. Clerk waiting for supplier to clarify and then will liaise with HCC as it was their contractor that we paid to install the board.

**Update I met contractor on site Thursday 13/4 9.30am all rectified.**

I have ordered additional keys so that the warden has a set (Cllr Cobb has the other set)

#### CCTV Visit

Visit took place 12/4/23 1pm

#### Quality Council Award

NMPC have received the Quality award. Clerk commended by county association (HAPTC) on work undertaken to achieve this award.

#### Response from NALC

The Panel were very pleased with the overall quality of the application and thought it to be particularly impressive for a smaller council. They acknowledged the hard work put in by the clerk and were satisfied that all the criteria had been met. Comments below give encouragement in areas thought to be of a particularly good standard. The Panel congratulates you on achieving the Quality Award.

Press and Social media release to follow once we have finished election period.

### Canal Towpath Upgrade

HCC are now arranging an invoice. Works due to commence April.

### Precept Remittance

Notice of remittance has been received. Totals as budgeted. £48330.63. (Precept £37759.15, plus grants)

### Elections 2023

NMPC will have uncontested elections in May 2023. There were only 8 nominees. New Cllrs will take public office on Tuesday 9<sup>th</sup> May 2023 as this is the new term for NMPC. I have contacted all new Cllrs and provided them with New Cllr packs and information about availability of New Cllr training. I have also asked for dates to meet them so that we can sign off all of the necessary forms.

Retiring Cllrs have been asked to hand in their ID lanyards and new badges will be arranged for the new Cllrs asap.

### Warden Updates

We have been notified that there is allegedly an issue with residents in the flats above The Denes using black bin bags full of general waste and placing them the recycling bins. DBC will not remove these, so it is classed as fly tipping. I have asked B/Cllr if DBC can write to all flats to remind them of refuse procedure.

Warden appraisal undertaken March 2023.

### Action List Updates

None

### Training Attended/Attending

- 29/3/2023 SLCC Project Management training
- 30/3/2023 VAT training
- 4/4/2023 pension year end training.

### Correspondence received (please note that this may not include all items)

- Resident request that a plot at Mill Close be considered for re-wilding. Clerk has forwarded to DBC to clarify ownership of the space. (Resident has been notified). Clerk will then bring back to council as an agenda item.
- Pre-Election period (Purdah) details sent to all Cllrs
- Question raised about the information boards that DBC requested as conditions of planning permission granted at Nash House. Clerk to ask B/Cllr to chase please as she has historical knowledge of what was planned.
- Correspondence re telecoms aerial
- Correspondence re jubilee bunting installation.
- Correspondence from HCC new Highways Officer
- Correspondence from DBC-The Denes parking restrictions shortly to commence as no objections were received. Information will be uploaded on this page [Results of completed consultation](#)
- Renewal of ICO membership completed certificate displayed on website.
- Query from LGPA Pension-2 separate monthly returns now due each month.

**Nikki Bugden 13/4/2023**

Nash Mills Parish Council  
FINANCIAL SCHEDULE

Apr-23

Minutes ref

Payee	Method	Description	code	Amount	Vat	Amount	Inv No
SALARIES/HMRC/PENSION	SO	Apr Salaries, HMRC,Pension	Various	£ 2,468.98	£	2,468.98	
Vodaphone	DD	Clerk's Mobile	4060	£ 18.25	£ 3.65	£ 21.90	
NMVHA	SO	Hall Hire	4165	£ 30.00	£	30.00	
DBC	DD	Garage Rental	4175	£ 54.60	£ 10.92	£ 65.52	price change April 23 letter on file
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32	nm0423
HAPTC	Online	Annual renewal	4080	£ 890.44	£ -	£ 890.44	2324/65
ICO	DD	Annual renewal	4080	£ 35.00	£	£ 35.00	email advice/cert uploaded
The Workshop	Online	Coronation plaque	4164 (EMR 329)	£ 31.00	£ 6.20	£ 37.20	22201fpc 2886
Lamps & Tubes	Online	Bunting	4164 (EMR 329)	£ 346.65	£ 69.33	£ 415.98	22186fpc 71163
The Play Inspection Co	Online	quarterly inspection	4160	£ 100.00	£ 20.00	£ 120.00	NAS23121
<b>SUBTOTAL</b>				<b>£ 3,993.52</b>	<b>£ 113.82</b>	<b>£ 4,107.34</b>	
Payment made using Debit Card 13/4/2023	card	Coronation Boards	4164 (EMR 329)	£ 84.95	£ 16.99	£ 101.94	22201fpc 361684
				<b>£ 4,078.47</b>	<b>£ 130.81</b>	<b>£ 4,209.28</b>	
Advice of Payment made using delegated powers	card	DBC-The Denes works	4301/337/330	£ 7,839.98	£	£ 7,839.98	22124fpc <b>1633688</b>

NIKKI NOTES

PAY HMRC	Date	Chairman	_____
PAY PENSION		Second signatory	_____
VAT RECEIPT GARAGE		RFO	_____
Change Dave DD			_____
Change NW DD			_____

**Nash Mills Parish Council**

**Summary Receipts and Payments for Year Ended 31st March 2023**

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
	<b>Operating Income</b>	
41,629.14	Income	45,805.02
348.89	Parish Magazine	784.00
4,413.38	VAT Data	2,064.75
<u><b>46,391.41</b></u>	Total Receipts	<u><b>48,653.77</b></u>
	<b>Running Costs</b>	
35,176.45	Administration	41,666.43
2,666.91	Parish Magazine	2,755.00
19,145.05	Projects	15,210.00
4,567.07	VAT Data	2,141.42
<u><b>61,555.48</b></u>	Total Payments	<u><b>61,772.85</b></u>
	<b>Receipts and Payments Summary</b>	
<u><b>124,114.71</b></u>	<b>Opening Balance</b>	<u><b>108,950.64</b></u>
46,391.41	Add Total Receipts(As Above)	48,653.77
170,506.12		157,604.41
61,555.48	Less Total Payments(As Above)	61,772.85
<u><b>108,950.64</b></u>	<b>Closing Balance</b>	<u><b>95,831.56</b></u>
	<b>These cumulative funds are represented by:</b>	
19,528.66	Lloyds Current A/C	4,075.53
0.00	Lloyds Holding TF Account	0.00
60,848.75	NatWest BR	61,116.38
6,519.75	NatWest Current A/C	8,427.70
22,053.48	Lloyds 32 Day	22,211.95
0.00	DNU - Lloyds 32 Day	0.00
<u><b>108,950.64</b></u>		<u><b>95,831.56</b></u>
	<b>Reserve Balances are represented by:</b>	
-15,164.07	Current Year Fund	-13,119.08
39,200.49	General Reserves	36,552.85
17,000.00	EMR - Business Expenses	15,985.00
5,500.00	EMR - Playpark	5,500.00
2,500.00	EMR - Bench and plaque	0.00
3,000.00	EMR - Election Costs 2023	3,000.00
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
9,700.00	EMR - Community Support	7,896.15
21.60	EMR - Village Hall Support	21.60
10,000.00	EMR - Verges	10,000.00

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**Nash Mills Parish Council**

**Summary Receipts and Payments for Year Ended 31st March 2023**

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Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
767.75	EMR - Community Events	866.71
7,086.53	EMR - Projects, Denes Defib Jub	106.09
20,717.44	EMR - CIL (Conditional spend)	23,001.34
1,600.00	EMR - Groundworks/ DBC Grant R	0.00
1,020.90	EMR - The Denes CCTV	20.90
<hr/> <b>108,950.64</b> <hr/>		<hr/> <b>95,831.56</b> <hr/>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

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## Nash Mills Parish Council

### Bank - Cash and Investment Reconciliation as at 31 March 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2023	Lloyds Current A/C	4,075.53
31/03/2023	;	61,116.38
31/01/2023	NatWest Current A/C	8,427.70
31/03/2023	Lloyds 32 Day	22,211.95
25/11/2021	Lloyds Holding Account	0.00

**95,831.56**

##### Other Cash & Bank Balances

**0.00**

##### **Closing Balance**

**95,831.56**

##### All Cash & Bank Accounts

1	Lloyds Current A/C	4,075.53
2	NatWest BR	61,116.38
3	NatWest Current A/C	8,427.70
4	Lloyds 32 Day	22,211.95
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>95,831.56</b>

Asset Register	Column1	Column2	Column3
ASSET	DATE ACQUIRED	COST (NET)	LOCATION
Play Equipment	historic	£1.00	
Grit Bins	historic	£1,263.00	SEE LIST on separate tab
Office Equipment (old laptop/printer)	historic	£759.00	in clerk garage disposed feb 23
Notice Board	historic	£500.00	disposed of Feb 2020
Telephone (Landline)	historic	£90.00	clerk garage
Boundary Signs (4)	historic	£4,500.00	
Warden's Equipment	historic	£150.00	parish Garage
Waste Bin	historic	£452.00	
16m fencing,rail guard,gate	historic	£5,109.00	
Wooden Bench	historic	£1.00	
7 Additional benches (see attached tab)	historic	£1.00	
Projector	historic	£1.00	in NMVHA locked cupboard
Laptop	historic	£1.00	clerk's home disposed of feb 23
Wifi Booster	historic	£33.00	as above
filing cabinet	Dec-18	£93.33	as above
phone	Dec-18	£112.00	as above
Defibrillator ZOLL AED	Jun-18	£999.00	as above
Aivia cabinet item number H31010	Jun-18	£495.00	as above
Tommies	Jun-18	£1,250.00	parish garage
<b>Total current value 31/3/2019</b>		<b>£15,810.33</b>	
projector leads	Apr-19	£13.68	locked cupboard at village hall
Masterplug reel Extension Lead, 10 Metres, Blue ASIN: B001D4PSUY	Mar-20	£10.41	locked cupboard at village hall
		£15,834.42	
		-£500.00	noticeboard removed and destroyed
		<b>£15,334.42</b>	<b>Adopted Sept 2019</b>
			<b>agenda ref 19/104/FPC (j)</b>
New Laptop Dell (keyboard& Mouse)	Mar-20	£728.09	Clerk home
<b>31/03/2020</b>		<b>£16,062.51</b>	<b>31/03/2020</b>
Warden PPE	Nov-20	£49.11	Warden Home
Speed Indicator Devices	Mar-21	£-	proxy (£1) value not included as not an NMPC asset as HCC retain asset but we may have to pay future renewals
Install (Rialtas Finance package)		£295.00	included after request by IA but still queried by clerk.
<b>Updated post Audit 31/03/2021</b>		<b>£16,406.62</b>	
<b>Asset Value calculated on a cost basis</b>			
<b>Items marked as £1 (proxy value) have been donated to NMPC or funded by principle authorities</b>			cf
<b>SIDS included as we could be liable for future replacement</b>			
<b>Approved by Council 9/11/2020 20/176/FPC</b>			
<b>Approved by Council 12th April 2021 21/066/FPC (h)</b>			
	c.f	£16,406.62	
<b>note totals above updated post audit 1/6/2021</b>			
<b>Approved by council 14/6/2021 21/074/FPC</b>			
Warden Phone	Apr-21	£37.49	with Warden
Magazine Trolley	Apr-21	£58.91	with Cllr Cobb (signed usage agreement in place)
<b>as at 22nd April 2021</b>		<b>£16,503.02</b>	
Defibrillator cabinet	Sep-21	£495.00	The Denes
Adult Defib Pads (spares)	Sep-21	£81.99	with Clerk (query with auditor as could be classed as consumables)
Child Defib Pads	Sep-21	£58.50	The Denes lockable defib cabinet (query with auditor could be classed as consumables)
Electrical installation socket etc for defib			no proxy figure included as this will be maintained and inspected by DBC post installation.
License from DBC re Defibrillator	Sep-21	£1.00	value determined by DBC sealed by DBC 30/9/2021 expired 30/9/2026 DBC reference AP/7496
CCTV cameras at The Denes	Aug-21		no proxy figure included as DBC asset funded by NMPC but owned and maintained by DBC including any upgrades
<b>Total at 30th September 2021</b>		<b>£17,139.51</b>	
<b>Asset Value calculated on a cost basis</b>			

Items marked as £1 (proxy value) have been donated to NMPC or funded by principle authorities				
SIDS included as we could be liable for future replacement				
Approved by Council 11/10/2021 Agenda Reference 21/21/142/FPC				
Defib signage	Oct-21	£	20.45	The Denes 1 protuding sign 4 x individual sign less vat
Bunting	Mar-22	£	94.95	Jubilee Bunting being installed by third party provider but will remain NMPC property (dipsoed of mar 23)
Park Signage	Jan-22	£	111.00	Signage with address details etc
Adobe license				not a tangible asset but included for replacement costs if needed(exp april 22 not being renewed)
365 license				not a tangible asset but included for replacement costs if needed(exp june 22)
Annual support licence				not a tangible asset but included for replacement costs if needed(exp july 22)
minus defib case line 50		-£	495.00	
plus defib case and delivery charge		£	505.00	
<b>Asset Value 31st March 2022</b>			<b>£17,365.91</b>	
<b>Approved 9th May 2022 Agenda Ref 22015/acm (a)</b>		<b>£</b>	<b>17,375.91</b>	auditor wanted a £10 delivery charge for defib cabinet included
Teak Jubilee Bench	May-22	£	680.00	Situated at the Denes Purchased April 2022 and delivered May 2022 639.17 +delivery 40.83 inv 51
Plaque	May-22	£	90.00	Situated by Tree @ The Denes inc delivery
Plaque back board & spike	Jun-22	£	49.12	Situated by Tree @ The Denes
New noticeboard	Sep-22	£	1,865.00	installed at The Denes Nov 2022
Acrylic for RA noticeboard @ Nash Green	Jun-22	£	40.00	
<b>Asset Value 30th Sept 2022 agenda ref22/119/FPC (j)</b>			<b>£20,100.03</b>	
Sundry Warden tools etc/consumables?				
CAB Book	Jun-22	£	141.00	with clerk
Microphone	Oct-22	£	23.32	
New bench @ The Denes (coronation)	Dec-22	£	673.34	749 gross 49.17 delivery 134.66 vat
new planter @ The Denes	Dec-22	£	1,689.00	337.80 vat
cycle racks @ The Denes				non parish asset as retained by HCC (Inv £2694 for bollards cycle racks and noticeboard install)
magnetic headers for noticeboard	Dec-22	£	40.00	
Warden PPE trousers	Jan-23	£	36.95	inc delivery check vat
disposal of printer/laptop		-£	759.00	disposed of feb 23
disposal laptop		-£	1.00	disposed of feb 23
Lease over land at Abbots Hill School	Mar-23	£	1.00	proxy value-lease 3 yrs from 31/03/2022 exp 31/03/2025
Nature Lectern board @ The Denes	Mar-23	£	650.00	no VAT as sourced from DBC (inc instal as no separate bill available)
2 new picnic benches at the green Georgewod Road	Mar-23	£	2,154.98	no VAT as sourced from DBC (inc instal as no separate bill available)
2 ne wbenches at the green Georgewood Road	Mar-23	£	1,200.00	no VAT as sourced from DBC (inc instal as no separate bill available)
minus jubilee bunting disposal	Mar-23	-£	94.95	disposal line 64
<b>Asset Value 31st March 2023</b>			<b>£25,854.67</b>	

Asset Value calculated on a cost basis unless otherwise noted (net of VAT)

Items marked as £1 (proxy value) have been donated to NMPC/funded by principle authorities/no monetary value

Approved by Council

Agenda Reference



## **RFO Report Finance Q4 Financial Year End (31<sup>st</sup> March 2023) -reported April 2023**

*Please note that the full financial figures are listed at the back of this document. These figures are missing the final NatWest bank interest payments which aren't expected to be more than £10. These are from a third-party software programme and therefore are not able to be made accessible in this document. Please contact the clerk should you require assistance.*

### **Summary**

Nash Mills Parish Council (NMPC) is now at the end of the financial year. The budget for 2023/24 has been set and the precept demand for the new financial year has also been submitted.

Whilst the headline figures show the council at 147% of its expenditure budget it should be noted that in reality only £655 was taken from general reserves as an 'in year' overspend. All other overspends were projects considered and undertaken by council throughout the year as they were happy that the funds were readily available in earmarked reserves.

These projects were uncostered at budget setting hence why they were not included in the overall budget at the initial budget setting reporting. The reporting throughout the year has been open and transparent to enable the council to make these informed decisions as the need or opportunity arose.

### **Elections May 2023**

The newly elected council takes office in May 2023 and I will be recommending that one of the first actions undertaken by them is the consideration of a plan of action for the new 4 year term. This will enable the appropriate reserve levels to be maintained for the existing projects and for updates to these projects or for completely new projects, and the associated expenditure to be considered.

**Total balances held on accounts (less NatWest final interest payment) on 31<sup>st</sup> March 2023 £95779.70**  
of which £72354.00 is currently earmarked, the ongoing projects are listed below.

#### The Denes Project

The final invoice for this project has now been paid.

#### The Verges Project

Council will be urged to re visit the CIL reserves that have accrued over the term, some of which will require spending by 2025. The borough councilor has advised that verge hardening is currently on hold at DBC and we cannot proceed with this project at the moment.

*item remains outstanding.*

#### The Rewilding Project/Open Spaces Working Group

The rewilding project is now completed, and the final invoice paid.

#### CIL funding-other considerations

Council has pledged £5000 to HCC for towpath improvements as part of a multi-agency approach. This is likely to be invoiced in April 2023.

Council to note that CIL is a conditional spend.

*1The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.*

#### Budget for 2023/2024

The council submitted a precept request for **£37,759.15** supported by the published budget. There has been a small increase per household of approx. £7 per annum (0.14p per week) per band 'D' property, caused by the cost of living rises and the current economic climate. The council have committed to spend more funds from their reserves to enable this increase to be kept to a minimum.

#### *Financial Headlines*

#### **Position March 2023 (income/expenditure)**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Notes</b>
<b>Income</b>	40742	48602	(7860)	Budget keyed on software originally did not include precept, grants, or CIL monies as these were unknown at the time of budget setting and previous year's figures were used to set the precept. Budget was adjusted to take into account precept and grants therefore difference is now caused by CIL receipts, £3000 grant received, advertising income higher than expected and VAT repaid.
<b>Expenditure</b>	42005	61773	19768	The council is at 147% of budget at March 2023. Budget overspends listed below. £655 was taken from general reserves, the rest was covered by transfers from earmarked reserves so were not unplanned over spends, rather projects that were undertaken because reserves were available.

#### **Budget Heading Overspends over £100 or 15% of budget (reported as required in our Financial Regulations)**

- 4160- Misc. (Park & Misc.) £2730 unbudgeted but covered by earmarked reserves *New bench cost/plaque and stake for tree/acrylic for noticeboard/Jubilee prizes, posters, art supplies. £100 park inspection (budgeted)*
- 4105 – Audit Fees £620 over budget due to error in c/f figures and then audit 2022/23 took place early.
- 4162- Sundry Exp- £989 unbudgeted but covered by earmarked reserves *Jubilee bunting, biscuits, and stickers*
- 4301- The Denes Project - £14081 not in budget but covered by earmarked reserves- *Jubilee bench and plaque.*

#### **Budget Heading Underspends over £100 or 15% of budget (reported as per our Financial Regulations)**

<sup>1</sup> [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- 4120- ICT licenses – adobe license not required.
- 4130- Community Grants- grant policy in place, no applications received.
- 4140- Conferences and training-lack of time for clerk to attend this year.
- 4070- Delivery of magazine, Cllrs undertook some deliveries.

*Nikki Bugden*

Clerk to the Council 3rd April 2023

**Attached**

Earmarked Reserves

Bank reconciliation -All Accounts

Receipts and Payments details

Please note that documents from this point onwards are from third party software and are therefore not accessible.

Please note that due to the delay in reporting on Q4 the dates of the reports are varied.

Please ask the clerk should you require additional formats.

**Earmarked Reserves 31/03/2023**

03/04/2023  
13:47

**Nash Mills Parish Council**  
**Earmarked Reserves**

Page 1

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Business Expenses	17,000.00	-1,015.00	15,985.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	2,500.00	-2,500.00	0.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	9,700.00	-1,803.85	7,896.15
327 EMR - Village Hall Support	21.60		21.60
328 EMR - Verges	10,000.00		10,000.00
329 EMR - Community Events	767.75	98.96	866.71
330 EMR - Projects, Denes Defib Jub	7,086.53	-6,980.44	106.09
331 EMR - CIL (Conditional spend)	20,717.44	2,283.90	23,001.34
332 EMR - Groundworks/ DBC Grant R	1,600.00	-1,600.00	0.00
333 EMR - Elections 2019 owed	0.00		0.00
334 EMR - CCTV	0.00	0.00	0.00
336 EMR - The Denes CCTV	1,020.90	-1,000.00	20.90
337 EMR - Rewilding grant	0.00	0.00	0.00
	<b>84,914.22</b>	<b>-12,516.43</b>	<b>72,397.79</b>

## **Bank reconciliation All Accounts – 31<sup>st</sup> March 2023 exl NWB final interest.**

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### **Nash Mills Parish Council**

**Bank - Cash and Investment Reconciliation as at 1 April 2023**

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#### **Confirmed Bank & Investment Balances**

##### **Bank Statement Balances**

31/03/2023	Lloyds Current A/C	4,075.53
28/02/2023	“	61,064.52
31/01/2023	NatWest Current A/C	8,427.70
31/03/2023	Lloyds 32 Day	22,211.95
25/11/2021	Lloyds Holding Account	0.00

**95,779.70**

##### **Other Cash & Bank Balances**

**0.00**

##### **Closing Balance**

**95,779.70**

##### **All Cash & Bank Accounts**

1	LLoyds Current A/C	4,075.53
2	NatWest BR	61,064.52
3	NatWest Current A/C	8,427.70
4	Lloyds 32 Day	22,211.95
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>95,779.70</b>

## Budget Figures /Income Expenditure All Accounts – 31<sup>st</sup> March 2023 exl NWB final interest.

03/04/2023 13:50		Nash Mills Parish Council				Page 1	
Detailed Receipts & Payments by Budget Heading 01/04/2023							
Cost Centre Report							
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1078 Precept	29,890	29,890	(0)	29,890		200.0%	
1077 Council Tax Grant	10,380	10,379	(1)			100.0%	
1090 Bank Interest	399	100	(299)			399.2%	
1100 Grants Received	3,000	0	(3,000)			0.0%	3,000
1110 CL	2,284	0	(2,284)			0.0%	2,284
<b>200 Administration</b>							
4000 Staff Costs (Inc HMRC & Pensi	(30,700)	(29,900)	(800)		(800)	102.7%	
4002 WH allowance & mileage	(427)	(432)	5		5	98.9%	
4015 OT/Backpay	(78)	0	(78)		(78)	0.0%	
4050 Payroll Charges	(223)	(218)	(7)		(7)	103.3%	
4055 P.O.Box	(315)	(300)	(15)		(15)	105.0%	
4080 Communications/Mobile	(192)	(240)	48		48	80.0%	
4075 Office Supplies	(278)	(300)	23		23	92.5%	
4080 Subscriptions	(1,162)	(1,155)	(7)		(7)	100.6%	
4085 Insurance	(808)	(880)	72		72	91.8%	
4105 Audit Fees	(1,538)	(918)	(620)		(620)	167.5%	
4110 Website Maintenance	0	(150)	150		150	0.0%	
4115 Domain Hosting	(50)	(82)	32		32	61.0%	
4120 ICT/Licenses/IT Support	(129)	(532)	403		403	24.2%	
4130 Community Grants	(200)	(888)	488		488	29.9%	
4140 Conferences/Training Courses	(388)	(875)	289		289	57.2%	
4155 Section 137	(29)	0	(29)		(29)	0.0%	
4160 Misc (park inspect and misc)	(3,030)	(400)	(2,630)		(2,630)	757.5%	2,730
4161 Park Repairs	0	(400)	400		400	0.0%	
4162 Sundry Expenditure	(1,054)	(100)	(954)		(954)	1053.6%	989
4165 Hire Costs (Hall or Zoom)	(330)	(432)	102		102	78.4%	
4170 Tools/Covid Exp	(109)	(200)	91		91	54.7%	
4175 Garage Rent	(831)	(587)	(44)		(44)	107.5%	
<b>250 Parish Magazine</b>							
1150 Advertising (Income)	784	573	(211)			138.8%	
4065 Parish Magazine	(2,515)	(1,960)	(565)		(565)	129.0%	
4070 Delivery of Magazine	(240)	(380)	120		120	66.7%	
<b>300 Projects</b>							
4301 The Denes Project/maintenance	(14,081)	0	(14,081)		(14,081)	0.0%	14,081
4305 Christmas Lights/Repairs/sign	(1,129)	(1,128)	(1)		(1)	100.1%	
<b>999 VAT Data</b>							
115 VAT on Receipts	2,065	0	(2,065)			0.0%	
515 VAT on Payments	(2,141)	0	(2,141)		(2,141)	0.0%	

03/04/2023 13:50		Nash Mills Parish Council				Page 2	
Detailed Receipts & Payments by Budget Heading 01/04/2023							
Cost Centre Report							
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals - Receipts	48,602	40,742	(7,860)			119.3%	
Payments	61,773	42,005	(19,768)	0	(19,768)	147.1%	
<b>Net Receipts over Payments</b>	<b>(13,171)</b>	<b>(1,263)</b>	<b>11,908</b>				
plus Transfer from EMR	17,800						
less Transfer to EMR	5,284						
<b>Movement to(from) Gen Reserve</b>	<b>(655)</b>						

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Business Expenses	17,000.00	-1,015.00	15,985.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	2,500.00	-2,500.00	0.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	9,700.00	-1,803.85	7,896.15
327 EMR - Village Hall Support	21.60		21.60
328 EMR - Verges	10,000.00		10,000.00
329 EMR - Community Events	767.75	98.96	866.71
330 EMR - Projects, Denes Defib Jub	7,086.53	-6,980.44	106.09
331 EMR - CIL (Conditional spend)	20,717.44	2,283.90	23,001.34
332 EMR - Groundworks/ DBC Grant R	1,600.00	-1,600.00	0.00
333 EMR - Elections 2019 owed	0.00		0.00
334 EMR - CCTV	0.00	0.00	0.00
336 EMR - The Denes CCTV	1,020.90	-1,000.00	20.90
337 EMR - Rewilding grant	0.00	0.00	0.00
	<b>84,914.22</b>	<b>-12,516.43</b>	<b>72,397.79</b>

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## NMPC Annual Approval of Direct Debits and Standing Orders April 2023

Payee Description	Description	Frequency/Method
Paybureau	Wages admin	Monthly DD
DBC	Garage Hire	Monthly DD
Vodafone	Clerk Mobile	Monthly DD
ICO Registration		Annual DD
Salaries (clerk & warden)		Monthly SO
NMVHA	Hall Hire	Monthly SO
IHLI	Ill Health liability Ins (pension)	Annual DD
Chess ICT	Licences for Cllr emails	Monthly DD

NMPC resolve to pay the above expenditures by direct debit or standing order. The amounts are variable, but they will be reported in the monthly payment schedule.

Resolved 22/198/FPC

Signed.....



# NASH MILLS

## PARISH COUNCIL

### Clerk Report Councillor Audit Responsibilities April 2023

Annually council sign off the Annual Governance Review (AGAR). This will be signed off once the financial year end has been prepared. Council should be happy that the assertions in the AGAR are correct.

NMPC has an audit plan and a framework of policies and procedures as evidence of a robust system of internal control. These are reviewed throughout the year and in November 2022 council resolved that there was an effective system of internal controls in place.

The assertions for 2022/23 financial year are listed on page 2.

Council should raise any questions relating to the AGAR in advance of the formal agreement. Further information relating to the accounting practises for parish councils can be found in the NALC Practitioners Guide.

[file \(nalc.gov.uk\)](http://file.nalc.gov.uk)

My comments in relation to assertion 1-9 are below

Assertion	Comments and Evidence
1	Financial Regulations/Standing Orders/Risk Assessments in place
2	Financial Regulations/Standing Orders/Risk Assessments in place/independent scrutiny of records each quarter. Council debt card now in place.
3	Clerk previously advised of relevant 'powers to spend' and minuted. General Power Competence attained.
4	Actioned (website and noticeboard)
5	Financial Management and other risk assessments in place. Insurance in place
6	Audit completed (internal and external)
7	None outstanding at present. all recommendations from last year circulated and actioned.
8	All up to date.
9	n/a

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

## Auditor recommendations from previous year 2021/22

### Clerk Report to Council – Internal Auditor Recommendations.

	Control Area	Recommendation(s)	Clerk Comments for Council
1	Proper bookkeeping.	None.	
2	Standing Orders and Financial Regulations adopted and applied; and payments controls.	<p>Appreciating that it appears to be difficult for DBC to provide compliant VAT invoices re garage hire (e.g., a VAT invoice to cover a whole year at a time), I recommend that a request is made to DBC for a compliant VAT invoice, so that at least the council will have the request on file. Post internal audit note: I understand from the clerk that she has e-mails on file about this and VAT receipts for part of the year until DBC stopped providing these as confirmed by DBC e-mail.</p> <p>Authorisation on documents supporting payments is evidence by means of a grid stamp for three sets of initials. In the payments sample tested, two sets of payroll documents only had two sets of initials. I recommend that going forward, the three sets of initials are obtained as per the financial regulations to evidence these checks.</p>	<p>This was supplied to the auditor as I had it on file already.</p> <p>The face sheets detailing the full transactions and amounts had 3 signatures but it was the supplementary admin forms that I supply that had not been initialled.</p>
3	Risk management arrangements.	In the early part of the year, per the minutes, some minutes were not signed at the following meeting. Noting that the following meeting minutes did note the approval of the minutes, I recommend that going forward, the council takes note of s41 of the Local Government Act 1972. Post internal audit note: the clerk has responded that this was due to Covid, and her understanding was that this was OK as long as they were signed asap after in particular given a clinically vulnerable family member.	I do not feel that this point should have been included as this was during Covid 19 restrictions and the minutes were signed at the earliest, safe opportunity.
4	Budgetary controls.	None.	
5	Income controls.	None.	
6	Petty cash procedures.	Not applicable.	

7	Payroll controls.	<p>Noting that the numbers have been corrected on the AGAR, the internal audit identified two posting errors resulting in a small overstatement in 'Box 4 Staff Costs' (&amp; a corresponding understatement of Box 6). To provide an easier audit trail, and to reduce the chance of error, I recommend that as the existing approach is generally to base postings to account code 4000 on 'Rialtas' around 'net pay' figures', the full net pay figure is posted as the debit entry, and any amount that does not qualify for inclusion in Box 4 is then deducted by means of a credit entry to account code 4000 - this is the process that was used at the start of the year.</p> <p>The internal audit identified that, although this is a very small amount, back pay paid relating to the NJC pay award for 2021/22 to the clerk in Mar-22 did not include an amount in relation to the 'inner fringe' increase. I recommend that back pay includes increases to the inner fringe allowance where applicable.</p> <p>Salaries are calculated based on NJC paycales, and per the clerk's contract "calculated by pro-rata reference to the standard full-time working week for local government staff of 37 hours." The calculation methodology used applies the NALC-converted hourly rates which gives very similar results. I recommend that the council considers whether the simpler method, pro-rating the annual NJC figures (and dividing by 12 to give the monthly salary) would be useful, e.g., to use as a check on the more complex calculation.</p>	<p>There were 2 entries totalling £31 that were mis posted under staff costs rather than working from home/mileage allowances. These were corrected prior to the AGAR being submitted and the accounting software adjusted to reflect this. Method suggested by Auditor effective from 1/4/2022.</p> <p>Noted.</p> <p>Noted.</p>
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8	Assets controls.	<p>There are a small number of instances in the asset register where the acquisition date is not included. I recommend that going forward, the acquisition date, or a note in this column in relation to this is included for all additions.</p> <p>The internal audit identified one addition to the asset register where the delivery cost was not included in the asset register value. Noting that this instance has been updated for the purposes of the AGAR, I recommend that delivery costs are included going forward on the basis that they are a "cost of acquisition".</p>	This was noted and updated. (£10 adjustment) although I disputed the inclusion.
9	Bank reconciliation.	<p>I recommend that the figures in bank reconciliation provided to the external auditors are not rounded (i.e., that they include pence).</p> <p>Not all bank reconciliations on file were signed by the preparer (RFO). I recommend that it is good practice for the bank reconciliation to be signed by the preparer prior to review and sign off.</p>	<p>Noted.</p> <p>Noted.</p>
10	Year-end procedures.	The internal audit identified that the prior year box 9 ("assets") figure on the 2022 draft AGAR had not been updated to the 2021 figure. Noting that this has now been updated, I recommend that this is noted for future reference.	Noted- this was an oversight in the draft document.
11	Exempt Authority	Not applicable.	
12	Transparency Code	Not applicable.	
13	Public Rights	None.	
14	AGAR Publication Requirements	None.	
15	Basic IT controls.	None.	

16	Responsibility as a trustee.	Not applicable.	

Nikki Bugden

3<sup>rd</sup> April 2023



# NASH MILLS

## PARISH COUNCIL

### Clerk Report – CIL Update April 2023

#### Council Actions Required

- That council determine whether they wish to use some of the CIL allocations to pay for the final works at the Denes. (£6800.00).

I have already confirmed with the CIL Officer at DBC that this expenditure complies with the statutory requirements.

*Please note that this will be a re-allocation of earmarked reserves between budget headings as the DBC invoice was paid prior to the 31<sup>st</sup> March 2023. Part of the invoice was funded by a grant so this will be a part re-allocation.*

#### Background

NMPC receives Community Infrastructure Levy awards from DBC throughout the year. These are awarded from fees paid to DBC for development. These are a 'conditional expenditure' and must be spent during a certain time frame otherwise they can be claimed back by DBC (currently 5 years).

*The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.*

The payments are ordinarily received in November and April. NMPC was retaining its CIL monies with a view to using it for verge improvements or play park improvements. Both projects are now on hold (playpark as the lease is only for 2 years/verge hardening is on hold at DBC).

#### Considerations

NMPC now have CIL that needs to be spent.

Currently NMPC has £23012 of CIL.

NMPC have earmarked £5000 for Towpath works.

That leaves **£6232.05 to be spent before March 2025**

<b>Expiry 2025</b>	<b>Expiry 2026</b>	<b>Expiry 2027</b>	
5310.79	2621.18	783.90	
12721.26	75	1500	
<b>18032.05</b>	<b>2696.18</b>	<b>2,283.90</b>	
<b>Total CIL</b>			<b>23,012.13</b>
Proposed additional spend March 2023 for The Denes works			<b>-6800</b>
Remaining CIL expiring in 2025			<b>6232.05</b>

Other Matters for Future Consideration.

**Remaining £6232.05 expiring March 2025 and further CIL funds.**

The first business for the new council to consider is an action plan for the new term to structure projects, expenditure needs and budget setting going forward. Council may decide to continue with small scale play park improvements for lower value or removable items. Landlord permissions are already in place for an additional refuse bin and a picnic bench. Location and style to be determined by council and advised to landlord pre purchase.

Projects take considerable time to come to fruition therefore early decision making is crucial as NMPC have funds that need to be spent.

Agenda items for May/June 2023 will be for the new council to determine the programme of potential works for future CIL expenditure.

Nikki Bugden  
Clerk to the Council  
30/03/2023

## **Report To Nash Mills Parish Council**

**April 17<sup>th</sup> 2023**

<b>Working Group Name</b>	Nash Mills Community Expo '23
<b>Meeting Held</b>	20 March 2023
<b>Present at Meeting</b>	Nicola Cobb Michele Berkeley Lisa Bailey Mandy Lester (via Zoom) Steve Roberts (Chair and Reporting)
<b>Apologies</b>	n/a
<b>Agenda Items for Resolution/Decisions Needed</b>	<ul style="list-style-type: none"><li>• Council to receive the report</li></ul>

### **Background**

This document summarises the review and lessons learned process relating to the Nash Mills Community Expo '23 event held on Saturday 4<sup>th</sup> March at Nash Mills CoE Primary School.

The process was in two parts:

- A survey of working group members and the clerk to capture their feedback on the event. Which covered the following:
  - How they would rate the event overall
  - What went well and what could be done better
  - The contribution of individual participants
  - The suitability of the venue
  - The start/end times of the event
  - The planning process
  - Costs
  - Publicity
- A meeting was then held to build on the results of that survey

This document is a summary report of those discussions under the following headings:

- "What went well", to capture the positives, and
- "It would be even better if..." statements, by way of responding to areas highlighted for improvement or new ideas suggested for consideration next time.

## Summary of discussions

Topic	What went well	It would be even better if...
<b>Invitees</b>	<ul style="list-style-type: none"> <li>• Contributed and cooperated well</li> <li>• Had a positive impact on attendance vs it just being a NMPC presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• We allowed local businesses to be promoted – either in-person or via a display board</li> <li>• Had the Fire Brigade</li> <li>• Had food available (vans in playground)</li> <li>• Invited businesses/organisations to buy a pitch</li> <li>• We invited Neighbourhood Watch</li> <li>• Used announcements regarding things taking place</li> <li>• Consider having more activities running for the whole day</li> </ul>
<b>NMPC Displays</b>	<ul style="list-style-type: none"> <li>• Looked impressive</li> <li>• Good to have the use of the blue display boards</li> <li>• Very visual</li> <li>• Good planning of what was going where</li> </ul>	
<b>Venue</b>	<ul style="list-style-type: none"> <li>• Great cooperation from the school in advance and on the day</li> <li>• Easily accessed location for residents</li> <li>• Good to have use of a variety of spaces – hall, classrooms, hub, playground</li> <li>• Good value for money</li> </ul>	<ul style="list-style-type: none"> <li>• Publicity was clearer that this was not an event organised by the school</li> <li>• They'd put the heating on!</li> <li>• We had a way of counting attendees.</li> </ul>
<b>Publicity</b>	<ul style="list-style-type: none"> <li>• Use of a variety of channels for communication – flyers, banner, school newsletter, Facebook, web site, magazine</li> <li>• Regularly updating Facebook page to build interest and awareness of what would be happening</li> </ul>	<ul style="list-style-type: none"> <li>• We'd used a 'flash' on the front page of the magazine</li> <li>• Boosted the Facebook posts (small cost) to widen exposure</li> <li>• Pinned posts on Facebook</li> <li>• Delivered flyers</li> <li>• Organised a photographer (with appropriate disclaimers)</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Total cost was £596</li> <li>• Good use of funds for the number of people who attended</li> </ul>	<ul style="list-style-type: none"> <li>• Spend less on refreshments now we have some idea of how many people may attend</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Cadence of meetings, especially in the latter stages</li> <li>• Use of Dropbox to share documents</li> <li>• Having a plan of the hall</li> </ul>	

Date: 9<sup>th</sup> March 2023  
Your Ref: -  
Our Ref: SANG\_Bunkers\_NMPC  
Contact: Rebecca Williams  
Email: [SAC@dacorum.gov.uk](mailto:SAC@dacorum.gov.uk)  
Directline: 01442 228 000 (ask for named officer)



Via email only to:

Nash Mills Parish Council: [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk)

Cllr Maddern: [Jan.Maddern@dacorum.gov.uk](mailto:Jan.Maddern@dacorum.gov.uk)

Luke Johnston: [Luke.Johnson@dacorum.gov.uk](mailto:Luke.Johnson@dacorum.gov.uk)

Strategic Planning: [strategic.planning@dacorum.gov.uk](mailto:strategic.planning@dacorum.gov.uk)

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18001 + 01442 228000

Dear Nikki and Cllr Maddern,

### **SANGS (Suitable Alternative Natural Greenspace)**

Thank you for your letter dated 20<sup>th</sup> February 2023, I apologise for the delay in responding.

We acknowledge your letter raises concern over a lack of consultation with Nash Mills Parish Council in the development of the Bunkers Park SANG Management Plan and the process/approach taken (compared to the engagement undertaken by Clean, Safe and Green when preparing previous Green Flag Management Plans).

#### Habitats Regulations and the importance of mitigation for the Chilterns Beechwoods SAC

When the Council became aware of the recreational pressure at Chilterns Beechwoods SAC, it was legally required to take action and as a result a 'planning moratorium' was introduced. On the advice of Natural England, this restriction on approving planning applications could not be lifted until an acceptable Mitigation Strategy was put in place.

The Council worked at pace with Natural England, the National Trust and the affected adjoining local authorities, Buckinghamshire Council, Central Bedfordshire Council and St Albans City and District Council, "the Partner Authorities", to prepare the Chilterns Beechwoods SAC Mitigation Strategy.

The Council's Mitigation Strategy is a material consideration in the determination of planning applications and offers important guidance to applicants as to how their applications will be dealt with in accordance with the Habitats Regulations. The Strategy will help to assist both applicants and the Council and ensure fair and consistent decision making.



Its purpose is principally to protect the Special Area of Conservation. The Mitigation Strategy does this by securing over £18m of contributions to deliver a wide range of interventions detailed in the *Strategic Access Management and Monitoring Strategy (SAMMS)*. These SAMMS contributions for the National Trust will enable a package of protection and management measures to be delivered at Ashridge Commons and Woods SSSI over the next 80 years.

The second limb of the Mitigation Strategy involves the identification of Suitable Alternative Natural Greenspace (SANG). SANG is the term given to greenspaces that are created or enhanced with the specific purpose of absorbing recreation pressure that would otherwise occur at sites such as the Chilterns Beechwoods SAC. The SANG sites will receive a significant level of new funding to help deliver a range of improvements to the sites. Not only will these improve the visitor experience but they will also help to protect them in the long term.

During the development of the Mitigation Strategy and background technical studies, the Council worked closely with Natural England to ensure both of these new forms of SAC Mitigation (SAMM and SANG) would not result in any sustained objections to new development proposals i.e. to planning applications which result in one or more net new homes or other development which would likely result in increased recreational pressure on the Chilterns Beechwoods SAC. The methodologies used were in accordance with best practice and follow established systems used by other local authorities with designated National Sites within their boundaries.

The SAMMS and SANG payments are in line with similar schemes in operation elsewhere and we do not expect these contributions to impact on deliverability within the borough.

#### Identifying SANG at Bunkers Park and Chipperfield Common

In order to identify and deliver SANG in a timely manner, the Council sought to bring forward some of its own land holdings for improvement, with Chipperfield Common and Bunkers Park forming the first phase of the Council's strategy towards SANG provision.

These SANG proposals were expedited in order to enable a speedy release of the planning moratorium (recognising that between 150 and 200 applications were pending a decision as a result of the 8 month planning moratorium). Without this the housing moratorium would last indefinitely with significant implications for providing new homes for Dacorum's residents.

To bring Chipperfield Common and Bunkers Park up to SANG standard the Council prepared new management plans drawing on the knowledge and experience of our Clean, Safe and Green section who are responsible for the day-to-day management of the sites. We believe the Bunkers Park SANG Management Plan draws on known issues and the aspirations of the Parish Council and local groups, such as improvements to footpaths, benches and bins, which we have garnered over a long period of working together. The Management Plan will also help secure a new SANG Delivery Officer that will provide a dedicated resource to detailed matters of implementation and delivery. We hope a substantial amount of what is proposed in the Plan will be supported by the local community and visitors to Bunkers Park.

There has been a need to ensure that the further use of Bunkers Park respects its current function and does not compromise the wider ecological objectives of the site. To that end the management plan includes many interventions to improve the site's ecology, such as new rewilding areas and waymarked footpaths to deter visitors from straying into more ecologically sensitive areas. The inclusion of additional waste/dog waste bins across the site will also encourage more people to dispose of their waste responsibly.

The SANG classification allows us to direct new funding towards a wide range of improvements. Across these two initial SANGs a total of £16.2m of measures will be implemented and the use of the sites as SANG secured for a period of no less than 80 years.

Some SANG payments have now been received and funds will be made available to be drawn down by Clean, Safe and Green to implement the interventions. We hope this investment in Bunkers Park and its management will make it much easier for the site to retain its Green Flag status in the future.

### Engagement on SANG Management Plan

We accept that only very focused and limited engagement took place on these initial SANG Management Plans, which were delivered via a more truncated process than we would normally choose. We apologise that communication with the Parish Council lapsed in this instance, which was due to the short timescales and turnaround times needed, as well as the limited capacity and resources available. This prevented us from engaging as we would have liked to, but we felt it important to find a quick solution to the planning moratorium. We also understand that Clean, Safe and Green have similarly accepted that they have not consulted the Parish when preparing recent Green Flag Management Plans.

Please do not see this as a lack of willingness or desire for thorough engagement with you, it reflects the Council's limited funds, the complexity of the HRA process and the need to deliver in the most streamlined fashion on this occasion.

### Overview and Scrutiny and Cabinet meetings

In your letter, you referred to an email from the Strategic Planning Team dated 18 November 2022. The email was sent in response to a query from Kings Langley and District Residents Association about the purpose of SANGs and how any such proposal has any potential to result in 'betterment' at Ashridge Estate. The Council was copied into a response made by Hertfordshire County Council's Ecology team. On receipt, the Residents Association secretary asked if the response could be forwarded to all their members, to which we agreed. I understand Hertfordshire County Council then also forwarded this to Gruff Edwards as Chair of Dacorum Environmental Forum which was then circulated onto their members, which we assume included Nash Mills Parish Council.

We understand that the meeting reports and minutes in question are:

- Agenda item 9: [Agenda for Strategic Planning & Environment Overview & Scrutiny on Wednesday, 12th October, 2022, 7.30 pm \(dacorum.gov.uk\) Minutes](#)
- Agenda item CA/100/21: [Agenda for Cabinet on Tuesday, 15th November, 2022, 7.30 pm \(dacorum.gov.uk\) Minutes](#)

We have been responding to queries on the Chilterns Beechwoods SAC and Mitigation Strategy as and when these are received. In particular, we received numerous written responses from interested parties prior to November's Cabinet meeting which were responded to in writing and also verbally at the start of the Cabinet meeting by Councillor Anderson.

We have read through the reports and minutes for both of these committee meetings and have not found an explicit reference to Nash Mills Parish Council. Reference was made to partnership working with other Councils (this related to the development of the Mitigation Strategy with other local authorities affected by the planning moratorium), input of other Council departments and Natural England into the SANG management plans, and also that the Council would continue to

work closely with (Chipperfield) Parish Council on the Chipperfield Common Management Plan. This was due to Chipperfield Parish Council having contacted the Council prior to Cabinet about the proposals.

The meeting minutes are not intended to be read that we have engaged with all parties i.e. Parish Councils or ward councillors, but that we have historically worked closely with relevant stakeholders when implementing upgrades at the sites and that we would expect the implementation of the SANG measures to follow a similar process. In the minutes, where Alex Robinson speaks about a number of the interventions being supported, we have been assured by Clean, Safe and Green representatives through this work that a number of the principles and interventions proposed align well with feedback and expressed shortfalls in management/site habitat or furniture to date. We apologise that the minutes are ambiguous enough to give the impression that Nash Mills Parish Council was directly consulted on the SANG proposals. If we have missed the specific reference which concerns you, please do highlight this directly to us.

### Member meeting minutes

The minutes from October's Scrutiny and November's Cabinet meetings have been published for comment/scrutiny and agreed/signed off at the next sitting of Scrutiny/Cabinet. The minutes seek to reflect the discussion that took place at the meeting. The request to add a note that Parish Councils were not consulted would be an additional point which was not voiced during the meetings.

If such a request were formally received by Democratic Services they would need to consult on the proposed changes with both the Monitoring Officer and the meeting chairs to receive a view on whether such an addition could be made.

If you wish to explore this option, please email: [member.support@dacorum.gov.uk](mailto:member.support@dacorum.gov.uk) mailbox.

### Suggested way forward

The Council wishes to assure the Parish Council that we will maintain engagement with your organisation more widely through our Local Plan making process (where Chilterns Beechwoods SAC matters will be addressed in terms of future growth).

In terms of the Bunkers Park SANG Management Plans, there are very specific legal requirements which must be met to enable SANG delivery. This results in a very narrow/specific remit of delivery. It may be that a number of the Parish Council's aspirations would be better suited to be addressed and delivered through the Green Flag Management Plan (although this will be very dependent on specifics). These matters would need to be worked through in detail before we could be sure which plan they would best sit within.

Again we accept that our decision to limit consultation during the SANG Management Plans development has led to communication between our organisations lapsing to a less than ideal situation. We will seek to improve this, and are hopeful that the SANG Delivery Officer will be able to work with the Parish Council and local interest groups on important matters at Bunkers Park.

In terms of normal ongoing maintenance Clean, Safe and Green commit to:

- Talking to the Parish Council more than they have been able to recently which has principally be down to resourcing pressures. This will result in focused discussion around normal/Green Flag Management Plans matters via Luke Johnson. Luke has had to progress the Green Flag Management Plan (without consultation) prior to the

end of this financial year, but plans to pick up consultation with yourselves for the next version of the Green Flag Management Plan early next year.

- An annual conversation/meeting about what is planned to be done on-site, where interested parties can input ideas on anything new or different approaches, etc.
- Clean, Safe and Green would then consider if these suggestions are a workable approach, and feed them into the next version of the Green Flag Management Plans.

We are aware that the Friends Group also play an important supporting role in Bunkers Park's management and maintenance:

- Meetings with this group take place around monthly for 10 months of a year (generally not meeting in July and August), with meetings often focussing on a maintenance task or addressing a specific management issue on site.

The Parish Council may wish to become more active in this group to influence some of the day to day management aspects.

In terms of SANG Management Plan's approach going forwards, the Council commits to:

- On-going conversations on the delivery of the SANG management plan, i.e. an opportunity to discuss aesthetics, specifications, or the most appropriate location of interventions to those presented on the current map.
- Engagement on the review process.

The Council hopes the SANG Management Plan represents a solid basis for future engagement with you and local interest groups.

I hope this provides you with some comfort on the approach to the SANG Management Plans.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ronan Leydon', with a horizontal line underneath.

Ronan Leydon  
Team Leader - Strategic Planning



# the **play inspection** company

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## Operational Inspection

Nashmills Parish Council

Bunkers Lane Play Area

Bunkers Lane, Hemel Hempstead, Hertfordshire, HP3



**API** Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL  
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## Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. 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, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

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

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

**BS EN 15312** Free access multi-sports equipment  
**BS EN 14974** Skateparks  
**BS EN 16630** Permanently installed outdoor fitness equipment  
**BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these 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 three 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 relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do 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. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

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 the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); 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); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

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.

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. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

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The 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 facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation 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]
6.1 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	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain 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 detailed in the relevant standards.

[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 or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[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 RPII annual inspections.

[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.

# Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
<b>Likelihood</b>	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			<b>Severity&gt;&gt;</b>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								



## Bunkers Lane Play Area

Inspection Ref: 1930852

Site Ref: 78681

Operational Inspection - 30-January-2023 - 10:51 Inspector Robert Baldock (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk



**Location:**

The site is partially overlooked by properties in the local community

**Disabled Access:**

Generally accessible; an area accessible to most.

**i** 10 - Low Risk

**Item:** Maintenance Gate  
**Manufacturer:** Not Identified  
**Surface Type:** Bitmac  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 4

**Finding 1**

The bitumen surface is worn or damaged - Repair the bitumen to provide a uniform surface

**Finding 2**

The gate has no drop bolt sleeves and/or drop bolts fitted - Provide drop bolt sleeves and/or drop bolts

**Finding 3**

There is no padlock on the maintenance gate - Provide a padlock to secure the gate

**Finding 4**

There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

**i** 8 - Low Risk

**Item:** Sign  
**Manufacturer:** Owner/Operator  
**Surface Type:** N/A  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 3

**Finding 1**

There are projecting nail / screw ends present - Remove and provide more appropriate fixings if required

**Finding 2**

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

**Finding 3**

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



**i** 8 - Low Risk

**Item:** Bench  
**Manufacturer:** Not Identified  
**Surface Type:** Concrete  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 2

**Finding 1**

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

**Finding 2**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**i** 4 - Very Low Risk

**Item:** Litter Bin  
**Manufacturer:** Not Identified  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**i 6 - Low Risk**

**Item:** Bench  
**Manufacturer:** Not Identified  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 2

**Finding 1**

The surface has eroded in some areas - Reinstate the surface

**Finding 2**

There is offensive graffiti present - Remove as soon as practicable

**i 8 - Low Risk**

**Item:** Site General  
**Manufacturer:** Owner/Operator  
**Surface Type:** N/A  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 3

**Finding 1**

There is weed / vegetation growth on, between, or around the edges of the surfacing - Remove weed / vegetation growth

**Finding 2**

There is some tree debris on the surfacing - Remove and maintain

**Finding 3**

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

**i 8 - Low Risk**

**Item:** Climbing Frame  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 8

**Finding 1**

A fixing appears to have been unscrewed - Secure correctly

**Finding 2**

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

**Finding 3**

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

**Finding 4**

There is algae or moss on the surface of the equipment - Clean and treat appropriately

**Finding 5**

A number of fixing(s) have worked loose - Secure all loose fixings

**Finding 6**

The roof slats are lifting - Monitor for any further deterioration and repair as required

**Finding 7**

There is some damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

**Finding 8**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**i 6 - Low Risk**

**Item:** A Frame Climber  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Mixed Surface  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 3

**Finding 1**

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**Finding 2**

There is algae or moss on the surface of the equipment - Clean and treat appropriately

**Finding 3**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**i 8 - Low Risk**

**Item:** Log Walk  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes



**Total Findings:** 3

**Finding 1**

The platforms are rotting and the fixings are pulling through - Replace all affected timber

**Finding 2**

Parts of the timber are rough or splintered - Remove all rough or sharp edges

**Finding 3**

There is algae or moss on the surface of the equipment - Clean and treat appropriately

**i 8 - Low Risk**

**Item:** Balance Beam  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes

**Total Findings:** 6



**Finding 1**

The use of synthetic fillers in timber is not recommended; timber being a natural material will expand and contract as the moisture content changes and the use of fillers can exacerbate the length and depth of these cracks or shakes in the timber. The only treatment that is normally required is the removal of any rough or sharp edges unless the structural integrity of the item is affected. - Remove any rough or sharp edges and monitor timber for any further deterioration

**Finding 3**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**Finding 5**

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**Finding 2**

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

**Finding 4**

There is algae or moss on the surface of the equipment - Clean and treat appropriately

**Finding 6**

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

**!** 12 - Moderate Risk

**Item:** 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes



**Total Findings:** 9

**Finding 1**

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

**Finding 2**

There is a large cavity within the timber support and the inspector has some concerns about the internal condition of the timber and was unable to verify the structural integrity without further testing. We recommend a Resi-PD survey to establish the condition of the timber at it's core. - Contact the Play Inspection Company office for further information

**Finding 3**

A number of fixing(s) have worked loose on the suspension mounts - Secure all loose fixings

**Finding 4**

A number of fixing(s) have worked loose on the secondary safety chain - Secure all loose fixings

**Finding 5**

There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required

**Finding 6**

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

**Finding 7**

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

**Finding 8**

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

**Finding 9**

This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud - We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted

**i** 9 - Low Risk

**Item:** 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes



**Total Findings:** 5

**Finding 1**

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**Finding 2**

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

**Finding 3**

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

**Finding 4**

The swing seat frame is severely corroded and requires replacement - Replace seat

**Finding 5**

This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud - We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted

**i** 4 - Very Low Risk

**Item:** Misc Springer  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**i** 6 - Low Risk

**Item:** Misc Springer  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes



**Total Findings:** 2

**Finding 1**

Parts of the timber are rough or splintered - Remove all rough or sharp edges

**Finding 2**

There is some minor damage to the hand grips - Monitor for any further deterioration and replace as required

**i** 6 - Low Risk

**Item:** Spring See-Saw  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes



**Total Findings:** 1

**Finding 1**

The use of synthetic fillers in timber is not recommended; timber being a natural material will expand and contract as the moisture content changes and the use of fillers can exacerbate the length and depth of these cracks or shakes in the timber. The only treatment that is normally required is the removal of any rough or sharp edges unless the structural integrity of the item is affected. - Remove any rough or sharp edges and monitor timber for any further deterioration

**i 6 - Low Risk**

**Item:** Multi Play (Toddler)  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes



**Total Findings:** 5

**Finding 1**

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

**Finding 2**

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**Finding 3**

Parts of the timber are rough or splintered - Remove all rough or sharp edges

**Finding 4**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**Finding 5**

A number of fixing(s) have worked loose - Secure all loose fixings

**i 10 - Low Risk**

**Item:** Boulders  
**Manufacturer:** Natural Feature  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The rocks and/or boulders have moss/algae growth apparent - Clean and maintain

**i** 6 - Low Risk

**Item:** Stilts  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**i** 6 - Low Risk

**Item:** Football Goal  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** N/A  
**Surface Area Compliance:** N/A



**Total Findings:** 1

**Finding 1**

The surface has eroded in some areas - Reinstate the surface

## Findings information

### 6 - Low Risk (Finding 1)

**Item:** Gates - Maintenance Gate  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** The bitumen surface is worn or damaged

**Action:** Repair the bitumen to provide a uniform surface

### 6 - Low Risk (Finding 2)

**Item:** Gates - Maintenance Gate  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** The gate has no drop bolt sleeves and/or drop bolts fitted

**Action:** Provide drop bolt sleeves and/or drop bolts

**i** 6 - Low Risk (Finding 3)

**Item:** Gates - Maintenance Gate  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** There is no padlock on the maintenance gate

**Action:** Provide a padlock to secure the gate

**i** 10 - Low Risk (Finding 4)

**Item:** Gates - Maintenance Gate  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



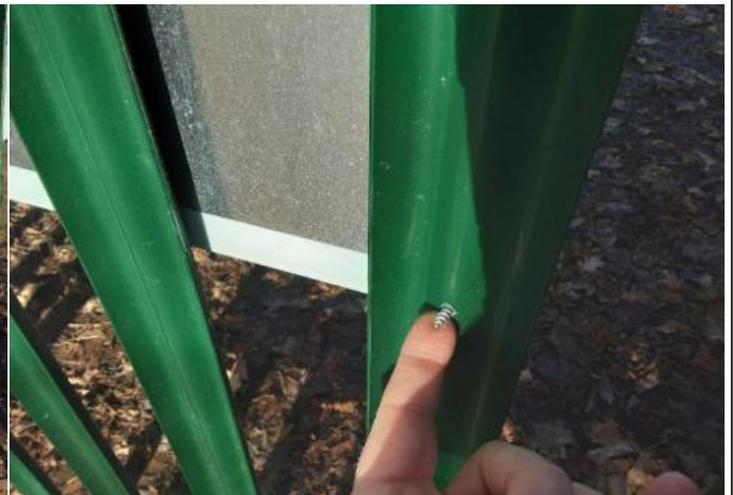
**Finding:** There are openings that are less than 12mm that could trap or crush fingers

**Action:** Provide a 12mm gap throughout full range of motion at both sides of gate

**i** 8 - Low Risk (Finding 1)

**Item:** Ancillary Items - Sign  
**Manufacturer:** Owner/Operator

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



**Finding:** There are projecting nail / screw ends present

**Action:** Remove and provide more appropriate fixings if required

**i** 8 - Low Risk (Finding 2)

**Item:** Ancillary Items - Sign  
**Manufacturer:** Owner/Operator

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



**Finding:** There are projecting bolt thread(s) present

**Action:** Remove excess thread length and deburr or provide cap

**i** 8 - Low Risk (Finding 3)

**Item:** Ancillary Items - Sign  
**Manufacturer:** Owner/Operator

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



**Finding:** There is or are fixings missing on the item

**Action:** Replace all missing fixings

**i 8 - Low Risk (Finding 1)**

**Item:** Ancillary Items - Bench  
**Manufacturer:** Not Identified  
**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** There are projecting bolt thread(s) present  
**Action:** Remove excess thread length and deburr or provide cap

**i 6 - Low Risk (Finding 2)**

**Item:** Ancillary Items - Bench  
**Manufacturer:** Not Identified  
**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** There is some evidence of rot in the timber  
**Action:** Monitor for any further deterioration and replace as required

**i** 6 - Low Risk (Finding 1)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Not Identified  
**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The surface has eroded in some areas

**Action:** Reinstate the surface

**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Not Identified  
**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Grass



**Finding:** There is offensive graffiti present

**Action:** Remove as soon as practicable

**i** 6 - Low Risk (Finding 1)

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

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



**Finding:** There is weed / vegetation growth on, between, or around the edges of the surfacing  
**Action:** Remove weed / vegetation growth

**i** 6 - Low Risk (Finding 2)

**Item:** Ancillary Items - Site General      **Risk Level:** L - Low Risk  
**Manufacturer:** Owner/Operator      **Surface:** N/A



**Finding:** There is some tree debris on the surfacing

**Action:** Remove and maintain

**i** 8 - Low Risk (Finding 3)

**Item:** Ancillary Items - Site General      **Risk Level:** L - Low Risk  
**Manufacturer:** Owner/Operator      **Surface:** N/A



**Finding:** There is algae, silt or moss growth on the pathway surface resulting in slippery conditions

**Action:** Clean and treat appropriately

**i** 8 - Low Risk (Finding 1)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** A fixing appears to have been unscrewed

**Action:** Secure correctly

**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

**Action:** Monitor for any deterioration (rot) and replace as required

**i** 6 - Low Risk (Finding 3)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** The ropes/nets are worn/damaged in places

**Action:** Monitor for any further deterioration and repair or replace as required

**i** 6 - Low Risk (Finding 4)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

**i** 6 - Low Risk (Finding 5)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** A number of fixing(s) have worked loose

**Action:** Secure all loose fixings

**i** 6 - Low Risk (Finding 6)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** The roof slats are lifting

**Action:** Monitor for any further deterioration and repair as required

**i** 6 - Low Risk (Finding 7)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

**Action:** Monitor for any deterioration (rot) and replace as required

**i** 6 - Low Risk (Finding 8)

**Item:** Activity Equipment - Climbing Frame  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some evidence of rot in the timber

**Action:** Monitor for any further deterioration and replace as required

**i** 6 - Low Risk (Finding 1)

**Item:** Activity Equipment - A Frame Climber  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

**Action:** Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - A Frame Climber  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

**i** 6 - Low Risk (Finding 3)

**Item:** Activity Equipment - A Frame Climber  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



**Finding:** There is some evidence of rot in the timber

**Action:** Monitor for any further deterioration and replace as required

**i** 8 - Low Risk (Finding 1)

**Item:** Activity Equipment - Log Walk  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The platforms are rotting and the fixings are pulling through  
**Action:** Replace all affected timber

**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Log Walk  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** Parts of the timber are rough or splintered

**Action:** Remove all rough or sharp edges

**i** 8 - Low Risk (Finding 3)

**Item:** Activity Equipment - Log Walk  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

**i** 6 - Low Risk (Finding 1)

**Item:** Activity Equipment - Balance Beam  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The use of synthetic fillers in timber is not recommended; timber being a natural material will expand and contract as the moisture content changes and the use of fillers can exacerbate the length and depth of these cracks or shakes in the timber. The only treatment that is normally required is the removal of any rough or sharp edges unless the structural integrity of the item is affected.

**Action:** Remove any rough or sharp edges and monitor timber for any further deterioration

**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Balance Beam  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

**Action:** Monitor for any deterioration (rot) and replace as required

**i** 6 - Low Risk (Finding 3)

**Item:** Activity Equipment - Balance Beam  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is some evidence of rot in the timber

**Action:** Monitor for any further deterioration and replace as required

**i** 8 - Low Risk (Finding 4)

**Item:** Activity Equipment - Balance Beam  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

**i** 6 - Low Risk (Finding 5)

**Item:** Activity Equipment - Balance Beam  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

**Action:** Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**i** 4 - Very Low Risk (Finding 6)

**Item:** Activity Equipment - Balance Beam  
**Manufacturer:** Kompan Ltd

**Risk Level:** V - Very Low Risk  
**Surface:** Grass



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

**Action:** Replace missing or damaged bolt cap covers

**i** 6 - Low Risk (Finding 1)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** The seat has minor damage or wear

**Action:** Monitor for any further deterioration and replace as required

**i** 10 - Low Risk (Finding 2)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is a large cavity within the timber support and the inspector has some concerns about the internal condition of the timber and was unable to verify the structural integrity without further testing. We recommend a Resi-PD survey to establish the condition of the timber at it's core.

**Action:** Contact the Play Inspection Company office for further information

12 - Moderate Risk (Finding 3)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

**Risk Level:** M - Moderate Risk  
**Surface:** Grass Matrix Tiles



**Finding:** A number of fixing(s) have worked loose on the suspension mounts

**Action:** Secure all loose fixings



12 - Moderate Risk (Finding 4)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

**Risk Level:** M - Moderate Risk  
**Surface:** Grass Matrix Tiles



**Finding:** A number of fixing(s) have worked loose on the secondary safety chain

**Action:** Secure all loose fixings

**i** 6 - Low Risk (Finding 5)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some evidence of fire damage to the item **Action:** Monitor for any further deterioration and repair as required

**i** 8 - Low Risk (Finding 6)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

**i** 8 - Low Risk (Finding 7)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** The seat has minor damage or wear

**Action:** Monitor for any further deterioration and replace as required

**i** 6 - Low Risk (Finding 8)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some notable evidence of chain wear

**Action:** Monitor for any further deterioration and replace when 40% worn

**i** 0 - Risk Assessment not Undertaken (Finding 9)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Kompan Ltd

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



**Finding:** This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud

**Action:** We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted

**i** 6 - Low Risk (Finding 1)

**Item:** Swings - 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Kompan Ltd

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



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

**Action:** Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**i** 8 - Low Risk (Finding 2)

**Item:** Swings - 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Kompan Ltd

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



**Finding:** The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

**i** 6 - Low Risk (Finding 3)

**Item:** Swings - 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process. **Action:** Monitor for any deterioration (rot) and replace as required

**i** 9 - Low Risk (Finding 4)

**Item:** Swings - 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Kompan Ltd

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



**Finding:** The swing seat frame is severely corroded and requires replacement

**Action:** Replace seat

**i** 0 - Risk Assessment not Undertaken (Finding 5)

**Item:** Swings - 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Kompan Ltd

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



**Finding:** This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud

**Action:** We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted

**i** 6 - Low Risk (Finding 1)

**Item:** Rocking Equipment - Misc Springer  
**Manufacturer:** Kompan Ltd

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



**Finding:** Parts of the timber are rough or splintered

**Action:** Remove all rough or sharp edges

**i** 4 - Very Low Risk (Finding 2)

**Item:** Rocking Equipment - Misc Springer  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some minor damage to the hand grips

**Action:** Monitor for any further deterioration and replace as required

**i** 6 - Low Risk (Finding 1)

**Item:** Rocking Equipment - Spring See-Saw  
**Manufacturer:** Kompan Ltd

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



**Finding:** The use of synthetic fillers in timber is not recommended; timber being a natural material will expand and contract as the moisture content changes and the use of fillers can exacerbate the length and depth of these cracks or shakes in the timber. The only treatment that is normally required is the removal of any rough or sharp edges unless the structural integrity of the item is affected.

**Action:** Remove any rough or sharp edges and monitor timber for any further deterioration

**i** 4 - Very Low Risk (Finding 1)

**Item:** Activity Equipment - Multi Play (Toddler)  
**Manufacturer:** Kompan Ltd

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



**Finding:** There are a number of dents in the slide surface

**Action:** Monitor for any further deterioration and repair as required

**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Multi Play (Toddler)  
**Manufacturer:** Kompan Ltd

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



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

**Action:** Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**i** 6 - Low Risk (Finding 3)

**Item:** Activity Equipment - Multi Play (Toddler)  
**Manufacturer:** Kompan Ltd

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



**Finding:** Parts of the timber are rough or splintered

**Action:** Remove all rough or sharp edges

**i** 6 - Low Risk (Finding 4)

**Item:** Activity Equipment - Multi Play (Toddler)  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some evidence of rot in the timber

**Action:** Monitor for any further deterioration and replace as required

**i** 6 - Low Risk (Finding 5)

**Item:** Activity Equipment - Multi Play (Toddler)  
**Manufacturer:** Kompan Ltd

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



**Finding:** A number of fixing(s) have worked loose

**Action:** Secure all loose fixings

**i** 10 - Low Risk (Finding 1)

**Item:** Ancillary Items - Boulders  
**Manufacturer:** Natural Feature

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The rocks and/or boulders have moss/algae growth apparent

**Action:** Clean and maintain

**i** 6 - Low Risk (Finding 1)

**Item:** Activity Equipment - Stilts  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process  
**Action:** Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

**i** 6 - Low Risk (Finding 1)

**Item:** Multi Use Games Area - Football Goal  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The surface has eroded in some areas  
**Action:** Reinstate the surface

## Completed Findings Information

The following items have been marked as complete by the inspector during the course of this inspection.

 8 - Low Risk (Finding 1) - Marked as complete on 30-January-2023

**Item:** Ancillary Items - Bench  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** There are trip hazards at the edges of the surface

**Action:** Reinststate surrounding surface levels to remove the trip points

**6 - Low Risk (Finding 1) - Marked as complete on 30-January-2023**

**Item:** Activity Equipment - A Frame Climber  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



**Finding:** The use of synthetic fillers in timber is not recommended; timber being a natural material will expand and contract as the moisture content changes and the use of fillers can exacerbate the length and depth of these cracks or shakes in the timber. The only treatment that is normally required is the removal of any rough or sharp edges unless the structural integrity of the item is affected.

**Action:** Remove any rough or sharp edges and monitor timber for any further deterioration

**6 - Low Risk (Finding 1) - Marked as complete on 30-January-2023**

**Item:** Rocking Equipment - Misc Springer  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is algae or moss on the surface of the equipment



**Action:** Clean and treat appropriately

**8 - Low Risk (Finding 1) - Marked as complete on 30-January-2023**

**Item:** Rocking Equipment - Misc Springer  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is algae or moss on the surface of the equipment



**Action:** Clean and treat appropriately

**i** 6 - Low Risk (Finding 1) - **Marked as complete on 30-January-2023**

**Item:** Rocking Equipment - Spring See-Saw  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

**i** 6 - Low Risk (Finding 1) - **Marked as complete on 30-January-2023**

**Item:** Activity Equipment - Stilts  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

 6 - Low Risk (Finding 1) - **Marked as complete on 30-January-2023**

**Item:** Multi Use Games Area - Football Goal  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

# Full Council Action List

## November 2022 (post Meeting)

Cllr Actions from Most Recent Meetings	Comment	
<b>Awaiting Further Updates</b>		
Article re Jamboree contribution to be written for NMPC Mag	NC	
<b>Clerk Actions (Most Recent Meetings for Information Only)</b>		
<b>In addition to standard duties</b>		
COSHH training		
<b>Clerk ongoing actions (longer term)</b>		
NatWest online banking	In progress	Will retry post elections
Add Cllr Berkeley as bank signatory at NatWest	Once online banking finalised	
Clerks add Cllr Roberts to NWB and Lloyds Accounts	NatWest actioned Lloyd's outstanding	Lloyds in progress on 3 <sup>rd</sup> attempt
<b>Long Term Actions No Immediate Resolution (Reminders)</b>		
Projector screen	JM	Is this really required? Virtually no public attendance?
War Memorial (status review before handover)	Issues with current status are repairs don't appear to be holding up	Details emailed to DBC and chased June 22 Sept 22 Mar 23
Verges/Verge hardening (currently on hold with DBC)		Chased again Mar 23
<b>Borough Councillor Actions/ County Councillor Actions</b>		
Enforcement @ Nash House now appeal refused.	JM	
Road markings at Red Lion Lane/London Road fading	JM (County)	
Surface water run off at Bunkers Lane	JM (Borough)	