MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 14 OCTOBER 2026 at 7.00pm

PRESENT: Councillor Dawn Johnston – Town Mayor
Councillor Denise Butler
Councillor Lesley Howes
Councillor Celedonia Krawczyk
Councillor Baptiste Reynaud
Councillor Hazel Stephens

ALSO PRESENT: Adil Iftakhar – Interim Town Clerk & RFO
Indigo Allred – Assistant Town Clerk
X1 Members of the public

ABSENT: Councillor Alan Reach

235/26-27. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Emma Ben-Moussa, due to other commitments.

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for absence was received from Councillor Ann Duke, due to an emergency.

An apology for absence was received from Councillor Richard Lees, due to other commitments.

An apology for absence was received from Councillor Claire Pearce, due to other commitments.

An apology for absence was received from Councillor Elizabeth Wickham, due to illness.

RESOLVED:

That the reason/s for absence, for the above Town Councillors, be formally accepted and approved.

236/26-27. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

237/26-27. **TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor Councillor Dawn Johnston greeted all those in attendance and announced her upcoming events.

238/26-27. **TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 10 SEPTEMBER 2026.**

Officers notified Members than there had been an administerial error to minute reference numbers. The minute reference numbers for the Town Council Meeting 10 September 2026 to begin from 192/26-27.

Councillor Hazel Stephens noted that she had not been marked present, though she had attended the meeting.

RESOLVED: That the Minutes of the Special Town Council meeting held on 10 September 2026 be approved as a true and accurate record and be signed subject to the above-mentioned corrections.

239/26-27. **MINUTES OF THE PLANNING, MAJOR DEVELOPMENT, TRANSPORTATION AND ENVIRONMENT COMMITTEE MEETINGS HELD ON 23 SEPTEMBER 2026.**

RESOLVED: That the Minutes of the Planning, Major Developments, Transportation and Environment Committee Meetings held on 23 September 2026 be noted.

240/26-27. **MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis, Councillor Richard Lees was appointed (minute 30/25-26).

RESOLVED: That the item be deferred to Town Council meeting 22 October 2026.

241/26-27. **BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members considered the list of bank transfers undertaken for August 2026 for approval.

RESOLVED: That the bank transfers undertaken for August 2026 as per the annexed list, be approved.

242/26-27. **TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members considered the details of all receipts and payments for authorisation for August 2026.

RESOLVED: That the receipts and payments between for September 2026 as per the annexed list, be approved.

243/26-27. **UPDATED WORKING BUDGET.**

Members reviewed the provided working budget.

RESOLVED: That the live position be noted.

244/26-27. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 September 2026.

RESOLVED: That the summary of accounts to 30 September 2026, be noted.

245/26-27. **FINANCIAL REPORTING.**

Further to minute 82/26-27 Members discussed the Budget Overview Report, produced and presented to Members by the Interim Town Clerk / RFO; which included the Town Council's reserves statement and commentary on significant financial pressures.

RESOLVED: That the financial reporting as detailed by the Interim Town Clerk/RFO be noted.

246/26-27. **INTERNAL CONTROL POLICY.**

As per the most recent Internal Audit, an Internal Controls Policy was produced and presented to Members by the Interim Town Clerk / RFO.

RESOLVED: That the Internal Controls Policy be adopted.

247/26-27. **REVIEW OF BANK MANDATE AND BANK SIGNATORIES.**

Due to a change in Council staffing arrangements, the Bank Signatories approved at the Annual General Meeting 13 May 2026 needed to be updated. The updates to the Council's banking arrangements are:

To retain Councillor Lorna Cross and Councillor Richard Lees on the Banking Mandate.

To add Indigo Allred (Assistant Town Clerk) to the Banking Mandate.

To Note the Verification Councillors are Councillor Lesley Howes, Councillor Hazel Stephens, and Councillor Elizabeth Wickham.

RESOLVED: To approve the update to the Town Council's banking arrangements as stated above.

248/26-27. **DIRECT DEBITS AND REGULAR PAYMENTS.**

As per the most recent Internal Audit, an Internal Controls Policy was produced and presented to Members by the Interim Town Clerk / RFO.

RESOLVED: That the updated list of Direct Debits and Regular Payments be approved.

249/26-27. **TOWN COUNCIL WEBSITE UPGRADE.**

Further to Minute 160/26-27 and the recommendations contained within the report, Members considered the requirement to upgrade the Town Council's website to achieve WCAG 2.2 AA compliance and meet public sector accessibility obligations.

RESOLVED: That the appointment of Supplier B (Aubergine) to deliver the corporate website upgrade be approved and authority be delegated to the Town Clerk/RFO and Assistant Town Clerk to finalise the contractual terms with Aubergine and progress the implementation of the website upgrade.

250/26-27. **PROVISION OF A COFFEE CART IN BROOMFIELD PARK.**

Members considered the report produced by the Assistant Town Clerk and the business proposal, risk assessment and public liability produced by Rise and Grind Coffee Co.

RESOLVED: That permission be granted to Rise & Grind Coffee Co to operate at Broomfield Park for an initial trial period from approximately 1 November 2026 to 30 November 2026 and, subject to a satisfactory trial, continue for the remainder of the football season at the agreed commercial hire rate, with charges invoiced monthly based on agreed trading dates, and that officers be authorised to incorporate an appropriate keyholding arrangement within the permit and associated documentation.

251/26-27. **NJC PAYSCALES ALIGNMENT.**

Further to Minute 587/25-26, Members considered the report regarding the alignment of staff terms and conditions with the NJC framework.

RESOLVED: That the Council approve an in-principle commitment to align staff terms and conditions with the NJC framework, with formal contractual implementation deferred until 1 April 2027, thereby allowing any increased salary and back-pay obligations to be fully considered and budgeted for through the 2027-28 precept-setting process.

252/26-27. **DATE OF THE NEXT MEETING.**

RESOLVED: That the date of the next Full Council meeting, 22 October 2026, be noted.

253/26-27. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Denise Butler and seconded by Councillor Baptiste Raynuad.

RESOLVED: That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

254/26-27. **RESIGNATION NOTICE AND ASSOCIATED STAFFING MATTERS.**

Members noted the resignation of Employee 31, with a final working day of 27 November 2026, and considered the associated staffing arrangements.

RESOLVED: That the resignation of Employee 31 be noted, and to approve the recruitment of one Cleaner / Facilities Operatives and one Facilities Operative.

255/26-27. **HYBRID WORKING ARRANGEMENTS.**

Further to Minute 122/26-27, Members considered the draft Flexible Working Policy, Home Working Policy, and Home Working Letter of Agreement, together with the National Association of Local Councils template documents provided for reference.

RESOLVED: That the Flexible Working and Home Working Polices be adopted, and the hybrid working letter of agreement be endorsed.

256/26-27. **FRINGE ALLOWANCE RECTIFICATION.**

Further to Minute 46/26-27, Members considered the confidential report concerning the fringe allowance applicable to Employee 78.

RESOLVED: That the recommendations contained within the confidential report be approved and that officers implement any required changes in conjunction with the payroll provider.

257/26-27. **COMPLIANCE REVIEW.**

Further to Minute 123/26-27, Members considered the confidential report and associated quotation received from the Payroll Company to enable recommendations 1, 3 and 8 of the compliance review to be implemented.

RESOLVED: That the recommendations as outlined in the confidential report be agreed and that officers action the compliance review with the payroll provider.

There being no further business to transact the Meeting closed at 8.40 pm

Signed: _____ Date: _____
(Chairman)

Senior Groundsman Report
September – October 2026

Swanscombe Park

The Community Day with pupils from the DTSC was successful and the students enjoyed making and decorating bug hotels with our trainee Andy.
The Bowls season finished at the end of September and the Green has held up remarkably well, considering the exceptional weather this summer.
Renovation work has been undertaken but has been limited by budget restrictions which have resulted in us being unable to do a full top dress which would usually be done as soon as bowls finishes. Obviously, this may have a knock-on effect on next year's playing surface.
The tennis courts have been fairly well used this summer and will be closed after the autumn half term.
The red ensign was raised on September 3rd as requested.
We have a flea infestation in the woodshed, most likely from the foxes living underneath it. We have tried flea treatments but so far, it is proving problematic to get rid of.
Shrub cutting and leaf clearing are currently being undertaken.
We intend to plant the war memorial beds with winter bedding in time for the remembrance commemorations.
During winter we plan to reorganise the mess room, workshop and woodshed.

Broomfield

Cricket has finished for the season and with the combination of the very hot, dry summer, the hosepipe ban and the record number of matches (33), it has been very challenging to maintain an acceptable surface.
Unfortunately, the work done by ECB contractors last Autumn/Winter hasn't had the positive effect we were hoping for, and budget restrictions have limited the renovation work we would normally undertake on the cricket square. We plan to give it a light dressing in early Spring, weather permitting.

Senior Groundsman Report
September – October 2026

The football season has started and despite the weather conditions holding back the repair work staff had done, the pitches aren't too bad.
The Laser Tag during the summer holidays was very popular.
Youths have been climbing onto the pavilion roof on a regular basis despite the obvious danger.
A vandalised spring rocker in the play area was reinstalled by staff but has since had to be removed.
We will endeavour to undertake works arising from the playground inspection report over the coming weeks and months.

Knockhall

The end of season football pitch repairs have been affected by the hot weather and hosepipe ban and by footballers continuing to train on the pitches throughout the summer, regardless of our requests not to. We have replaced two football posts from our stock.
Mrs Roundabout came to entertain the younger children and was as popular as ever.
Shrub cutting and leaf clearing will be undertaken.
Works arising from the playground inspection will be undertaken where possible.

Heritage Park

Unfortunately, there were many fires set during the summer months which were regularly dealt with by fire crews.
We have had reports of a pickup truck loaded with quad bikes accessing the park and we are monitoring the situation.
Shrub cutting and edging of pathways is underway.
We will continue to follow the Heritage Park Management Plan over the coming months.

Manor Park

Some play equipment is showing its age, and staff are often required to patch up and repair damage. Some of the work highlighted in the Playground Inspection Report may need to be outsourced.
There has been damage to the Perspex sheets in the bus shelter which resulted in staff having to remove the damaged sheets.
The remaining Horse Chestnut sapling has been damaged and pulled out of the ground.
A tree stump adjacent to the church wall was damaged and broken up. Staff tidied tree stump and made safe.
We will lift lower branches of the trees in the buffer zone.
Leaf clearing and shrub pruning is underway.

Saxon Court

The new ropes for 3 pieces of play equipment have arrived and staff have installed them.
Work arising from the Playground Inspection Report will be undertaken.
Leaf clearing and shrub pruning is underway.

Eagles Road

A gentleman has been sleeping on a bench in the park. Unfortunately, he also appears to be using the park as a toilet, resulting in staff/contractors having to clear human waste. We have highlighted his plight to the relevant charity and hopefully he will be accommodated before the cold weather sets in.
The basket swing is suffering from repeated damage. Park's staff are patching it up for now, but we will need to replace or decommission it eventually.
Shrub cutting is underway.
Work arising from Playground Inspection Report will be undertaken over the coming weeks.

Valley View

Wet pour repairs will be done where possible.
Work arising from the Playground Inspection Report will be undertaken.

Senior Groundsman Report
September – October 2026

Shrub cutting and leaf clearing is underway.

General

We have created an asset registry for the parks department.
The chemical record and inventory have been updated.

Staff

Our trainee groundsman/gardener has successfully completed his college course and is now a qualified groundsman/gardener.

Equipment

The electric van has passed its MOT.

AGENDA ITEM 7
TC 22/10/26

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity				
			Severity>>				
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury Involving a potential life changing injury or fatality
				Severity>>				

Powered by The Play Inspection App

Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

This page is intentionally left blank.

Site Finding Summary - Swanscombe and Greenhithe Town Council

Report Date: 14th September 2026
FranchiseID : 59
Startdate : 01/08/2026 00:00:00
Enddate : 14/09/2026 23:59:59
ShowSatisfactory : True

Site Name	Item Category	Inspection Type	Inspection Start Dat	Finding Details	Remedial Action	Risk Assessment	Item Photo	Finding Photo 1	Finding Photo 2	Finding Photo 3
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some graffiti present	Remove the graffiti	N/U	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The concrete edging forms a hard object within the impact area of the equipment in contravention of the requirements of BS EN 1176 Part 1	Monitor - No action given the risk assessment	5	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.3 for head and neck entrapment in the framework	Monitor - No action given the risk assessment	5	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is / are post or end caps missing / damaged on the item	Replace missing / damaged post or end caps	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re paint	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is/are finger entrapment/s in the framework due to missing components and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers	Replace missing components to remove the entrapment	8	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The ropes on this item have been taped and we are unable to fully assess the condition of the rope, ensure no wire strands are broken beneath the tape	Repair or replace as required	N/U	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	5	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps	Monitor - No action given the risk assessment	5	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The safety surface around the area is beginning to wear	Monitor for any further deterioration and repair as required	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The rope has worn and wire strands are exposed	Replace rope or net	9	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES			
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	6	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	6	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	10	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	YES	
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	6	YES	YES		
Broomfield Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES		
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There is some graffiti present	Remove the graffiti	4	YES	YES		

Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The liner of the litter bin is not secured and can be easily removed	Ensure the liner is secured	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The item is slightly loose in its foundations	Monitor for any further deterioration and repair as required	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There are projecting bolt thread(s) present	Remove excess thread length and deburr or provide cap	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The bitumen surface is worn or damaged	Repair the bitumen to provide a uniform surface	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The safety surface around the area is beginning to wear	Monitor for any further deterioration and repair as required	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There is weed / vegetation growth within the surface	Remove weed / vegetation growth	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES
Broomfield Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing	9	YES	YES
Broomfield Recreation Ground	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	6	YES	YES
Broomfield Recreation Ground	Gates	Annual Inspection	09/09/2026	The gate is not operating correctly	Take effective action to ensure the gate closes between 4 and 8 seconds	3	YES	YES
Broomfield Recreation Ground	Gates	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	4	YES	YES
Broomfield Recreation Ground	Multi Use Games Area	Annual Inspection	09/09/2026	The net is damaged and requires removal / replacement	Replace	12	YES	YES
Broomfield Recreation Ground	Multi Use Games Area	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	8	YES	YES
Broomfield Recreation Ground	Other	Annual Inspection	09/09/2026	There is some graffiti present	Remove the graffiti	N/U	YES	YES
Broomfield Recreation Ground	Other	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES
Broomfield Recreation Ground	Other	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	6	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	6	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630	Monitor - No action given the risk assessment	8	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	6	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The edges of the grass mat surface are raised / lifting above the surrounding surface	Secure edges of grass mats as per the API Code of Practice to remove trip hazards	8	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The edges of the grass mat surface are raised / lifting above the surrounding surface	Secure edges of grass mats as per the API Code of Practice to remove trip hazards	8	YES	YES

Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES	
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630	Replace worn buffers	10	YES	YES	
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES	YES
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	6	YES	YES	
Broomfield Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting	Treat any rusting components and repaint	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The U bolts clamping the spring are worn	Monitor for any further deterioration and replace as required	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	There is some evidence of fire damage to the item	Monitor for any further deterioration and repair as required	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	There is some minor damage to the surface	Monitor for any further deterioration and repair as required	4	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The mechanism is showing signs of wear	Monitor for any further deterioration and replace as required	6	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The area / equipment on site has been isolated from use however the area is still accessible and the means of isolation has either introduced additional hazards that may cause harm in the event of users accessing the area or is insufficient to stop users from accessing the equipment	Provide a more suitable isolation method	10	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	There is some evidence of fire damage to the item	Monitor for any further deterioration and repair as required	4	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather	Reinstate the grass or provide an all weather surface	8	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES	
Broomfield Recreation Ground	Rocking Equipment	Annual Inspection	09/09/2026	The area around the item has eroded and may become slippery	Reinstate eroded area	8	YES	YES	
Broomfield Recreation Ground	Rotor Play	Annual Inspection	09/09/2026	The suspension were missing at the time of inspection and the inspector was unable to make a full compliance assessment	Replace missing suspension(s) (subject to any other findings needing correction)	H/U	YES	YES	
Broomfield Recreation Ground	Rotor Play	Annual Inspection	09/09/2026	The bearing is showing signs of wear	Monitor for any further deterioration and replace as required	6	YES	YES	
Broomfield Recreation Ground	Rotor Play	Annual Inspection	09/09/2026	There are gaps opening between the grass mat tiles	Provide additional ties or secure / reinstate surface	6	YES	YES	
Broomfield Recreation Ground	Rotor Play	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES	
Broomfield Recreation Ground	Rotor Play	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	8	YES	YES	

Broomfield Recreation Ground	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		0	YES			
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The bush / bushes is / are showing signs of wear	Monitor for any further deterioration and replace as required	3	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The chain openings are in excess of the 8.6mm as recommended by BS EN 1176	Monitor - No action given the risk assessment	3	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The surfacing width under the seat/s is / are less than 875mm when measured from the centre of the seat outwards, and fail the requirements of BS EN 1176 Part 2	Monitor - No action given the risk assessment	3	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The seat has minor damage or wear	Monitor for any further deterioration and replace as required	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	There is some wear to the shackles.	Monitor for any further deterioration and replace when 40% worn	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The seat/s is / are too close to the frame as defined in BS EN 1176 Part 2	Monitor - No action given the risk assessment	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The seats are too close to each other as defined in BS EN 1176 Part 2; this is a low risk failure and no remedial action is required	Monitor - No action given the risk assessment	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The bushes are showing signs of wear	Monitor for any further deterioration and replace as required	3	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The chain openings are in excess of 8.6mm and do not meet the recommendations of BS EN 1176 Part 1	Monitor - No action given the risk assessment	3	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	2	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.	Reinstate as required	8	YES	YES		
Broomfield Recreation Ground	Swings	Annual Inspection	09/09/2026	BS EN 1176 Part 1 - 4.2.6 states that where moving parts are provided that can endanger the body, there shall be a ground clearance of at least 400mm, and this has not been provided	Provide a minimum clearance of 400mm	8	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The rope/nets are worn/damaged in places	Monitor for any further deterioration and repair or replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are splits in the timber running through fixing points and creating some instability in the structure	Tighten fixings or replace all affected timber parts as required	8	YES	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		

Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The ropes/nets are worn/damaged in places	Monitor for any further deterioration and repair or replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	6	YES	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the grass mat tiles	Provide additional ties or secure / reinstate surface	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the grass mat tiles	Provide additional ties or secure / reinstate surface	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	6	YES	YES		
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES		

Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather	Reinstate the grass or provide an all weather surface	8	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	8	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	6	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	8	YES	YES	
Eagles Road Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is/are finger entrapment/s in the wall and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers	Reinstall the boards to close the gaps	8	YES	YES	YES
Eagles Road Play Area	Ancillary Items	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Eagles Road Play Area	Ancillary Items	Annual Inspection	09/09/2026	There is algae or moss on the surface of the bench	Clean and treat appropriately	6	YES	YES	
Eagles Road Play Area	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES		
Eagles Road Play Area	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES		
Eagles Road Play Area	Fences	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Eagles Road Play Area	Fences	Annual Inspection	09/09/2026	The adjacent foliage is overhanging	Cut back and maintain	6	YES	YES	
Eagles Road Play Area	Fences	Annual Inspection	09/09/2026	There are projecting nail ends present	Remove and provide more appropriate fixings if required	8	YES	YES	
Eagles Road Play Area	Fences	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted and leaving projecting fixings	Replace all affected timbers and reinstall fixings	9	YES	YES	YES
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	There is no padlock on the maintenance gate	Provide a padlock to secure the gate	6	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	The area under the gate has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground	Reinstate to level with surrounding surfaces	8	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	8	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	8	YES	YES	

Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	The gate is not operating correctly	Take effective action to ensure the gate closes between 4 and 8 seconds	5	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	6	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	The area around the item has eroded and may become slippery	Reinstate eroded area	8	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	4	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	The area around the item has eroded and may become slippery	Reinstate eroded area	6	YES	YES	
Eagles Road Play Area	Gates	Annual Inspection	09/09/2026	The gate is closing too quickly (less than 4 seconds)	Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees	8	YES	YES	
Eagles Road Play Area	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES		
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	There are splits in the timber running through fixing points and creating some instability in the structure	Tighten fixings or replace all affected timber parts as required	10	YES	YES	YES
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	The item has been severely damaged	Repair or replace the item / affected part	10	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	The bush / bushes is / are showing signs of wear	Monitor for any further deterioration and replace as required	4	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	4	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	4	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	4	YES	YES	
Eagles Road Play Area	Swings	Annual Inspection	09/09/2026	The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface. Consideration should be given to HIC testing the surface to verify impact attenuating properties (https://playinspections.co.uk/inspection-services/safety-surface-testing/)	Contact our office for a quotation for this service	8	YES	YES	
Heritage Park	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES	
Heritage Park	Activity Equipment	Annual Inspection	09/09/2026	The balance beam forms a projecting obstacle / hard object within the falling space of the equipment, in contravention of the requirements of BS EN 1176 Part 1	Monitor - No action given the risk assessment	2	YES	YES	
Heritage Park	Activity Equipment	Annual Inspection	09/09/2026	The item is slightly loose in its foundations	Monitor for any further deterioration and repair as required	8	YES	YES	YES
Heritage Park	Activity Equipment	Annual Inspection	09/09/2026	The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather	Reinstate the grass or provide an all weather surface	8	YES	YES	
Heritage Park	Ancillary Items	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	4	YES	YES	
Heritage Park	Ancillary Items	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES	
Heritage Park	Ancillary Items	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES	
Heritage Park	Ancillary Items	Annual Inspection	09/09/2026	The area around the item has eroded and may become slippery	Reinstate eroded area	8	YES	YES	
Heritage Park	Fences	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES		
Heritage Park	Fences	Annual Inspection	09/09/2026	Cable ties are present and there are sharp projecting ends	Remove redundant cable ties	6	YES	YES	
Heritage Park	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	6	YES	YES	

Heritage Park	Gates	Annual Inspection	09/09/2026	The maintenance gate was correctly padlocked at the time of inspection, however this means that the inspector was unable to fully assess the gate	Ensure that there are 12mm gaps throughout the full range of motion on gate/s and between leaves where relevant	N/U	YES	YES	
Heritage Park	Gates	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	A	YES	YES	
Heritage Park	Gates	Annual Inspection	09/09/2026	The gate is closing too quickly (less than 4 seconds)	Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees	B	YES	YES	
Heritage Park	Gates	Annual Inspection	09/09/2026	The area under the gate has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground	Reinstate to level with surrounding surfaces	B	YES	YES	
Heritage Park	Gates	Annual Inspection	09/09/2026	The gate is not operating correctly	Take effective action to ensure the gate closes between 4 and 8 seconds	B	YES	YES	
Heritage Park	Gates	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	B	YES	YES	
Heritage Park	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		A	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	A	YES	YES	YES
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface, these are large enough for a small foot to enter	Repair surfacing	B	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some graffiti present	Remove the graffiti	N/U	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The ropes on this item have been taped and we are unable to fully assess the condition of the rope, ensure no wire strands are broken beneath the tape	Repair or replace as required	N/U	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	Insert/s missing or damaged	Replace	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the rope bridge	Monitor - No action given the risk assessment	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the fixings	Consider treating the item	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is an opening in the barriers exceeding the width allowed (300mm) in BS EN 1176 Part 1, and the guardrail has been installed too high	Monitor - No action given the risk assessment	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The ropes/nets are worn/damaged in places	Monitor for any further deterioration and repair or replace as required	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	A	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	B	YES	YES	YES
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	B	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item has been severely damaged	Repair or replace the item / affected part	B	YES	YES	

Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are splits in the timber running through fixing points and creating some instability in the structure	Tighten fixings or replace all affected timber parts as required	B	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some instability within the structure	Ensure all fixings correctly tightened and monitor for any further deterioration	B	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	A	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	B	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	A	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	A	YES	YES	YES	
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	B	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	B	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	A	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	There is or are fixings missing on the item	Replace all missing fixings	B	YES	YES		
Knockhall Recreation Ground	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the framework	Adjust the bracket to remove the entrapment	B	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		A	YES			
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	A	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	A	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	B	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The litter bin is full	Empty and review the collection routine	A	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	A	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There is or are fixings missing on the item	Replace all missing fixings	B	YES	YES	YES	
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The safety surface around the area is beginning to wear	Monitor for any further deterioration and repair as required	A	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	B	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	The area around the item has eroded and may become slippery	Reinstate eroded area	B	YES	YES		
Knockhall Recreation Ground	Ancillary Items	Annual Inspection	09/09/2026	There are holes in the surface that may cause users to trip or roll ankles	Infill to provide a sound reasonably level surface	B	YES	YES		
Knockhall Recreation Ground	Fences	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	A	YES	YES		
Knockhall Recreation Ground	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	A	YES	YES		
Knockhall Recreation Ground	Fences	Annual Inspection	09/09/2026	This item is satisfactory - no work required		A	YES			
Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	A	YES	YES		
Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	The area under the gate has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground	Reinstate to level with surrounding surfaces	B	YES	YES		
Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	The gate is closing too quickly (less than 4 seconds)	Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees	B	YES	YES		
Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	A	YES	YES		

Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	8	YES	YES		
Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	The item has been severely damaged	Repair or replace the item / affected part	9	YES	YES		
Knockhall Recreation Ground	Gates	Annual Inspection	09/09/2026	Parts of the steel on this item have corroded excessively and the metal has perforated in places	Ensure all affected areas are treated and repaired	9	YES	YES		
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	6	YES	YES		
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	The surfacing dimension are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES	YES	
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps	Monitor - No action given the risk assessment	3	YES	YES	YES	
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1	Monitor - No action given the risk assessment	3	YES	YES		
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	The barrier has been bent out of shape	Repair the leaning barrier	8	YES	YES	YES	
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	There are projecting bolt thread(s) present	Remove excess thread length and deburr or provide cap	8	YES	YES	YES	
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES		
Knockhall Recreation Ground	Other	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing	9	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	6	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630	Monitor - No action given the risk assessment	8	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	6	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The bearing is showing signs of wear	Monitor for any further deterioration and replace as required	6	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The edges of the grass mat surface are raised / lifting above the surrounding surface	Secure edges of grass mats as per the API Code of Practice to remove trip hazards	8	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the item	Consider treating the item	6	YES	YES		
Knockhall Recreation Ground	Outdoor Fitness Equipment	Annual Inspection	09/09/2026	The swinging movement of the item exceeds the maximum 55 degrees from the vertical required by BS EN 16630	Monitor - No action given the risk assessment	8	YES	YES		
Knockhall Recreation Ground	Signs	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	The surfacing is severely damaged (client notified at time of inspection)	Repair damaged areas of surfacing	12	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing	12	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	8	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	The connecting links are in excess of 8.4mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains	Monitor use and replace with compliant links at the next maintenance cycle	3	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES		

Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	The seat has minor damage or wear	Monitor for any further deterioration and replace as required	6	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	6	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	The swing seat connectors are loose	Tighten to secure	8	YES	YES		
Knockhall Recreation Ground	Swings	Annual Inspection	09/09/2026	The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (350mm minimum clearance required)	Adjust seat height/s (400mm-500mm is recommended)	8	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	The ropes/nets are worn/damaged in places	Monitor for any further deterioration and repair or replace as required	6	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of fire damage to the item	Monitor for any further deterioration and repair as required	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	4	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	8	YES	YES	YES	
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There is or are fixings missing on the item	Replace all missing fixings	8	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	8	YES	YES	YES	
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	The stepping post forms a projecting obstacle / hard object within the falling space of the equipment, in contravention of the requirements of BS EN 1176 Part 1	Monitor - No action given the risk assessment	8	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing	9	YES	YES		
Manor Park	Activity Equipment	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES			
Manor Park	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES			
Manor Park	Ancillary Items	Annual Inspection	09/09/2026	The item is slightly loose in its foundations	Monitor for any further deterioration and repair as required	6	YES	YES		
Manor Park	Ancillary Items	Annual Inspection	09/09/2026	The area around the item has eroded and may become slippery	Reinstate eroded area	8	YES	YES		
Manor Park	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	8	YES	YES	YES	
Manor Park	Ancillary Items	Annual Inspection	09/09/2026	There are holes in the surface that may cause users to trip or roll ankles	Infill to provide a sound reasonably level surface.	8	YES	YES		
Manor Park	Fences	Annual Inspection	09/09/2026	There are a number of loose posts around the fence	Monitor for any further deterioration and reset as required	6	YES	YES		
Manor Park	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	6	YES	YES		
Manor Park	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	6	YES	YES		
Manor Park	Fences	Annual Inspection	09/09/2026	The concrete posts have been severely damaged	Repair or replace the item / affected part	8	YES	YES		
Manor Park	Gates	Annual Inspection	09/09/2026	The gate has no drop bolt sleeves and/or drop bolts fitted	Provide drop bolt sleeves and/or drop bolts	6	YES	YES		
Manor Park	Gates	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES		
Manor Park	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	8	YES	YES		

Manor Park	Gates	Annual Inspection	09/09/2026	The gate/s was / were locked or secured at the time of the inspection and a full inspection could not be undertaken	Complete inspection of gate/s when re-opened	N/U	YES	YES	
Manor Park	Gates	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES	
Manor Park	Gates	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	6	YES	YES	
Manor Park	Gates	Annual Inspection	09/09/2026	The gate is closing too quickly (less than 4 seconds)	Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees	8	YES	YES	
Manor Park	Rocking Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES	
Manor Park	Rocking Equipment	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	6	YES	YES	
Manor Park	Rocking Equipment	Annual Inspection	09/09/2026	The spring cover is damaged, split or missing	Replace the cover	8	YES	YES	
Manor Park	Rocking Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	8	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	NOTE - Tyre marks were present on the equipment, indicating misuse in the form of users attempting to speed up the rotation of the equipment, which can lead to serious injuries or even death in extreme cases	Refer to owner / operator to monitor and review	N/U	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The safety surface around the item is worn exposing the concrete	Repair damaged surface	12	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The plate beneath the platform has come free	Repair or replace	12	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	4	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The bearing is showing signs of wear	Monitor for any further deterioration and replace as required	4	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	There is/are finger entrapment/s in the platform due to missing fixings and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers	Replace all missing fixings	4	YES	YES	
Manor Park	Rotor Play	Annual Inspection	09/09/2026	The weld(s) on this item have failed	Repair item	4	YES	YES	
Manor Park	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES		
Manor Park	Swings	Annual Inspection	09/09/2026	There are significant gaps (over 10mm) between the surface and the edging or between the joints in the surface, these are large enough for a small foot to enter	Repair surfacing	12	YES	YES	YES
Manor Park	Swings	Annual Inspection	09/09/2026	The bush / bushes is / are showing signs of wear	Monitor for any further deterioration and replace as required	3	YES	YES	
Manor Park	Swings	Annual Inspection	09/09/2026	The chain openings are in excess of the 8.4mm as recommended by BS EN 1176	Monitor - No action given the risk assessment	3	YES	YES	
Manor Park	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	4	YES	YES	
Manor Park	Swings	Annual Inspection	09/09/2026	The seat has minor damage or wear	Monitor for any further deterioration and replace as required	4	YES	YES	
Manor Park	Swings	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	4	YES	YES	
Manor Park	Swings	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES	
Manor Park	Swings	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES	

Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	4	YES	YES	YES
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	4	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	4	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	8	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	8	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	8	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The rope has worn and wire strands are exposed	Replace rope or net	9	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	4	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps	Monitor - No action given the risk assessment	3	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is/are finger entrapment/s in the starting section of the slide and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers	Monitor - No action given the risk assessment	3	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The surface has subsided in some areas	Monitor for any further deterioration and repair as required	4	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	4	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4	Monitor - No action given the risk assessment	8	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	This item has no slide bar fitted as required by BS EN 1176 Part 3	Monitor - No action given the risk assessment	8	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	6	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES	

Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	4	YES	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The rope has worn and wire strands are exposed	Replace rope or net	9	YES	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The rope has worn and wire strands are exposed	Replace rope or net	9	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some swimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	4	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some swimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The item is slightly loose in its foundations	Monitor for any further deterioration and repair as required	6	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some swimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	4	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is some swimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	8	YES	YES	YES	
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	8	YES	YES		
Saxon Court Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES			
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES			
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	The surface has eroded in some areas and may be slippery in wet conditions	Reinstate the surface	8	YES	YES	YES	
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	There is some tree debris on the surfacing	Remove and maintain	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	The bitumen surface is worn or damaged	Repair the bitumen to provide a uniform surface	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	There is weed / vegetation growth within the surface	Remove weed / vegetation growth	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the drain covers	Remove trip hazard	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	There are areas or parts of the timber edging that have rotted	Replace all affected timbers	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	8	YES	YES		
Saxon Court Play Area	Ancillary Items	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES		
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES			

Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	8	YES	YES	
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	8	YES	YES	
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	There is or are fixings missing on the item	Replace all missing fixings	6	YES	YES	
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	The surface has eroded and the foundations are exposed	Reinstate surrounding surfaces to cover the foundations	6	YES	YES	
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	8	YES	YES	YES
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	8	YES	YES	
Saxon Court Play Area	Fences	Annual Inspection	09/09/2026	This item is satisfactory - no work required		8	YES		
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The gate is not operating correctly	Take effective action to ensure the gate closes between 4 and 8 seconds	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The rubber buffer is missing from the latch plate	Replace rubber buffer	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The padlock on the maintenance gate is not secured correctly	Secure the gate	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	There is some minor damage to the surface	Monitor for any further deterioration and repair as required	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The gate is not operating correctly	Take effective action to ensure the gate closes between 4 and 8 seconds	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	Cable ties are present and there are sharp projecting ends	Remove redundant cable ties	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The adjacent foliage is overhanging	Cut back and maintain	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	The rubber buffer is missing from the latch plate	Replace rubber buffer	8	YES	YES	
Saxon Court Play Area	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	8	YES	YES	
Saxon Court Play Area	Rotor Play	Annual Inspection	09/09/2026	This item is satisfactory - no work required		8	YES		
Saxon Court Play Area	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		8	YES		
Saxon Court Play Area	Swings	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface, these are large enough for a small foot to enter	Repair surfacing	10	YES	YES	
Saxon Court Play Area	Swings	Annual Inspection	09/09/2026	The safety surface around the area is beginning to wear	Monitor for any further deterioration and repair as required	8	YES	YES	
Saxon Court Play Area	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	6	YES	YES	
Saxon Court Play Area	Swings	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	8	YES	YES	
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	8	YES	YES	
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	8	YES	YES	
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	6	YES	YES	
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4	Monitor - No action given the risk assessment	8	YES	YES	
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	8	YES	YES	

Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	10	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The ropes/nets are worn/damaged in places	Monitor for any further deterioration and repair or replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is surface corrosion / rust present on the fixings	Monitor for any further deterioration	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The chain links are worn excessively and require renewing	Replace worn chains	10	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The chain openings are in excess of 8.6mm and do not meet the recommendations of BS EN 1176 Part 1	Monitor - No action given the risk assessment	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The connecting lugs are showing signs of wear	Monitor for any further deterioration and repair as required	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES

Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The chain openings are in excess of 8.6mm and do not meet the recommendations of BS EN 1176 Part 1	Monitor - No action given the risk assessment	3	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The connecting lugs are showing signs of wear	Monitor for any further deterioration and repair as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some minor damage to the surface	Monitor for any further deterioration and repair as required	4	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the framework	Monitor - No action given the risk assessment	3	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains	Monitor use and replace with compliant links at the next maintenance cycle	4	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The connecting lugs are showing signs of wear	Monitor for any further deterioration and repair as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	6	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is or are fixings missing on the item	Replace all missing fixings	8	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some graffiti present	Remove the graffiti	N/U	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	10	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	4	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	4	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the net	Monitor - No action given the risk assessment	3	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The net anchor forms a projecting obstacle / hard object within the falling space of the equipment, in contravention of the requirements of BS EN 1176 Part 1	Monitor - No action given the risk assessment	3	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	3	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	6	YES	YES

Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	A number of fixing(s) have worked loose	Secure all loose fixings	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are gaps in excess of 30mm in the direction of travel creating foot entrapment/s in contravention of BS EN 1176 Part 1 in the bridge	Monitor - No action given the risk assessment	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting	Treat any rusting components and repaint	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process	Monitor for any deterioration (rot) and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some evidence of rot in the timber	Monitor for any further deterioration and replace as required	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is algae or moss on the surface of the equipment	Clean and treat appropriately	A	YES	YES
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The bushes are showing signs of wear	Monitor for any further deterioration and replace as required	A	YES	YES

Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The chain openings are in excess of 8.6mm and do not meet the recommendations of BS EN 1176 Part 1	Monitor - No action given the risk assessment	8	YES	YES		
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	6	YES	YES		
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	6	YES	YES		
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	6	YES	YES		
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	The item is slightly loose in its foundations	Monitor for any further deterioration and repair as required	6	YES	YES		
Swanscombe Park	Activity Equipment	Annual Inspection	09/09/2026	There are areas or parts of the timber on the structure that have rotted	Replace all affected timbers	8	YES	YES	YES	
Swanscombe Park	Ancillary Items	Annual Inspection	09/09/2026	There is some evidence of fire damage to the item	Monitor for any further deterioration and repair as required	6	YES	YES		
Swanscombe Park	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		0	YES			
Swanscombe Park	Ancillary Items	Annual Inspection	09/09/2026	The safety surface around the area is beginning to wear	Monitor for any further deterioration and repair as required	6	YES	YES		
Swanscombe Park	Ancillary Items	Annual Inspection	09/09/2026	There are holes in the surface that may cause users to trip or roll ankles	Infill to provide a sound reasonably level surface	8	YES	YES		
Swanscombe Park	Ancillary Items	Annual Inspection	09/09/2026	There are areas or parts of the timber edging that have rotted	Replace all affected timbers	8	YES	YES		
Swanscombe Park	Ancillary Items	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES		
Swanscombe Park	Fences	Annual Inspection	09/09/2026	There is some damage to the fence sections	Monitor for any further deterioration and repair as required	6	YES	YES		
Swanscombe Park	Fences	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	6	YES	YES		
Swanscombe Park	Gates	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	8	YES	YES		
Swanscombe Park	Gates	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	8	YES	YES		
Swanscombe Park	Gates	Annual Inspection	09/09/2026	The gate is closing too quickly (less than 4 seconds)	Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees	8	YES	YES		
Swanscombe Park	Other	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	6	YES	YES		
Swanscombe Park	Other	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps	Monitor - No action given the risk assessment	9	YES	YES	YES	
Swanscombe Park	Other	Annual Inspection	09/09/2026	There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1	Monitor - No action given the risk assessment	9	YES	YES		
Swanscombe Park	Other	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	9	YES	YES		
Swanscombe Park	Other	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES		
Swanscombe Park	Other	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	6	YES	YES		
Swanscombe Park	Other	Annual Inspection	09/09/2026	There are projecting bolt thread(s) present	Remove excess thread length and deburr or provide cap	8	YES	YES		
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	6	YES	YES	YES	
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The mechanism is showing signs of wear	Monitor for any further deterioration and replace as required	8	YES	YES		
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The seat has been damaged	Monitor for any further deterioration and replace as required	5	YES	YES		
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	Parts of the steel on this item have corroded excessively and the metal has perforated in places	Ensure all affected areas are treated and repaired	9	YES	YES		
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	There is some minor damage to the surface	Monitor for any further deterioration and repair as required	8	YES	YES		
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The end of handgrips and/or footrests have a cross section of less than 15cm2 and fail to meet the requirements of BS EN 1176 Part 6	Monitor - No action given the risk assessment	6	YES	YES		
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The end caps are missing on the Handgrips/Footrests	Replace missing end caps	8	YES	YES		

Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting	Treat any rusting components and repaint	A	YES	YES	
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	A	YES	YES	
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	There is some minor damage to the surface	Monitor for any further deterioration and repair as required	A	YES	YES	
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The footrests have been damaged	Monitor for any further deterioration and replace as required	A	YES	YES	
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting	Treat any rusting components and repaint	A	YES	YES	
Swanscombe Park	Rocking Equipment	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	A	YES	YES	
Swanscombe Park	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		A	YES		
Swanscombe Park	Swings	Annual Inspection	09/09/2026	Bolt cap cover/s missing or damaged	Replace	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The chain openings are in excess of the 8.6mm as recommended by BS EN 1176	Monitor - No action given the risk assessment	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The seat/s is / are too close to the frame as defined in BS EN 1176 Part 2	Monitor - No action given the risk assessment	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	There is some wear to the shackles.	Monitor for any further deterioration and replace when 40% worn	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The post has been damaged	Monitor for any further deterioration and replace as required	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	Parts of the timber are rough or splintered	Remove all rough or sharp edges	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.	Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	A	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The bush / bushes is / are worn or missing	Replace worn or missing bushes	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The bush / bushes is / are showing signs of wear	Monitor for any further deterioration and replace as required	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The chain openings are in excess of the 8.6mm as recommended by BS EN 1176	Monitor - No action given the risk assessment	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	There is some wear to the shackles.	Monitor for any further deterioration and replace when 40% worn	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The seat has minor damage or wear	Monitor for any further deterioration and replace as required	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The swing seat connectors have some wear present	Monitor for further deterioration and replace when 40% worn	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The fixings have corroded excessively	Replace all corroded fixings	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	B	YES	YES	
Swanscombe Park	Swings	Annual Inspection	09/09/2026	The chain links are worn excessively and require renewing	Replace worn chains	B	YES	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are a number of dents in the slide surface	Monitor for any further deterioration and repair as required	A	YES	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers and/or steps	Monitor - No action given the risk assessment	A	YES	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1	Monitor - No action given the risk assessment	A	YES	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for any further deterioration and repair as required	A	YES	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding	Treat affected areas and repaint	A	YES	YES	YES

Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	The unit is easily accessible and has an opening in the barrier to steep play elements in excess of 500mm in contravention of BS EN 1176 Part 1	Monitor - No action given the risk assessment	4	YES	YES
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	This item has no slide bar fitted as required by BS EN 1176 Part 3	Monitor - No action given the risk assessment	4	YES	YES
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Activity Equipment	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	8	YES	YES
Valley View Play Area	Ancillary Items	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Ancillary Items	Annual Inspection	09/09/2026	There are trip hazards at the edges of the surface	Remove trip hazard	8	YES	YES
Valley View Play Area	Ancillary Items	Annual Inspection	09/09/2026	There are areas or parts of the timber edging that have rotted and loose	Replace all affected timbers	8	YES	YES
Valley View Play Area	Ancillary Items	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	8	YES	YES
Valley View Play Area	Fences	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Fences	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Fences	Annual Inspection	09/09/2026	There are a number of rails missing from the fence	Replace missing rails	6	YES	YES
Valley View Play Area	Fences	Annual Inspection	09/09/2026	The entrance has eroded leaving uneven areas, or the concrete foundations exposed, resulting in trip hazards at the entrance/exit to the playground	Reinstate to level with surrounding surfaces	8	YES	YES
Valley View Play Area	Gates	Annual Inspection	09/09/2026	The gate has no drop bolt sleeves and/or drop bolts fitted	Provide drop bolt sleeves and/or drop bolts	6	YES	YES
Valley View Play Area	Gates	Annual Inspection	09/09/2026	There are openings that are less than 12mm that could trap or crush fingers	Provide a 12mm gap throughout full range of motion at both sides of gate	8	YES	YES
Valley View Play Area	Gates	Annual Inspection	09/09/2026	There is moderate damage to the surface	Repair the damaged areas of surfacing	8	YES	YES
Valley View Play Area	Rocking Equipment	Annual Inspection	09/09/2026	The end caps are missing on the Handgrips/Footrests NOTE - Tyre marks were present on the equipment, indicating misuse in the form of users attempting to speed up the rotation of the equipment, which can lead to serious injuries or even death in extreme cases	Replace missing end caps	8	YES	YES
Valley View Play Area	Rotor Play	Annual Inspection	09/09/2026		Refer to owner / operator to monitor and review	N/U	YES	YES
Valley View Play Area	Rotor Play	Annual Inspection	09/09/2026	The surfacing dimensions are short and do not meet with the requirements of the current applicable standard	Monitor - No action given the risk assessment	8	YES	YES
Valley View Play Area	Rotor Play	Annual Inspection	09/09/2026	The item has been damaged	Monitor for any further deterioration and replace as required	6	YES	YES
Valley View Play Area	Rotor Play	Annual Inspection	09/09/2026	The bearing is showing signs of wear	Monitor for any further deterioration and replace as required	6	YES	YES
Valley View Play Area	Rotor Play	Annual Inspection	09/09/2026	There are significant gaps (over 35mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing	9	YES	YES
Valley View Play Area	Signs	Annual Inspection	09/09/2026	This item is satisfactory - no work required		4	YES	
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The bush / bushes is / are showing signs of wear	Monitor for any further deterioration and replace as required	8	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The chain openings are in excess of the 8.6mm as recommended by BS EN 1176	Monitor - No action given the risk assessment	8	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	There is some notable evidence of chain wear	Monitor for any further deterioration and replace when 40% worn	6	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	There is some wear to the shackles	Monitor for any further deterioration and replace when 40% worn	6	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The safety surface around the area is beginning to wear	Monitor for any further deterioration and repair as required	8	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The swing seat connectors have some wear present	Monitor for further deterioration and replace when 40% worn	6	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The seat has minor damage or wear	Monitor for any further deterioration and replace as required	6	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The paint is flaking off the metalwork	Rub down and re-paint	6	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The seat is not level at rest	Adjust seat as required	6	YES	YES
Valley View Play Area	Swings	Annual Inspection	09/09/2026	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	8	YES	YES

Valley View Play Area	Swings	Annual Inspection	09/09/2026	There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter	Repair surfacing		3	Y15	Y03

EVCP Usage Report Craylands Lane Car Park and The Grove Car Park

Usage Statistics

The Grove Car Park — January to June 2026							
Statistic	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Total**
Revenue (£)	1,317.72	889.81	919.41	1,171.17	1,175.55	1,177.25	**6,650.91**
Electricity use (kWh)	3,144	2,193	2,216	2,804	2,875	2,725	**15,957**
Electricity cost (£)	660.24	460.53	465.36	588.84	603.75	572.25	**3,350.97**
O&M costs (£)	61.34	61.34	61.34	61.34	121.66	121.66	**488.68**
Standing charge (£)	5.89	5.32	5.89	5.70	5.89	5.70	**34.39**
Session count	118	79	116	139	130	128	**710**
Transaction fees (£)	42.01	31.52	66.70	71.03	70.72	72.32	**354.30**
Profit (£)	548.24	331.10	320.12	444.26	373.53	405.32	**2,422.57**
30% share (£)	164.47	99.33	96.04	133.28	112.06	121.60	**726.77**
Swanscombe & Greenhithe Leisure — January to June 2026							
Statistic	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Total**
Revenue (£)	1,145.66	850.45	987.22	747.64	969.12	906.45	**5,606.54**
Electricity use (kWh)	2,746	1,984	2,382	1,783	2,380	2,175	**13,450**
Electricity cost (£)	576.66	416.64	500.22	374.43	499.80	456.75	**2,824.50**
O&M costs (£)	30.67	30.67	30.67	30.67	60.83	60.83	**244.34**
Standing charge (£)	5.89	5.32	5.89	5.70	5.89	5.70	**34.39**
Session count	132	88	112	84	105	106	**627**
Transaction fees (£)	46.99	35.11	64.40	42.92	57.12	59.89	**306.44**
Profit (£)	485.45	362.71	386.04	293.92	345.48	323.28	**2,196.87**
30% share (£)	145.63	108.81	115.81	88.17	103.64	96.98	**659.06**

This page is intentionally left blank.

AGENDA ITEM 17
TC 22/10/26

Swanscombe

View area boundary | Search another area

Overview

Top reported crimes

Most commonly reported crimes during Aug 2026

Violence and sexual offences 24

Anti-social behaviour 13

Criminal damage and arson 9

Other theft 8

Get crime prevention advice

Crime levels overview

Crime for last year

Crime per Month



View as a list

Crime levels overview

Month	Total	Percentage
Sep 2025	64	7.2%
Oct 2025	78	8.8%
Nov 2025	77	8.7%
Dec 2025	74	8.4%
Jan 2026	75	8.5%
Feb 2026	67	7.6%
Mar 2026	80	9%
Apr 2026	113	12.8%
May 2026	76	8.6%
Jun 2026	60	6.8%
Jul 2026	60	6.8%
Aug 2026	60	6.8%

Your local policing team

About us



Local policing teams are groups of officers dedicated to serving the community. Teams are made up of officers based in the area, supported by additional officers from the wider area.

Teams work closely with local authorities, organisations, partners and residents to decide policing priorities. This helps teams find long-term solutions to local problems.

Find out how to contact your neighbourhood team

Your team

Police constable

Simon Hodge

Policing priorities

- **Priority:**

  Action taken:

- **Priority:**

  Drug dealing and use.

  Issued 08 October 2026

  Action taken:

  This is a priority for the next 3 months. We have identified this based on feedback from local residents, crime data, and ongoing concerns in the area.

We'll publish an update in the coming months to let you know what we've done, what progress has been made, and what's next.

Actioned 08 October 2026

- **Priority:**

  Antisocial behaviour.

  Issued 08 October 2026

  Action taken:

  This is a priority for the next 3 months. We have identified this based on feedback from local residents, crime data, and ongoing concerns in the area.

  We'll publish an update in the coming months to let you know what we've done, what progress has been made, and what's next.

  Actioned 08 October 2026

- **Priority:**

  Nuisance vehicles.

  Issued 08 October 2026

  Action taken:

  This is a priority for the next 3 months. We have identified this based on feedback from local residents, crime data, and ongoing concerns in the area.

  We'll publish an update in the coming months to let you know what we've done, what progress has been made, and what's next.

  Actioned 08 October 2026

- **Priority:**

  E-scooters / E-bikes.

  Issued 15 July 2026

  Action taken:

  As well as regular patrols, officers have carried out dedicated enforcement days to tackle concerns about the illegal or antisocial use of e-scooters and e-bikes. These operations use additional policing resources to focus on areas where problems have been reported, helping to identify offenders, deal with offences and improve safety for local residents. Officers continue to monitor the issue and take action where illegal or dangerous use is identified.

  Actioned 30 September 2026

- **Priority:**

  Drug dealing.

  Issued 15 July 2026

  Action taken:

  Officers have carried out targeted operations in response to concerns about drug dealing in the area. These activities focus on identifying and disrupting people involved in the supply of illegal drugs. As a result of this work, a suspected drug dealer was arrested following a vehicle stop and remains under investigation for possession with intent to supply. Officers continue to patrol areas where concerns have been raised to deter offending, gather intelligence and help keep local communities safe.

  Actioned 30 September 2026

- **Priority:**

  Antisocial behaviour.

  Issued 15 July 2026

  Action taken:

  Officers have worked closely with local residents to address antisocial behaviour concerns at identified problem locations. Following reports from the community, a Closure Order was obtained for an address causing significant disruption. A Closure Order is a court order that can temporarily restrict access to a property where serious antisocial behaviour or criminal activity is taking place. The order was later extended to provide continued protection for those affected.

  Officers have also issued Community Protection Warnings to individuals whose behaviour was having a negative impact on the local area. A Community Protection Warning is a formal warning that requires a person to stop behaviour that is causing harassment, alarm or distress to others. Officers continue to work with residents and partners to reduce antisocial behaviour and improve community safety.

  Actioned 30 September 2026

Meetings and events

EBBSFLEET WARD SURGERY

10:00AM - 12:00PM, Sat 21 November 2026

The Blue Bean Coffee Co., 79 Cherry Orchard Swanscombe

Add to calendar

Greenhithe and Knockhall

View area boundary | Search another area

Overview

Top reported crimes

Most commonly reported crimes during Aug 2026

Anti-social behaviour 14

Violence and sexual offences 14

Criminal damage and arson 5

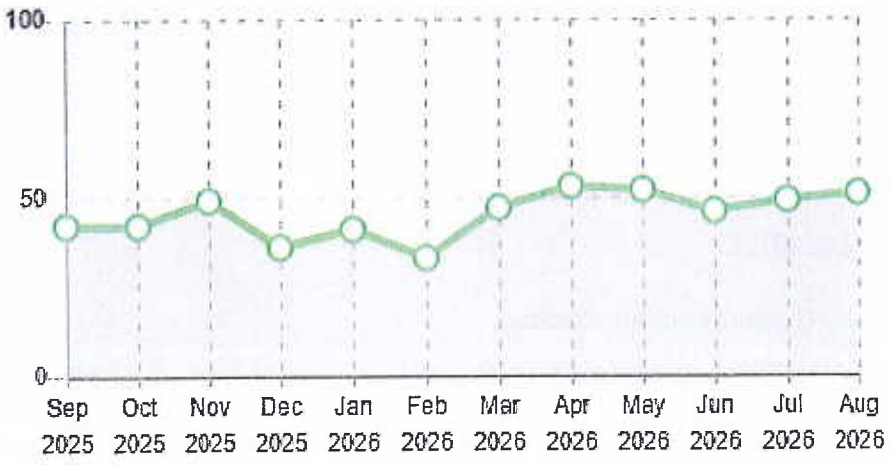
Vehicle crime 4

Get crime prevention advice

Crime levels overview

Crime for last year

Crime per Month



View as a list

Crime levels overview

Month	Total	Percentage
Sep 2025	42	7.8%
Oct 2025	42	7.8%
Nov 2025	49	9.1%
Dec 2025	36	6.7%
Jan 2026	41	7.6%
Feb 2026	33	6.1%
Mar 2026	47	8.7%
Apr 2026	53	9.8%
May 2026	52	9.6%
Jun 2026	46	8.5%
Jul 2026	49	9.1%
Aug 2026	51	9.4%

Your local policing team

About us



Local policing teams are groups of officers dedicated to serving the community. Teams are made up of officers based in the area, supported by additional officers from the wider area.

Teams work closely with local authorities, organisations, partners and residents to decide policing priorities. This helps teams find long-term solutions to local problems.

Find out how to contact your neighbourhood team

Your team

Police constable

Simon Hodge

Policing priorities

- **Priority:**

  Action taken:

- **Priority:**

  Drug dealing and use.

  Issued 08 October 2026

  Action taken:

  This is a priority for the next 3 months. We have identified this based on feedback from local residents, crime data, and ongoing concerns in the area.

We'll publish an update in the coming months to let you know what we've done, what progress has been made, and what's next.

Actioned 08 October 2026

- **Priority:**

  Nuisance vehicles.

  Issued 08 October 2026

  Action taken:

  This is a priority for the next 3 months. We have identified this based on feedback from local residents, crime data, and ongoing concerns in the area.

  We'll publish an update in the coming months to let you know what we've done, what progress has been made, and what's next.

  Actioned 08 October 2026

- **Priority:**

  Antisocial behaviour- general.

  Issued 08 October 2026

  Action taken:

  This is a priority for the next 3 months. We have identified this based on feedback from local residents, crime data, and ongoing concerns in the area.

  We'll publish an update in the coming months to let you know what we've done, what progress has been made, and what's next.

  Actioned 08 October 2026

- **Priority:**

  Drug dealing.

  Issued 15 July 2026

  Action taken:

  Officers acted on information provided by the community about suspected drug use and dealing at a local address. This led to a warrant being carried out at the property, resulting in the arrest of one person. A warrant allows officers to enter and search a property when there are reasonable grounds to believe evidence of an offence may be found. Officers have also carried out a number of targeted operations in the area to address drug-related activity and other neighbourhood priorities, helping to deter offending and improve community safety.

Actioned 30 September 2026

- **Priority:**

  Antisocial behaviour.

  Issued 15 July 2026

  Action taken:

  Officers have carried out targeted patrols in areas where antisocial behaviour has been reported to help deter offending and identify those responsible. Patrol locations are regularly reviewed using information provided by residents and local communities, helping officers focus their activity on the areas most affected. Officers will continue to work with the community, gather information and carry out patrols to address concerns and improve neighbourhood safety.

  Actioned 30 September 2026

- **Priority:**

  Nuisance bikes.

  Issued 15 July 2026

  Action taken:

  Officers have carried out targeted patrols in areas where nuisance bikes have been causing concern. These patrols are aimed at deterring offending, identifying those responsible and responding to concerns raised by local residents. As part of this work, officers have disrupted the use of illegal bikes in the area and moved a number of riders on from locations where they were causing problems. Patrols will continue in known hotspot locations to help improve community safety and reduce antisocial behaviour.

  Actioned 30 September 2026

Meetings and events

EBBSFLEET WARD SURGERY

10:00AM - 12:00PM, Sat 21 November 2026

The Blue Bean Coffee Co., 79 Cherry Orchard Swanscombe

Add to calendar

GREENHITHE & KNOCKHALL WARD SURGERY

10:00AM - 12:00PM, Wed 23 December 2026

Asda Greenhithe Superstore, Crossways Boulevard Greenhithe

Add to calendar

GREENHITHE & KNOCKHALL WARD SURGERY

10:00AM - 12:00PM, Wed 23 December 2026

Asda Greenhithe Superstore, Crossways Boulevard Greenhithe

Add to calendar

Search for another area

Find local areas, police forces, crime levels and statistics using the search box below. Enter a postcode, street address or area.

Location search controls

Search for another area | Enter postcode or address

This page is intentionally left blank.

Asset Review – Craylands Lane Car Park

Craylands Lane Car Park - The primary parking facility on Craylands Lane is this car park which is situated next to the Leisure. This is a free car park that provides 44 car parking spaces, 2 disabled bays and 2 EV charging points. Straightforward, wheelchair-accessible spaces and step-free entrance access for visitors heading to the gym, community facilities, or the nearby Swanscombe Heritage Park. The facility has a vehicle height restriction of 6 feet 10 inches (2.08 metres) and offers on-site electric vehicle charging infrastructure operated by Connected Kerb.

The current income generated from the EV charging points is on a profit share arrangement of 30% with KCC and the term of this agreement is till 2032. Based on the Jan 2026 – June 2026 of £659.06, if there is a similar usage for the remainder of the year the income generated could be circa. £1,318.12.



Proposed Tariff

This option prioritises a high turnover of spaces to support the nearby leisure centre, heritage park, and local shops, while deterring long-stay rail commuters.

- **First 2 Hours: Free** (to protect community use and gym members).
- **2 to 4 Hours: £2.00**.
- **Over 4 Hours / Maximum Stay: No parking allowed** (to ensure space turnover).

Revenue Projection

Asset Review – Craylands Lane Car Park

Metric / Variable	Baseline Assumption	Financial Formula & Value
Total Asset Capacity	Fixed 44-space layout	44 spaces
Daily Space Turnover	Average of 3 unique vehicles per space per day	132 total parking sessions daily
Free Tier Users (0–2 hrs)	Estimated at 80% of all visitors (short stay)	105.6 free sessions daily (£0)
Paying Tier Users (2–4 hrs)	Estimated at 20% of all visitors (extended stay)	26.4 paid sessions daily
Tariff Rate	Fixed short-stay charge	£2.00 per paid session
Operational Year	Factoring in reduced weekend/holiday volume	300 active days per year
Gross Annual Revenue	(26.4 sessions × £2.00) × 300 days	**£15,840.00**

Enforcement

The following operators have confirmed the proposed car parking management models that could be introduced:

Operator A: - Offers a comprehensive, zero-upfront-cost (FOC) parking management solution cantered on 24/7 Automatic Number Plate Recognition (ANPR) technology, which eliminates revenue leakage from ticket sharing by digitally linking transactions to specific vehicle registration numbers. The fully funded infrastructure package includes ANPR cameras, a web portal for administrative whitelisting, a visitor self-exemption touchscreen kiosk, and a dual-payment system featuring a physical alphanumeric terminal and the mobile-based Operator A Pay platform. Alongside automated data analytics tracking vehicle fuel types and dwell times, clients receive a dedicated account manager under a fixed 36-month contract, where Operator A retains a 10% commission on tariff revenues to cover all software, processing, and hardware maintenance.

Operator B: - The proposed parking management solution combines a 4-hour Maximum Stay rule with a Pay to Park option, designed to enhance onsite security, maximize space efficiency, and generate a steady income stream. Offered completely free of charge—excluding a nominal annual electricity cost of approximately £30 for the camera—this fully managed, automated ANPR system issues postal Parking Charge Notices (PCNs) to unauthorised vehicles to deter non-compliance. Staff can independently manage long-term digital permits to update their vehicle details within allocated space limits, while an intuitive online administration portal allows management to seamlessly issue short-term, temporary permits to visitors and contractors. By handling all day-to-day operations and enforcement automatically, the system eliminates traditional administrative whitelist bottlenecks, prevents parking confrontation, and frees up your time to focus on core operations.

Operator C: - We have yet to hear from DBC on the revised terms they would offer in the form of a service level agreement for enforcement of the Grove Car Park. If the terms are reasonable and favourable the Council may wish to offer the opportunity of enforcement of this car park also, however, the terms of this arrangement are currently unclear. The Council may wish for this Operator to be explored first before then going to another operator.

Recommendation:

(a) To authorise the introduction of the following parking tariff:
- First 2 Hours: Free
- 2 to 4 Hours: £2.00
- Over 4 Hours / Maximum Stay: No parking allowed

(b) To authorise the Town Clerk/RFO, to request Dartford Borough Council to take on enforcement of the Craylands Lane Car Park via a Parking Management Service Level Agreement, with the final negotiated terms to be brought back to Full Council for consideration.

This page is intentionally left blank.

Asset Review – Heritage Community Hall

Heritage Community Hall is a single storey community facility situated at 22 Craylands Lane in Swanscombe, Kent, DA10 0LP. Positioned within a predominantly residential enclave near local transport links, the site comprises the main hall building and surrounding grounds, all under the ownership of Swanscombe & Greenhithe Town Council and leased to Walk Tall which is a local charitable organisation that utilises the property to deliver community services, including its specialised youth drama projects and educational outreach programmes.

The hall operates as a pure revenue-generating asset for the local authority under a 15-year Full Insuring and Repairing Lease held by the Walk Tall charity. Executed on 22nd March 2020 and expiring on 22nd March 2035, the agreement has exactly 9 years remaining and yields a fixed annual rent of £14,351.14, which is collected by the Council via consistent monthly rental payments. Because the terms of this covenant transfer all liabilities for building insurance, utility consumption, and physical upkeep entirely to the tenant, the Council incurs zero operational overheads.



The Town Council has recently removed a problematic tree and is currently securing the boundaries of the property via correction and repair of fencing. Retaining this asset will require the Council to commit capital funding to finalise these boundary corrections to protect its land holding.

While the tenant (Walk Tall) maintains the building well operationally, the asset's age means substantial capital expenditure is required for windows, flooring, and kitchen modernisations. If the Council chooses to retain the asset long-term, it is recommended to establish earmarked reserves over the next few years to co-fund these upgrades, thereby preserving the capital value of the council's asset.

Recommendation: The Town Council notes the contents of this Asset Review Report and approves the retention of Heritage Community Hall within the council's active property portfolio.

Item Name	Category	Quantity
Minutes	Minute Records	1983 to 2025
F&GP Committee Minutes	Minute Records	1995 to 1997
RLA Committee Minutes	Minute Records	1999 to 2000
Leisure Centre Committee Agendas	Agenda Records	2000
Agendas / Reports for Meetings	Agenda Records	1995 to 2003
Agendas / Reports for Meetings	Agenda Records	2009 to 2023
SGTC Development of Town, Strategic Local Framework	Town Planning	2009
Induction Pack for New Members	Councillor Documents	2007, 2011, 2015, 2019, 2023, 2026
DOO	Councillor Documents	1974 to 1987
DOO	Councillor Documents	1987 to 1990
DOO	Councillor Documents	2003 to 2006
Attendance Records	Councillor Documents	1987 to 2002
Attendance Records	Councillor Documents	1997 to 2001
Attendance Records	Councillor Documents	2001 to 2005
Signing Sheets	Councillor Documents	2006 to 2007
DOI	Councillor Documents	1991 to 1996
Queen Elizabeth II Condolences	Royal Records	1 volume

AGENDA ITEM 20
TC 22/10/26

Item Name	Category	Quantity
Minutes	Minute Records	1956 to 1957
Minutes	Minute Records	1972
Minutes	Minute Records	1973 to 1974
Minutes	Minute Records	1973 to 1975
Deeds & Documents	Other Records	1 volume, undated

Item Name	Category	Quantity
Minutes	Minute Records	1915 to 1920
Overseers Minutes	Minute Records	1905 to 1917

Item Name	Category	Quantity
Pictures (Framed, Small)	Art	18
Pictures (Framed, Large)	Art	6
SUDC Firemans Helmet	Artefact	1
Swanscombe Library Sign	Artefact	1
Photograhs (small)	Art/Documents	24
Photographs (Large)	Art/Documents	1
Maps (Lagre)	Documents	2
Heritage Park Signage Prints	Documents	5
The Grove Car Park Signs	Signage	2
The Pavilion Architecture Images	Documents	40
Wartime Savings Plaque	Artefact	2
SUDC Flags	Artefact	2

Item Name	Category	Quantity
Long table	Furniture	1
Desks	Furniture	5
Chairs	Furniture	16
Plastic Fencing	Materials	1
Wood for shelving	Materials	5
Café Interior Noticeboard	Furniture	3
Projector set up	Equiptment	2
Paint	Materials	6
Shelving brackets	Materials	1 box
Distance Measuring Wheel	Equiptment	1
litter pickers	Equiptment	18
Gazebo	Furniture	1
Blotting pads	Furniture	5
Paper for blotting pads	Materials	1 box
Microphone tripod	Equiptment	1
TC Building spare parts	Materials	1 box

Item Name	Category	Quantity
Vynl Records	Music	3 boxes
Soldier Outlines	Remembrance Day	10
Poppy Wreaths	Remembrance Day	5 boxes
Large Cheques	Dontations	3
Stencil Sign	Misc	1
Large Arrow Sign	Misc	1
Covid-19 Sheild	Pandemic	1
Covid-19 Supplies	Pandemic	2 boxes
Hand Sanitiser	Pandemic	2 5L bottles
Cherished Teddies	Misc	2 bags
Industrial Toilet Roll Dispenser	Misc	2
Pipe insulation	Misc	1 box
Industrial Hand Towel Dispenser	Misc	3
Queen's Platinum Jubilee Mugs	Crockery	2 boxes
Blankets	Donations	2 large boxes
Civic night table settings	Crockery	2 boxes
Broken Bollard	Misc	1
Toys	Donations	1 large bag

THE LOCAL HISTORY GROUP USE OF TOWN COUNCIL FACILITIES

Purpose of Report

To review the current arrangements for the use of Town Council facilities by the Swanscombe and Greenhithe Local History Group and to seek Members' consideration of alternative accommodation arrangements to better support the Group's activities and storage requirements.

Background

Members are advised that the Swanscombe and Greenhithe Local History Group currently occupies the former Cashier's Office located on the ground floor of the Town Council Offices building. The Group's occupation is governed by a Tenancy at Will, entered into in 2022, which permits the use of the space for storage and archiving purposes only. Under the agreement, the Group pays a peppercorn rent and no hire fees or rental charges are currently levied by the Town Council.

Whilst the arrangement has enabled the Group to remain based within a Town Council facility, officers have identified that the accommodation is no longer fit for purpose in its current form. The room retains the layout and furnishings of its original use as a cashier's office and provides limited flexibility for the storage, cataloguing, display and management of historical artefacts and records. There are currently no dedicated archival storage facilities, appropriate shelving systems, meeting space arrangements or display areas suitable for a heritage organisation.

Cashier's Office

Officers have approached Dartford Borough Council, as the building owner, to seek permission for alterations to the furnishings and layout of the space. Any significant changes remain subject to the necessary approvals being granted.

In parallel, officers are undertaking a wider review of Town Council assets and accommodation usage to ensure that available space is being utilised effectively. A more comprehensive asset review report will be presented to a subsequent meeting of the Town Council for consideration.

Officer Proposal

Following an initial review of available accommodation, officers recommend that consideration be given to relocating the Group's storage activities from the former Cashier's Office to a designated area within the Chamber Storeroom.

The Chamber Storeroom currently contains a variety of historic records, furniture, equipment and artefacts belonging to the Town Council, including historic minute books, photographs, maps and heritage-related items.

It is proposed that:

- Approximately one-half of the Chamber Storeroom be allocated for the exclusive use of the Local History Group.
- The Group be permitted to install appropriate shelving and storage systems, subject to any necessary approvals and health and safety requirements.
- The allocated area be used for the secure storage and organisation of artefacts, documents and archival material.
- The Group be granted the use of one wall within the Council Chamber for a rotating display of local historical artefacts, photographs and heritage information.
- The Group be permitted to book the Council Chamber in advance, during normal office operating hours, to hold meetings, research sessions, exhibitions and public viewing days, subject to availability and Town Council operational requirements.

Officers consider that these arrangements would provide a more practical and suitable environment for the preservation and display of local historical material while also enabling greater public engagement with the Town's heritage.

Financial Implications

There is currently no charge associated with the Group's occupation of the former Cashier's Office, with the existing tenancy operating on a peppercorn basis.

Should Members support the proposed arrangements, clarification is required regarding whether:

- The allocation of storage space within the Chamber Storeroom should continue to be provided free of charge;
- A nominal annual licence fee should be introduced;
- Charges should apply for use of the Council Chamber for meetings and public viewing sessions; or
- Chamber use should be provided without charge in recognition of the Group's contribution to preserving the Town's local history and heritage.

Recommendations

Members are requested to:

1. Note the current accommodation arrangements for the Local History Group.
2. Note that officers have approached Dartford Borough Council regarding potential alterations to the former Cashier's Office and that a wider asset review report will be submitted to a future meeting.
3. Consider the proposal to allocate approximately one-half of the Chamber Storeroom to the Local History Group for the storage of artefacts and archives.
4. Consider permitting the Group to utilise a designated wall within the Council Chamber for a rotating heritage display.
5. Consider permitting advance bookings of the Council Chamber for meetings and public viewing sessions during normal office hours.
6. Determine whether any charge should be applied to the proposed storage and chamber use arrangements and, if so, the level of such charge.

This page is intentionally left blank.

Request for Block Hall Hire Discount – Ebbsfleet Cricket Club

Background

The Town Council has received a request from Ebbsfleet Cricket Club regarding the hire of the hall for cricket-related activities on a weekly basis for a total of nine weeks.

Under the current Fees and Charges Schedule, hall hire is charged as follows:

- **Casual Booking Rate:** £35.90 per hour
- **Regular Booking Rate:** £24.60 per hour

To qualify as a regular hirer, organisations are required to complete an eight-week trial period. Following this period, hirers are moved onto a regular booking arrangement at a discounted rate. As the proposed booking is for nine consecutive weeks, only the final booking would qualify for the discounted rate. The first eight bookings would therefore be charged at the standard casual hire rate.

Existing Support Provided to Local Cricket Clubs

Members should note that the Town Council already provides financial support to cricket clubs through a reduction in seasonal ground hire charges.

The 26/27 annual seasonal hire fee for use of the cricket facilities is **£1,189.00**. Due to the absence of pavilion facilities at Swanscombe Recreation Ground, local cricket clubs currently receive a **30% reduction**, reducing the charge to **£832.30** per season. This existing concession is intended to recognise the limited facilities available when compared with other venues.

It should also be noted that Swanscombe Cricket Club 1880 has not submitted a request for hire of the hall.

Financial Implications

The proposed hire period is **2:30pm to 7:30pm**, equating to **5 hours per session** over **9 sessions**.

Total hours booked: **45 hours**

Option Comparison

Option	Hourly Rate	Total Cost
Current Procedure (8 casual + 1 regular)	Mixed Rate	**£1,559.00**
Casual Rate Applied to All Sessions	£35.90	£1,615.50
Regular Rate Applied to All Sessions	£24.60	£1,107.00

10% Reduction on Casual Rate	£32.31	£1,453.95
15% Reduction on Casual Rate	£30.52	£1,373.40
20% Reduction on Casual Rate	£28.72	£1,292.40
25% Reduction on Casual Rate	£26.93	£1,211.85
30% Reduction on Casual Rate	£25.13	£1,130.85

Considerations

Members may wish to consider:

- Whether the existing hall hire policy should be applied consistently.
- The precedent that may be established by granting an additional concession where an organisation does not currently meet the requirements for regular hirer status.
- The financial impact on hall hire income.
- The fact that local cricket clubs already receive a 30% reduction on seasonal ground hire fees due to the lack of pavilion facilities.
- Ensuring equitable treatment of all user groups and sports clubs.

Recommendation

To consider the request from Ebbsfleet Cricket Club and advise accordingly.

AGENDA ITEM 23
TC 22/10/26

Swanscombe & Greenhithe Town Council

Lone Working Policy

INDEX.

1.	Purpose of this policy and procedure	Pages 2
2.	The scope of this policy	Pages 2
3.	Policy	Pages 2
4.	Definition	Pages 2
5.	Responsibilities	Pages 3
6.	Risk assessments	Pages 4
7.	Ways in which lone working risks can be reduced	Pages 4
8.	Health and wellbeing	Pages 5
9.	Reporting incidents	Pages 5

Swanscombe & Greenhithe Town Council

Lone Working Policy

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated loan working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy

- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator,

or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

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

Date of policy: October 2026
Approving committee: Town Council
Date of committee meeting: 22 October 2026
Policy effective from: 22 October 2026
Date for next review: May 2027

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

"TAKING PRIDE IN OUR TOWN"

Report to: Full Council

Date: 22nd October 2026

Officer: Adil Iftakhar – Interim Town Clerk & RFO

Agenda Item: 24

Decision Required? Yes

Subject: Banking Strategy

Does the report contain information which has been identified as confidential?

☐ Yes ☒ No

If yes, please specify the reason that the report is confidential below:

---

1. Purpose

1.1 The purpose of this report is to formalise the Town Council's banking strategy by establishing a strict sub account framework. The current operation of numerous sub account results in excessive bank transfers between accounts. Differentiating between each sub accounts allow for a multi-tiered account structure that ensures clearer monitoring through the designation of accounts to be used for an intended purpose. This ensures a clear audit trail for internal and external auditors.

2. Recommendation

2.1 .1 The Council is requested to formally adopt this sub account architecture and risk framework for rollout in accordance with table at 3.3.

3. Summary of Key Points

3.1 The Council banks with Barclays and has 4 sub accounts known as Current Account, Active Saver 1, Active Saver 2, Active Saver 3 and Mayors Account. Each account should serve a distinct operational or statutory purpose. This structural separation is designed to eliminate the risk of accidental overspending and ensure funds are protected for the purposes allocated. Under this framework, day-to-day operations will run exclusively out of the General Fund (Current Account) which will receive the precept from the principal authority as well as, Income and this would be in addition to making payments in relation to payroll, utility, business rates and maintenance obligations.

3.2 To safeguard the Council's Log term commitments and legal obligations, General Reserves will be held in Active Saver 1. This ensures reserves remains secure and legally ring fenced. The Council may decide to transfer, these funds to the CCLA Public Sector Deposit Fund to earn interest, if it chooses to do so. The Council is also looking to establish Ear Marked Reserves (EMR) which should be placed into Active Saver 2 once these have been set within the Budget for 27/28.

3.3 For ease of reference the table below shows the proposed sub account framework to be adopted:

Current Account	General Fund
Active Saver 1	General Reserves
Active Saver 2	Ear Marked Reserves
Active Saver 3	Deposit Account
Mayoral Account	Mayoral Donations

4. Options Considered

4.1 Option 1 – Retain Status Quo

While administratively simple, it poses severe compliance and audit risks. It fails to guarantee the ring fencing of General Reserves, Ear Marked Reserves, Deposits etc

4.2 Option 2 – Full Intuitional Separation

This would not be appropriate to explore at this stage due to each banking relationship introducing high administrative complexity and increased monthly bank fees; however, this should be explored further once a permeant Town Clerk/RFO is appointed to ensure FSCS protection is maintained.

4.3 Option 3 – Four-Tiered Sub Account Architecture (Recommended)

Utilises sub-accounts as highlighted within the Summary of Key points above. This balances structural compliance, security an ease of management while differentiating each sub account's purpose.

5 Governance considerations

5.1 **Risk management**

5.1.1 The Council will mitigate structural financial risking by enforcing strict liquidity buffers and internal controls. A mandatory tow month expenditure buffer within the General Fund instant access account effectively eliminates immediate liquidity strain, while longer terms holdings could be strategically positioned within the CCLA Public Sector Deposit Fund. Furthermore, single point of failure fraud, cyber vulnerability and unauthorised wire transfers are fully countered by the mandatory implementation of digital dual authorisation for all account transactions.

5.2 **Delegated authority and legal matters**

5.2.1 The Full Council is the decision maker.

5.2.2 The RFO retains the day-to-day management authority to execute transactions within the General Fund as dictated by the approved budget.

5.2.3 Authority to move funds out of the General Reserves or to adjust the core architecture remains exclusively with Full Council.

5.3 **Financial Implications and Budget Provisions**

5.3.1 The sub-accounts within our existing bank account do not carry further capital costs.

5.4 **Equality and diversity, law and order, biodiversity**

5.4.1 This strategy complies fully with the Public Sector Equality Duty (PSED) under the Equality Act 2010.

5.4.2 The rigorous audit separation of the sub account ensures full legal transparency which reduced the vulnerability of public money being misappropriated, satisfying anti-money laundering and local government transparency codes.

5.5 **Council policies and priorities**

5.5.1 The report aligns with the Council Standing Orders and Financial regulations.

6 Recommendation

6.1 The Council is requested to formally adopt this sub account architecture and risk framework for rollout in accordance with table at 3.3.