Cantley with Branton Parish Council

**Minutes of the Meeting of the Parish Council held on Wednesday 1st October 2025 at Kilham Hall commencing at 6pm.**

**PRESENT**: Councillors: N. Williams (Chair), T. Gibbins, R. Odell, S. Adams, J. Sprack, Y. Butterworth and R. Boyd

**IN ATTENDANCE**: B Walton (Clerk) and two members of the public

**1) APOLOGIES FOR ABSENCE**

1.1 Apologies

1.2 Reasons for absence considered

**RESOLVED (1)**

**2) DECLARATIONS OF INTEREST**

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Items 17.1 to 17.4 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

**RESOLVED (2)**

**3) APPROVAL OF MINUTES**

3.1 Minutes of the Parish Council Meeting on 3rd September 2025

**RESOLVED (3)**

**3.1** The minutes of the Parish Council Meeting held on the 3rd September 2025 be agreed and signed by the Chairman.

**4) MEMBERS OF THE PUBLIC**

4.1 Items raised by members of the public present at the meeting

Two members of the public were present to raise the following items on Warren Park Estate – installation of a postbox, planning application by Honey Homes, site portacabins, public right of way, footpaths around the estate, park, underpass, dumped rubbish, dog fouling, double yellow lines, site lorries.

4.2 Items raised by members of the pubic via email/telephone to the Clerk and/or Councillors

**4.2.1** A resident had contacted the Clerk to request a postbox at Warren Park Estate.

**RESOLVED (4)**

**4.1** Members signposted the residents to the relevant authorities – CDC, Local MP, Ward Councillors, HSE, South Yorkshire Police.

**4.2** The Clerk had responded to the resident and informed her to contact Royal Mail.

**5) CITY OF DONCASTER COUNCIL**

5.1 Ward Councillor's Report

Apologies were received from the Ward Councillors and an update provided from Planning Enforcement Officer regarding the car sales garage on Chapel Lane.

5.2 Update on the MUGA

Landscaper is due to return to complete the groundworks where the compound was the week commencing 6th October 2025. The Clerk has met with CDC regarding the outstanding balance

Signed::………………………………………………………...Dated:…………………………:

owed to CDC once the Parish Council are happy with everything. The Parish Council owes CDC £2747. However there remains a refund due back to the Parish Council of £12221. The Clerk has asked CDC to confirm with their finance team whether they can simply deduct our outstanding fee from the amount owed to us and return the net balance or whether we have to settled their invoice in full first before receiving the full refund.

5.3 Identify any new Highway matters

The following issues were raised:

- Kingsmead, Valley Drive and Rural Crescent – paths are uneven, tarmac crumbling
- Parking at Valley Drive and Rural Crescent is illegal
- Valley Drive and Rural Crescent near the School there is no street lighting

**RESOLVED (5)**

**5.1** The Ward Councillors update was noted.

**5.2** The Update on the MUGA was noted and clarification is awaited from CDC.

**5.4** The Clerk will enquire about the new highway matters identified with CDC and inform South Yorkshire Police of the parking issues.

**6) CLERK'S REPORT AND ADMINISTRATION ISSUES**

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. The Clerk highlighted the issue with the Old Cantley Christmas Illuminations and H.M. Land Registry regarding ownership of land.

6.2 To consider any amendments/updates/content to the Website and Facebook

Updates are carried out daily/weekly. The new website host should have the new site completed by the beginning of next week so the Clerk will share a link with Members.

**RESOLVED (6)**

**6.1** The Clerk's Report was noted. The Clerk will order an ordnance survey may at a cost of approximately £20 to send to H.M. Land Registry.

**6.2.1** The Clerk will continue to liaise with Aires Networks Ltd relating to the progression of the new website.

**6.2.2** The Clerk will inform Aires Networks Ltd of the inclusion of Councillor photographs.

**7) KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS**

7.1 Gardener/Handyman's Action Tracker

The Clerk updated Members on the Handyman's tracker and future actions that will be required following the ROSPA inspection.

7.2 Pictoral Sign at the Entrance to Kilham Hall Field

The Clerk sought three quotes, two couldn't provide quotes the third quoted £95 to update the existing sign.

7.3 Kilham Hall Management Committee

The Clerk informed Members of the discussions that took place on the 15th September regarding the Disability Access Audit and Fire Responsibilties.

**RESOLVED (7)**

**7.1** Members approved the purchase of playground equipment to carry out repairs recommended by ROSPA.

**7.2** Members approved the quote to update the sign for the entrance to Kilham Hall Field at a cost of £95.

**7.3** The Clerk is to look at the Deed between KHMC and the Parish Council prior to the next KHMC meeting on the 20th October 2025.

**8) PARISH MATTERS**

8.1 Litter Picking Roadsigns

The Clerk provided members with a quote for litter picking roadsigns however recommended the Parish Council wait until their request to CDC expires on 25th November.

8.2 Community Litter Pick

Councillor Gibbins informed Members of the date of the next litter pick – 1st November 2025.

Signed::…………………………………………………………...Dated:…………………………:

8.3 Armistice Day Displays
The Clerk asked Members to consider dates for installation and removal of the armistice day displays round the Parish.

8.4 Kilham Hall Car Park
The Clerk asked Members to consider the closing times for the car park for the Winter months.

8.5 Annual Fire Shutter Testing
The Clerk informed Members of the date for the annual testing.

8.6 Annual Intruder Alarm Testing
The Clerk informed Members of the date for the annual testing.

**RESOLVED (8)**

**8.1** Members will await a reply from CDC regarding litter picking signs before purchasing any.
**8.2** Members noted the next litter pick and requested the Clerk advertise the same on Facebook.
**8.3** Members agreed for displays to be installed the week commencing 20th October and removed week commencing 24th November 2025. The Clerk will inform the Handyman.
**8.4** Members resolved to close the gates at 4pm after the clocks change.
**8.5** Members noted the date booked for the annual shutter testing.
**8.6** Members noted the date booked for the annual intruder alarm testing as 10th September 2025 not 2024.

**9) PARISH COUNCIL MATTERS**

9.1 Quarterly Newsletter
The Clerk shared with Members the content of the Winter Newsletter for approval together with its publication in the Today Magazine and the Arrow Magazine.

9.2 SLCC Annual Membership
Members were informed of this years renewal figure in the sum of £190, and the new automatic renewal system.

9.3 Civility and Respect Statement of Assurance
The Clerk reminded Members that they had previously adopted the Civility and Respect Pledge. YLCA are now asking all Members to sign the Statement of Assurance.

9.4 New Projects for 2026/2027 for Inclusion in the Budget
Members were asked to consider any proposals for new projects, initiatives or expenditures that may require inclusion in the 2026/2027 budget.

RESOLVED (9)

**9.1** Members approved the content of the Winter Newsletter and its publication in the Today Magazine and Arrow Magazine.
**9.2** Members noted the SLCC renewal for 2025/2026 and approved the same together with the automatic enrolment.
**9.3** Members signed the Civility and Respect Statement of Assurance and returned them to the Clerk.
**9.4** Members suggested the following actions relating to new projects/initiatives/expenditures:

- External works for access for DDA
- Additional car parking at front of Kilham Hall
- Screen/Projector for meeting room
- Pantomime donations reduce over coming years
- New CCTV system around Kilham Hall
- CCTV Camera for Warren Park and annual maintenance
- New tubs/planters for Kilham Hall
- Repairs to Park following ROSPA Inspection

**10) FINANCIAL**

10.1 PKF Littlejohn's Section 3 of the AGAR and Notice of Conclusion
The Clerk provided Members with PKF Littlejohn's Section 3 of the AGAR together with the Notice of Conclusion of Audit for information/approval.

10.2 Direct Bank Payments
That the following payments are duly approved:

Signed::…………………………………………………………...Dated:…………………………:

| Ref No. | To Whom Paid | Net | VAT | Total | Power/Section |
|---|---|---|---|---|---|
| | | £ | £ | £ | |
| 25/75 | Clerk - Payroll | tbc | | tbc | GPoC |
| 25/76 | Handyman - Payroll | tbc | | tbc | GPoC |
| 25/77 | HMRC | tbc | | tbc | GPoC |
| DD05/14 | NEST Pension | tbc | | tbc | GPoC |
| DD06/05 | Plusnet | 26.99 | 0 | 26.99 | GPoC |
| DD02/51 | O2 Mobile | 11.50 | 2.3 | 13.8 | GPoC |
| 25/78 | SLCC Annual Membership | 190.00 | 0 | 190 | GPoC |
| 25/79 | ROSPA Park Inspection | 176.00 | 35.20 | 211.2 | GPoC |
| 25/80 | Clerk - Ink | 24.55 | 0.00 | 24.55 | GPoC |
| 25/81 | CDC - Xmas Infrastructure Warren Park | 2,856.07 | 0.00 | 2856.07 | GPoC |
| 25/82 | PKF Littlejohn - External Audit | 420.00 | 0.00 | 420 | GPoC |
| 25/83 | Metro Secure - Alarm Service | 87.50 | 17.50 | 105 | GPoC |
| 25/84 | Clerk - Postal Order & Stamps | 11.13 | 0.00 | 11.13 | GPoC |
| 25/85 | Handyman's Expenses | 86.15 | 17.23 | 103.38 | GPoC |
| 25/86 | CDC - 660ltr bin | 199.29 | 0.00 | 199.29 | GPoC |
| 25/87 | Clerk - Ink | 24.99 | 0.00 | 24.99 | GPoC |
| 25/88 | Clerk - Poppy Display Materials | 24.17 | 0.00 | 24.17 | GPoC |

* The Local Government Transparency Code 2015 states Parish Councils do not have to publish the names or individual pay details of staff earning below £50,000.

10.3 Internal Control Exercise
The Clerk presented Members with the internal control exercise carried out by Councillor Odell and Councillor Butterworth for information.

10.4 2nd Quarter Bank Reconciliation/Level of Reserves
Members were provided with the 2nd quarter bank reconciliation showing a balance, across the current and savings accounts, of £101,681 as at 1st October 2025.

10.5 Frequency of Bank Reconciliations
The Clerk informed Members that currently bank reconciliations are presented quarterly however it is good governance to receive these monthly.

10.6 2nd Quarter Budget Monitoring Report
The Clerk requested this item be deferred to the November meeting.

10.7 2nd Quarter HMRC Return
The Clerk presented Members with the 2nd quarter HMRC return - £339.02 to claim.

10.8 Poppy Donation
The Clerk sought approval for the provision of a poppy wreath for the Local School and Kilham Hall field.

10.9 Corporate Credit Card
The Clerk asked Members to consider obtaining a corporate credit card or pre-paid top up card for use by the Clerk, in place of her personal credit card/bank account, to support transparency and good governance. The Clerk provided Members with a number of options for consideration.

10.10 Bank Statements
The Clerk presented Members with the bank statements for 1st to 30th September 2025 showing a balance of £101,681, for consideration and approval by the Members appointed to check internal controls are being met.

10.11 Introduction to (AGAR) Assertion 10 Digital & Data Compliance
Members noted the additional information relating to Assertion 10 and the details of the webinar relating to the same.

Signed::…………………………………………………………...Dated:…………………………:

**RESOLVED (10)**
**10.1** PKF Littlejohn's Section 3 of the AGAR and Notice of Conclusion of Audit were noted. The Clerk has already advertised the same on the Parish Council's Notice Boards and Website.
**10.2** The direct payments were duly approved.
**10.3** Member's noted the internal control exercise carried out on Saturday 20th September 2025.
**10.4** Members approved the 2nd quarter bank reconciliation and noted the level of reserves.
**10.5** Members approved to receive the bank reconciliation on a monthly basis.
**10.6** This item was deferred to the November meeting.
**10.7** Members noted the amount of £339.02 to be claimed back from HMRC. The Clerk will submit a claim.
**10.8** Members approved to donate £100 to the Royal British Legion and to request two poppy wreaths – one for the local primary school and one for Kilham Hall playing field.
**10.9** Members approved to obtain a corporate credit card and agreed to go with the current bank provider, Unity Trust, at a £6 per month fee.
**10.10** The bank statements were noted and the Members appointed to check internal controls are being met signed them.
**10.11** Members noted the additional information on Assertion 10 and approved for the Clerk to attend the Webinar on the 30th October at a cost of £10.

**11) POLICIES/PROCEDURES**
11.1 The following Policies were considered:
11.1.1 Corporate Credit Card Policy (new).
11.1.2 Pensions and Retirement Policy (reviewed)

**RESOLVED (11)**
**11.1.1 to 11.1.2** The above Policies were all approved.

**12) PLANNING APPLICATIONS**
12.1 Updates on previous planning applications were noted. The following new planning applications were considered:

| | | |
|---|---|---|
| 12.1.1 225/01881/TCON The Farm, Main Street, Old Cantley | Notice of intention to undertake various pruning on a Cherry Tree, within Old Cantley Conservation Area | No comments or concerns |

**RESOLVED (12)**
**12.1.1** Feedback is given to the Planning Department at CDC on the planning applications received.

**13) POLICE ISSUES**
13.1 Police Issues
There was no feedback from the drop in on Tuesday 15th September 2025.
**RESOLVED (13)**
**13.1** Members noted the police update.
**13.1** The Clerk will advertise the future Police Drop In sessions on social media and the website.

**14) TRAINING/EXTERNAL MEETINGS**
14.1 Village Hall Webinar
Councillor Gibbins attended the above webinar and provided feedback to Members.
14.2 YLCA South Yorkshire Branch Meeting
The Clerk reminded Members of the YLCA South Yorkshire Branch Meeting to be held on 8th October via zoom.
**RESOLVED(14)**
**14.1** The Clerk is to review the GDPR/CCTV Policies and check that KHMC has a music licence.
**14.2** Councillor Williams and Councillor Gibbins passed on their apologies.

Signed::………………………………………………………………...Dated:…………………………:

**15) ITEMS OF CORRESPONDENCE**

15.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin.

**RESOLVED (15)**

**15.1** That the items of correspondence denoted on the agenda be received and duly noted.

**16) DATE OF NEXT MEETING**

**RESOLVED (16)**

That the next meeting be held on Wednesday 5th November 2025 commencing at 6pm.

**17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

17.1 Clerk's September Timesheet and Quarter 1 Mileage Claim

The Clerk's timesheet for September was shared for information together with Quarter 1 mileage claim form.

17.2 Review Clerk's Working Hours

This item was deferred until early 2026.

17.3 Handyman's September Timesheet

Handyman's timesheet for September was shared for information.

17.4 Staffing Committee Minutes

Members were provided with the Staffing Committee Minutes from the meetings on 16th September and 30th September 2025 for information.

**RESOLVED (17)**

**17.1** The Clerk's timesheet was received and approval was given to pay the additional hours worked. The Clerk's mileage was approved.

**17.2** Deferred until January 2026

**17.1 & 17.3** The Clerk will forward timesheets and mileage claim to the payroll provider.

**17.3** Members noted the Handyman's timesheet.

**17.4** Members noted and approved the Staffing Committee minutes and approved a draft letter to send to the Handyman. The Clerk will finalise and send the same.

The meeting closed at 8pm.



Signed::…………………………………………………………...Dated:…………………………:

# Safety Inspection Report

Annual Inspection

# Kilham Hall - Fenced Area

Cantley with Branton Parish Council

18 September 2025

# Safety Inspection Report

## Annual Inspection

| | |
|---|---|
| Site name: | **Kilham Hall - Fenced Area** |
| Date of inspection: | **18 September 2025** |
| Inspector: | **Mike Griffiths** |

## Dog Grid

**Innate risk score:** 6

| Description | Tasks | Risk score |
|---|---|---|
| Additional comments are noted below. | Monitor. | 5 |

## Seating - Bench

**Innate risk score:** 3

| Description | Tasks | Risk score |
|---|---|---|
| The gaps between the slats exceed 30 mm and are known to cause entrapments. | No reasonably practicable action is identified. | 4 |

## Litter Bin

**Innate risk score:** 3

| Description | Tasks | Risk score |
|---|---|---|

**No Findings**

## Fencing - Bow-Top

**Innate risk score:** 3

| Description | Tasks | Risk score |
|---|---|---|

**No Findings**

## Signage

**Innate risk score:** 2

| Description | Tasks | Risk score |
|---|---|---|

**No Findings**

## Multiplay - Junior

**Innate risk score:** 6

| Description | Tasks | Risk score |
|---|---|---|
| Finger entrapment. | Eliminate the entrapment. | 9 |
| Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk. | The protective surface under all bars and rings must be kept in good condition. | 8 |
| There is a head entrapment. | No reasonably practicable action is identified. | 6 |
| There is a toggle entrapment. | The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes. | 6 |
| The spacing between the barrier bars is in excess of 89 mm. | Read the notes for further action., No reasonably practicable action is identified. | 6 |
| Item is rusting in places. | Descale. | 6 |
| Paintwork is in poor condition. | De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe. | 5 |
| The equipment is easily accessible, has a free height of fall exceeding 600 mm, but does not have barriers to the standing surface. | The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes. | 5 |
| Slide bar not fitted across the access to the slide. | The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes. | 3 |

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

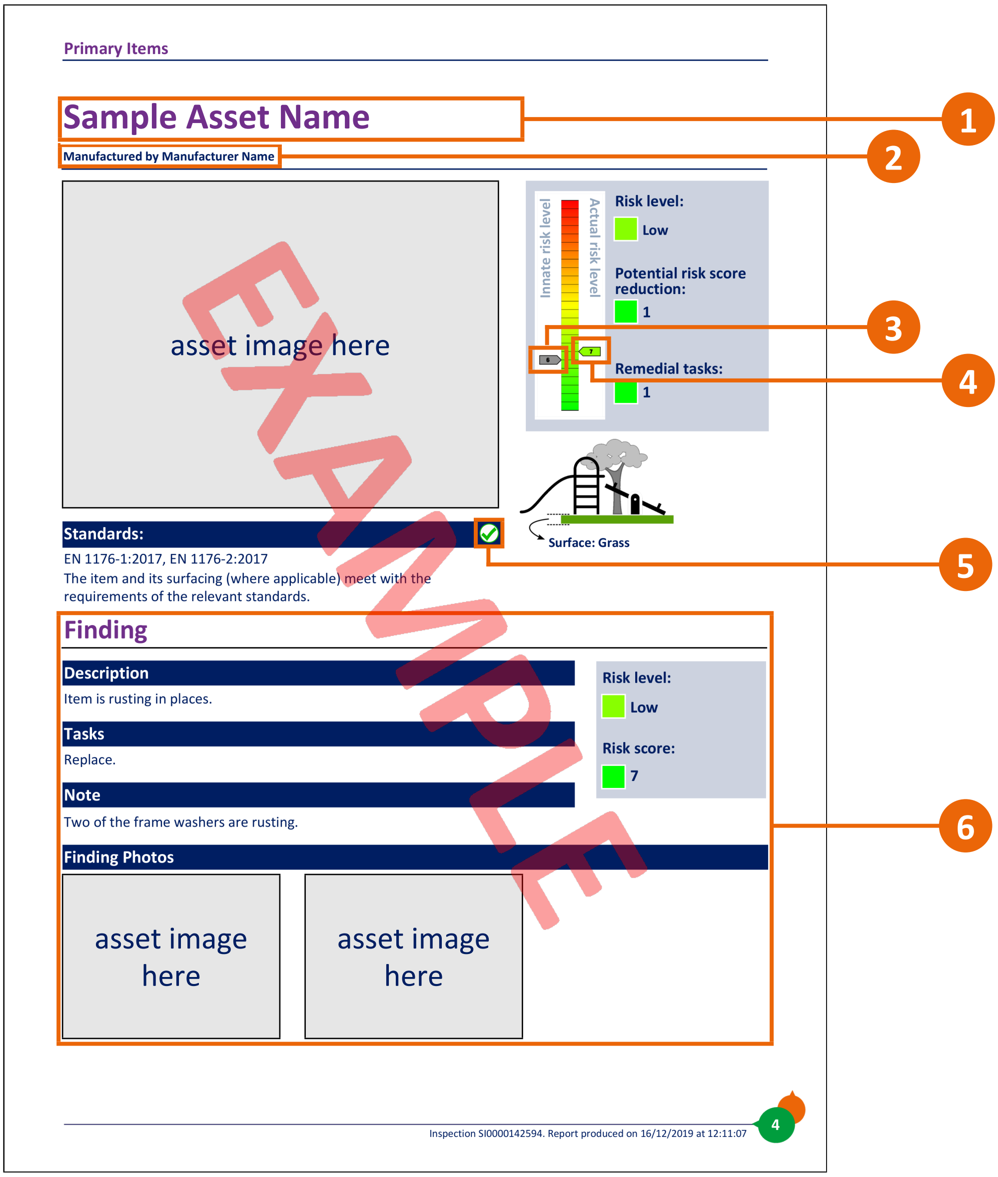
**Innate risk score:** 6

| Description | Tasks | Risk score |
|---|---|---|
| Some chain wear. | Monitor for further deterioration and replace before 40% wear. | 7 |
| Paintwork is in poor condition. | De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe. | 5 |

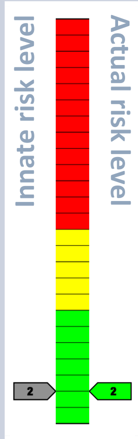
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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

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



# Signage

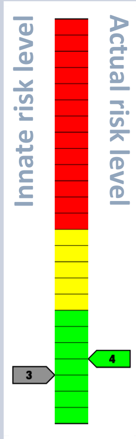

**Risk level:**

Very low

Risk score as low as possible

No remedial tasks

# Seating - Bench




**Risk level:**

Low

**Potential risk score reduction:**

1

**Remedial tasks:**

1

## Maintenance Finding

### Description

The gaps between the slats exceed 30 mm and are known to cause entrapments.

### Tasks

No reasonably practicable action is identified.

**Risk level:**

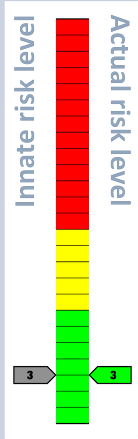
Low

**Risk score:**

4

### Finding Photos

# Litter Bin



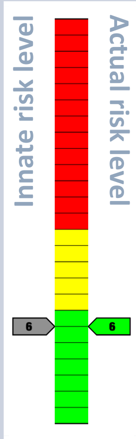

**Risk level:**

Very low

Risk score as low as possible

No remedial tasks

# Dog Grid




**Risk level:**

Low

Risk score as low as possible

**Remedial tasks:**

1

## Maintenance Finding

### Description

Additional comments are noted below.

### Tasks

Monitor.

### Note

RoSPA recommend the provision of a minimum of two entrances to reduce the risk of intimidation and bullying.

**Risk level:**

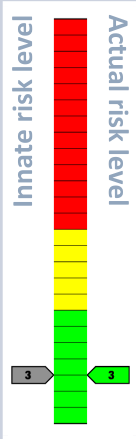
Low

**Risk score:**

5

### Finding Photos

# Fencing - Bow-Top




**Risk level:**

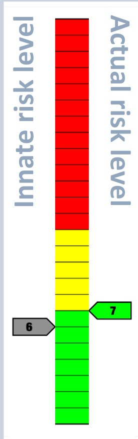
Very low

Risk score as low as possible

No remedial tasks

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

**Manufactured by (Unknown)**




**Risk level:**

Low

**Potential risk score reduction:**

1

**Remedial tasks:**

2

Surface: **Rubber - Mulch - Bonded**
at a depth of **90 mm**

## Standards:

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

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

# Maintenance Finding

## Description

Some chain wear.

## Tasks

Monitor for further deterioration and replace before 40% wear.

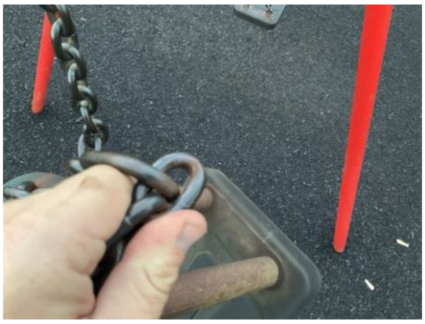
**Risk level:**

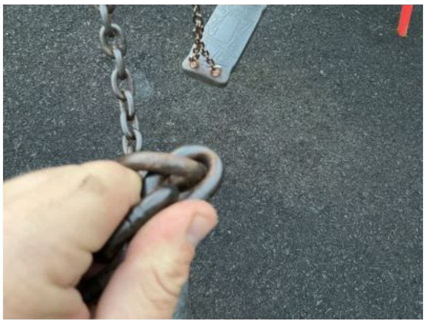
Low

**Risk score:**

7

## Finding Photos





# Maintenance Finding

## Description

Paintwork is in poor condition.

## Tasks

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

**Risk level:**

Low

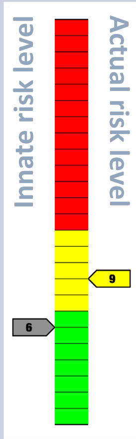
**Risk score:**

5

## Finding Photos

# Multiplay - Junior

**Manufactured by (Unknown)**




**Risk level:**

Medium

**Potential risk score reduction:**

3

**Remedial tasks:**

10

Surface: **Rubber - Mulch - Bonded** at a depth of **100 mm**

## Standards:

EN 1176-1:2017+A1:2023

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

Equipment Standard Compliance Findings
1. Finger entrapment.
2. There is a head entrapment.
3. There is a toggle entrapment.
4. The spacing between the barrier bars is in excess of 89 mm.
5. The equipment is easily accessible, has a free height of fall exceeding 600 mm, but does not have barriers to the standing surface.
6. Slide bar not fitted across the access to the slide.

The item has the following maintenance findings:
1. Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.
2. Item is rusting in places.
3. Paintwork is in poor condition.

# Standard Compliance Finding

## Description

Finger entrapment.

## Tasks

Eliminate the entrapment.

**Risk level:**

Medium

**Risk score:**

9

## Finding Photos

# Standard Compliance Finding

## Description

There is a head entrapment.

## Tasks

No reasonably practicable action is identified.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos

# Standard Compliance Finding

## Description

There is a toggle entrapment.

## Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos

# Standard Compliance Finding

## Description

The spacing between the barrier bars is in excess of 89 mm.

## Tasks

Read the notes for further action., No reasonably practicable action is identified.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos

# Standard Compliance Finding

## Description

The equipment is easily accessible, has a free height of fall exceeding 600 mm, but does not have barriers to the standing surface.

## Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

**Risk level:**

Low

**Risk score:**

5

## Finding Photos

# Standard Compliance Finding

## Description

Slide bar not fitted across the access to the slide.

## Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

**Risk level:**

Very low

**Risk score:**

3

## Finding Photos

# Maintenance Finding

## Description

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

## Tasks

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

**Risk level:**

Medium

**Risk score:**

8

## Finding Photos

# Maintenance Finding

## Description

Item is rusting in places.

## Tasks

Descale.

## Note

The rusted fixings (mainly underside) have had a coat of paint. Monitor for corrosion and fixtures loosening.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos

# Maintenance Finding

## Description

Paintwork is in poor condition.

## Tasks

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

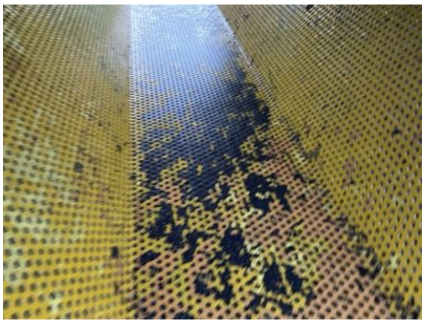
**Risk level:**

Low

**Risk score:**

5

## Finding Photos



## General Notes

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

Risks are calculated in this way:

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

## General Notes

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

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

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

Table 1 – Risk Score Matrix

| | Severity | | | | | |
|---|---|---|---|---|---|---|
| Likelihood | | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
| | 1 = Rare | 1 LOW | 2 LOW | 3 LOW | 4 LOW | 5 LOW |
| | 2 = Unlikely | 2 LOW | 4 LOW | 6 LOW | 8 MEDIUM | 10 MEDIUM |
| | 3 = Moderate | 3 LOW | 6 LOW | 9 MEDIUM | 12 MEDIUM | 15 HIGH |
| | 4 = Likely | 4 LOW | 8 MEDIUM | 12 MEDIUM | 16 HIGH | 20 HIGH |
| | 5 = Certain | 5 LOW | 10 MEDIUM | 15 HIGH | 20 HIGH | 25 HIGH |

## General Notes

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

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

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

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

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

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

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

## General Notes

**What We Inspect**

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

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

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

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

**What We Don’t Inspect**

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

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

# General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.
We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.
The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

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

**Ownership**
There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.
**Contemporaneous Findings**
Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

**Timber**
Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.
We can undertake more in-depth testing of your playground timbers using resistance penetration.
Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.
The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.
Please contact us for pricing and further information.

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

# General Notes

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

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

**Table 1**

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

# EN 1176 Notes – Summary of Requirements

**PROTECTION AGAINST INJURIES IN THE FREE SPACE**
* No obstacles in the minimum space (other than structures to assist or safeguard the user)
* Traffic flows should not go through the minimum space

**PROTECTION AGAINST INJURIES IN THE FALLING SPACE**
* Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

**PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT**
* No unexpected obstacles

**SURFACING SAFETY REQUIREMENTS**
* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

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

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

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

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

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

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

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

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

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

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

**FINGER ENTRAPMENTS**
These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
* Tube ends should be securely enclosed and removable only with tools
* Moving gaps should not close to less than 12mm

**BARRIERS AND GUARD-RAILS**
* Handrail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

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

**EASILY ACCESSIBLE EQUIPMENT**
* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

**NOT EASILY ACCESSIBLE EQUIPMENT**
* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

**MEANS OF ACCESS**
All means of access should have no entrapments; be securely fixed; be level to ± 3°(ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# EN 1176 Notes – Summary of Requirements

**SWINGS**
**REQUIREMENTS**
* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.
**DIMENSIONS**
* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)
**SITING**
* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic
**SURFACING REQUIREMENTS**
Forward and Back
* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m
Side width
* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
* Areas for two seats in one bay may overlap providing the distance between seats is correct
Single point swings
* Circular area with a radius equal to the Forward and Backward figure for other swings

**SLIDES**
**SAFETY REQUIREMENTS**
* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.
N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm
Sliding sections
* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm
RUN -OUTS
* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)
* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum
* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

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

**CABLE RUNWAYS**
**SAFETY REQUIREMENTS**
* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m
**IMPACT AREAS**
* 2m either side of main cable

**ROTATING ITEMS**
NOTE: Rotating items under 500mm diameter are excluded from these requirements
SAFETY REQUIREMENTS
* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm
SPECIFIC REQUIREMENTS
There are specific requirements for different types of roundabout. The two most common ones are:
Platform roundabouts:
* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

Giant revolving discs
* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

**MINIMUM SPACE**

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded,

**SURFACING REQUIREMENTS**

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

**ROCKING ITEMS**

**DEFINITIONS**

* Rocking equipment which can be moved by the user and is supported from below
* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

**SAFETY REQUIREMENTS**

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

**MINIMUM SPACE**

* 1000mm between items at maximum movement.

**SURFACING REQUIREMENTS**

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

**INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION**

**SAFETY**

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

**INSPECTION**

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

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety
* An inspection schedule should be prepared for each playground, listing components and methods
* Appropriate action should be taken if defects are noted

**ROUTINE MAINTENANCE**

* Basic routine maintenance details should be supplied by the manufacturer

**CORRECTIVE MAINTENANCE**

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

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# Safety Inspection Report

Annual Inspection

# Kilham Hall - Unfenced Area

Cantley with Branton Parish Council

18 September 2025

# Safety Inspection Report

## Annual Inspection

| | |
|---|---|
| Site name: | **Kilham Hall - Unfenced Area** |
| Date of inspection: | **18 September 2025** |
| Inspector: | **Mike Griffiths** |

## Surfacing - Mulch - Bonded

**Innate risk score:** 3

| Description | Tasks | Risk score |
|---|---|---|
| Trip points on the surface. | Read the notes for further action. | 7 |

## Seating - Picnic Tables

**Innate risk score:** 4

| Description | Tasks | Risk score |
|---|---|---|

**No Findings**

## Seating - Bench

**Innate risk score:** 3

| Description | Tasks | Risk score |
|---|---|---|

**No Findings**

## Signage - Fitness

**Innate risk score:** 2

| Description | Tasks | Risk score |
|---|---|---|

**No Findings**

## Swing - Basket

Innate risk score: 8

| Description | Tasks | Risk score |
|---|---|---|
| Chain links notched. | Replace the worn parts. | 10 |
| Trip points on the surface. | Read the notes for further action. | 6 |

## Cableway - Seated

Innate risk score: 5

| Description | Tasks | Risk score |
|---|---|---|
| Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is | Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time. | 10 |
| Chain link connectors notched. | Replace worn parts. | 9 |
| Item has some parts missing. | Replace the missing parts. | 8 |
| Trip points on the surface. | Read the notes for further action. | 6 |
| The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken. | Dismantle and inspect according to manufacturer's instructions. | 6 |

## Adult Fitness - Pull Up

Innate risk score: 7

| Description | Tasks | Risk score |
|---|---|---|
| Appropriate signage must be installed as per EN 16630. The standard requires, a) an information sign at the facility, and b) information on or adjacent to each piece of equipment. See the full standard for details. | Add appropriate signage. | 8 |

## Adult Fitness - Cross Trainer

Innate risk score: 8

| Description | Tasks | Risk score |
|---|---|---|

No Findings

## Ball Wall

**Innate risk score:** 8

| Description | Tasks | Risk score |
|---|---|---|
| Surface is wearing. | Read the notes for further action. | 4 |

## Adult Fitness - Dip Station

**Innate risk score:** 7

| Description | Tasks | Risk score |
|---|---|---|

No Findings

## Adult Fitness - Leg Press

**Innate risk score:** 7

| Description | Tasks | Risk score |
|---|---|---|

No Findings

## Adult Fitness - Shoulder Press

**Innate risk score:** 7

| Description | Tasks | Risk score |
|---|---|---|

No Findings

## Adult Fitness - Exercise Bike

**Innate risk score:** 6

| Description | Tasks | Risk score |
|---|---|---|

No Findings

## Adult Fitness - Abs Bench

**Innate risk score:** 6

| Description | Tasks | Risk score |
|---|---|---|

No Findings

## Climber - Wall

**Innate risk score:** 5

| Description | Tasks | Risk score |
|---|---|---|
| Item is cracked. | Read the notes for further action. | 4 |

## Table Tennis Table

**Innate risk score:** 5

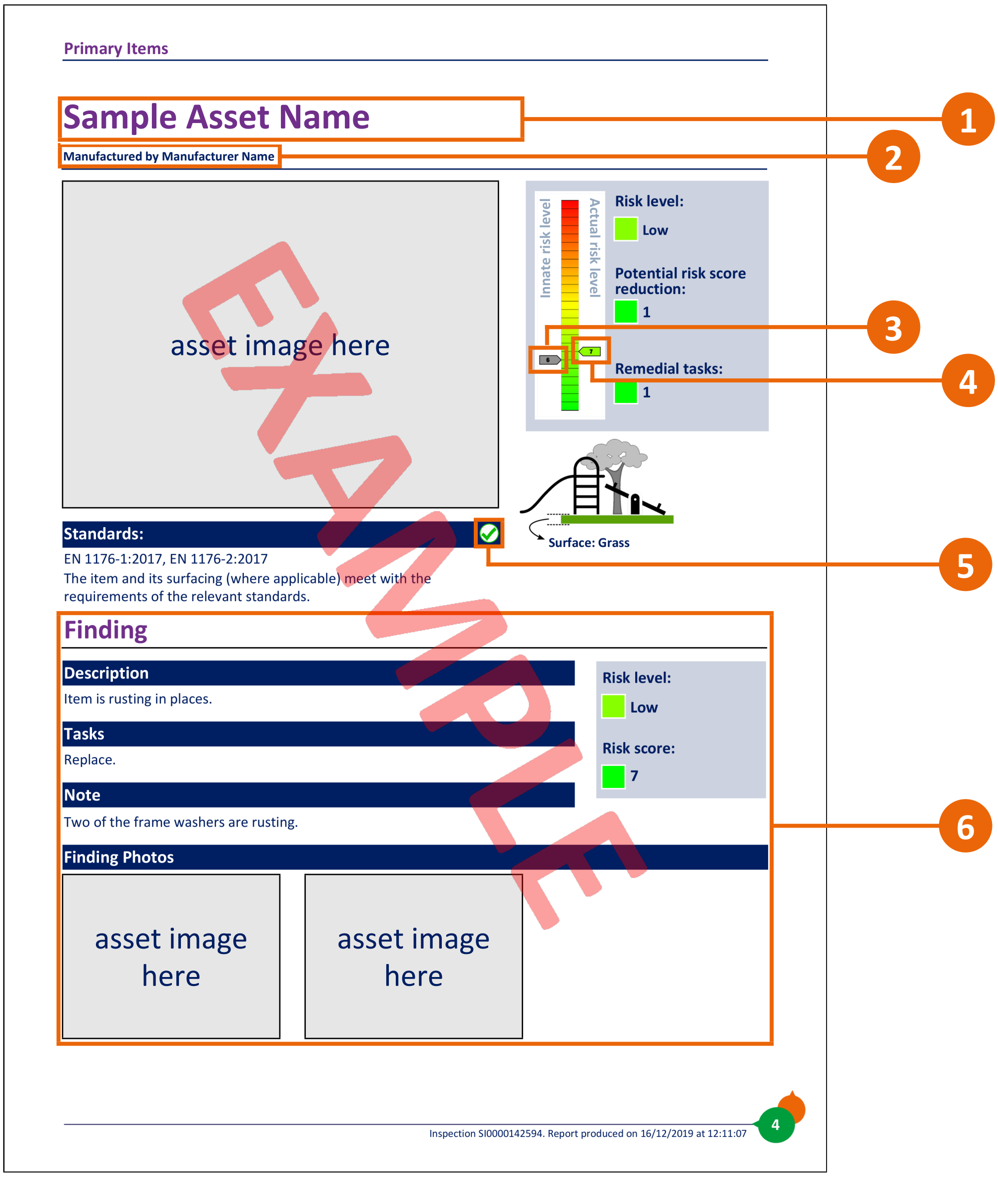
| Description | Tasks | Risk score |
|---|---|---|

No Findings

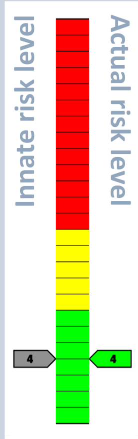
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

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

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



# Seating - Picnic Tables



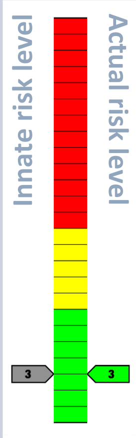

**Risk level:**

**Low**

**Risk score as low as possible**

**No remedial tasks**

# Seating - Bench



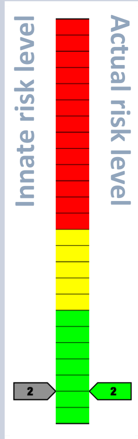

**Risk level:**

Very low

Risk score as low as possible

No remedial tasks

# Signage - Fitness

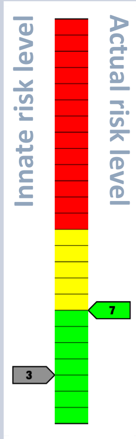

Risk level:

Very low

Risk score as low as possible

No remedial tasks

# Surfacing - Mulch - Bonded




**Risk level:**

Low

**Potential risk score reduction:**

4

**Remedial tasks:**

1

## Maintenance Finding

### Description

Trip points on the surface.

### Tasks

Read the notes for further action.

### Note

Each of the fitness items is sat on impact attenuating surfacing. Unfortunately, these have inserted concrete surrounds. There are trip points but these are tolerably low risk following the remedial work under the 3-tier bars. Monitor.

**Risk level:**

Low

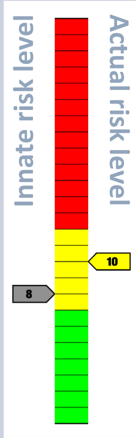
**Risk score:**

7

### Finding Photos

# Swing - Basket

**Manufactured by Wicksteed Leisure Ltd**




**Risk level:**

Medium

**Potential risk score reduction:**

2

**Remedial tasks:**

2

Surface: **Rubber - Mulch - Bonded** at a depth of **50 mm**

## Standards:

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

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

# Maintenance Finding

### Description

Chain links notched.

### Tasks

Replace the worn parts.

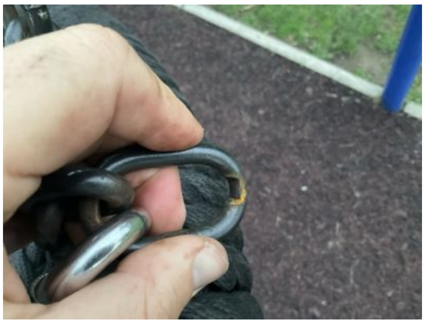
**Risk level:**

Medium

**Risk score:**

10

### Finding Photos



# Maintenance Finding

## Description

Trip points on the surface.

## Tasks

Read the notes for further action.

## Note

Build up ground level to remove trip points. Inspector notes trip points are few, but that the trip could be into a moving swing.

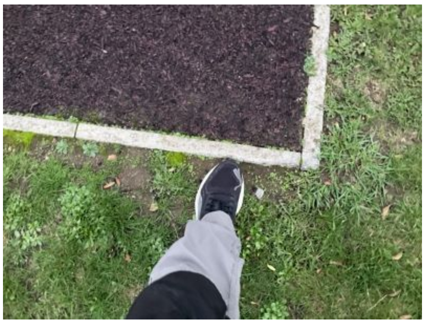
**Risk level:**

Low

**Risk score:**

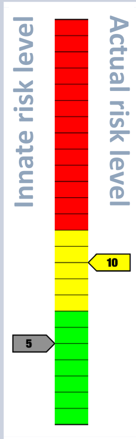
6

## Finding Photos



# Cableway - Seated

**Manufactured by (Unknown)**




**Risk level:**

Medium

**Potential risk score reduction:**

5

**Remedial tasks:**

5

Surface: **Rubber - Mulch - Bonded** at a depth of **40 mm**

## Standards:

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

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

# Maintenance Finding

## Description

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

**Risk level:**

Medium

**Risk score:**

10

## Tasks

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

## Note

Inspector advised in line with manufacturer's instructions that the cable which inserts internally through the crossbar is dismantled, checked and serviced with the tension reset.

## Finding Photos

# Maintenance Finding

## Description

Chain link connectors notched.

## Tasks

Replace worn parts.

**Risk level:**

Medium

**Risk score:**

9

## Finding Photos

# Maintenance Finding

## Description

Item has some parts missing.

## Tasks

Replace the missing parts.

## Note

A repeat from 2024. The finger guards are worn. The gap between cable and seat is 1.91 m. Install finger guards.

**Risk level:**

Medium

**Risk score:**

8

## Finding Photos

# Maintenance Finding

## Description

Trip points on the surface.

## Tasks

Read the notes for further action.

## Note

Build up ground level to remove trip points.

**Risk level:**

Low

**Risk score:**

6

## Finding Photos

# Maintenance Finding

## Description

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

## Tasks

Dismantle and inspect according to manufacturer's instructions.

## Note

The traveller continues to run quite slowly. This in the main appears to be due to slack in the cable. The inner parts of the traveller should be periodically checked and serviced.

**Risk level:**

Low

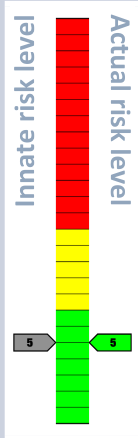
**Risk score:**

6

## Finding Photos

# Climber - Wall

**Manufactured by (Unknown)**




Risk level:

Low

Risk score as low as possible

Remedial tasks:

1

Surface: **Rubber - Mulch - Bonded** at a depth of **50 mm**

## Standards:

EN 1176-1:2017+A1:2023

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

# Maintenance Finding

## Description

Item is cracked.

## Tasks

Read the notes for further action.

## Note

Inspector notes repairs to previous cracking are completed. Monitor hairline crack, repair when necessary.

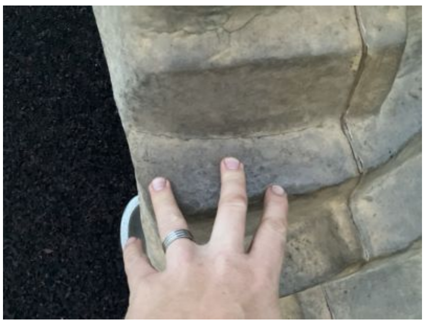
Risk level:

Low

Risk score:

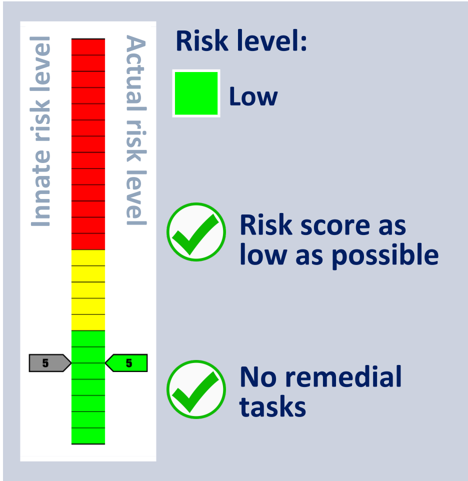
4

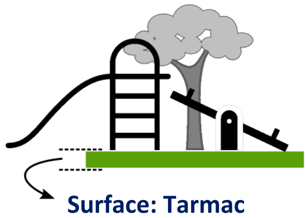
## Finding Photos



# Table Tennis Table

**Manufactured by HeBlad**



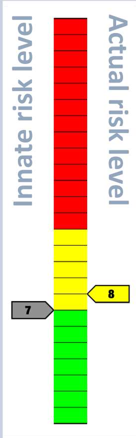

## Standards:

None

There are no standards applicable for this unit, but the safety requirements and principles of other standards have been used to ensure the unit is suitably safe.

# Adult Fitness - Pull Up

**Manufactured by The Great Outdoor Gym Company Ltd**




**Risk level:**

Medium

**Potential risk score reduction:**

1

**Remedial tasks:**

1

**Surface: Mixed Surface**

## Standards:

EN 16630:2015

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

Equipment Standard Compliance Findings

1. Appropriate signage must be installed as per EN 16630. The standard requires, a) an information sign at the facility, and b) information on or adjacent to each piece of equipment. See the full standard for details.

There are no maintenance findings for this item.

# Standard Compliance Finding

## Description

Appropriate signage must be installed as per EN 16630. The standard requires, a) an information sign at the facility, and b) information on or adjacent to each piece of equipment. See the full standard for details.

## Tasks

Add appropriate signage.

**Risk level:**

Medium

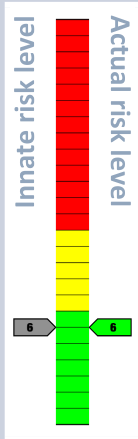
**Risk score:**

8

## Finding Photos

# Adult Fitness - Exercise Bike

**Manufactured by The Great Outdoor Gym Company Ltd**




**Risk level:**

Low

Risk score as low as possible

No remedial tasks

**Surface: Rubber - Mulch - Bonded**

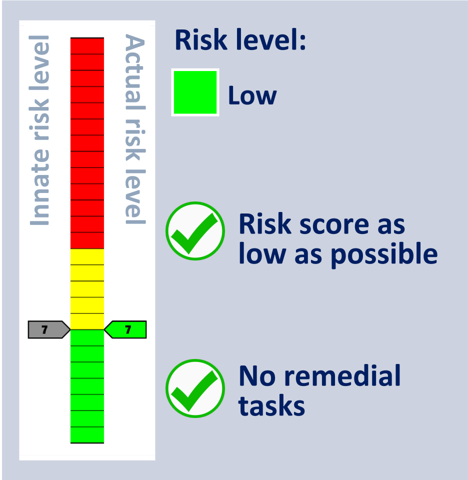
## Standards:

EN 16630:2015

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

# Adult Fitness - Dip Station

**Manufactured by The Great Outdoor Gym Company Ltd**




## Standards:

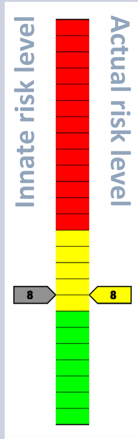
EN 16630:2015

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

Surface: **Rubber - Mulch - Bonded** at a depth of **40 mm**

# Adult Fitness - Cross Trainer

**Manufactured by The Great Outdoor Gym Company Ltd**

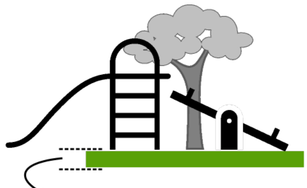



**Risk level:**

Medium

Risk score as low as possible

No remedial tasks



**Surface: Rubber - Mulch - Bonded**

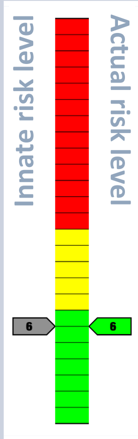
## Standards:

EN 16630:2015

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

# Adult Fitness - Abs Bench

**Manufactured by The Great Outdoor Gym Company Ltd**




**Risk level:**

Low

Risk score as low as possible

No remedial tasks

Surface: **Rubber - Mulch - Bonded** at a depth of **40 mm**

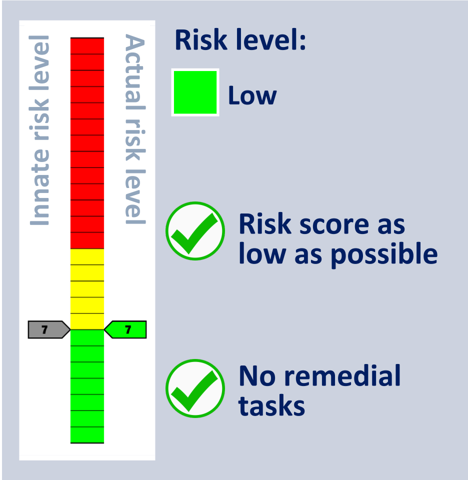
## Standards:

EN 16630:2015

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

# Adult Fitness - Leg Press

**Manufactured by The Great Outdoor Gym Company Ltd**




Surface: Rubber - Mulch - Bonded

## Standards:

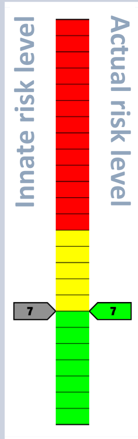
EN 16630:2015

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

# Adult Fitness - Shoulder Press

**Manufactured by The Great Outdoor Gym Company Ltd**






**Risk level:**

Low

**Risk score as low as possible**

**No remedial tasks**

Surface: **Rubber - Mulch - Bonded** at a depth of **40 mm**

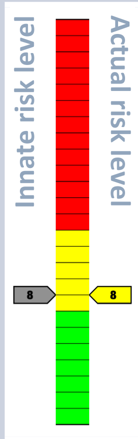
## Standards:

EN 16630:2015

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

# Ball Wall

**Manufactured by (Unknown)**



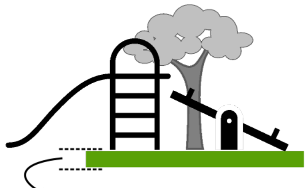

**Risk level:**

Medium

Risk score as low as possible

**Remedial tasks:**

1



Surface: Mixed Surface

## Standards:

EN 15312:2007+A1:2010, None

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

# Maintenance Finding

### Description

Surface is wearing.

### Tasks

Read the notes for further action.

### Note

Monitor and repair as required.

**Risk level:**

Low

**Risk score:**

4

### Finding Photos

## General Notes

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

Risks are calculated in this way:

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

## General Notes

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

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

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

Table 1 – Risk Score Matrix

| | Severity | | | | | |
|---|---|---|---|---|---|---|
| Likelihood | | 1 Insignifi-cant | 2 Minor | 3 Moderate | 4 Major | 5 Catastro-phic |
| | 1 = Rare | 1 LOW | 2 LOW | 3 LOW | 4 LOW | 5 LOW |
| | 2 = Unlikely | 2 LOW | 4 LOW | 6 LOW | 8 MEDIUM | 10 MEDIUM |
| | 3 = Moderate | 3 LOW | 6 LOW | 9 MEDIUM | 12 MEDIUM | 15 HIGH |
| | 4 = Likely | 4 LOW | 8 MEDIUM | 12 MEDIUM | 16 HIGH | 20 HIGH |
| | 5 = Certain | 5 LOW | 10 MEDIUM | 15 HIGH | 20 HIGH | 25 HIGH |

## General Notes

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

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

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

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

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

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

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

## General Notes

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

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).
The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

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

**What We Don't Inspect**
The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:
Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

## General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.
We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.
The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

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

**Ownership**
There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.
**Contemporaneous Findings**
Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

**Timber**
Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.
We can undertake more in-depth testing of your playground timbers using resistance penetration.
Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.
The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.
Please contact us for pricing and further information.

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

## General Notes

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

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

**Table 1**

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

# EN 1176 Notes – Summary of Requirements

**PROTECTION AGAINST INJURIES IN THE FREE SPACE**

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

**PROTECTION AGAINST INJURIES IN THE FALLING SPACE**

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

**PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT**

* No unexpected obstacles

**SURFACING SAFETY REQUIREMENTS**

* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

**DESIGN AND MANUFACTURE**

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

**FINISHING**

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

**FIBRE ROPES**

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

**WIRE ROPES**

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

**CHAINS**

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

**SWINGING SUSPENDED ROPES**

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

**CLIMBING ROPES**

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

**ENTRAPMENTS**

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

**BRIDGES**

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

**ENTRAPMENT OF FEET AND LEGS**

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

**FINGER ENTRAPMENTS**

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
* Tube ends should be securely enclosed and removable only with tools
* Moving gaps should not close to less than 12mm

**BARRIERS AND GUARD-RAILS**

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

**HAND-RAILS**

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

**EASILY ACCESSIBLE EQUIPMENT**

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

**NOT EASILY ACCESSIBLE EQUIPMENT**

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

**MEANS OF ACCESS**

All means of access should have no entrapments; be securely fixed; be level to ± 3°(ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# EN 1176 Notes – Summary of Requirements

**SWINGS**
**REQUIREMENTS**
* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.
**DIMENSIONS**
* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)
**SITING**
* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic
**SURFACING REQUIREMENTS**
Forward and Back
* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m
Side width
* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
* Areas for two seats in one bay may overlap providing the distance between seats is correct
Single point swings
* Circular area with a radius equal to the Forward and Backward figure for other swings

**SLIDES**
**SAFETY REQUIREMENTS**
* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.
N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm
Sliding sections
* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm
RUN -OUTS
* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)
* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum
* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

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

**CABLE RUNWAYS**
**SAFETY REQUIREMENTS**
* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m
**IMPACT AREAS**
* 2m either side of main cable

**ROTATING ITEMS**
NOTE: Rotating items under 500mm diameter are excluded from these requirements
SAFETY REQUIREMENTS
* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm
SPECIFIC REQUIREMENTS
There are specific requirements for different types of roundabout. The two most common ones are:
Platform roundabouts:
* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

# EN 1176 Notes – Summary of Requirements

Giant revolving discs
* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

**MINIMUM SPACE**

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded,

**SURFACING REQUIREMENTS**

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

**ROCKING ITEMS**

**DEFINITIONS**

* Rocking equipment which can be moved by the user and is supported from below
* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

**SAFETY REQUIREMENTS**

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

**MINIMUM SPACE**

* 1000mm between items at maximum movement.

**SURFACING REQUIREMENTS**

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

**INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION**

**SAFETY**

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

**INSPECTION**

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

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety
* An inspection schedule should be prepared for each playground, listing components and methods
* Appropriate action should be taken if defects are noted

**ROUTINE MAINTENANCE**

* Basic routine maintenance details should be supplied by the manufacturer

**CORRECTIVE MAINTENANCE**

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

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# BUDGET MONITORING INFORMATION
# 2025/2026 - QUARTER 2

| EXPENDITURE | 2024/25 Budget £ | EXPENDITURE (Minus VAT) £ | % SPEND |
|---|---|---|---|
| **1) EMPLOYEE/MEMBER COSTS** | | | |
| Salaries & Business Travel | 30000 | 12421 | 41.40 |
| HMRC - Tax/NI/Pension | 5000 | 2185 | 43.70 |
| Training/development- employees | 1000 | 40 | 4.00 |
| Training/development - members | 500 | 48 | 9.60 |
| Chair's Allowance | 100 | | 0.00 |
| Expenses (Retirement/Condolence Gifts) | 50 | | 0.00 |
| **2) COUNCIL COSTS** | | | |
| Subscriptions (YLCA+, SLCC+ ICO+ZOOM) | 1142 | 942 | 82.49 |
| Auditing | 500 | 110 | 22.00 |
| Stationery | 220 | 87 | 39.55 |
| Bank Charges | 72 | 36 | 50.00 |
| Postage | 30 | 3 | 10.00 |
| Publications (Arrow/Bessacarr Journal) | 1120 | 470 | 41.96 |
| *Local Council Foundation Award* | 143 | | 0.00 |
| Website | 2500 | 466 | 18.64 |
| gov.uk email addresses | 360 | | 0.00 |
| Equipment/Fixtures and Fittings | 300 | 140 | 46.67 |
| Insurance | 2200 | 2010 | 91.36 |
| Telephone | 144 | 134 | 93.06 |
| Election/Co-option Recharge | 500 | | 0.00 |
| **3) SITES AND BUILDINGS** | | | |
| Buildings (including broadband) | 1000 | 1332 | 133.20 |
| Opening/Closing KH Gates | 150 | | 0.00 |
| Grass Cutting | 1529 | 520 | 34.01 |
| Hedge Cutting | 390 | | 0.00 |
| Handyman's Equipment Service & Repairs | 600 | | 0.00 |
| PPE/Tools for Handyman | 300 | 50 | 16.67 |
| Park land (emptying bins) | 2010 | 522 | 25.97 |
| Park land maintenance/materials | 1100 | 827 | 75.18 |
| Playground/equipment repairs | 1100 | 94 | 8.55 |
| Butterfly trail | 300 | 131 | 43.67 |
| Rose & Donc Road Gardens | 300 | 40 | 13.33 |
| New Developments/Replacements | 500 | 341 | 68.20 |

| | | | |
|---|---|---|---|
| Fire Extinguisher Service | 35 | | 0.00 |
| Alarm System Service & New Battery | 102 | | 0.00 |
| Electrical Testing/Emergency Lights (includes Electrical Installation Report) | 90 | | 0.00 |
| Shutter Service | 220 | | 0.00 |
| Fire Alarm Service & new Batteries | 90 | | 0.00 |
| Defibrilator | 400 | | 0.00 |
| Annual ROSPA Playground Inspection | 250 | | 0.00 |
| **4) COMMUNITY COSTS** | | | |
| Installation/Removal/Storage of Lights Old | 1050 | | 0.00 |
| Installation/Removal of Lights - Rest of Parish | 335 | | 0.00 |
| Lamp Post Poppies/Tommy Silhouette | 400 | | 0.00 |
| Armthorpe Elmfield Brass Band - Carols | 220 | | 0.00 |
| Pantomime KHMC | 1000 | 1000 | 100.00 |
| Village litter picks/plinths | 20 | | 0.00 |
| **New developments** | | | |
| New Christmas Lights for Existing Trees | 489 | 163 | 33.33 |
| MPAN Festive Submission | 1000 | | 0.00 |
| Installation of Defibrillator Manor Farm | 300 | | 0.00 |
| Land at Brockholes Lane | 1500 | | 0.00 |
| **5 DONATIONS/GRANTS** | | | |
| Auckley Show | 500 | 500 | 100.00 |
| Royal British Legion Poppy Appeal | 100 | | 0.00 |
| Thorne Lions - Santa Visit | 100 | | 0.00 |
| Grant Money | 1000 | | 0.00 |
| **6 CONTINGENCY** | | | |
| Staffing Contingency | 1700 | | 0.00 |
| Elections Contingency | 500 | | 0.00 |
| Professional Fees Contingency | 1000 | | 0.00 |
| Grounds/Parkland/Buildings | 2662 | 63 | 2.37 |
| **TOTAL** | **70223** | **24675** | **35.14** |

## INCOME RECEIPTS

| | | | |
|---|---|---|---|
| Precept | 68,014 | 68,014 | 100 |
| Bank Interest (Reserve Accounts) | 1500 | 454 | 30.26666667 |
| Donations | 0 | 0 | #DIV/0! |
| Other (refunds/grants/sales/insurance) | 768 | 1,355 | 176.4322917 |
| VAT Refunds | 2500 | 825 | 33 |
| **TOTAL** | **72,782** | **70,648** | |

* If we can't install an electrical column at Manor Farm we would need to buy a solar panelled defib and

** This figure could be anything between £2k to £6k depending on site/electrical supply etc Would need

*** Figure not confirmed as electrians would have to go on a site visit once determined where to be located

Includes Web Upgrade but if go for gov.uk website may differ

Querying this - may need to deduct £73

* 1101 is energy export paid to KHMC

Including weed & feed

15 new strings of lights to fill the trees more and have spares in case of breakage

***

Steve's additional wages, materials and moving bench

Reserves
Reserves

Cantley with Branton
Parish Council

# Asset Register and Disposal Policy

**1.Background**

1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year (Governance and Accountability for Local Councils: A Practitioner's Guide (England). The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates.

**2 Scope of Asset Register**

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £50.00
- long term investments, shares and loans made by the Council
- assets held on trust (e.g. monies held)

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £50 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals. All asset disposal must comply with the Asset Disposal Procedure referenced within this policy.

**3 Valuation of Assets**

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

**4 Procedure for Updating the Asset Register**

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.1 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 It is the Councils responsibility to ensure that a 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.

4.4 The asset register, schedule of disposals and this policy will be reviewed annually and approved by the Council at the same time as the approval of the Annual Return.

**5 The Asset Register and Insurance**

5.1 For insurance purposes, the asset register includes a column to record the replacement value of each asset.

5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the Asset Register. The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

**6 Asset Disposal Procedure**

6.1 In accordance with Financial Regulation 14, the disposal of any asset exceeding the value of £250.00 must be authorised by the Parish Clerk who is required to refer the matter to the Parish Council for approval. Where any asset still has value in the asset register in excess of £500 then the decision in regards to its disposal must be referred to full Council.

6.2 All proceeds from such disposal are the property of the Parish Council and must be accounted for. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, it also highlights successes and problems for future reference.

6.3 Value for Money The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item.

Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain. Any data must be professionally destroyed. Any company or persons that are asked to destroy IT equipment should provide a certificate or statement that states disposalof IT Equipment has been completed and conforms to the requirement of the CouncilData Protection Policy and the Data Protection Act and the guidance from the Information Commissioners Office (ICO).

6.4. Reasons for disposal - Items can be available for disposal because they are:

- required to be disposed of under a particular policy e.g. motor vehicles
- no longer required due to changed procedures, functions or usage patterns;
- occupying storage space and not being needed in the foreseeable future;
- no longer complying with health and safety standards;
- beyond repair but able to be sold for scrap.

A list of suggested assets for disposal should be presented to the Parish Council

- by the Parish Clerk for items in parish office, parish vehicles or village assets such as street furniture
- ~~by the Events & Marketing Manager for items within bar area, kitchen and parish suite~~

There should be a written reason of disposal. Items suggested for disposal by a Manager should be approved by the Parish Council. Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

6.5 Options for the Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender
- Donated to a community service or organisation
- Scrap

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, assets disposed of should be reported on an 'Asset Disposal' form to ensure they are removed from the Council's asset register and recorded in the disposals register.

6.6 Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. In both cases, at least two officers should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.

6.7 Sale to Staff

Items cannot be purchased by staff for the purpose of managing conflict of interests and fair offering.

6.8 Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities and volunteer organisations. Donations must be recommended and approved by the Full Parish Council meeting.

6.9 Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

6.10 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The asset disposal form (appendix A) should be used to record the authorisation of the disposal by the appropriate staff/committee within the Council and the value or values achieved by it. The Parish Clerk/RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal Request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes

**Dated:** 19th October 2023
**Approved:** 1st November 2023
**Reviewed:** 21st October 2025
**Approved:** 5th November 2025

# Asset Disposal Form

**Appendix A**

| **Form to be completed by Clerk and presented to Full Council for recommendation of disposal in line with the Asset Register Policy and Disposal Procedure** | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| **List of Assets to be Disposed** | | | | | |
| **Asset Reference and Serial Number** | **Location** | **Description** | **Purchase Date** | **Original Cost** | **Disposal Value** |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| **REASONS FOR DISPOSAL** | | | | | |
| | | | | | |

| **METHOD OF DISPOSAL** | | | | | |
|---|---|---|---|---|---|
| **Scrapped** | | **Sold** | | **Gifted/Donated** | |
| **Additional Information:** | | | | | |

| **Date of Disposal** | | **Auth Ref/Minute Ref** | |
|---|---|---|---|

**Authorising Officer and Position Held:**
(Sign and Print Name)

# CCTV Policy

## 1.0 Background

1.1 In order to comply with the requirements of the General Data Protection Regulations (UK GDPR), the Information Commissioners CCTV Code of Practice and the Freedom of Information Act 2000, the Council must have a policy on its use of CCTV for overt surveillance.

## 2.0 Purpose

2.1 In order to adhere to legislative requirements and confidential nature of the Council's CCTV operations this document sets out:

- the manner in which these operations will be carried out;
- the sites from which recordings will be made.

2.2 This policy sets out how Council's CCTV system (the system) will be controlled and managed in a confidential manner.

2.3 Camera surveillance is maintained using six static external cameras attached to Kilham Hall and associated buildings at Kilham Lane Recreation Ground.

2.4 The policy will be reviewed periodically by the parish council to ensure that it continues to reflect the public interest and meets with legislative requirements.

## 3.0 Objectives

The objectives of the systems are to:

- Protect the parish council's buildings and assets
- Improve personal safety and reduce the fear of crime
- Support the Police in the detection of crime
- Assist in the identification, apprehension and prosecution of offenders
- Deter those having criminal intent

## 4.0 Statement of Intent

4.1 The CCTV System is operated in accordance with the requirements of the General Data Protection Regulations (UK GDPR) and the Commissioner's Code of Practice.

4.2 The Parish Council will treat the information obtained by the system as protected under the General Data Protection Regulations (UK GDPR).

4.3 Cameras will be used to monitor activities within the recreation ground to identify criminal activity or anti-social behaviour occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of the public or security of council property.

4.4. Cameras are not focused on private homes, gardens or other areas of private property.

4.5 Data or knowledge secured because of CCTV will not be used for any commercial purpose. Data will only be released to the Police for use in the investigation of a specific crime upon receipt of an appropriate request from the police. Data will not be released to the media unless the police confirm that it would be in the public interest.

4.6 The planning and design of the system endeavours to ensure that it will give maximum effectiveness and efficiency, but it does not guarantee to cover or detect every incident taking place in the areas of coverage.

4.7 Warning signs, as required by the Information Commissioners have been placed at areas covered by the CCTV.

**5.0 Operation of the System**

5.1 The Scheme is managed by the parish council in accordance with this policy and the principles and objectives expressed in this policy.

5.2 Day to day administration of the system will be the responsibility of the Council Clerk as directed by the parish council.

5.3 The CCTV system will operate continuously 24 hours a day, every day of the year; subject to operational considerations such as maintenance and repair.

5.4 CCTV footage will be available for up to 28 days after which it is deleted from the hard drive.

5.5 The recorder is stored in a locked room in an alarmed building in Kilham Hall Meeting Rooms.

**6.0. Control of Equipment**

6.1 The system will be periodically checked to confirm the efficiency of the system, ensuring the equipment is properly recording and the cameras operational.

6.2 Access to the equipment will be restricted to the Clerk, designated members of the Parish Council and the maintenance contractor.
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6.3 Viewing of the recordings is restricted to the Clerk and designated members of the parish council and those legally entitled to access (i.e. the Police for the prevention and detection of crime). Appropriate evidence of authority will be required before access is allowed.

6.4 A register of access is maintained by the Clerk. Full details of each access that has taken place shall be recorded including: date, name of person(s) viewing recording(s), reason for access and outcome.

6.5 If a serious incident is viewed on the system appropriate emergency services will be summoned.

**7.0 Monitoring Procedures**

7.1 Camera recording is maintained at all times.

7.2 The system protecting the recreation ground and its buildings may be monitored for surveillance purposes from time to time by the designated users.

**8.0 Recordings used in Evidence**

8.1 In order to maintain and preserve the integrity of recordings, footage used to record events and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

The parish council shall record in writing the date and time of any recording required by the police or other persons legally entitled to do so and if retained, filmed, copied or archived the details must be noted. A register will be available for this purpose.

8.2 Recordings may be viewed by the Police for the prevention and detection of crime, in the presence of authorised persons of the Parish Council, for supervisory purposes, authorised demonstration and training.

8.3 Viewing of recordings by the Police must be recorded in writing. Requests by the Police can only be actioned in accordance with the General Data Protection Regulations.

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8.4 Should a recording be required as evidence, the footage may be released to the Police under the procedures described in paragraph 8.1 of this policy.

8.5 The Police may retain the stored footage for possible use as evidence in the future.

8.6 Applications received from outside bodies (e.g. solicitors) to view footage will be referred to the Clerk. In these circumstances viewing will normally be permitted where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

**9.0 Viewing Data**

9.1 Recordings may be viewed by the Police for the prevention and detection of crime, the Clerk and/or designated members of the Parish Council may view for similar reasons and for security purposes, demonstration and training.

9.2 Records will also be maintained of any viewings by authorised authorities and a register maintained for this purpose. Requests by the Police can only be actioned in accordance with the General Data Protection Regulations.

9.3 The General Data Protection Regulations provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

9.4 Requests for Data Subject Access should be made to the Clerk; a charge of £10 will be made to cover administration costs.

**10.0 Breaches of the Policy (including breaches of security)**

10.1 Any breach of this policy will be initially investigated by the Clerk, in order for appropriate action to be taken. A report of the incident will be made to Council together with any recommended actions to remedy the breach.

Note: A breach by council staff could lead to disciplinary action.

10.2 Any serious breach of the policy may be further investigated by an independent investigator reporting on recommendations to remedy the breach.

**11.0 Assessment of the Scheme**

11.1 Performance monitoring, including random operating checks, may be carried out on site by the Clerk or designated members of the parish council.

**12.0 Complaints**

12.1 Any complaints about the Council's CCTV system or its use should be addressed to the Clerk.

12.2 Complaints will be investigated in accordance with Section 10 of this policy.

**13.0 Public information**

13.1 Copies of this policy are available to the public on the Council's website or in paper form from the Clerk.

**Sample of Access Log Book**

| **Date** | **Who had Access** | **Reason for Access** | **Outcome** |
|---|---|---|---|
| e.g. 01/01/2020 | A N Other (Chair) | Complaint re goalpost vandalised | Data viewed, incident confirmed, perpetrators identified and reported to the police. |
| | | | |
| | | | |
| | | | |

**Clerk Contact Details**:
Bev Walton
c/o Kilham Hall Meeting Rooms
Kilham Hall
Kilham Lane
Branton
Doncaster DN3 3PF
Tel: 07761525584
Email: clerk@cantleywithbrantonparish.gov.uk

Dated: May 2019
Reviewed: August 2023
Approved: 5th September 2023
To be Reviewed: August 2026

# CANTLEY WITH BRANTON PARISH COUNCIL
## Request to View - CCTV images
## Data Subject

| | | |
|---|---|---|
| Date of Recording: | Place of Recording: | Time of Recording: |

| | |
|---|---|
| Applicants Name and Address:<br><br>Post Code:<br><br>Tel.No: | Evidence of Description of Applicant and any distinguishing features (e.g. clothing)<br><br>A recent photograph may be necessary to aid identification. |

| |
|---|
| Signature of Applicant:<br>(or parent/guardian if under 18) |
| Reason for request: |
| Were you alone? YES/NO If not, please describe any accompanying persons. |

**FOR OFFICE USE ONLY**

| | | |
|---|---|---|
| Received by: | Date Received: | Time Received: |

| | | | |
|---|---|---|---|
| Fee Charged:/ N.A | Fee Paid: | Request Approved<br><br>YES / NO | Date Applicant Informed: |

| | | |
|---|---|---|
| Actioned By:<br><br>On: ……/……/…… | Image Identified On: | In the presence of: |
| Applicant attended viewing on: | Result: | In the presence of: |

# CANTLEY WITH BRANTON PARISH COUNCIL

## REQUEST TO VIEW CCTV IMAGES

## POLICE

| Date and Time of Recording | Place of Recording |
|---|---|
| Police Contact Details | Reason for Request |
| Date Request Received: | Date Viewed by Police: |
| Signed: (Council Clerk) | Signed: (On behalf of the Police) |

**Cantley with Branton Parish Council**

**CCTV Policy**

## THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

*I have read this policy and agree to abide by these instructions and will raise any concerns to the Parish Clerk*

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

Signed:-------------------------------------------Print Name:-------------------------------------Dated:-------------

***CANTLEY WITH BRANTON PARISH COUNCIL***
***PLANNING MATTERS SUMMARY NOVEMBER 2025***

| | | |
|---|---|---|
| July/August 2023 (reported to September 2023 meeting) | | |
| 23/01229/FULM<br>Yorkshire Wildlife Park | Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf' reserve) (re-submission of 21/02108/REMM) | Pending |
| August 2024 | | |
| 24/01164/FULM<br>Land At Cammidge Way, Bessacarr | Erection of 184 dwellings with associated landscaping and drainage | Pending |
| February 2025 | | |
| 24/02276/MAT<br>Manor Farm, Bessacarr | Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources. | Pending |
| March 2025 | | |
| 25/00382/TCON<br>24 Warnington Drive, Bessacarr | Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level. | Pending |
| April 2025 | | |
| 25/00918/FUL<br>Home Lea, Doncaster Road, Branton | Erection of 3 dormer properties including access and a private drive. | Pending |
| June 2025 | | |
| 25/01198/COND<br>Land East Of Warning Tongue Lane Cantley | Consent, agreement or approval required by conditions 9 (EV charging point),19 (POS play equipment),21 (highways),22 (highways - vehicular crossing), 32 (drainage maintenance) of application 21/03645/FULM. | Pending |
| 25/01290/FUL<br>Manor Farm, Bessacarr Lane, Bessacarr | Section 73 application to vary condition 12 (150 dwelling occupied before Stoops Lane) of planning application 14/00124/WCC under Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09. | Pending |

| | | |
|---|---|---|
| August 2025 | | |
| 25/01434/FUL<br>7 Warning Tongue Lane, Cantley | Erection of single storey extension to the front and rear including formation of rooms in roof space and double garage extension to side | Pending |
| 24/01164/FULM<br>Land At Cammidge Way, Bessacarr | Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout) | Pending |
| 25/01405<br>/FUL<br>Land Off Cammidge Way, Manor Farm, Bessacarr | Erection of 2no. retail units and 4no. apartments with associated access, parking, landscaping and drainage | **Granted** |
| September 2025 | | |
| 25/01881/TCON<br>The Farm, Main Street, Old Cantley | Notice of intention to undertake various pruning on a Cherry tree, within Old Cantley Conservation Area | **TPO Not Served** |
| 25/01858/FUL<br>16 Hillcrest Road, Branton | Erection of single storey side extension and part conversion of garage to form utility/gym area | Pending |
| October 2025 | | |
| 25/01958/FUL<br>Ninescores, Glen Road, Branton | Erection of extensions and alterations to existing dormer bungalow on all side and to both floors and to include changes to external materials. Pertial conversion of extensions to form ancillary annexe (AMENDED PLANS) | Pending |
| 25/02101/TCON<br>23 Birchwood Court, Bessacarr | Notice of Intention to Fell an Oak Tree, within South Bessacarr Conservation Area | Pending |
| 25/02089/FUL<br>3 Oakcrest, Bessacarr | Erection of first floor extension above the existing garage including associated works | Pending |

| **APPEALS** | | |
|---|---|---|
| 25/00008/REF<br>Hillcrest, Doncaster Road, Branton | Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved). | Appeal Against Refusal |