

- **Swanscombe Park:**

Preparations for the bowls season are well underway.

The spring bulbs (daffodils) have produced a colourful display in the park.

The moss infestation in the tennis courts is proving difficult to shift despite staffs continued efforts.

Benches in the old putting green area have been rubbed down and painted in the early stages of the creation of a 'Community garden'. Planting will start once the threat of frost has passed.

Both the ladies and gents toilets have been given a fresh coat of paint.

Replacement litter bins have been installed in place of the old bins.

- **Manor Park:**

Moss has been cleared and treated inside the play area.

A large Lime tree was badly damaged in the recent storms and had to be felled by contractors as a result.

The daffodils along the fence line are a welcome addition.

- **Broomfield:**

Parks staff have now lifted and reset all of the paving slabs along the footpath to try to alleviate the problems with flooding. We will continue to monitor the footpath and adjust any problem areas.

With it being so wet this winter a number of football matches have had to be postponed due to waterlogging but the condition of the pitches is still good overall and we anticipate that this season's matches will be completed on time.

Preparations for the upcoming cricket season are continuing.

A Crab Apple tree was damaged during the storms and was made safe by parks staff.

All of the old litter bins have been replaced with new larger bins.

- **Heritage Park:**

A wooden crossbar on the Drop Rope Traverse play equipment was broken and a replacement is on order.

Motorbikes are still managing to access the park.

A number of saplings and whips have been planted.

- **Knockhall:**

Some football matches have been postponed due to waterlogging, the junior pitch has suffered the most and it has been a struggle to accommodate so many games during this wet period. As the weather improves we expect to be able to clear any backlog of matches.

Parks staff cleared very large branches that came down in the storms.

- **Saxon Court:**

Moss has been cleared from the rubber safety surface and treated. Spring bulbs are in flower.

- **Valley View:**

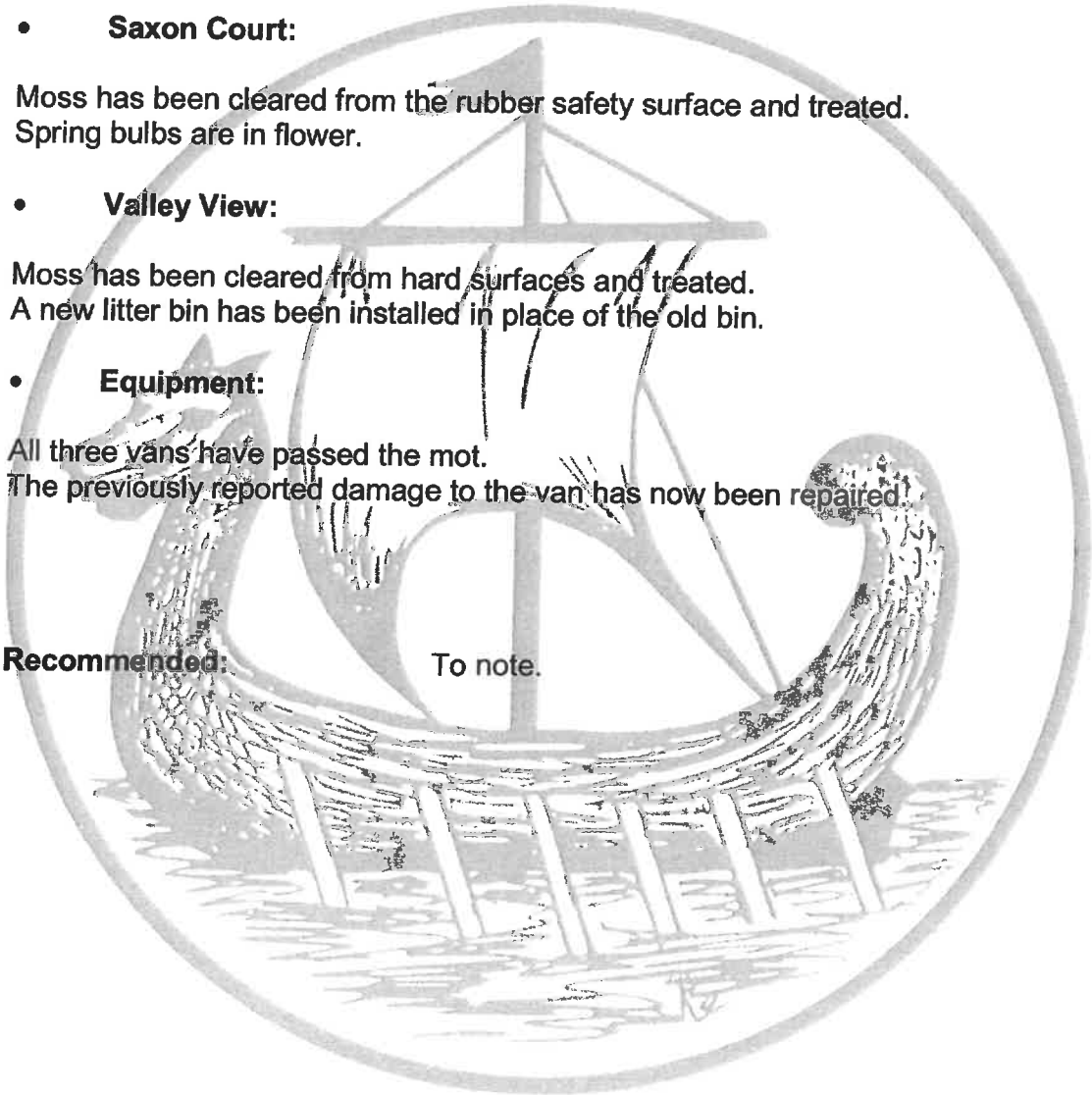
Moss has been cleared from hard surfaces and treated. A new litter bin has been installed in place of the old bin.

- **Equipment:**

All three vans have passed the mot. The previously reported damage to the van has now been repaired.

Recommended:

To note.





ESTIMATED COST OF PARTS/WORKS.



Broomfield Park.	62.34	86.34
Swanscombe Park.	458.40	4.40
Manor Park.	264.84	102.24
Heritage Park.	0.00	0.00
Knockhall Park.	279.00	0.00
Valley View.	6.30	0.00
Saxon Court.	0.00	0.00
Eagles Road	0.00	0.00
Carriage	28.35	?
TOTAL	1,099.23	192.98



£3,500.00 budgeted 2019-2020
 £ 360.00 for inspections
 = £3,140 remaining.



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Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Broomfield Recreation Ground Off The Grove, Broomfield Rd/Orchard Rd Swanscombe, Kent, DA10 0GA		SHEET 1 of 4			
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
Area 1 (enclosed area) Big City Bombay Multi-play Unit on Wet Pour	Playdale	VL L L	Generally satisfactory but monitor minor deformation at the slide chute surface (denis) Monitor wear at the bridge net Monitor surface shrinkage at the edges and colour joints, further deterioration could result in trip hazards or encourage vandalism (note: Wicksteed recommend the use of concrete pin kerb edging in conjunction with wet pour surfaces)						
Jupiter Spring Mobile Platform on Wet Pour	Playdale	L	Generally satisfactory but monitor surface shrinkage at the edging (see note above)						
Bike Spring Mobile on Tiles & Grass	Ijslander	L	Generally satisfactory but monitor minor damage to one tile, uneven surfaces may create trip hazards, in addition, recommend regular grounds maintenance at grass surfaces to combat erosion and reduce potential slip, trip and impact hazards.						
Car Spring Mobile on Tiles & Grass	Ijslander	L	Generally satisfactory but recommend regular grounds maintenance at grass surfaces to combat erosion and reduce potential slip, trip and impact hazards.						
Glow Worm See-Saw on Wet Pour	Wicksteed 2018	VL	Generally satisfactory but the base fixing nut cover caps have been removed						
2.8m 2 Bay 4 Seat Swing 2 x Flat & 2 x Cradle Seat on Wet Pour	Wicksteed	L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails BS EN 1176 recommended clearance dimensions between the seats and frame members (ref BS EN 1176-2:2017, clause 4.4.1), no action recommended at present.	1 2 2	4061-213 4064-007 2511-010	A10 Straight Link Swing Chain for Cradle Seats Small Shackles, Bolt & Pin CT10 Oilite Bush <i>Labour cost to fit parts available upon request</i>	£70.00 £6.00 £1.30	£70.00 £12.00 £2.60	
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST		£84.60 £0.00 £84.60



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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Delta Climber on Wet Pour	Wicksteed 1982	L L L L L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails Head & Torso probe test within the fuselage framework (ref BS EN 1176-1:2017, clause 4.2.7.2), no action recommended at present. Recommend rough seat panel edges are rubbed down and treated Recommend open tube ends at the lower body frame are capped to reduce potential snagging hazards Monitor the paint condition Material split evident at the lower wing frame member, structural integrity does not appear to be affected at present but monitor for deterioration, no remedial action possible	2	2611-003	Plastic End Cap 1" Ref255 <i>Labour cost to fit plugs available upon request</i>	£0.87	£1.74
5.8m Free Standing Slide on Wet Pour	Wicksteed 1982	L L L L VL L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails Head & Torso probe test at the hand and guardrails (ref BS EN 1176-1:2017, clause 4.2.7.2), no action recommended at present. Fails Toggle test at chute entrance (BS EN 1176-1:2017, clause 4.2.7.3, no action recommended at present Fails Stair criteria (BS EN 1176-1:2017: clause 4.2.9.2), no action recommended at present Monitor minor deformation at the slide chute surface (dents) and at the edging tube weld joints Monitor surface shrinkage at the edges where chased into larmac surface, further deterioration could create trip hazards or encourage vandalism (Wicksteed recommend the use of concrete pin kerb edging in conjunction with wet pour surfaces)					
Park Seat on Grass	Glasdon		Satisfactory condition					
2 x Litter Bin on Grass	Unknown		Satisfactory condition					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 617 028		INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST		£1.74 £84.60 £86.34



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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Fence			Satisfactory condition					
Single Gate	Unknown		Satisfactory condition					
Signage			Generally satisfactory but lacks emergency services contact number (ref. BS EN 1176-7:2008 clause 8.2.4)					
General (area 1)		M	Recommend turf surfaces are reinstated at erosion areas to reduce potential slip and trip hazards					
Area 2 (open area)								
Basketball Goal on Tarmac	Adidas		Satisfactory condition, back board insert panel has been removed					
Rota-Glide on Grass Mats	Playdale 2017	L	Generally satisfactory but the rotation is stiff, refer to manufacturer for maintenance advice					
Air Rider on Grass Mats	Playdale 2017	L	Generally satisfactory but monitor minor damage to the platform					
Trapeze Swing-along on Grass Mats	Playdale 2017	M	Generally satisfactory but recommend suspension fixings are realigned and secured, in addition, recommend one missing fixing washer and cover cap			Refer to manufacturer for replacement parts		
Suspended Step Traverse on Grass Mats	Playdale 2017	VL	Generally satisfactory but monitor suspension fixing alignment and security at the top bar					
		M	Recommend one loose step is reattached to the bottom link chain assembly (remove step to access fixings)					
 			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes V/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell	PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E.&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST	£0.00 £86.34 £86.34	
			DATE :-		19.2.2020			



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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Suspended Step Traverse on Grass Mats	Playdate 2017	VL	Generally satisfactory but monitor suspension fixing alignment and security at the top bar					
Outdoor Gym on Grass Mats	Calbo		Inspected to BS EN 16630:2015 and consists of the following exercise equipment:					
Cross Rider Air Walker		M	Satisfactory condition Generally satisfactory but motion restriction buffers are ineffective within one bearing housing, refer to manufacturer for maintenance advice					
Chest Press / Lat Pull Down		L	Satisfactory condition Generally satisfactory but monitor the lateral pull down upper bush assembly, the arm can be pushed above the horizontal position					
Sitier			Satisfactory condition					
Outdoor Gym Signage			Satisfactory condition					
General (area 2)			Access by animals is not physically prohibited recommend your routine inspection includes monitoring for & removal of animal faeces. (Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces)					
  Wicksteed Leisure Ltd Digby St, Kettering Northants, NN16 8YJ Tel: 01536 617 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E.&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	
							£0.00 £86.34 £86.34 £86.34	





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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL			
1 8m 1 Bay 2 Seat Timber Swing 2 x Cradle Seat on Wet Pour	Playdale 1999	M L M	Generally satisfactory but recommend recess fixing holes at the new top beam are capped or sealed to prevent potential finger entrapment hazards (ref BS EN 1176-1:2017, clause 4.2.5) Monitor wear at the shackles and bushes Wear and vandalism damage at the support legs. In addition, wood rot is evident at one support post below surface level, structural integrity is not affected at present but recommend the swing is removed or replaced within 12 months Recommend missing nut cover caps are replaced at the fixing recess holes to reduce potential snagging and entrapment hazards (ref BS EN 1176-1:2017, clause 4.2.5)								
2.3m 2 Bay 4 Seat Swing 4 x Flat Seat on Wet Pour	Wicksteed 2000	L	Generally satisfactory but monitor surface shrinkage at the central colour joint, further deterioration could result in trip hazards or encourage vandalism								
Link Non Bump See-Saw on Wet Pour	Wicksteed	L M	Generally satisfactory but monitor corrosion at the column side plates Monitor surface shrinkage at the colour inlay section adjacent to the unit further deterioration could result in trip hazards or encourage vandalism								
Horse Spring Mobile on Wet Pour	Ledon	L L	Generally satisfactory but monitor wear at the base clamp Monitor minor surface damage front and rear of the unit (<i>indicative of abuse by older children or adults</i>)								
Hen Spring Mobile on Wet Pour	Ledon	L L L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails foot rest requirements for spring mobiles (ref BS EN 1176-6:2017 clause 4.6), no action recommended at present. Monitor wear at the base clamp Generally satisfactory but monitor the paint condition								
A Frame on Wet Pour	Wicksteed	L	Generally satisfactory but monitor the paint condition								
 			Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028		INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST		£0.00 £0.00 £0.00




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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
B Frame on Wet Pour	Wicksteed	L	Generally satisfactory but monitor the paint condition					
Trim Trail on Grass	Playdale 1999		The individual components are installed as a cluster unit (ref BS EN 1176 -1:2017, clause 4.2.8.3, note 1 and definition 3.19) and consists of the following:-					
Wobble Board		M	Generally satisfactory but monitor timber condition at the plank, recommend the plank is replaced within 12 months potential snagging or splinter hazards			Advised Client will arrange repair		
Step Log Cluster (4 x 200mm log) Double Balance Beam		L	Generally satisfactory but monitor the timber condition					
Parallel Chain Traverse		L	Generally satisfactory but monitor timber condition at beam logs and support posts					
Inclined Balance Beam		L	Generally satisfactory but monitor wear at the hand chain end links					
Step Log Cluster (4 x 200mm log) Cross Chain Traverse		L	Generally satisfactory but monitor timber condition at beam log Satisfactory condition					
Log Traverse		L	Generally satisfactory but monitor the timber condition and foundation integrity at one post (see below)					
Step Log Cluster (4 x 200mm log) Burma Chain Bridge		L	Generally satisfactory but monitor the timber condition and foundation integrity at one post (common with cross chain traverse), no wood rot evident but could be present below surface level	2	4061-125	Wicksteed Rapid Link 7mm Labour cost to fit parts available upon request	£4.40	£0.00
Step Log Cluster (4 x 200mm log) Clatter-bridge		L	Generally satisfactory but monitor wear at the hand chain end links recommend the affected links are replaced					
		L	Generally satisfactory but monitor the timber condition					
		L	Generally satisfactory but monitor the timber condition and vandalism at the posts and horizontal logs					
		L	Recommend one missing fixing recess cap is replaced					
		M	Recommend turf surface is reinstated at erosion area to reduce potential slip hazards					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028				INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST		£0.00 £0.00 £0.00



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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
5.8m Free Standing Slide on Wet Pour	Wicksteed	L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails Head & Torso probe test at the hand and guardrails (ref BS EN 1176-1:2017, clause 4.2.7), no action recommended at present. Fails Toggle test at chute entrance (BS EN 1176-1:2017, clause 4.2.7.3, no action recommended at present Fails Stair criteria (BS EN 1176-1:2017: clause 4.2.9.2), no action recommended at present Monitor minor deformation at the slide chute surface at chute edging tube (dents), further deterioration could create snagging hazards or sharp edges Monitor the paint condition at the step treads (note: replacement parts are no longer available) Monitor surface shrinkage at the edges, further deterioration could create trip hazards or encourage vandalism Recommend soil and turf are added at the surface edging to reduce potential trip hazards					
Toddler's Multi-play Unit on Wet Pour	Playdale 1999	L L L M L L M L L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Access net lower fixing creates potential trip and impact hazard (ref BS EN 1176-1: 2017, clause 4.2.8.6), no action recommended at present Monitor minor vandalism at one ramp access barrier Monitor the paint condition Monitor minor damage (<i>denting</i>) at the slide chute Monitor the timber condition at the rope bridge support posts, further deterioration could affect the fixing security and structural integrity, in addition, loose material could create splinter hazards Monitor wear at the platform and bridge panels, recommend the affected panels are replaced within 12 months Monitor the timber condition at the surface edging and surface shrinkage (<i>Wicksteed recommend the use of concrete pin kerb edging in conjunction with wet pour surfaces</i>)				Advised Client will arrange repairs	
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST	
							£0.00 £0.00 £0.00	


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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
3 x Park Seat on Grass	Glasdon		Satisfactory condition					
2 x Litter Bin on Grass			Satisfactory condition					
Fence			Satisfactory condition					
Single Gate		L	Generally satisfactory but recommend the spring closer tension is adjusted to gently close the gate					
Signage			Generally satisfactory but lacks emergency services contact number (ref. BS EN 1176-7:2008 clause 8.2.4)					
General: Timber Products		M	Monitor timber condition, climatic conditions are likely to affect the timber appearance (air splits etc.), these would not normally affect structural integrity but loose material should be removed or made safe to reduce potential splinter or abrasion hazards (do not fill splits as this can lead to further damage during the natural expansion and contraction process), in addition, strimmer damage evident at post bottoms, further deterioration could increase the risk of wood rot					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01535 517 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	
							£0.00 £0.00 £0.00 £0.00	




Certified Inspection Report for:		Contact :-		Site Address :-		SHEET		
Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Manor Park St Peters Close, Swanscombe, Kent, DA10 0JZ		1 of 2		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Honeycomb Whirl on Wet Pour	Wicksteed	M	Generally satisfactory but recommend missing fixings are replaced at the inspection cover plate	1	2176-152	M8 X 25 Pentagon Skt Button Head Screw	£1.79	£1.79
		L	Minor lateral platform movement is indicative of wear at the bearings, monitor for deterioration (Ensure that the regular greasing of bearings is included within your annual maintenance schedule.)	1	2215-507	M8 Washer <i>Labour cost to fit parts available upon request</i>	£0.45	£0.45
		M	Recommend the painting of this unit is included within your maintenance schedule (note: ensure surface coatings are free of free of harmful contents to avoid potential toxic hazards, ref BS EN 1176-1:2017, clause 4.1.1)	2	2820-002	Primer Per Litre	£20.00	£40.00
		M	Generally satisfactory but monitor wear at chain links, recommend one set are replaced	1	2820-004	Red Gloss Paint Per Litre	£20.00	£20.00
2.2m Double Arch Swing	Wicksteed	M	Recommend excess chain links are removed from the 'new' chains	1	2820-006	Dark Blue Gloss Paint Per Litre	£20.00	£20.00
2 x Flat Seat on Wet Pour		L	Monitor paint condition at the top bar	1	2820-012	Black Gloss Paint Per Litre	£20.00	£20.00
		M	Recommend soil and seed are added at the surface edge to reduce potential strip hazards			<i>Labour cost to paint unit available upon request</i>		
Multi-play Unit on Wet Pour	Setter	VL	Generally satisfactory but monitor wear at the bottom of the access climbing ramp panel and timber condition at the bridge slats			Advised Client has chains in their possession		
		L	Monitor minor surface damage adjacent to the fixed ladder tower					
		L	Monitor wear at the ramp pull up rope eyelet, further deterioration could result in exposed and damaged wires and create wire splinter and snagging hazards					
		L	Monitor paint condition at the overhead ladder					
General: Timber Products			Monitor timber condition, climatic conditions are likely to affect the timber appearance (air splits etc), these would not normally affect structural integrity but loose material should be removed or made safe to reduce potential splinter or abrasion hazards (do not fill splits as this can lead to further damage during the natural expansion and contraction process)					
 				INSPECTED BY :- C. Newell		PARTS SUB TOTAL		£102.24
Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01636 517 028				DATE :- 19.2.2020		BALANCE C / FORWARD		£0.00
INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes V/L VERY LOW & LOW RISK - See Introductory Notes						PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.)		£102.24
						LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST		



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DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL		
Motorbike Spring Mobile on Wet Pour	Wicksteed		Satisfactory condition							
Initial Paving Circle on Grass	Unknown		Satisfactory condition							
2 x Park Seat on Grass	Glasdon		Satisfactory condition							
Litter Bin on Grass	Unknown		Satisfactory condition							
Signage			Generally satisfactory but lacks emergency services contact number (ref. BS EN 1176-7:2008 clause 8.2.4)							
Fence	Unknown		Satisfactory condition							
Single Gate	Unknown		Satisfactory condition							
Vehicle Access Gate	Unknown		Satisfactory condition, locked at time of inspection							
Chain Link Gate	Unknown		Satisfactory condition, locked at time of inspection							
General		M	Recommend turf surfaces are reinstated at erosion areas to reduce potential slip and trip hazards, especially around the surface edging							
 			Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 617 028 www.wicksteed.co.uk				INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	£0.00 £102.24 £102.24 £102.24



Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Heritage Park Rear of Leisure Centre, Craylands Lane, Swanscombe, Kent, DA10 0LP		SHEET 1 of 2			
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
Trim Trail on Grass & Safety Grass	Record RSS 2007		Consisting of the following items:-						
Double Rubber Step Post Inclined Wobble Plank #1		L	Satisfactory condition Generally satisfactory but monitor the timber condition at the balance plank						
Rubber Step Post Log Traverse		L	Satisfactory condition Generally satisfactory but monitor vandalism at the rubber step sleeves, further deterioration may result in slip hazards.						
Drop Rope Traverse		L	Monitor timber condition at the stretcher top bar						
Yukon Log Roll		M	Generally satisfactory but the stretcher top bar has been removed, advised replacement part is on order						
Rubber Step Post Rope Tunnel		L	Generally satisfactory but monitor abrasion wear at the hand rope (Ensure that the regular greasing of the bearings is included within your maintenance schedule.)						
Rubber Step Post Clatter-bridge		Satisfactory condition	Satisfactory condition						
Rubber Step Post 4.7m Rope Bridge		Satisfactory condition	Generally satisfactory but monitor abrasion wear at the post top						
Double Rubber Step Post Inclined Wobble Plank #2		Satisfactory condition	Satisfactory condition						
Rubber Step Post Inclined Wobble Plank #3		L	Generally satisfactory but monitor abrasion wear at the rope assemblies						
Double Rubber Step Post Swinging Plank		Satisfactory condition	Satisfactory condition						
Rubber Step Post		Satisfactory condition	Generally satisfactory but monitor timber condition at the posts and balance plank						
Climbing Net on Safety Grass	Record RSS 2007	L MH	Generally satisfactory but monitor abrasion wear at the net assembly Recommend one loose rope fixing is secured at the top beam as soon as possible, refer to manufacturer for maintenance advice			Previously reported 28.1.2019			
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST		£0.00 £0.00 £0.00



Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Heritage Park Rear of Leisure Centre, Craylands Lane, Swanscombe, Kent, DA10 0LP		SHEET 2 of 2		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Picnic Table on Concrete	Unknown		Satisfactory condition					
Litter Bin on Grass	Unknown		Satisfactory condition					
Park Seat on Grass	Unknown	L	Generally satisfactory but recommend turf surface is reinstated at erosion areas to reduce potential slip hazards					
Single Gate #1	Unknown	M	Generally satisfactory but recommend spring tension is adjusted to gently close the gate					
Single Gate #2	Unknown		Satisfactory condition (<i>gravity closing</i>)					
Vehicle Access Gate	Unknown		Satisfactory condition but recommend this remains locked when not in use					
Fence	Unknown		Satisfactory condition					
Signage			Generally satisfactory but lacks emergency services contact number (<i>ref. BS EN 1176-7:2008 clause 8.2.4</i>)					
General: Timber Products			Monitor timber condition, climatic conditions are likely to affect the timber appearance (air splits etc.), these would not normally affect structural integrity but loose material should be removed or made safe to reduce potential splinter or abrasion hazards (<i>do not fill splits as this can lead to further damage during the natural expansion and contraction process</i>)					
 Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 617 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	
							£0.00 £0.00 £0.00 £0.00	








Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Knockhall Park Knockhall Road, Swanscombe, Kent, DA9 9HF		SHEET 1 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Area 1 (enclosed area) 5.8m Free Standing Slide on Wet Pour	Wicksteed	L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails Head & Torso probe test at the hand and guardrails (ref BS EN 1176-1:2017, clause 4.2.7.2), no action recommended at present. Fails Toggle test at chute entrance (BS EN 1176-1:2017, clause 4.2.7.3, no action recommended at present) Fails Stair criteria (BS EN 1176-1:2017: clause 4.2.9.2), no action recommended at present Monitor minor deformation at the slide chute surface (dents) Monitor the paint condition at the steps and handrails Slide chute / guardrail fixing bracket weld failed, no remedial action possible, structural integrity is not affected at present but monitor for deterioration Monitor surface shrinkage at the edges, further deterioration could create trip hazards or encourage vandalism					
Junior's Multi-play Unit on Wet Pour	Playdale 1999	L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Access net lower fixing creates potential trip and impact hazard (ref BS EN 1176-1: 2017, clause 4.2.8.6), no action recommended at present but monitor the timber condition at both upper and lower net mounting logs Climbing wall panel has been removed, replaced with non-manufacturer's barrier fitted at upper level tower Monitor paint condition at the access net barrier Monitor post stability at the access net tower Monitor timber condition and vandalism at the posts Monitor surface shrinkage at the edges, further deterioration could create trip hazards or encourage vandalism (Note: Wicksteed recommend concrete pin kerb edging is used in conjunction with wet pour surfaces)					
Tapee Climbing Frame on Wet Pour	Wicksteed	L	Generally satisfactory but monitor the paint condition					
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST	
							£0.00 £0.00 £0.00	



Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe.towncouncil.gov.uk Our Ref: 1250635 409597		Site Address :- Knockhall Park Knockhall Road, Swanscombe, Kent, DA9 9HF		SHEET 2 of 4					
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL			
2.3m 2 Bay 4 Seat Swing 2 x Flat & 2 x Cradle Seat on Wet Pour	Calbo	M	Generally satisfactory (note: internal wear at the single pin swivel swing support bearings can only be assessed by dismantling the bearing assembly from the top bar, refer to manufacturer's maintenance recommendations) Monitor the surface condition at the surface extension joint, uneven surfaces or raised edges could create trip hazards								
Toddler's Multi-play Unit on Wet Pour	Playdate 1999	L M	Generally satisfactory but monitor wear at the bridge net assembly Monitor surface edging condition and minor damage at the area periphery (see previous edging note)								
Redundant Tile Surface		M	Generally satisfactory but tiles are damaged or wearing, further deterioration could result in trip hazards, recommend tiles and base are removed and soil and turf are reinstated								
2 x Park Seat on Concrete & Grass	Glasdon		Satisfactory condition								
2 x Litter Bin on Grass	Unknown		Satisfactory condition								
Fence		L	Generally satisfactory but fails Head & Neck probe test at the roadside fence (ref BS EN 1176-1:2017, clause 4.2.7.2) between the railings and could result in entrapment hazard, no remedial action possible with fence design								
2 x Single Gate		M	Generally satisfactory but recommend one gate spring is adjusted to gently self close								
Signage		L	Recommend turf surfaces are reinstated at erosion areas to reduce potential slip and trip hazards, especially at raised paving edges								
			Generally satisfactory but lacks emergency services contact number (ref. BS EN 1176-7:2008 clause 8.2.4)								
 			Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 617 028		INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST (E&O.E.)		£0.00 £0.00 £0.00



Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Knockhall Park Knockhall Road, Swanscombe, Kent, DA9 9HF		SHEET 3 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Area 2 (partially enclosed area)								
Outdoor Gym on Grass Mats	Caloo		Inspected to BS EN 16630:2015 and consists of the following exercise equipment:					
Cross Rider Air Walker		L	Generally satisfactory but monitor wear at the upper front axle bushes Satisfactory condition					
Chest Press / Lat Pull Down		M	Generally satisfactory but recommend turf surface is reinstated at the mating edges to reduce potential trip hazards					
Skier		L	Generally satisfactory but monitor the paint condition at the foot wells			Refer to manufacturer for parts		
Outdoor Gym Signage			Satisfactory condition					
2 x Park Seat on Concrete & Grass	Unknown		Satisfactory condition					
Dog Waste Bin Post Mounted	Unknown		Satisfactory condition					
2 x Litter Bin on Grass	Unknown		Satisfactory condition					
Fence		L	Generally satisfactory but fails Head & Neck probe test at the roadside fence (ref BS EN 1176-1:2017, clause 4.2.7.2) between the railings and could result in entrapment hazard, no remedial action possible with fence design					
Kissing Gate			Satisfactory condition					
General			The facility is located within an enclosed area but fencing and gates would not physically prohibit access by animals, recommend routine inspections include monitoring for and removal of animal faeces. (Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces)					
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST £0.00 £0.00 £0.00	




<p>Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA</p>	<p>Contact :- Graham Blew / Dan (Head Groundsman) Teli: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597</p>	<p>Site Address :- Knockhall Park Knockhall Road, Swanscombe, Kent, DA9 9HF</p>	<p>SHEET 4 of 4</p>					
<p>DESCRIPTION OF PRODUCT(S) INSPECTED</p>	<p>MAKER & YEAR</p>	<p>RISK RATING</p>	<p>INSPECTION COMMENTS</p>	<p>QTY.</p>	<p>PRODUCT CODE</p>	<p>DESCRIPTION OF PART(S) REQUIRED</p>	<p>UNIT PRICE</p>	<p>TOTAL</p>
			<p>Recommend a comprehensive survey is carried out on trees within and around the play area by an arboreal specialist to ascertain their health and take appropriate remedial action where required</p>					
 <p>www.wicksteed.co.uk</p>	<p>Wicksteed Leisure Ltd Digby St, Kettering Northants, NN16 8YJ Tel: 01535 517 028</p>	<p>H/MH M V/L/L</p>	<p>INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes</p>	<p>INSPECTED BY :- C. Newell</p> <p>DATE :- 19.2.2020</p>		<p>PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT</p>	<p>£0.00 £0.00 £0.00 £0.00</p>	

Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe.towncouncil.gov.uk Our Ref: 1250635 409597		Site Address :- Valley View Play Area Greenhithe Village Kent, DA9 9LU		SHEET 1 of 2		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Discovery Multi-play Unit on Wet Pour	Wicksteed	L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails Head & Torso probe test at the barriers and slide guardrail (ref BS EN 1176-1:2017, clause 4.2.7.2), no action recommended at present. The attachment slide has a fall height exceeding one metre, a cross rail is recommended at the access point, between 600mm - 900mm above the starting section. (ref BS EN 1176-3:2017, clause 4.2), no action recommended at present. Monitor minor deformation at the slide chute surface (denis) Monitor the paint condition but recommend corrosion and flaking paint at the step handrails is treated to prevent further deterioration					
2.3m Double Arch Swing 2 x Flat Seats on Wet Pour	Wicksteed	L	Generally satisfactory but monitor minor vandalism damage at one seat, further deterioration may result in exposed metal parts and could create impact hazards. Monitor the paint condition					
Segregation Fence		L	Satisfactory condition					
Honeycomb Whirl on Wet Pour	Wicksteed	M	Satisfactory condition <i>(Ensure that the regular greasing of bearings is included within your maintenance schedule.)</i> Recommend soil and turf is added at the surface edging to reduce trip hazards					
Litter Bin Post Mounted			Satisfactory condition					
Park Seat on Grass	Glasdon		Satisfactory condition					
Fence		L	Generally satisfactory but fails Head & Neck probe test (ref BS EN 1176-1:2017, clause 4.2.7.2) between the bow tops and could result in entrapment hazard, no remedial action possible with fence design					
 				INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL £0.00 BALANCE C / FORWARD £0.00 PARTS TOTAL EXC. CARRIAGE & VAT. £0.00 (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST



Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 265 774 Email: graham.blew@swanscombeandgreenhithe.towncouncil.gov.uk Our Ref: 1250635 409597		Site Address :- Valley View Play Area Greenhithe Village Kent, DA9 9LU		SHEET 2 of 2		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Single Gate		L	Generally satisfactory but tails Head & Neck probe test (ref BS EN 1176-1:2017, clause 4.2.7.2) between the bow tops and could result in entrapment hazard, no remedial action possible with gate design Raised concrete edges could create trip hazards, consider upgrade of the walkway to reduce the hazards					
Vehicle Access Gate		M	Satisfactory condition (<i>locked at time of inspection</i>)					
Signage			Generally satisfactory but lacks emergency services contact number (ref. BS EN 1176-7:2008 clause 8.2.4); in addition, recommend the sign is cleaned to remove algal residue					
 			Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk					
			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes V/LJ VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	
							£0.00 £0.00 £0.00 £0.00	



Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Saxon Court Play Area Hasted Close, Greenhithe, Kent, DA9 9JL		SHEET 1 of 3		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Zigzag Tower & Slide on Wet Pour	Wicksteed	L L L	Generally satisfactory but fails BS EN 1176 design criteria at the following areas:- Fails Head & Torso probe test at the barriers and slide guardrail (ref BS EN 1176-1:2017, clause 4.2.7.2), no action recommended The attachment slide has a fall height exceeding one metre, a cross rail is recommended at the access point, between 600mm - 900mm above the starting section. (ref BS EN 1176-3:2017, clause 4.2), no action recommended at present. Monitor minor deformation at the slide chute surface (dents)					
2.4m 1 Bay 2 Seat Swing 1 x Flat & 1 x Cradle Seat on Wet Pour	Caloo	M	Generally satisfactory (note: internal wear at the single pin swivel swing support bearings can only be assessed by dismantling the bearing assembly from the top bar, refer to manufacturer's maintenance recommendations) Monitor surface shrinkage at the repair joints, further deterioration could create trip hazards or encourage vandalism					
Trim Trail on Grass	Setter 2010		The individual components are installed as a cluster unit (ref BS EN 1176 -1:2017, clause 4.2.8.3; note 1 and definition 3.19) and consists of the following:- Satisfactory condition Satisfactory condition Satisfactory condition					
Inclined Balance Beam Cross Rope Traverse Double Step Post Swinging Plank		M	Generally satisfactory but monitor vandalism damage to one post, recommend rough edges are removed and made safe Satisfactory condition Satisfactory condition Satisfactory condition					
Double Step Post (2 x 150mm log) Balance Beam Step Post (150mm log) Burma Rope Bridge		M L	Generally satisfactory but monitor vandalism damage to one post, recommend rough edges are removed and made safe Monitor abrasion wear at the rope assembly Satisfactory condition					
Step Post (150mm log) Parallel Rope Traverse		L L	Generally satisfactory but recommend loose eye bolts are secured Monitor abrasion wear at the hand rope assembly					
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes V/L/ VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST	
							£0.00 £0.00 £0.00	

Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe.towncouncil.gov.uk Our Ref: 1250635 409597		Site Address :- Saxon Court Play Area Hasted Close, Greenhithe, Kent, DA9 9JL		SHEET 2 of 3		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Mushroom on Grass	Unknown		Satisfactory condition					
Park Seat on Tarmac	Glasdon		Satisfactory condition					
Litter Bin on Tarmac	Unknown		Satisfactory condition					
Fence	Unknown		Satisfactory condition					
3 x Single Gate	Unknown	M	Generally satisfactory but self closing devices are ineffective and gates might not exclude animals or prevent unescorted toddler egress from the area, recommend closing devices are adjusted, repaired or replaced					
Double Gate	Unknown	M	Generally satisfactory, one gate secured to prevent dog and vehicle access but lamp post restricts opening at the pedestrian gate to 790mm, this may prevent access by wheelchairs and pushchairs and could result in collision hazards, in addition, the closing spring tension requires adjustment to close gate.					
Signage			Generally satisfactory but lacks emergency services contact number (ref. BS EN 1176-7:2008 clause 8.2.4)					
General: Timber Products			Monitor timber condition, climatic conditions are likely to affect the timber appearance (air splits etc.), these would not normally affect structural integrity but loose material should be removed or made safe to reduce potential splinter or abrasion hazards (do not fill splits as this can lead to further damage during the natural expansion and contraction process)					
 			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST (E.&O.E.)	
							£0.00 £0.00 £0.00	

Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe town council.gov.uk Our Ref: 1250635 409597		Site Address :- Saxon Court Play Area Hasted Close, Greenhithe, Kent, DA9 9JL		SHEET 3 of 3
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE
General		M				
<p>INSPECTION COMMENTS</p> <p>The facility is located within an enclosed area but fencing and gates would not physically prohibit access by dogs, recommend routine inspections include monitoring for and removal of animal faeces. (Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces)</p>						
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk		INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	£0.00 £0.00 £0.00 £0.00
TOTAL						

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Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe.towncouncil.gov.uk Our Ref: 1250635 409597		Site Address :- Eagles Road Play Area Eagles Road, Greenhithe, Kent, DA9 9QZ		SHEET 1 of 2				
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL		
Trim Trail on Safety Grass	AE Evans	L	Consisting of the following elements: Generally satisfactory but recommend missing screws are replaced at one log axle plate Satisfactory condition							
Rolling Log		L	Generally satisfactory but recommend one missing fixing recess cap is replaced Satisfactory condition							
Rope Walk										
Swamp Net										
Step & Stride Post Cluster										
Scramble Net										
Clatter-bridge										
Traversing Net & Wall Assembly										
Spring Wobble Board		M	Generally satisfactory but recommend rough edges at the balance plank are removed and made safe to reduce potential splinter or snagging hazards Satisfactory condition							
Tunnel Net										
Inclined Balance Weaver										
Step post (150mm log)										
Inclined Balance Weaver										
Pick-up Sticks Climbing Frame on Safety Grass	AE Evans									
2.3m Timber Basket Swing on Safety Grass	AE Evans									
2 x Timber Bench on Grass	AE Evans									
2 x Litter Bin Fence Mounted	Unknown									
Metal Gate	Unknown									
 			Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 617 028		INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST	£0.00 £0.00 £0.00

Certified Inspection Report for: Swanscombe & Greenhithe Town Council Council Offices, The Grove Swanscombe, Kent, DA10 0GA		Contact :- Graham Blew / Dan (Head Groundsman) Tel: 01322 385 513 / 07736 255 774 Email: graham.blew@swanscombeandgreenhithe.towncouncil.gov.uk Our Ref: 1250635 409597		Site Address :- Eagles Road Play Area Eagles Road, Greenhithe, Kent, DA9 9QZ		SHEET 2 of 2		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
Single Gate	Unknown	L	Generally satisfactory but fails Head & Neck probe test (ref BS EN 1176-1:2017, clause 4.2.7.2) between the railings and could result in entrapment hazard, no remedial action possible with gate design					
Double Gate	Unknown	L	Generally satisfactory but fails Head & Neck probe test (ref BS EN 1176-1:2017, clause 4.2.7.2) between the railings and could result in entrapment hazard, no remedial action possible with gate design (vehicle access section locked at time of inspection)					
Rail Fence & Gate	Unknown	M	Generally satisfactory but horizontal rails could encourage climbing and would not exclude animals from the play area (gate locked at time of inspection)					
Paling Fence	Unknown	L	Generally satisfactory but fails Head & Neck probe test (ref BS EN 1176-1:2017, clause 4.2.7.2) between the railings and could result in entrapment hazard, no remedial action possible with fence design					
Signage			Generally satisfactory but lacks emergency services contact number (ref BS EN 1176-7:2008 clause 8.2.4)					
General		M	The facility is located within an enclosed area but fencing and gates would not physically prohibit access by dogs, recommend routine inspections include monitoring for and removal of animal faeces. (Litter (animal droppings) order 1991 of The Environment Protection Act 1990 requires public walks and pleasure grounds to be free of animal faeces) Recommend a comprehensive survey is carried out on trees within and around the play area by an arboreal specialist to ascertain their health and take appropriate remedial action where required					
  Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 www.wicksteed.co.uk			INDICATION OF RISK RATING ASSESSMENT HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY :- C. Newell DATE :- 19.2.2020		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&O.E.) LABOUR COST TO FIT PARTS AVAILABLE UPON REQUEST TOTAL COST OF PARTS, EXC VAT	
							£0.00 £0.00 £0.00 £0.00	



Introduction to Inspections

Our Safety Inspectors are registered with the RPII (Register of Play Inspectors International) to their annual level and qualified to BTEC Level 3 advanced Playground Operation & Inspection. In addition to this they are also CRB checked and will carry their RPII identification with them. Authentic Inspection reports will show the inspector's personal RPII seal.

Unless otherwise instructed the playground equipment will have been assessed in accordance with BS EN 1176:2017 Playground Equipment.

The European standard was originally published on 1st January 1999 when the existing standards, BS5696, were withdrawn, and was revised in 2008 and again in 2017. Equipment installed prior to 1 June 2009 may fail to meet BS EN 1176 in a number of areas. This does not mean that the equipment has become dangerous or that remedial action is required, provided that the equipment met the requirements of previous standards, i.e. BS EN 1176:1998, BS 5696/DIN. As an example, the majority of chains which were installed prior to the advent of EN 1176 will fail in relation to the gap in the links being in excess of 8.6mm. These chains need only be replaced when they are broken or worn, with new chains that meet the new standard requirements, however it would not be an issue requiring immediate action.

The risk criteria we apply in our inspection reports are as follows:-

Very Low – No remedial action is required

Low - Items are considered safe for use and require monitoring only as part of your regular inspection procedures.

Medium – Items require appropriate action within resources and individual site assessment. The equipment should be safe for use, but you must consider this in relation to your detailed knowledge of the site.

Medium High – Safe for continued use but remedial action should be planned or implemented within three months but again to be considered in respect to your detailed knowledge of the site.

High – Items require urgent action. The equipment should be immobilised or removed until repairs are carried out.

Where any compliance failures occur, these are briefly noted and a risk assessment made of the failure. Where we believe action is required, this is indicated in more detail and identified as a medium or high risk. In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone.



Where present, multi sports facilities and wheeled sports facilities and outdoor gym equipment will also be inspected and each area will be charged as a separate area. Multi-Sports facilities will be inspected to BS EN 15312:2007. Wheeled Sports facilities will be inspected to BS EN 14974:2006+A1

Outdoor Gym Equipment will be inspected to EN16630. It should be noted that outdoor gym equipment is not play equipment and should not be regarded as such. EN16630 recommends user restriction to youths and adults over 1.4m tall. Scaled down versions of outdoor gym equipment intended for use by children does not conform to and therefore cannot be inspected to this standard.

Where there are items on site that are not covered by any specific BS EN standard then common sense approach will be taken. The standards stated are neither mandatory nor retrospective.

Wicksteed inspections cover: Site safety, Suitability and conditions of ancillary items including fencing, Standards compliance, suitability and condition of equipment, dimensional compliance, suitability and condition of surfacing.

Wicksteed inspections are visual non-dismantling inspections carried out from surface level to a maximum of 3.0m. Inspection of structural parts and fixings above this height will require specialist access equipment (scaffolding, cherry picker, etc) and this is not included within the Wicksteed Inspection. As with vehicle M.O.T. tests, they are only an indication of the state of the equipment at the time of the inspection. Where removal of parts is felt to be necessary for assessment, this will be indicated, but not undertaken unless specifically arranged prior to the inspection.

Wearing of shackle pins and bushes on swings is difficult to detect with non-dismantling inspections. Checks to identify dry bearings and excessive movement in the 'D' shackle can often identify serious defects. But it does not preclude the possibility of shackle pin failure in rare circumstances. It is recommended that random inspections by removal of the 'D' shackle and pin is carried out as a regular part of your routine maintenance (note:- some types of shackles cannot be re-fitted once removed, typically those where the shackle pin is secured with a security pin through both shackle & pin, once removed, this type of shackle should be replaced with new).

Surfacing has been assessed in terms of the area covered and its condition or security. For items with no protective surfacing and with a fall height in excess of 600mm, you should consider the installation of an impact attenuating surface. It should also be noted that EN 1176 UK national standard allows well-maintained grass for fall heights of up to 1.5m. However, bear in mind that the impact absorbency of such a surface is dependent upon the condition of the grass and the soil and root structure beneath. If it becomes worn it is likely that its performance will be significantly reduced. Wear pads should be considered in areas of high usage i.e. slide run-out, fireman's poles, central arc of swings. Where wet pour repairs are quoted it must be noted that the colour will differ in shades to the existing surface.



Continuous rubber surfaces (wet pour) and rubber tiles can be affected by climatic variation; hot weather can cause materials to shrink which could result in gaps at joints or around the edges, excessive gaps (20mm+) or raised edges could create trip hazards; during cold or wet weather the materials may expand. Wet pour edges can be cut back by approximately 100mm and infilled with new material. The gaps at tile joints can be filled using a rubber crumb mixture, however, this should be considered as a short-term solution and ultimately a full surface upgrade may be required. It should be noted that where gaps between tiles are in-filled the material may become loose as the tiles continue to shrink and expand with climatic change – these areas may be prone to vandalism. We can therefore offer no guarantees on the longevity of any infilling that may be carried out.

Surface materials are normally bordered by timber or concrete edging, these need to be maintained in good condition to prevent tile migration and to protect surfacing edges. In addition, where set into a grass surface, regular grounds maintenance is essential to combat erosion and reduce potential trip hazards and reduce impact attenuation (protection from head injuries) that may be created by exposed or raised surface edges.

Loose fill impact surfaces (bark, wood chip, sand, etc) and their retention edges need to be maintained to ensure that adequate impact protection is provided within the equipment falling spaces. Regular raking of loose fill materials is recommended to maintain even distribution and to remove hazardous objects that may be concealed within the loose fill material (loose fill impact surfaces are not recommended around or below moving equipment such as swings or roundabouts).

Tarmac and concrete are not recommended for use under any playground equipment from which falls are possible, irrespective of the fall height. A risk assessment will be given in the report where necessary.

There can be problems with assessing ground decay of supports where synthetic surface has been installed. Wicksteed takes care to check ground decay and corrosion in supports in so far as they are able, but this cannot be done conclusively without removal or destruction of the surface, which is not something we would undertake.

Where a maintenance inspection has been ordered this comprises of the visual non-dismantling inspection and also the tightening, where possible, of any fixings and greasing of bearings as necessary. In some instances it may not be possible to tighten fixings or grease inaccessible bearings – in these cases it will be noted on the report and any necessary further action advised.

In order to provide economic reports, standard wording is used for most common standards failures. Wicksteed inspectors also work using previous year's reports. Please note that where there have been very few changes to the site, the current report may be similar to the previous years report.

When we are quoting for repainting the specification is to rub down metalwork as required, apply one coat of undercoat and one coat of gloss.



Natural Play is becoming a more important part of play provision. By its very nature natural play is non-prescriptive and therefore there are no written standards applicable so in quantifying the safety of the items you have to rely upon risk assessment. The means by which we will assess the elements of natural play on site will be by means of a risk assessment as required under the Health and Safety at Work Act. This will inevitably be subjective and it is therefore necessary for the end user/operator to satisfy themselves that the criteria used fit within the play operators play strategy. To this end the risk assessment being carried out by Wicksteed will be an indicative assessment which can form part of the overall risk assessment for the site. All natural play elements will be assessed visually however BS EN1176 will be applied where appropriate i.e. head & neck entrapments, dimensions of ends of tunnels.

For more information of Natural Play and managing the associated risk please refer to the publication "Managing Risk in Play Provision:Implementation Guide". This has been published by the Department for Children, Schools and Families and free copies are available from www.teachernet.gov.uk/publications The search reference for this is 00942-2008. There is also a publication called "Nature Play :Maintenance Guide" ISBN:978-1-905818-53-2. This is published by NCB on behalf of Play England. Their website is www.ncb.org.uk.

If you have ordered a detailed analysis of risk please be advised that it is the responsibility of the operator of the site to complete sheets 1 to 3 inclusive. We are unable to complete this for you as the information required is from your own knowledge of the site.

Rev 4.2.19





RPii Inspection Methodology

This document outlines the RPii position on inspections undertaken by the Inspectors listed on the RPii Register of Inspectors for Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine.

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

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

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

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

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance within the inspection will still refer to BS EN 1176.

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

BS EN 15312 Multi use sports equipment **BS EN**

14974 Wheeled sports equipment **BS EN 16630**

Outdoor fitness equipment

BS EN 16899 Parkour equipment (plus RPii/API guidance notes)

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 up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to 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 for 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 standing surfaces as necessary on the equipment and assess all parts up to 2.5m 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.

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. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

Where planting or trees are mentioned in the report no arboricultural or horticultural assessments of toxicity, suitability or condition are undertaken; the owner/operator should have suitable inspections provided by a competent person.

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

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

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

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection Recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual Outdoor/ Fully enclosed Inspection
6.1 and 6.2 c) Inspect and maintain in accordance with the manufacturer's instructions (see note 1)	✓	✗ [1]
6.2 a) Identify obvious hazards	✓	✓
6.2 b) Check for operation, stability and wear (see note 2)	✓	✓ [2]
6.2 b) Check sealed for life parts	✓	✗
6.2 b) Check for cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) and structural integrity (see note 2)	✓	✓ [2]
6.2 c) Overall levels of safety of equipment	✓	✓
6.2 c) Overall levels of safety of foundations (see note 2)	✓	✓ [2]
6.2 c) Overall levels of safety of surfaces (see note 3)	✓	✓ [3]
6.2 c) Compliance with the relevant parts of the standard (see note 4)	✓	✓ [4]
6.2 c) Undertaking the responsibility of the operator's periodic, systematic assessment of the effectiveness of all their safety measures (BS EN 1176-7, 8.2.1)	✓	✗
6.2 c) Effects of weather	✓	✓
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)	✓	✓ [5]
6.2 c) Excavation/dismantling/additional measures	✓	✗
6.3.1 Assessment of glass reinforced plastics (see note 6)	✓	✓ [6]
6.3.2 Maintenance of one post equipment (see note 2)	✓	✓ [2]

NB The clause numbers in table 1 are taken from BS EN 1176-7. The content is equally applicable to all other relevant standards listed herein.

- [1] Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.
- [2] 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.
- [3] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.
- [4] 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.
- [5] 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.
- [6] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

PROPOSED CHILDREN'S SUMMER ENTERTAINMENT 2020
£2000 + KCC Members Grant Funding £1500

Option 1:

Entertainment	Venue	Duration	Price
Climbing Wall	Broomfield	2	£600
Crazy Golf	Broomfield	2	£400
Mrs Roundabout	Heritage	1.5	£120
Mrs Back to Front	Heritage	1	£110
Laser Tag	Knockhall	2	£600
Kick up Sports	Knockhall	2	£225
Crazy Golf	Knockhall	2	£400
Dizzy Lolly	Knockhall	1	£110
Kick up Sports	Swanscombe	2	£225
Laser Tag	Swanscombe	2	£600
Total of 10 events			
Total Cost for Option 1		17.5	£3,390

Option 2:

Entertainment	Venue	Duration	Price
Sports Arena	Broomfield	2	£600
Climbing wall	Broomfield	2	£650
Dizzy Lolly	Heritage	1	£110
Circus Sensible	Knockhall	2	£550
Animal Workshops	Knockhall	2	£500
Kick up Sports	Swanscombe	2	£250
Science Boffins	Swanscombe	2	£930
Total of 7 events			
Total Cost for Option 2		13	£3,590

5.5

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Descriptions of Options

Mrs Back to Front - Mrs Back to Front who will come to your party and bring a ray of sunshine into your children's lives. She gets into a muddle and often wear my clothes back to front, she never know whether she is coming or going and often make the children laugh so much that it takes a week for them to stop smiling. Also provides Games - Magic - Puppets - Story Telling - Junior Punch & Judy Theatre. Songs and Dances.

Mrs Roundabout - Games - Magic - Puppets - Story Telling - Junior Punch & Judy Theatre. Songs and Dances.

Dizzy Lolly - An hour show which includes a fun magic show, with lots of audience participation.. Also Dizzy Lolly has Mickey Monkey a very Cheeky Puppet, she has a live Rabbit and lots of fun. Singing and dancing is also available in the show. She brings along her own music and sound system.

Laser Tag - A non-contact game sometimes referred to as Pulsar, Quasar, Laser Bug and Laser Storm. Our Mobile Laser Tag hire service is a massive hit with children (over 6yrs) and adults alike whenever and wherever it is played. The laser shooting game is played inside a darkened inflatable arena which is filled with swirling fog to make the most of the laser beams that the guns produce. The basic idea of Laser Tag is to achieve the highest score possible. Points are scored by shooting an opponent's gun and points are lost when your gun is shot. Up to 10 people can play any one time meaning a good throughput can be achieved. A top of the range Hangar 51 gun set up which allows us to play individual or team games and has various other options to come up with a set up perfect for your event.

Climbing Wall - An eye catching 8m (24ft) high Mobile Rock Climbing Wall features automatic belay systems and allows up to 4 climbers to climb simultaneously in complete safety. There are many different climbing routes on each of the 4 faces of the Rockwall meaning that we can find a challenge for anyone and everyone! Rock climbing is one of the fastest growing sports in the UK.

Crazy Golf - Altitude's 9 hole Mobile Crazy Golf Course comes complete with an operator, a range of clubs, balls, scorecards, mini marquee, bunting. All that you need to provide is some flat ground for us to set the Mobile Crazy Golf Course upon. The Mobile Crazy Golf Course can be set up on grass or hard standing, indoors or outside making it very flexible for almost any type of event. There is no minimum or maximum age for the Portable Crazy Golf and really is THE attraction for the whole family. As with all of our activities, the Mobile Crazy Golf course pictured on this website is the actual unit that would be hired for your event and we would like to think that it really is one of the best hire courses in the UK. Each hole of the Mobile Crazy Golf Course is totally unique and we have humps, tunnels, loop the loops, themed holes and even a Windmill!

Kickup Sports Ltd - 4 FA qualified coaches that have experience with coaching various sports activities within schools and their communities. It is very strict with how the services are carried out and they have high expectations as a company for what coaches we employ. All coaches will be able to coach kids of any age group, gender and background with enthusiasm, skill, creativity, professionalism and fun attributes. These attributes combined make a quality sports coach to be able to deliver both fun and exciting sessions/events to improve the health/wellbeing and participation in the young people. Equipment provided on the day will include equipment for various sports such as; Tag Rugby, Cricket, Football, Multi Sports and other fun games that we host.

A service for young people which provides a sports service run by experienced and qualified coaches. All the services with young people are to promote healthy lifestyle and to encourage the participation of all kids and young people of all abilities to get involved in sport.

Science Boffins - Science Boffins are continually developing groups sessions to ensure they have something new and fun every year. Just to whet your appetite our assembly programme may include:

Initially they will conjure up an ancient scientist from a bottle, much like Aladdin did. The smoke rises out of the bottle as his spirit joins us for the group.

They will then test whether the children are naughty or nice with an experiment testing their observation skills and more importantly their morals! As water disappears from a cup one willing victim risks getting wet as the remaining children decide their fate. Next the Children will learn about a poorly elephant with a toothache and be amazed by 3 small quantities of chemical making such a huge amount of toothpaste! With the amount of noise the Children will have made so far it's time to test how big their lungs are with our windbags. Using Bernoulli's air flow principles we can make a child will fill a bag up with over 10 litres of air in one breath! Finally, using Bernoulli's principle to show where a stream of air goes with metres of loo roll being flung across the room as the air carries it over the children.

Inflatable sports arena - The Sports Arena is one inflatable that can be used for two different games. Bounce your way through a game of Bouncy Volleyball, or take on your opponents for a game of Bouncy Basketball. Whatever your game choice it will be full of energy! Choose to use the Sports Arena for one game or a mixture of all three throughout your event, choose from:

- Volleyball
- Basketball

The game can be changed throughout the day it will only take a few minutes to swap the activity essentials over (nets, bungee belts etc). This makes The Sports Arena perfect for events that may have limited space but want different activities available throughout the day.

Circus Sensible - Everyone will have the opportunity to learn a selection of circus skills, including diabolo, juggling balls/clubs, poi, stilts and spinning plates. Circus Time also carries out fire dance performances, make-and-do workshops and can provide stilt-walkers, as well as having contacts with a wide variety of other entertainers.

Animal Workshops - The petting corner would be with two handlers. Some animals they would be able to stroke with little additional supervision required. Over the course of two hours for an informal petting corner at an event with other attractions.



Event Notification Form

What happens to my information?

This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser	HANNAH BIRKETT		
Organisation	SWANSCOMBE CHILDREN'S CENTRE		
Registered charity	<input type="checkbox"/> Yes	If yes please provide number:	
	<input checked="" type="checkbox"/> No		
Street Address	SWANSCOMBE CHILDREN'S CENTRE KEARY ROAD SWANSCOMBE		
Postcode	DA10 6BS		
Telephone Number	03000 417032		
Mobile Number			
E-Mail Address	hannah.birkett@kent.gov.uk		

2. Your Proposed Event

Event Name	Easter Fun Day			
Date(s) of event	Start date	10 07.04.20	End date	07.04.20
Proposed times of event	Start time	10.00	End time	12.00
Location of event	* Staff to set up at 9am and leave by 1pm			
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
b) If yes, which name and contact details can we release? Hannah Birkett 03000 417032				
Has the event taken place before?	<input checked="" type="checkbox"/> Yes	If yes, please state when:		
	<input type="checkbox"/> No			
Description of Event	A family fun session for families in the Swanscombe area. Activities will be provided by the children's centre and partners for 0-7 year olds. There will be an Easter hunt, art & craft activities along with activities promoted by local organisations, healthy eating, well being and libraries			
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?	100 attendees		15 staff	

115 people

3. Programme of Activities *

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
<i>* There isn't a programme, however partner organisations will be at their marquees with their free activities</i>	

4. Waste management

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Who will undertake this?	<i>Any rubbish will be cleared by our staff</i>	
Will your event require the use of toilets?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How will these be provided?		

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

6. Utilities

Will your event require a power supply?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How will this be provided?		

7. What activities might there be at Your Proposed Event?

Please check boxes as appropriate (activities are in alphabetical order)

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Drones	<input type="checkbox"/> Electricity
<input type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input checked="" type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input type="checkbox"/> Live entertainment* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<input type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input type="checkbox"/> Sale of food or drink between 23:00 – 05:00*
<input checked="" type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input checked="" type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Other: Please specify	

* partners from healthy eating / police cadets may bring bikes or run taster sessions

Temporary Event Notice

All activities marked with an (*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

- Licensable activities include:
- Sale and Supply of Alcohol
 - The provision of late night refreshments to the public
 - Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

8. Traders / Stall Holders

2.2a Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders (please continue on a blank sheet of paper if required)

Name of Organisation	Concession Type
There won't be any selling / trades only <u>free</u> stalls	

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

n/a

10. Catering Requirements (Food, drink, water)

For each catering supplier/food stall that is attending the event, please provide the following information.

Please continue on a separate sheet where necessary.

Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	

Notes Section / any further comments (please continue on a blank sheet of paper if required):

What happens next?

Your application will be considered by members of the Town Council at the next appropriate meeting.

The Town Council may request additional information in relation to your event.

The Town Council will require copies of a Risk Assessment for the event as well as any appropriate public liability insurances prior to the event taking place.

Name (printed)	HANNAH BIRCEIT
Date	04/02/20

If you have any queries regarding completing this form please contact:
info@swanscombeandgreenhithetowncouncil.gov.uk or telephone 01322 385513

Please keep a copy of this form for your own records.

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(B)

Event Notification Form



SWANSCOMBE AND GREENHITHE TOWN COUNCIL
"TAKING PRIDE IN OUR TOWN"

What happens to my information?
This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

Time Limits - Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser	KEVIN BASSON		
Organisation	SWANSCOMBE TIGERS F.C.		
Registered charity	<input type="checkbox"/> Yes	If yes please provide number:	
	<input checked="" type="checkbox"/> No		
Street Address	10 THE ASSOCIATION GRAYS Kent		
Postcode	DA14 3AA		
Telephone Number	01474 710000		
Mobile Number	07958 123456		
E-Mail Address	kbasson@swanscombefc.com		

2. Your Proposed Event

Event Name	SWANSCOMBE TIGERS FAMILY FUN DAY			
Date(s) of event	5/7/20			
Proposed times of event	Start date	5/7/20	End date	5/7/20
	Start time	9am	End time	7pm
Location of event	BROOMFIELD PARK SWANSCOMBE			

May the details supplied in 2 above be used for publicity purposes or given to interested parties?

a) Yes No

b) If yes, which name and contact details can we release?

Has the event taken place before? Yes No

If yes, please state when:

LAST TWO YEARS

Description of Event
AN ENTIRE CLUB FUN DAY INCLUDING A FOOTBALL TOURNAMENT PLUS BBQ AND VARIOUS STALLS AND A COCONUT SHY. THE EVENT IS FREE TO ALL AND NORMALLY ATTRACTS AROUND 150 PEOPLE TO 200 PEOPLE

3. Programme of Activities

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
8.00 - 11.00	SET UP
11.00 - 12.00	PEOPLE ARRIVE
12.00 - 14.00	ROASTBAST EVENT + STALLS + BBQ
14.00 - 19.00	CLOSE DOWN / CLEAN UP

4. Waste management

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Who will undertake this?	THE ORGANISERS	
Will your event require the use of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?	THE PAVILION	

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Where will this be provided?	/	
How will this be managed?	/	

6. Utilities

Will your event require a power supply?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will this be provided?	SOURCED VIA THE PAVILION	

7. What activities might there be at Your Proposed Event?

Please check boxes as appropriate (activities are in alphabetical order).

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input checked="" type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input checked="" type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> 'Dance' performance	<input type="checkbox"/> Drones	<input checked="" type="checkbox"/> Electricity
<input type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input checked="" type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input checked="" type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input checked="" type="checkbox"/> Live entertainment* (e.g. amplified music)	<input checked="" type="checkbox"/> Lotteries/raffles* At the time of the event
<input checked="" type="checkbox"/> Lotteries/raffles* Sold before the event	<input checked="" type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input checked="" type="checkbox"/> Sale of food or drink between 23:00 - 05:00*
<input checked="" type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Other: Please specify	

Temporary Event Notice

All activities marked with an (*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

Licensable activities include: Sale and Supply of Alcohol
The provision of late night refreshments to the public
Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

8. Traders / Stall Holders

Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders (please continue on a blank sheet of paper if required)

Name of Organisation	Concession Type

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

[Empty space for explaining alcohol management]

10. Catering Requirements (Food, drink, water)

For each catering supplier/food stall that is attending the event, please provide the following information. Please continue on a separate sheet where necessary.

Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	

Notes Section / any further comments (please continue on a blank sheet of paper if required):

THE PURPOSE OF THE EVENT IS TO HELP RAISE FUNDS
TO SUPPORT THE RUNNING OF THE CLUB WHICH CONTINUES
TO GROW IN SIZE + USE AFTER YEAR

What happens next?

Your application will be considered by members of the Town Council at the next appropriate meeting.

The Town Council may request additional information in relation to your event.

The Town Council will require copies of a Risk Assessment for the event as well as any appropriate public liability insurances prior to the event taking place.

Name (printed)	KEVIN BASSON
Date	20-02-2020

If you have any queries regarding completing this form please contact:
info@swanscombeandgreenhitetowncouncil.gov.uk or telephone 01322 385513
Please keep a copy of this form for your own records.

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POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES. BY EXTERNAL ORGANISATIONS



(This Policy was adopted by the Recreation, Leisure & Amenities Committee on 19 Sep 2019, minute 211/19-20.)

1. EVENT CATEGORIES AND DEFINITIONS.

1.1 An activity will be formalised into an event, in its own right, when it reaches one or more of the following trigger points:

- The activity introduces any formalised infrastructure, using an area which would impact on public use, for example gazebos, tables and chairs.
- Whether the event attendees are likely to exceed 20 in number, and will therefore use space, which will not be available to those not attending the event.
- Includes a fee to enter.
- A transaction to buy or sell a service or goods is involved.

1.2 Events will then be classified by type or scale.

2. EVENT TYPE.

2.1 Local Community/Charity Events: Community events are those which are organised by Swanscombe & Greenhithe based local charities (including the local branch of national charities) or community groups in support of the Swanscombe & Greenhithe community. Any monies raised are to be for the sole benefit of the group or charity organising the event. If fees are being levied for community or third sector stallholders, the organisers must inform the Town Council as part of the application process.

2.3 If the event involves corporate sponsorship and/or commercial stalls the organiser must inform the Town Council, as part of the application process. All charities will be required to provide a UK charity number. The Council will normally waive fees for use of the Parks / Open Spaces by charity and community groups, subject to the provisos above.

2.4 Commercial Events: This category includes any events where the organiser intends to generate a profit. Such events are typically open to the public, but in some cases, may require the public to pay an entrance fee to participate or enter a closed area. Although there is a fee structure for the use of the Parks / Open Spaces the Town Council reserves the right to negotiate another price, subject to the agreement of the Town Clerk, where the event will have major impact on the Park / Open Space and / or its surroundings, or has the potential to generate a substantial commercial return.

2.5 Corporate events: These can be team building, brand events or private functions by commercial organisations, which will involve the closure of areas of the Park / Open Space to the general public. The fees for such an event will be subject to negotiation and final agreement by the Town Clerk. Officers will ensure that the public still have access to recreational space in the Park / Open Space, whilst the event is on.

3. EVENT SCALE

Please see Table 1 (page 4 of 4).

POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS

4. EVENTS WHICH WILL NOT NORMALLY BE GRANTED PERMISSION.

4.1 Any event which is deemed to contravene the terms and conditions for the use of the Park / Open Space, including:

- Any event which is likely to have an unacceptable impact on the infrastructure or fauna and flora of the Park / Open Space.
- Where adequate documentation, regarding details of the event and health and safety provisions, are not provided.
- Where an event fundamentally changes its nature having already completed the application process.
- Any event, which fails to implement any recommendations made by the Town Council.
- Any event which would be detrimental to public order.
- Any event, which discriminates against any of the protected characteristics, as set out in the Equality Act 2010.
- Any event using non-domesticated animals for performance purposes.
- Any event where the organisers have not signed the set terms and conditions for hire, before the event.
- Any event where organisers have previously not adhered to agreed terms and conditions or safety requirements.
- Any events considered likely to have a detrimental impact on the Town and / or wider community.

5. GENERAL PRINCIPLES.

5.1 The following principles will apply to the use of the Parks / Open Spaces for events:

- No more than one event will be allowed in a Park / Open Space concurrently, unless otherwise agreed by the Town Council.
- The majority of events will be expected not to start before 10.00am and finish by no later than 7.00pm.
- There is a general presumption against major or large events happening in the Parks / Open Spaces on consecutive weekends.

6. APPLICATION PROCESS.

6.1 Anybody wishing to stage an event in a Park / Open Space must complete an Event Notification Form to be submitted to the Town Council at least 14 weeks prior to the event, except for minor events which require at least 4 weeks.

7. EVENT SAFETY.

7.1 All events must have a risk assessment, an event management plan, insurance cover and / or necessary licences. Failure to provide any of these documents, or the submission of documents which are deemed not fit for purpose, will lead to the event being refused / cancelled.

POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS

8. NOISE CONTROL.

- 8.1 Event organisers are reminded of the need to minimise disruption to nearby residents', particularly in terms of noise. Organisers must provide the Town Council with a contact person and telephone number, in case complaints are received, concerning noise from their events and will be expected to take measures to investigate and address complaints promptly and provide the Town Council with copies of all correspondences relating to any complaints.

If an event is using amplified sound, the event organiser should provide a risk assessment which includes details of the proposed sound sources (location and type), details of the predicted noise levels which may arise, and details of proposed mitigation measures (if any) to the Town Council.

**POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS**

**TABLE 1
EVENT SCALE**

Classification of proposed event.	Size and definition of event.	Number permitted in financial year.
Major	<p>Likely to be over 1,000 attendees at any one time.</p> <p>Will involve a large footprint (up to 30% of the park / open space area).</p> <p>A potential need for ground reinstatement.</p> <p>Major impact on surrounding area.</p> <p>Temporary structures with a build / take down period of up to 3 days.</p>	2
Large	<p>Likely to be between 500 and 1000 attendees at any one time.</p> <p>Will involve a footprint of up to 20% of the park / open space.</p> <p>Impact on the surrounding area.</p> <p>May need some ground reinstatement.</p> <p>Temporary structures with a build / take down period of 1 or 2 days.</p>	3
Medium	<p>Between 50 and 500 attendees at any one time.</p> <p>Footprint of up to 10% of the park / open space.</p> <p>Unlikely to involve any reinstatement of ground.</p> <p>Temporary structures with a build / Take down period of 1 day.</p>	12
Small	<p>Likely to be no more than 49 attendees at any one time.</p> <p>Minimal use of the park / open space area.</p> <p>Unlikely to have any impact on surrounding areas.</p> <p>Minimal impact on the park.</p> <p>Minimal infrastructure.</p>	At the Town Councils discretion.
Minor	<p>Any event which does not meet the criteria above but does meet the event criteria as set out in 1.1.</p>	At the Town Clerks discretion.

Present: Cllr Anita Barham
Cllr Emma Ben-Moussa
Cllr Sue Butterfill
Cllr Linda Hall
Cllr Peter Harman

Apologies: There were none

Also Present: Graham Blew – Town Clerk
Dan Usher – Senior Groundsman/Gardener

Members discussed the original naming of the site as The Swanscombe Sensory Garden being amended to The Swanscombe Community Garden.

Members walked the site and agreed that the project should be staged ie.

Phase 1;

that the holly should be extracted from the beds / shrubbery.
that the large tubs be rubbed down and prepped by the Parks Staff and enquiries be made as to the painting of the tubs as part of DSTC Community Day Scheme (bright colours of the rainbow);
that the large tubs be planted with fragrant and bright coloured plants (herbs?);
that the Parks Staff rub down and paint the x2 picnic tables already on site (green);
that colourful bedding plants be used;
that Pampers Grass seeds and Sunflower seeds be planted;

Phase 2;

that quotes be obtained for the installation of a new gate positioned between the x2 large bushes;
that a footpath design be agreed and installed.

Old Bowls Green.

Members then walked the Old Bowls Green and asked for quotes to be obtained for placing x4 new picnic benches in the area (x1 disabled and x1 standard).

Meeting Closed: 10.05am

4.4

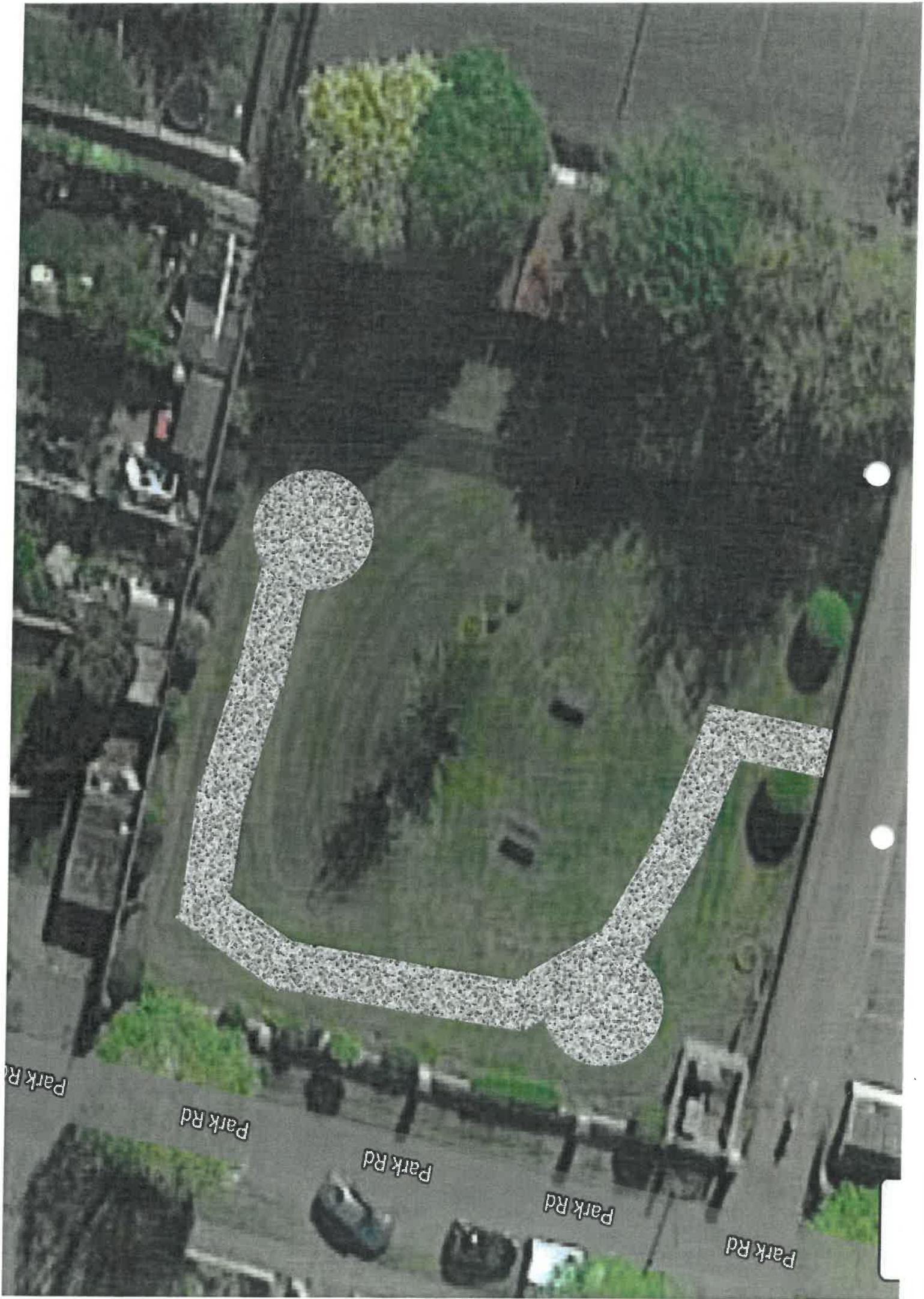
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X

Measure distance
Click on the map to add to your path:
Total distance: 61.40 m (201.43 ft)

Map



Park Rd

Park Rd

Park Rd

Park Rd

Park Rd