



BURNHAM MARKET PARISH COUNCIL

BURNHAM MARKET PARISH COUNCIL ANNUAL GENERAL MEETING Minutes

Date: Wednesday 6th May 2026 at 6.30pm |

Location: Burnham Market & Norton Village Hall PE31 8EN

Present: Cllr David Cressy (DC), Cllr Angus Piper (AP), Cllr Vicky Davies (VD), Cllr Fiona Walker (FW), **Chair:** Cllr Keith Morris (KM), **Minutes:** Clerk Annalisa Dovey

1. **Welcome:** Chair opens meeting at 18:30.
2. **Election of Chair**
 - 2.1. Cllr Keith Morris stepped down as Chair
 - 2.2. Cllr Fiona Walker Chaired as Vice Chair.
 - 2.3. Council resolved to re-elect Cllr Keith Morris as Chair. Proposed DC / Seconded FW: *Carried unanimously.*
 - 2.4. Cllr Keith Morris accepted and resumed role as Chair
3. **Election of Vice Chair:** Council resolved to re-elect Cllr Fiona Walker as Vice Chair. *Proposed DC / Seconded AP / Carried unanimously.*
 - 3.1. Cllr Fiona Walker accepted and resumed Vice Chair role
4. **Apologies and consideration of acceptance for absence:** None
5. **Members' declarations of interest and requests for dispensations:** None
6. **To receive any questions from members of the public concerning items on the agenda:** None
7. **Co-option of Councillor:** Council resolved to approve co-option of Gary Mitchell to the council. *Carried unanimously.*
 - 7.1. Cllr Gary Mitchell joined the council meeting and signed the acceptance of office papers.ACTION GM to complete register of interest and return to Clerk
ACTION: Clerk to arrange email address for GM and add GM to WhatsApp group
ACTION Clerk to register GM with electoral services and submit the register of interest.
8. **Past minutes:** Council resolved to agree minutes from the Parish Council Meeting held on 8th April 2026. *Carried by consensus.*
 - 8.1. Chair signs past minutes 8th April 2026ACTION: Clerk to archive minutes appropriately
9. **Annual Governance as per Standing Orders**
 - 9.1. **Delegation arrangements to committees, sub-committees, staff and other local authorities:** Council reviewed delegation arrangements and resolved to approve the delegation policy and schedule. *Carried unanimously*



BURNHAM MARKET PARISH COUNCIL

ACTION: publish updated delegation schedule and policy on website.

9.2. Group Membership

9.2.1. Council reviewed and resolved to approve the group membership policy and register with membership updates as below. *Carried unanimously*

9.2.1.1. Planning Advisory Group: DC and provisionally GM.

9.2.1.2. Finance Group, AP, VD, KM.

9.2.1.3. Projects Group: resolved to remove projects groups and assign per project. *Carried unanimously*

ACTION: Clerk to Update group membership register and publish register and policy to website.

9.3. Review and adoption of appropriate standing orders and financial regulations

9.3.1. Council resolved to adopt standing orders. *Carried unanimously*

9.3.2. Council resolved to adopt Financial Regulations *Carried unanimously*

9.3.3. Council resolved to financial reserves policy. *Carried unanimously*

ACTION: clerk to publish updated Standing Orders, Financial Regulations and Financial Reserves Policy to website.

9.4. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses: Council resolved to agree the following arrangements

9.4.1. KLWNBC: Bin & Dog waste collections (7 x weekly Dog Bin, 5 x weekly litter bin weekly collections). *Carried unanimously*

9.4.2. KLWNBC: Monthly Play inspections: (new). *Carried unanimously*

ACTION: Clerk to arrange monthly play inspections with KLWNBC

9.4.3. Richard Newstead: SAM management: to move to 3 x SAMs rotate & charge. *Carried unanimously.*

9.4.4. ROSPA: annual playground inspections on the discounted annual rate. *Carried unanimously*

9.4.5. Heronwood: Draft agreement proposed and council resolved to approve it for agreed for discussion and confirmation with Heronwood. *Carried Unanimously.*

ACTION: Clerk to discuss new proposed contract with Heronwood and revert to council with any adjustments.

9.4.6. Cozens: Streetlight monthly contract: £50 monthly + Vat – *Carried Unanimously,*

9.4.7. N Power – for streetlight electricity. *Carried unanimously*

9.4.8. Anglia water: Wave: for pavilion water. *Carried unanimously*

9.4.9. Information Commissioners Office: statutory requirement: carried unanimously.

9.4.10. Smarty: Mobile phone and CCTV data. *Carried unanimously*

9.4.11. NALC – Website & Emails: *carried unanimously*

9.4.12. Payroll: Council resolved to move payroll to NALC from Ewings as it is financially advantageous. *Carried unanimously.*

ACTION: Clerk to make arrangements to move payroll from Ewings to NALC

9.4.13. AdvantEdge: 2nd year of 3-year contract. *Carried unanimously*

9.4.14. Unity Banking: *Carried unanimously.*

9.5. External Bodies: council reviewed of representation on or work with and arrangements for reporting back and resolved the following:

9.5.1. Jacks wind farm: Council representative will be FW, reporting back will be in the



BURNHAM MARKET PARISH COUNCIL

next available meeting. *Carried unanimously*

ACTION: Clerk to make sure Jacks Lane have FW's correct email address

9.6. **Inventory of Land & Assets:** Council reviewed and resolved as accurate, the inventory of land and assets. *Carried unanimously*

ACTION: clerk to publish approved inventory of land and assets on website.

9.7. **Insurance;** Council resolved that Hiscox parish Insurance and Coalition Cyber Insurance the following insurances adequately covered all insurable risks. *Carried unanimously.*

9.8. **Council's and/or staff subscriptions to other bodies:** Council resolved to approve the following subscriptions:

9.8.1. NALC (Council membership): *Carried unanimously*

9.8.2. SLCC (clerk membership): *Carried unanimously*

9.8.3. National Allotment Association (tenant memberships): *Carried unanimously.*

9.9. **Complaints procedure:** Council reviewed and resolved to approve the Council's complaints procedure and policy. *Carried unanimously.*

ACTION: clerk to publish updated Complaints policy on the website.

9.10. **Review of the Council's Policies, Procedures and Practices in Respect of its Obligations under Freedom of Information and Data Protection Legislation**

9.10.1. **Freedom of Information & Record Management Policy** reviewed and approved without amendment. *Carried unanimously.*

9.10.2. **Information Publication Schedule** reviewed with no changes required. *Carried unanimously.*

9.10.3. **Data Protection & GDPR Policy** reviewed and approved without amendment. *Carried unanimously.*

9.10.4. **IT Security & Usage Policy** reviewed and approved without amendment. *Carried unanimously.*

ACTION: clerk to publish updated FOI, Data Protection & IT security policies on the website.

9.11. **9.11 Review of the Council's policy for dealing with the press/media:** Communication Policy, including signage was reviewed and the Council resolved to adopt the policy with amendments as set out in the agenda papers. *Carried unanimously.*

9.12. **Review of the Council's Employment Policies and Procedures**

9.12.1. **Co-option Policy** was reviewed and the Council resolved to adopt the policy with amendments as set out in the agenda papers. *Carried unanimously*

9.12.2. **Equality & Diversity Policy** was reviewed and the Council resolved to adopt the policy without amendment. *Carried unanimously.*

9.12.3. **Grievance Policy** was reviewed and the Council resolved to adopt the policy without amendment. *Carried unanimously.*

9.12.4. **Training Policy** was reviewed and the Council resolved to adopt the policy without amendment. *Carried unanimously.*

9.12.5. **Pension Policy:**

9.12.5.1. Council received updated guidance on the Pension policy, noting it was received after the Pension policy had been updated for the meeting.

9.12.5.2. Council resolved that the policy be reconsidered at the June 2026 meeting following inclusion of the updated requirements. *Carried unanimously.*



BURNHAM MARKET PARISH COUNCIL

ACTION: Clerk to include updated pension requirements in the Pension Policy and present for reconsideration at the June 2026 meeting.

9.12.6. **Work from Home Policy** was reviewed and the Council resolved to adopt the policy without amendment. Carried unanimously.

9.12.7. **Anti-Bullying & Harassment Policy** was reviewed and the Council resolved to adopt the policy without amendment. Carried unanimously

ACTION: Clerk to publish updated employment policies on the website.

9.13. **Biodiversity Policy** was reviewed and the Council resolved to adopt the policy without amendment. Carried unanimously.

ACTION: Clerk to publish updated Biodiversity policy on the website.

9.14. **Code of Conduct** was reviewed and the Council resolved to adopt the policy without amendment. Carried unanimously.

ACTION: Clerk to publish updated Risk Management Policy & Register on the website

9.15. **Internal Controls Policy** was reviewed and the Council resolved to adopt the policy without amendment. Carried unanimously.

ACTION: Clerk to publish updated Internal Controls Policy on the website

9.16. **Operation Menai Bridge** was reviewed and the Council resolved to adopt the policy without amendment. Carried unanimously.

ACTION: Clerk to publish updated Operation Menai Bridge Policy on the website

9.17. **Council Risk Assessment** Policy and register were reviewed and the Council resolved to approve the policy and register assessment with amendments as set out in the agenda papers. Carried unanimously.

ACTION: Clerk to publish updated Risk Management Policy & Register on the website

9.18. **Meeting Times & dates: Council resolved the following meeting dates and times:**

- Wednesday 8th July 2026
- Wednesday 2nd September 2026
- Wednesday 7th October 2026
- Wednesday 4th November 2026
- Wednesday 2nd December 2026
- Wednesday 3rd March 2027
- Wednesday 4th April 2027
- Wednesday 5th May 2027 (Annual General Meeting - AGM)

10. Annual Governance and Accountability Review (AGAR)

10.1. **Internal, Independent Auditors Report:** Council noted exemplary report and confirmed no actions required.

10.2. **Annual Governance & Accountability Forms:**

10.2.1. **Section 1 – Annual Governance statements 2025 / 26:** Council heard and considered individually Each assertion within Section 1 of the AGAR

10.2.2. The Council resolved to respond “Yes” to all assertions, with the exception of Assertion 9, which was determined to be not applicable (N/A). Carried unanimously.

10.2.3. **Section 2 – Accounting Statements:** Council resolved to approve all the figures. Carried unanimously.



BURNHAM MARKET PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	30,633	42,159	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	45,510	46,306	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,324	10,762	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	15,850	13568	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0.00	0.00	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	41,458	37907	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	42,159	47,750	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	42,159	47,750	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	184,842	193016	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only			
	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

10.3. Explanation of variances: Council received the explanations of Variance and resolved to approve them. *Carried unanimously*

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	30,633	42,159				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	45,510	46,306	796	1.75%	NO		
3 Total Other Receipts	23,324	10,762	-12,562	53.86%	YES		In 24_25 we received CIL £12220 and donations £1800 in 25_26 we received £127 CIL and 1500. The remaining £169 difference is accounted for in fluctuating allotment tenants and pavilion rentals.
4 Staff Costs	15,850	13,568	-2,282	14.40%	NO		The reduction here is because in 25_26 I was clerk for the whole time. My salary was less than the clerk that was here for a bit of 24_25 and also less than the locum fees during the changeover, pension and HMRC was also thus reduced also. 24_25 Caroline was paid: 5647.9, Gina was paid £3417.85, Annalisa (me) paid 1938.24 HMRC was £1839 and pension funds were 3007 = 15849.99 25_26 Annalisa paid 12820 HMRC paid 747.92
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	41,458	37,807	-3,551	8.57%	NO		
7 Balances Carried Forward	42,159	47,751				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	184,842	193,016	8,174	4.42%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable
Variances of £200 or less are tolerable

ACTION: Clerk to publish AGAR forms on website as needed and submit to External Auditor

11. Reports & Updates

11.1. County Council report: Council confirmed receipt of report by email

11.2. Borough Council report: Apologies from Cllr Sam Sandell

11.3. Flooding Update

11.3.1. Report from FAG (verbal) – meeting closed to hear from FAG representative.

Parish Clerk, Tel: 07437529179

Website: <https://www.burnhammarketparishcouncil.gov.uk/>

Email: parishclerk@burnhammarketparishcouncil.gov.uk



BURNHAM MARKET PARISH COUNCIL

- 11.3.1.1. Noted an Anglia Water meeting has been postponed.
- 11.3.1.2. Noted nothing has changed since last 2 floods, raising the likelihood of repeat flooding – despite 32 meetings having been attended.
- 11.3.1.3. FAG Would like confirmation of Burnham Market as a priority.
- 11.3.1.4. Would like to know what has been done to alleviate possibilities of tankers and also to put right Joan Shorts Lane issues.
- 11.3.1.5. Anglia water has done an infiltration survey: no results to date
- 11.3.1.6. Meeting reopened to continue council business.

11.3.2. **Letters between Docking PC, Burnham Market PC, MP James wild, Borough**

development and Anglia Water: Council noted receipt of all letters and resolved no further action at this time with letters to be shared with FAG and public on the website.
Carried unanimously

11.4. **Councillor reports & updates**

- 11.4.1. **Streetlight on Cambers Lane:** Council heard a resident request via a councillor to have a streetlight on Cambers Lane. Council resolved to consider request in July's meeting.

ACTION: Clerk to investigate a new streetlight in Cambers Lane and prepare report for council consideration in July meeting.

- 11.4.2. **Holkham Walking route:** FW reports this has been postponed to a less busy period.

ACTION: Clerk to make note to open Holkham walking route request in August.

- 11.5. **Angles lane & Cross Lane overgrowth:** request for cut back

ACTION: Clerk to investigate clearing Angles Lane at the top and Cross lane.

11.6. **Church Walk congestion**

- 11.6.1. FW declared an interests and recused from voting
- 11.6.2. Council agreed congestion is difficult here and resolved to support measures to ease it.
Carried unanimously

11.7. **Encroachment at Methodist Hall Conversion and Parish council Playing field**

- 11.7.1. Council heard multiple reports that the new hedgerow has been moved into Playing-field land and noted this conflicts with the owner understanding.
- 11.7.2. Council resolved to refer the possible encroachment from the Methodist Hall onto the playing field to Borough Enforcement for decision. *Carried unanimously*
- 11.7.3. Council resolved to approve a £14 budget for land registry purchase for the clerk to investigate. *Carried unanimously*

ACTION: Clerk to purchase land registry details for border between Playing field and Methodist Hall;

ACTION: Clerk to submit enforcement enquiry for Methodist Hall/ playing field.

12. **Planning.**

12.1. **Council received Planning Delegated Decisions**

- 12.1.1. **26/00157/F: HOUSEHOLDER:** Erection of a two-storey side extension with Hipped Subservient roof, a single storey rear extension with a pitched roof, and a new porch to an existing semi-detached dwelling using materials to match existing. at 11 Walkers Close | **As this is a minor variation, there is no observation, however the PC would like to see early comments and requests strongly considered, implemented and enforced.**

- 12.1.2. **26/00598/A | ADVERT APPLICATION:** To paint logo onto the site fascia board in black wood paint at Lime Green 61 Market Place Burnham Market King's Lynn Norfolk | **NO OBSERVATION**

12.2. **To consider planning applications:** none



BURNHAM MARKET PARISH COUNCIL

12.3. To note KLWNBC decisions:

12.3.1. **6/00326/F | HOUSEHOLDER:** Addition of bedroom and en suite to rear and study to side | Meadow View, 40 Sutton Estate | **Application Permitted**

12.4. **Parish planning Update Session:** Council resolved no attendance at the Parish Planning Update session due to pre-arranged engagements: Tuesday 16th June – 6.00pm – 7.30pm or Monday 22nd June – 3.30pm – 5.00pm. *Carried unanimously.*

13. Finance

13.1. Council received End of April 2026 Report

13.1.1. Council received End of April Bank balances.

Ordinary Accounts	
CIL/Funds 0808	£289.62
Current Account	£16,504.91
Petty Cash	£0.00
Savings 0811	£30,955.81
Total	<u>£47,750.34</u>

13.1.2. Council received a Financial Cashbook summary statement.

13.1.3. Council resolved to approved End of April reconciliations for all accounts. *carried unanimously*

13.1.4. Council received April expenditure

173	BACS2604 09AD1	£19.10	£19.10 4000	01/04/26		Annalisa Dovey - LGR event printing
174	BACS2604 09AD2	£20.30	£20.30 3001	01/04/26		Annalisa Dovey - printing for january meeting
175	BACS2604 09ADSM	£19.80	£19.80	01/04/26		Smarty (Clerk Expense) - EoF26, EoM26
176	BACS2604 09ADSM2	£5.40	£5.40 3600/1	01/04/26	EoJan/ Feb	Smarty (Clerk Expense) - Mobile phone
177	BACS2604 09KLWN	£38.90	£38.90 5100/4	02/04/26		KLWNBC - business rates: land used as market
179	BACS2604 09Ad4	£15.70	£15.70 3001	02/04/26		Annalisa Dovey - Printing: February meeting
180	BACS2604 09DPC	£40.00	£40.00 2400	02/04/26		Docking Parish Council - Cllr training DC.
181	BACS2604 09COZ	£60.00	£60.00 5300/12	02/04/26	10418	Cozens - streetlight caontract
184	BACS2604 09RN	£617.00	£617.00	02/04/26	EoMarch26	Richard Newstead - Works
185	BACS2604 09KLWN1	£1,913.18	£1,913.18 5300/3/1	02/04/26	BC110368732	KLWNBC - Dog Bin emptying 2026 - 2027 x 7 bins weekly
186	BACS2604 09KLWN2	£1,335.60	£1,335.60 5300/3/2	02/04/26	BC110368736	KLWNBC - Waste bin x 5 weekly empty 2026 - 2027
187	DD260416 Eon	£41.66	£41.66 5100/1	01/05/26		Eon - 1-31st March 26 Pav electricity
188	DD260420 AW	£0.50	£0.50 5100/2	01/05/26		Anglian Water Business - 5th march 4th april 26 Pav water
189	DD260430 UTB	£7.00	£7.00 1100	01/05/26		Unity Bank - service charge
190	bacs26040 9AD	£0.70	£0.70 6100	01/05/26		Annalisa Dovey - over payment - 0.80 - to take off next pay
191	DD260421 SSE	£191.04	£191.04 5100/3	01/05/26		SSE Energy Solutions - streetlight electricity

13.1.5. Council resolved to approve May 2026 payments list. *Carried unanimously*

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BURNHAM MARKET PARISH COUNCIL

193	£240.00	£240.00	1000/1	01/05/26		Turas Tina Cunnell - Internal independent auditor 25_26 agar
194	£236.47	£236.47	3200/1	01/05/26	2867	Norfolk ALC - Membership 26_27
195	£528.00	£528.00	2500	01/05/26	0426.1014	Ewing Accounts Services - Monthly payroll processing for 1 employee, forwarding payroll reports and filing submissions with HMRC for 2025/26. Liaising with The Norfolk Pension Scheme and submitting relevant information each month. £ 300.00 Completion of Year-end process and forwarding form P60. £ 20.00 Additional Costs: General advice throughout the year inc. Holiday pay calcs, New pay scale Discussions, Norfolk pension fund spreadsheets.
198	£127.50	£127.50		01/05/26	s129923 / 4 / 5	Holkham Estates - rentals greens, playimngfield, fairstead green
199	£3.80	£3.80		01/05/26		Annalisa Dovey - Printing
200	£19.80	£19.80		01/05/26	MAR/Apr 26	Smarty (Clerk Expense) - Mobile phoen March & april 26 and CCTV March and april 26
	£2,417.56	£2,417.56			Confidential	

13.1.6. Council noted income received in April 2026

63	01/05/26	KLWNBC	CIL payment	110	£14,023.99	Zero Rated	£0.00	£14,023.99	31/05/26	BACS260430K LWNBC	30/04/26
62	01/05/26	KLWNBC	Precept pt 1	100	£25,865.42	Zero Rated	£0.00	£25,865.42	31/05/26	BACS260413K LWNBC	13/04/26
					£31.25		£0.00	£31.25	12/05/26	20260402AR73 a	02/04/26
59	01/04/26	HMRC	VAT refund 01/02/26 - 31/03/26	170	£481.25	Vat Exempt	£0.00	£481.25	01/05/26	20260409HMR c	09/04/26

13.2. Direct Debit, regular payments, standing orders and contracts List for 2026 – 2027:

13.2.1. Council resolved to approve the following Direct Debit, regular payments, standing orders and contracts List for 2026 – 2027. *Carried unanimously*

- Anglia Water Business (WAVE) | Pavillion water
- Eon Next Energy | pavilion Electricity
- SSE Energy Supply
- Information Commissioners Office (ICO)

13.2.2. Council resolved to cancel Direct Debit to Campaign to protect. *Carried Unanimously*

ACTION: clerk to cancel and set up direct debits as required.

13.3. **Expenditure transparency:** Council resolved to approve Expenditure transparency report for publishing. *Carried unanimously.*

ACTION: clerk to publish Expenditure transparency report on website

13.4. **Section 137 report:** Council received and resolved to approve Section 137 report. *Carried unanimously.*

ACTION Clerk to publish Section 137 report on website

13.5. **Section 106 (CIL) report:** Council received and resolved to approve the Section 106 report. *Carried unanimously.*

ACTION: clerk to complete CIL return form and return to KLWNBC and publish on website.

13.6. **VAT Report:** Council received and resolved to approve annual VAT report. *Carried unanimously.*

ACTION: Clerk to publish annual VAT report on website.

13.7. CIL Updates

13.7.1. Council noted as CIL Payment of £14000.00 received

13.7.2. Council received CIL Expenditure guidelines received.

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BURNHAM MARKET PARISH COUNCIL

14. Assets & Amenities

14.1. Playground: Council noted a verbal update on playground confirmed all in good condition and scuffed holes being filled now weather has dried.

14.1.1. Council noted Annual statutory inspection booking confirmed for June with ROSPA.

14.2. SAM2. Council heard data is being received and will be published and included in newsletter.

ACTION: clerk to summarise SAM data and publish

ACTION KM to create analyses of data when received

14.3. **Street cleaning & Car park concerns:** Council resolved to email Borough council again about state of car park and streets.

ACTION: Clerk to chase cleanup for street and car park cleaning again.

15. Events

15.1. **Donkey permission request:** Council resolved to permit Donkeys for the duration of the event on the provision that all donkey waste be collected after the event and to note that Donkeys are prohibited on the Post Office Green. *Carried unanimously*

ACTION: Clerk to confirm with Donkeys that Council resolved to permit Donkeys for the duration of the event on the provision that all donkey waste be collected after the event and to note that Donkeys are prohibited on the Post Office Green.

15.2. **Morris Dancing permission request.** Council resolved to approve the Morris Dancing request, on the provision that they remain within the limits of the Burnhams market area. *Carried Unanimously.*

ACTION: Clerk to confirm with Morris Dancers that: Council resolved to approve the Morris Dancing request, on the provision that they remain within the limits of the Burnhams market area

16. Correspondence

16.1. **Request for Anglia Water open meeting.** Council resolved not to try invite Anglia water to a public meeting, preferring to defer to FAG. *Carried unanimously.*

16.2. **Tennis Club: CIL application for resurfacing.** Council noted endorsement offered and not needed, and offered congratulations with no further action.

16.3. **H-bar applications.** Council resolved to endorse the H-bar application, with no financial commitment. *Carried unanimously.*

ACTION: Clerk to respond to H-bar email with council endorsement.

16.4. Car park suggestions. Council resolved to forward Car park suggestions to appropriate Borough Council department for response. *Carried unanimously.*

ACTION: Clerk to raise car park issues with Borough.

16.5. Construction vans damaging property: Council received parishioner concern and Highways response and request that clerk seek a better resolution.

ACTION: Clerk to revert to highways and request a response that can be sent to parishioner that addresses concerns.

16.6. School sign & speeding. Council noted concerns and response with no further actions required

16.7. Public path too narrow: Friars Lane – Bellamy Lane: Clerk to investigate action in liaison with Burnham Norton Parish.

ACTION: clerk to report lane on fix my street.

17. Future Agenda item requests

17.1. Street light.

18. To receive any questions from members of the Public

Parish Clerk, Tel: 07437529179

Website: <https://www.burnhammarketparishcouncil.gov.uk/>

Email: parishclerk@burnhammarketparishcouncil.gov.uk



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18.1. Council heard concerns that that auctions will be impacted by a bandstand. Council confirmed that no location has yet been suggested, that no location impacting the auction was ever to be considered.

18.2. Meeting closed – 20:15

19. **Upcoming Meetings:** Wednesday 8th July 2026

EXCLUSION OF THE PRESS AND PUBLIC -Resolution to close the meeting to the press and public: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Nothing required.

From: CPRE Supporter Care supportercare@cpre.org.uk 
Subject: RE: Cancellation of Your Direct Debit
Date: 22 May 2026 at 17:16
To: BURNHAM MARKET PARISH CLERK parishclerk@burnhammarketparishcouncil.gov.uk

CC

Dear Annalisa,

No problem at all! I'm just running this past my manager and will be back in touch shortly.

With regards to membership details, for Parish Councils, our monthly rate is £5 per month or £60 per annum.

As a Parish Council member, you can expect:-

- Membership of your local CPRE group where you can receive sensible and objective information on a full range of planning matters as well as issues such as light pollution, tranquility, litter and water
- Our Countryside Voices magazine, twice a year (by email or post)
- Our monthly Campaigns update email
- Access to a National CPRE monthly online webinar covering relevant planning topics
- A hard copy of our newly updated guide for 2025 'How to respond to planning applications'.

Please let me know if you have any further queries.

Kind regards,

Jessica
Supporter Care Team

From: BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk>
Sent: 19 May 2026 10:16
To: CPRE Supporter Care <supportercare@cpre.org.uk>
Subject: Re: Cancellation of Your Direct Debit

[External]

Hiya,

Thank you. On consideration, as such a membership must be considered annually by statute, yes please could we have a refund for this year - and details on the membership - what is it for / include. So that council can consider whether it should like to rejoin in the future.

No letter regarding the membership has been received - I fact nothing at all has been received.

Thanks,
Annalisa

On 19 May 2026, at 09:45, CPRE Supporter Care
<supportercare@cpre.org.uk> wrote:

Dear Annalisa,

Thank you for your email.

This isn't a donation, it is a membership payment.

Please see attached the original request to set up the membership via direct debit.

We do also send a renewal letter out two months before the direct debit is taken to allow time to cancel. However, if you do not wish to remain members I can request a refund from my manager.

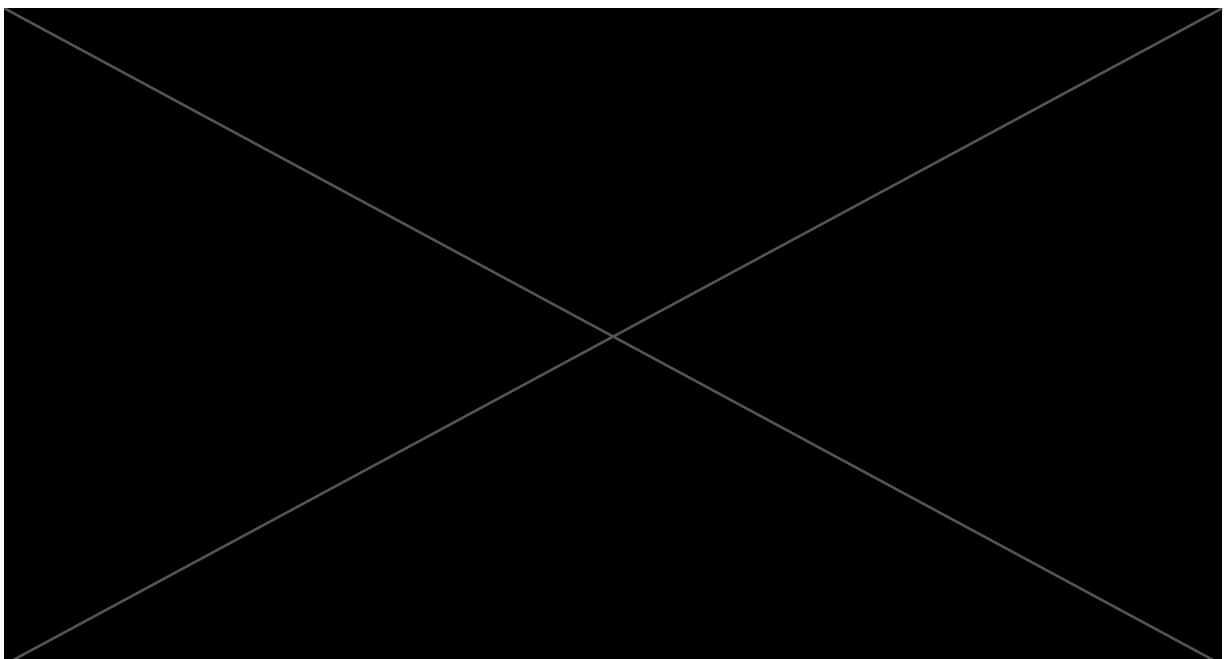
Please let us know if you have any queries.

Kind Regards,

Jessica
Supporter Care Team

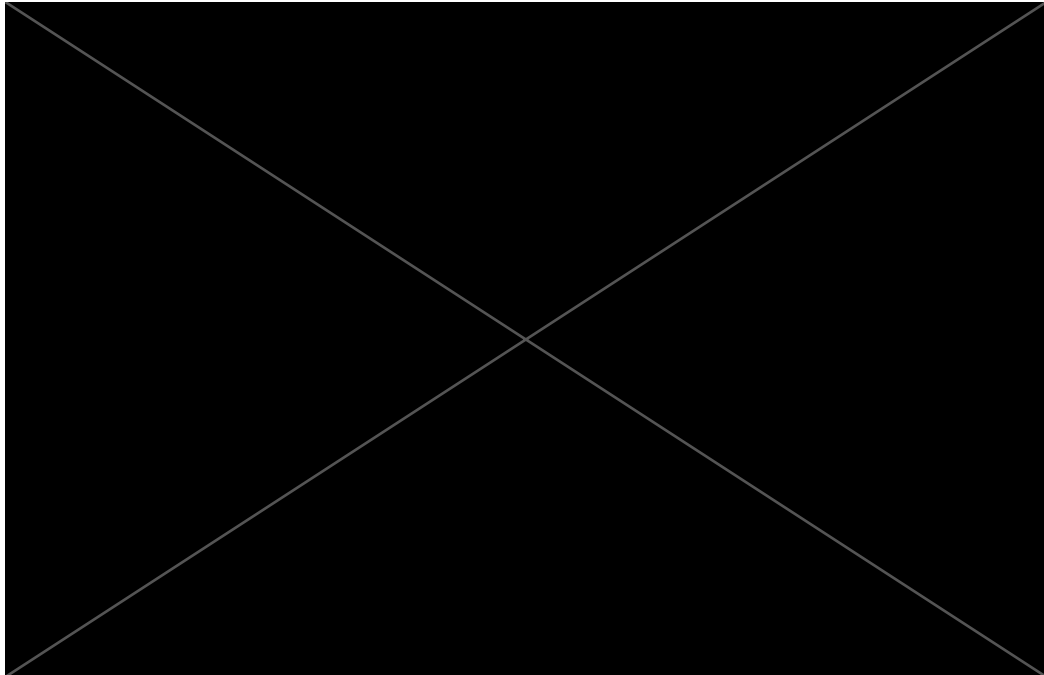
From: BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk>
Sent: 19 May 2026 09:29
To: CPRE Supporter Care <supportercare@cpre.org.uk>
Subject: Re: Cancellation of Your Direct Debit

[External]



On 18 May 2026 at 15:01 CPRE Supporter Care

On 18 May 2026, at 10:01, CPRE Supporter Care
<supportercare@cpre.org.uk> wrote:



From: BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk>
Sent: Monday, May 18, 2026 12:14 PM
To: CPRE Supporter Care <supportercare@cpre.org.uk>
Subject: Re: Cancellation of Your Direct Debit

[External]

Hi Alice,
I don't think it had ever

been agreed to be a direct debit. Not least because parish Council are not legally allowed to sign up to donate on a direct debit - they must consider it each year.

I wasn't clear at the time - so I am not sure how this happened. Count seems to think they approved a one-off payment way back when.

Thanks,
Annalisa

On 18 May 2026, at 11:57, CPRE Supporter Care
<supportercare@cpre.org.uk> wrote:

Dear Annalisa,

Thank you for contacting us.

As you had a direct debit, this automatically renews.

Have you been in contact with us about contesting?

Kind regards,

Alice
Supporter Care Team

From: BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk>
Sent: Monday, May 18, 2026 11:01 AM
To: CPRE Supporter Care
<supportercare@cpre.org.uk>
Subject: Re: Cancellation of Your Direct Debit

[External]

Hi,
Thank

you for your email.

Yes we are contesting this direct debit - it has not, to council knowledge been authorised.

Thanks,
Annalisa

On 14 May 2026, at 14:07, CPRE Supporter Care
<supportercare@cpre.org.uk> wrote:

Dear Clerk,

I hope you're well.

Your bank has recently let us know that your Direct Debit instruction to CPRE, the countryside charity, has been stopped.

This means that for now, your membership is no longer active.

Sometimes Direct Debit instructions are cancelled by the bank in error or when bank details change. If you wish to set up your Direct Debit again please give us a call on 020 7981 2870 and we can reactivate or update your Direct Debit details over the phone. If you prefer we can also send a new Direct Debit form via email or in the post. We'd be delighted to welcome you back!

Oh- and if you've recently notified us of a change of bank details, you can absolutely ignore this email!

If the cancellation was intentional,

we'd like to say a big thanks for your support of CPRE. It's greatly appreciated – our supporters make such a difference to us. We're sorry to see you go.

As ever, if you have any queries or concerns please do contact us on 020 7981 2870 or email us at supportercare@cpre.org.uk

Thank you again for being supportive of our work.

Yours sincerely,

Supporter Care Team

CPRE Supporter Care |
T: 020 7981 2800
E: supportercare@cpre.org.uk | cpre.org.uk

15-21 Provost Street, London, N1 7NH

This email is confidential and may also be legally privileged. If you have received this email in error, please notify the sender immediately by reply and delete it from your system. Views expressed in this email are those of the sender and may not necessarily reflect the views of the Campaign to Protect Rural England (CPRE). This email and any attachments have been virus checked. CPRE is registered as a charity (No. 1089685) and company (No. 04302973) in England. Registered Office: 15-21 Provost Street, London N1 7NH
Website: www.cpre.org.uk

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E: supportercare@cpre.org.uk | cpre.org.uk

15-21 Provost Street, London, N1 7NH

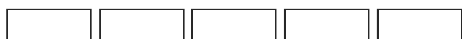
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Burnham Market Parish Council

Local Government Pension Scheme (LGPS) Pensions Policy

Adopted: July 2026

Review: Every 3 years, or sooner if legislation changes

Last reviewed: July 2026

1. Policy Statement

Burnham Market Parish Council participates in the Local Government Pension Scheme (LGPS) as administered by the relevant administering authority (Norfolk Pension Fund or successor body).

The Council is committed to complying with:

- Local Government Pension Scheme Regulations 2013 (as amended)
- LGPS (Miscellaneous Amendments) (Member Benefits) Regulations 2026 (effective 1 April 2026)
- Pensions Act 2008
- Employment Rights Act 1996
- Public Service Pensions Act 2013

This policy sets out:

- how the LGPS is applied within the Council
- the Council's responsibilities as an employer
- the exercise of discretionary powers under LGPS regulations

2. Scheme Membership

Eligible employees are automatically enrolled into the LGPS in accordance with statutory auto-enrolment requirements unless they opt out in accordance with legislation.

Membership and benefits are governed by the LGPS Regulations and administered by the Fund administering authority.

3. Contributions

Employee and employer contribution rates are set in accordance with the LGPS Regulations and actuarial valuation of the fund.

- Employee contributions are deducted from salary in accordance with national LGPS banding.
- Employer contributions are set by the Fund Actuary and paid by the Council.

The Council has no discretion over contribution rates except where explicitly permitted under LGPS regulations.

4. Employer Responsibilities

The Council, as an LGPS employer, is responsible for:

- enrolling eligible employees into the LGPS
- making employer contributions as determined by the Fund Actuary
- ensuring accurate and timely payroll and pension data submissions
- complying with all LGPS regulatory requirements

4.1 Unpaid Leave and Family Leave (Statutory Requirements from 1 April 2026)

The Council must comply with the LGPS (Miscellaneous Amendments) (Member Benefits) Regulations 2026 in relation to unpaid leave and family leave.

Authorised Unpaid Leave – Less than 15 calendar days

- Pension contributions are compulsory during authorised unpaid leave of less than 15 calendar days (excluding strike action).
- Contributions are calculated on **contractual pay (normal pay), not Assumed Pensionable Pay (APP)**.
- Employer and employee contributions must continue to be deducted.
- Payroll must ensure these periods are treated as pensionable.

Authorised Unpaid Leave – 15 calendar days or more (QAPA)

- Pension contributions are not automatically deducted.
- Employees may elect to purchase pension via a **Qualifying Additional Pension Arrangement (QAPA)**.

Where a QAPA is requested, the Council must:

- calculate lost pensionable pay
- notify the employee of:
 - cost of purchasing pension
 - employer cost
 - pension impact of not purchasing
- provide details to the administering authority where required

The Council may determine whether to allow employees more than one year to elect into a QAPA, where permitted by regulations.

Child-Related Leave and Family Leave

From 1 April 2026, the following are treated as child-related leave for LGPS purposes:

- unpaid additional maternity leave
- unpaid additional adoption leave
- unpaid shared parental leave

- paternity leave
- bereaved partner's paternity leave (up to 52 weeks)

During these periods:

- Assumed Pensionable Pay (APP) applies
- employer contributions are paid on APP
- employee contributions are paid on actual pay received
- no pension buy-back is required

50/50 Section During Unpaid Leave

Where a member in the 50/50 section enters unpaid leave and the period continues into the next pay period:

- the member must be moved into the main section of the LGPS

4.2 Reporting and Administration Requirements

The Council must:

- report all relevant unpaid leave and family leave data to the administering authority via required systems (including i-Connect or successor systems)
- provide QAPA information where an employee elects to purchase pension
- ensure payroll systems correctly apply:
 - contractual pay rules for short unpaid leave
 - QAPA deductions where applicable
 - APP for child-related leave
 - retrospective adjustments where required

5. LGPS Employer Discretions

In accordance with Regulation 60 of the LGPS Regulations 2013 (as amended), the Council maintains a written policy on discretionary powers.

5.1 Discretions the Council may exercise

The Council may consider:

- granting additional pension
- flexible retirement (Regulation 30(6))
- waiving actuarial reductions (Regulation 30(8))
- awarding APC-related contributions (Regulation 16)
- decisions relating to forfeiture of pension rights
- appointment of adjudicator under IDRPs
- determining whether to allow QAPA election periods longer than one year (where permitted)

5.2 Policy on Exercise of Discretions

- All discretions considered by Full Council or delegated committee
- Each case considered individually
- Decisions based on affordability, actuarial cost, legality and fairness
- No discretion is guaranteed

5.3 Non-Exercise of Discretions

No discretionary enhancement will be applied unless formally resolved by Council.

6. Retirement and Flexible Retirement

Requests will be considered under LGPS Regulations and Council policy, subject to:

- financial affordability
- service delivery requirements
- actuarial cost

7. Dispute Resolution

Internal disputes will be managed under the LGPS Internal Dispute Resolution Procedure (IDRP).

8. Policy Governance

Approved by Full Council.

Available to employees, pension administrators and auditors upon request.

9. Legislative Framework

This policy is prepared in accordance with:

- Local Government Pension Scheme Regulations 2013 (as amended)
- LGPS (Miscellaneous Amendments) (Member Benefits) Regulations 2026 (effective 1 April 2026)
- Pensions Act 2008
- Employment Rights Act 1996
- Public Service Pensions Act 2013

Burnham Market Parish Council Safeguarding Policy

1. Introduction

The Parish Council is committed to ensuring the safety and well-being of children, young people, and vulnerable adults who come into contact with the Council's services and activities. This policy outlines the Council's approach to safeguarding and promoting welfare. The designated safeguarding lead is the Clerk of the Parish Council.

2. Scope

This policy applies to all Parish Councillors, employees, volunteers, and anyone working on behalf of the Parish Council.

3. Legal Framework

This policy is based on relevant UK legislation and guidance, including:

- The Children Act 1989 & 2004
- The Care Act 2014
- Working Together to Safeguard Children (latest edition)
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Equality Act 2010

4. Responsibilities

- The Parish Council has a duty to promote the welfare of children and vulnerable adults.
- All councillors, staff, and volunteers must be aware of safeguarding responsibilities and report concerns appropriately.
- A designated Safeguarding Lead will be appointed to oversee implementation and act as a point of contact.

5. Recognising and Reporting Abuse

Abuse can take many forms, including physical, emotional, sexual, neglect, financial, and discriminatory abuse. Any concerns should be reported to the Safeguarding Lead or, in urgent cases, directly to the appropriate authorities:

- Children: Local Authority Children's Services or NSPCC helpline
- Adults: Local Authority Adult Safeguarding Team
- Police: 999 (if immediate danger)

6. Safe Recruitment and Training

- The Parish Council will take appropriate steps to ensure safe recruitment, including DBS checks where necessary.
- Training will be provided to councillors, staff, and volunteers to ensure awareness of safeguarding responsibilities.

Advertisements for job roles at the Council will specify clearly whether the work involves regulated activity/work together with the basis of that work.

Offers of employment will be made conditional on the receipt of a satisfactory disclosure checks. These will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by the Council and the applicant will not be employed.

7 Existing employees

Existing employees may be required to provide a satisfactory disclosure check where their work becomes a regulated activity/work or the Council requires them to start carrying out regulated activity/work. Existing employees cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

The disclosure check will be conducted by the Disclosure and Barring Service in England and Wales and Disclosure Scotland in Scotland.

The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, the Council will consider the options for redeployment into any available job roles that do not involve regulated activity/work.

If existing employees become added to the children and adults barred lists by either disclosure body, the Council will consider the options for redeployment into any available job roles that do not involve regulated activity/work. All employees who are added to the barred lists are required to inform their line manager of their inclusion on the list at the earliest opportunity. A failure to do so may be deemed a disciplinary matter to be dealt with under the disciplinary procedure.

In both cases, if this is not possible, the Council may need to consider dismissal of the employee on the basis of the statutory ban imposed by the disclosure. The Council may be unable to continue to employ the employee in any capacity if the continued association with the employee cannot be maintained, causes reputational damage to the employer or other reasons that harm its position in the marketplace.

8 What is abuse?

Given the risk of abuse to children and service users, all employees are required to be alert at all times to the possibility of abuse towards children or service users.

Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- financial or material abuse
- physical abuse

- mental abuse
- neglect and failures to act
- sexual abuse
- threats of abuse or harm
- controlling or intimidating conduct
- self-neglect
- domestic abuse
- poor practices within an organisation providing care
- modern slavery.

The abuse may come from employees, personal assistants, service users, relatives, neighbours, social workers, providers of support services etc.

9 Reporting and investigating abuse

The Council will treat all complaints, allegations or suspicions of abuse with the utmost seriousness. Training will be provided, as appropriate, to ensure that staff are aware of the warning signs of abuse and the correct reporting procedure to follow if they suspect abuse is, or has, taken place.

Employees that suspect abuse is occurring should refer the matter to their line manager immediately, with as much detail as possible. The line manager will need to be informed of the names of the people involved (if known), what type of abuse is or may be occurring, and the dates and times this occurred (if known). An official written report of the alleged act may be requested at this stage as part of the evidence gathering procedure.

Employees may be asked to refrain from discussing alleged abuse with fellow colleagues, other than those specified by their line manager, to avoid the spread of potentially harmful misinformation and to protect the validity of any investigation.

The allegations will be investigated fully and all such reports are taken seriously. The investigation will be conducted in a discrete and timely manner, and will involve the collation of evidence typically derived from witness statements and surveillance footage where possible.

If it is suspected that a criminal act may have been committed, the Council will report the situation to the police.

Employees suspected of abuse will be suspended on full pay pending a full investigation of the complaints. It should be noted that this suspension is not an indication of the employee's guilt, but rather a necessity given the circumstances. The Council appreciates the impact prolonged suspension can have on an employee's reputation, even when allegations are later found to be incorrect, and does not take the decision to suspend lightly.

The Council may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service or Disclosure Scotland as appropriate. The organisation may also consider it necessary to inform the police of allegations under investigation.

10 Maintaining records

The Council will ensure that all details associated with allegation of abuse are recorded clearly and accurately. The records will be maintained securely in line with the Council's confidential record keeping procedure.

11 Disciplinary action

If the investigation reveals that abuse has happened, or is happening, the Council will set up a disciplinary hearing for the employee concerned. Abuse of service users is regarded by the Council as

an act of gross misconduct and the allegation could result in summary dismissal, in line with the Council's disciplinary procedure.

Employees will have the chance to appeal any disciplinary action that is taken against them.

12 Duty of disclosure

The Council is legally required to send information to the Disclosure and Barring Service or Disclosure Scotland if a decision is taken to dismiss an employee or remove them from working in regulated activity/work.

The Council may also be required to inform the Disclosure and Barring Service or Disclosure Scotland if the Council suspends an employee, or an employee resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.

13. Use of Council Facilities

Any organisations or individuals using Parish Council facilities must comply with safeguarding requirements and have their own policies in place if working with children or vulnerable adults.

14. Confidentiality and Data Protection

All safeguarding concerns will be handled sensitively and in accordance with data protection laws, ensuring information is shared appropriately.

15. Monitoring and Review

This policy will be reviewed annually or following any significant changes in legislation or best practice guidance.

16. Contact Details

Norfolk County Council Children's Services

Phone: 0344 800 8020

Website: Norfolk Safeguarding Partnership

Norfolk Safeguarding Children Partnership (NSCP)

General Enquiries: 01603 223409

Email: nscb@norfolk.gov.uk

Website: Norfolk Safeguarding Partnership

Norfolk Safeguarding Adults Board

Phone: 0344 800 8020

Email: nsabchair@norfolk.gov.uk

Website: Norfolk Safeguarding Adults Board

Burnham Market AGM meeting MAY 2026

Good evening.

Thank you for the invite to your parish AGM.

May I take this opportunity to thank all the Councillors and Clerk for their hard work over the last year.

I look forward to continuing working with you all. Being any sort of Councillor can be challenging yet very rewarding.

Since the last AGM a couple of you are new Councillors, so I would just give you an update as to what roles I have within the Borough Council.

I am the Chair of the Homeless and Housing task Group. I am the Vice Chair of the Standards Committee. I sit on the Appointments Board, we have had some really good candidates apply for many of our higher tier management posts, some have been difficult to call as all the candidates had very good experience and skills. I also sit on the Local Plan Task Group, the Environment and Community Panel, the CIL spending panel and last year I was voted as the Deputy Leader of the Conservative Group. Being a Cllr I sit on 2 outside bodies, one being the Burnham Overy Harbour trust and the second one being West Norfolk Girls School trust. I am always at the end of an email or telephone if anyone has any issues. I do try and respond within 24 hours and like to give the residents an answer to their queries quickly. This is just a snapshot of my role, I do also try and attend as many Parish councils as I can. I have 6 Parish Councils within my ward.

I am also a Parish Councillor where I live, a trustee of the Village Hall and the Alms-house trust. I also Chair Burnham Market Surgery Patient Participation Group.

Over the last 12 months the Borough Council has started to see change and the future of the Borough is changing. This is because of Local Government Reorganisation. It will mean that rather than a Borough and County Council there will be one council doing the roles of both Councils. There will no longer be County and Borough Councillors there will be one person doing the role. As you know Norfolk has been split into 3, which is the best option for the residents, in terms of finances and the services provided. The Borough will stay until 2028. Unitary elections will be next year 2027. The Government will develop a statutory change order to create the new Council.

This will be laid out before Parliament in the summer and signed off late Autumn this may be subject to changeunitary will go live in April 2028.

I am still receiving emails about the increase in the 200% council tax. The Borough only receives a very small portion of this. We are using the extra money for our Homeless and Housing strategy.

In the Budget there is a provision of half a million pounds for community projects. CIL will be much more difficult to access.

Planning Changes are coming into force in September I believe. Planning Committee will meet once a quarter and it will be Chair of Planning and the Assistant Director making planning decisions. There will be no option for Borough Councillors to call applications in. Parish Councils must be a strong voice for any applications in their village.

The Local Plan is now being reviewed the Last one took 9 years the Government have said that this one has to be done in 30 months. Our housing delivery numbers have been increased from 554 to over a thousand. This doesn't include windfall sites. If the Council doesn't build them, we are financially penalised. LOCAL PLAN – the Government, in setting political targets before analysis, are reducing the weight of public opinion. I recommend each Parish sends a representative to training sessions, (currently arranged for 15th and 22nd June).

Last Thursday night we welcomed in our new Mayor for the municipal year.

This is just a snapshot of things happening within the Borough.

If you have any queries or questions, please do not hesitate to contact me.

With Best Wishes

Cllr Sam Sandell.

Borough Councillor for Burnham with Docking



NALC AGM Notes

Opening Speech

- Changes in Local Government Reorganisation (LGR) may result in parishes and local communities becoming increasingly disconnected from central government structures.
- Parish and town councils may become the primary means of protecting and representing communities.
- Councils must remain rooted in community needs and avoid stagnation.
- Inclusive events are essential for strengthening engagement and representation.
- Recruiting volunteers and councillors is becoming increasingly difficult:
 - Representation is often dominated by older demographics and long-established viewpoints.
 - There is a clear need to engage younger voices and encourage broader participation.
- Councillors and volunteers should be formally recognised and nominated for awards where appropriate.
- Community cohesion is essential.
- Deputy Lieutenants (DLs) can provide support in strengthening community links and initiatives.

Annual Report

- Stability and high standards have been achieved across the sector.
- Rob Shaw introduced as Advisory Clerk for the area.

Norfolk ALC Updates

1. Training for Councillors

- In-person councillor training is now available through the County Officer.
- Training delivered by Adrian Childs.

2. Financial Management

Councils are encouraged to adopt a formal Financial Reserves Policy, including:

- Emergency funds

- General reserves
- Earmarked funds
- Savings provisions

3. IT Resilience and Digitalisation

- Council systems and accounts should remain registered to the council, not individuals.
 - Councils should move away from paper-based administration and digitise records to improve:
 - Security
 - Accessibility
 - Continuity
 - Potential discussed for digital systems to manage:
 - Village event timetables
 - Booking systems
 - Space-use requests
-

County Officer Address

- Reiterated the importance of parish councils, particularly with the potential loss of borough-level governance.
 - Emphasised the significant responsibilities parish councils hold:
 - Management of public funds
 - Delivery of vital local services
 - Governance under the same legislative framework as central government
 - Councils must therefore operate in accordance with:
 - Proper governance standards
 - The Nolan Principles of Public Life
-

LGR / County Officer Speech

Local Government Reorganisation

- Proposal discussed for three unitary authorities.

Training and Capability

- Individuals in positions of responsibility must receive appropriate training in:
 - Council skills
 - Service delivery
 - Council finance

Measuring Success

- GDP alone is not an adequate measure of success because it

ignores:

- Environmental impact
- Community wellbeing
- Individual happiness
- Measures of success should include wellbeing indicators.

Youth and Community Wellbeing

- Particular challenges faced by young people were highlighted.
- Suggested projects included:
 - Local Environmental Reserves
 - Preserved green spaces
 - Improved access to outdoor areas
 - Biodiversity promotion

Every parish could potentially establish or support such initiatives.

Community Trust and Engagement

Local councils should:

- Deliver lawful and equitable services for all residents
- Identify opportunities to improve community wellbeing
- Prioritise community engagement
- Build trust through effective delivery

Devolution

- Greater devolution could provide councils with:
 - More influence
 - Greater flexibility
 - Tailored local solutions
- However, councils must actively engage in discussions to shape outcomes.

Planning and Development

Councils should advocate strongly for:

- Better planning policy
- Essential infrastructure to accompany new development

Suggested routes for advocacy include:

- NALC
- MPs
- Borough councils

Speech on Climate Action

Key Concerns

Climate impacts discussed included:

- Flooding
- Drought
- Agricultural disruption
- Tourism impacts

Actions Councils Can Take

1. Dark Skies Policies

- Reduce unnecessary street lighting where appropriate.

2. Biodiversity Duty

- Every council decision should consider nature-based recovery and biodiversity obligations.

3. Renewable Energy and Sustainability

- Explore solar panel projects combined with horticulture/agriculture.
- Consider community renewable energy schemes, including:
 - Wind turbines
 - Charity trust land opportunities

Community Food Initiatives

- Community-grown vegetables distributed freely to residents.
- Greater use of allotment spaces.
- Consider employing a gardener to support initiatives.

Funding and Support

“The Great Collaboration”

A website/resource highlighting grants and support for:

- Green initiatives
- Energy-saving projects
- Food-growing schemes
- Community energy projects

Key point raised:

- Significant funding opportunities currently exist for energy projects.
- Example given:
 - Funding banks supporting free residential solar panel installations.

Community Planning Idea

Suggested approach for developing a 3–5 year community plan:

1. Hold an open brainstorming session using Post-it notes.
 2. Leave the session open for ongoing contributions.
 3. Meet as a council to review and expand ideas.
 4. Hold a follow-up session to structure ideas into a formal 3–5 year plan.
-

Deputy Lieutenant Support

- Deputy Lieutenant services are available to support communities and councils.
 - Councils encouraged to explore resources available through their website.
-

LGR – Seizing Opportunities (Asset Transfer)

Strong emphasis placed on parish councils viewing LGR as an opportunity to gain:

- Greater influence
- Additional responsibilities
- Improved ability to serve local communities

Key message:

“Now is the time to propose what we want, rather than waiting to see what we are given.”

Potential Asset Transfers

Possible assets councils could consider taking on:

- Car parks
- Buildings
- Recycling centres/tips

Potential Service Transfers

Possible services discussed included:

- Street cleaning
- Waste bins
- Tree management
- Grass cutting
- Community transport

Collaboration

- Neighbouring parishes may need to collaborate to successfully manage services and assets.
-

Immediate Actions for Parish Councils

1. Map Strengths and Gaps

Undertake:

- SWOT analysis
- PESTLE analysis

2. Form Alliances

- Build partnerships with neighbouring parishes and organisations.

3. Invest in Capability

Provide training for councillors and clerks in:

- Asset management
- Legal responsibilities
- Financial management

4. Strengthen Governance and Risk Management

- Improve policies, oversight, and compliance structures.

5. Raise Your Profile and Advocate

Suggested methods:

- Marketing
- Social media
- Open letters
- Public engagement

6. Demonstrate Success

- Publicise successful projects and outcomes.

7. Ensure Legal Support

Potential sources:

- NALC
- SLCC
- NP Law

Although legal support can be costly, it may be more costly not to have it when needed. Some support is available through NALC membership.

Final Note / Potential Action

Consider writing to NALC regarding concerns over the Community Infrastructure Levy (CIL) funding threshold:

- Current £10,000 minimum threshold may have detrimental effects on smaller parish councils and projects.

Fro
Subjec

Date: 17 May 2026 at 12:26

DC

k,

Sent from my iPhone

Begin forwarded message:

| Date: Ma 15, 2026 at 12:06:05 PM GMT+1

Mornin

I'm very busy for the foreseeable, have got several funding deadlines on the horizon. But I understand the MAG group for groundwater is going to be the main forum for Burnhams now, so that might be a good place to hold a progress meeting with you and the other Parishes? Does that sounds sensible?

Not much has changed though since we last met on the LLFA study. The report for the initial assessment is due back in early Summer. That will be sent to the parishes for information. We don't have any budget left for changes to that report now but im keen to move onto the next stage anyway this financial year i.e. Feasibility Study. We have agreed the shortlist of options to take forward anyway with you at the last meeting. As a reminder they are:-

- 1) Combined Fluvial Conveyance Option around the Mills
 - a)2x Bypasses + Restoration
 - b)Operational changes + Restoration
- 2) Groundwater Abstraction
- 3) Amend Option 6 - WRc expansion + A new smaller network for affected residents only (AW option)
- 4) Goose Beck Modifications (new culverts in front street and outside shops)

These will form the basis of the scope for the consultant taking on the feasibility study. We have paused on kicking this off because of the uncertainty around new funding rules for the governments new 10yr flood defence programme. But that's now coming through incrementally now so we should have enough information to produce a scope for the prospective consultant in due course.

Kind Regards

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Do you have time for a short meeting to discuss your plans for flood avoidance in Burnham Market.

Kind regards

--
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From
Subject

DC

The discussion with [REDACTED] was extremely useful. The data on "illegal connections" was indeed revealing. However we were very disappointed that there was no definitive Anglian Water plan for BM to alleviate future flooding. I have requested a meeting with [REDACTED] to obtain his view of the situation. If we have demarcation issues I would like to understand them and how they are to be dealt with to the benefit of the residents of Burnham Market.

Sent from my iPhone

On May 14, 2026, at 8:18 AM, [REDACTED]

Good mornin [REDACTED]

I hope that [REDACTED] no longer attend the meeting this afternoon, however [REDACTED] will attend to represent me, along with Chris Wray.

I have also had communication this morning for [REDACTED] re a meeting to discuss the study they have carried out, so this will hopefully [REDACTED] the work Chris Wray has completed.

Please accept my apologies.

*re the question concerning the development question, they may not have that response, as I am still chasing that team, but every other question, they will be able to provide a response.



anglianwater

Regional Network Manager

Mobile: [REDACTED]

Anglian Water Services Limited

Whitlingham WRC, Kirby Bedon Road, Trowse, Norwich, NR14 8TZ

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Anglian Water Services Limited

Registered Office: Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon, Cambridgeshire, PE29 6XU

Registered in England No 2366656

Please consider the environment before printing this email.

Flooding report – in reverse order, most recent communications first.

Parish Clerk – to Dennis.

 an s or t e n ormation. I have already replied to the reports- but as I am working down my inbox, I have now found the question ;-)

This is outside of PC remit, so it would go to NCC or the environment agency or AW - whoever is responsible, for action and resolution. PC can send the information to the correct place, or the FAG can, or both.

The report will be on the next meeting for council to review and agree any relevant actions (if any).

Of course I can share an invite with council should a cllr wish to attend.

Thanks,
Annalisa

On 18 Jun 2026, at 13:00, Deborah Clark <dennisclark19@me.com> wrote:

 nna sa
Here are the findings regarding improper connections in the village.

We will seek a face time meeting / with Chris Ray to obtain a full understanding and invite a parish councillor/you To join us.

Parts of the survey reveal illegal connections. So I would be grateful if you could check out the procedure For dealing with such matters.

Kind regards


en r m my a

 d Chris wary re. the report.

Hi Chris,

Thanks for the heads up on that. No doubt
The local issues will be managed at this level.
But we will be looking for an action plan which embraces the outcome of your survey as so far
these are only potential measures identified that can directly improve the situation at BM.
Kind regards


Sent from my iPhone

On Jun 23, 2026, at 8:30 AM, Chris Wr  rote:

Mornin 

Some comms will be coming out in the next few weeks covering next steps, funding and who does what

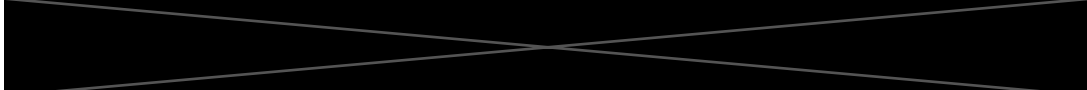
These comms will be coming from the Norfolk strategic flood alliance who will be leading on bringing the agencies together

Regards

chris


Sent: 22 June 2026 07:50

To: Chris Wray <cWray@anglianwater.co.uk>

.com>;

 nnalisa <parishclerk@burnhammarketparishcouncil.gov.uk>

Subject: Re: Burnham Market Findings

EXTERNAL MAIL - Please be aware this mail is from an external sender - THINK BEFORE YOU CLICK

Dear Chris,

Will AW produce an action plan and identify the scope of work they intend to carry out to deal with the outcome of your survey.

I believe other agencies such as Highways will be involved so it would be helpful if you could give us your views as to who these are.

That information will help us with the structure of the local MAG suggested by Victoria.

I recognise that the Burnham Market Parish Council may also need to take action and I would like your help to identify their responsibilities if any.

Kind regards


Sent from my iPhone

On Jun 18, 2026, at 11:07 AM, Chris Wray <cWray@anglianwater.co.uk> wrote:


These are highlight notes from the investigation done earlier in the year and hopefully cover off what was discussed in person.

Surface Water to Foul Water (SWxFW) connectivity was investigated, identifying a total cross-connected area of **3,799 m²**. The largest single connection measured **480 m²**, and the top five locations accounted for **25%** of the

To provide context, **3,799 m² receiving 10 mm of rainfall in one hour** would introduce a volume equivalent to approximately **four times the population load** of the area. This aligns with telemetry from the pumping station, which shows rain-related events with rapid response to rainfall starting and stopping. Reducing this connectivity will increase system resilience and improve capacity during wet weather.

Page 40

There was not an extensive amount of CCTV surveying carried out in this catchment due to the time of year and the unusually dry winter. It is noted that extensive CCTV work was completed in 2022, during which little of concern was identified.

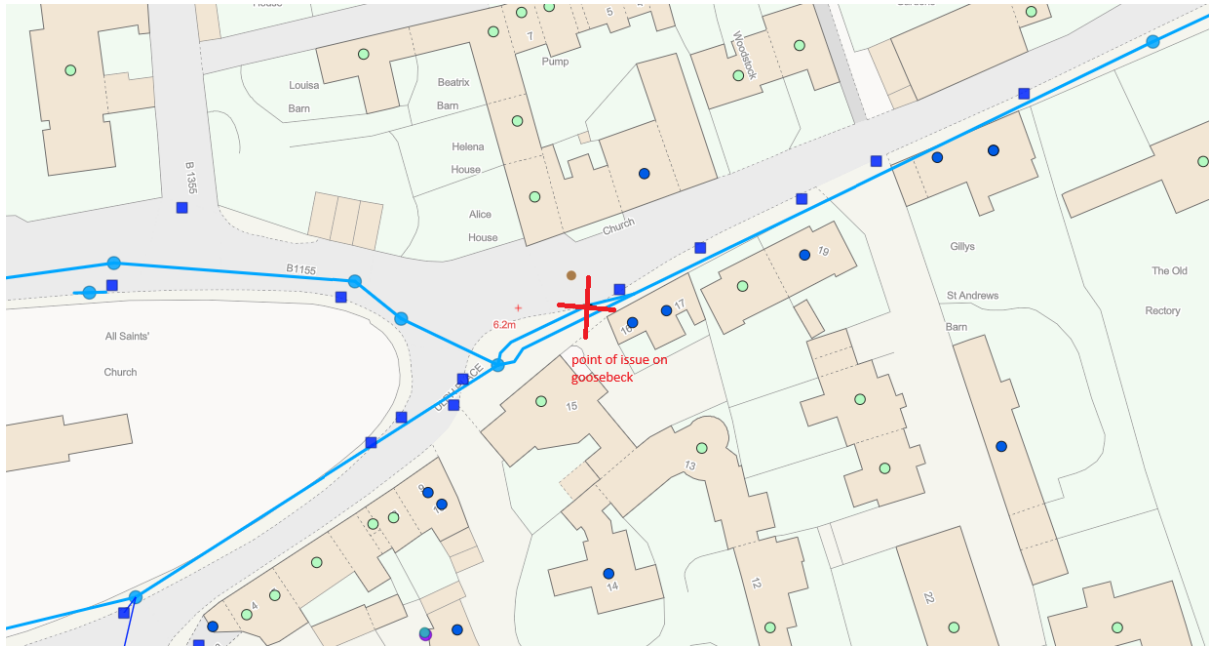
As part of this investigation, CCTV was used to survey the route away from the Goose Beck, where restrictions were found in the existing pipework.

The images show the culvert that is expected to receive flows from the Goose Beck, and they highlight **significant restrictions** within the structure. Downstream of these obstructions, the pipework is approximately **25% silted**, further reducing hydraulic capacity.

It is also noted that the downstream ditch system requires **maintenance and reprofiling** to an appropriate level to ensure effective flow and prevent further capacity issues.







We also examined the highways drainage system throughout the catchment and identified a potential opportunity to reduce flooding during the wettest periods. A highways system was noted on North Street which appears relatively modern, as the installation scars in the tarmac are still visible. This system begins at Treasure Island and runs down North Street before connecting into the Goose Beck at Ulph Place.

It is suggested that an area worth exploring is the extension of this system into the central zone that experiences flooding during the heaviest rainfall events. Extending the network may help to alleviate or reduce the severity of flooding in this location.

A plan has been included with the proposed extension highlighted in **orange**. Please note that this is for **illustrative purposes only** and does not represent any confirmed alignment or commitment to installation. This is purely a proposal, and any future delivery would fall outside of Anglian Water's responsibilities. Progression would therefore need to be pursued through appropriate partnership routes.



Additional Points to Note

Extensive CCTV surveying of the foul system was carried out in 2022, and very little of concern was identified in relation to infiltration. The condition of the pipework at that time was considered sound and in good order. As no evidence of infiltration was observed during the current investigation, the foul system CCTV has not been repeated.

Several manholes have been sealed where standing water had been present for prolonged periods.

The connectivity assessment achieved coverage of approximately **50% of the village**. The remaining 50% has not been ignored; rather, we have targeted properties based on age and type, focusing on those most likely to have surface water connections

This does not mean all connectivity has been identified, but the investigation has captured the **major contributors**.

You will shortly be getting comms from NSFA who will be arranging further information from a partnership basis to continue work in the area

Regards

chris

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Burnham Market Play Area

Inspection Ref: 3101797

Site Ref: 141435

Operational Inspection - 1-June-2026 - 08:03 Inspector Carl Reed

Risk Assessment: 12 Moderate Risk



i 8 - Low Risk

Item: Site General
Manufacturer: N/A
Surface Type: N/A
Item Quantity: 1

Total Findings: 3



Finding 1

There are trip hazards present - Remove trip hazard

Finding 2

There is crowd barrier fencing present on site - Monitor and remove asap

Finding 3

There is litter/debris in the area - Remove litter/debris from the area and maintain

i 8 - Low Risk

Item: Table Tennis
Manufacturer: HeBlad
Surface Type: Wet Pour
Item Quantity: 1

Total Findings: 2



Finding 1

There are trip hazards at the edges of the surface - Remove trip hazard

Finding 2

The item has been damaged - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Fencing - Post & Rail
Manufacturer: N/A
Surface Type: Grass
Item Quantity: 1

Total Findings: 6



Finding 1

There are a number of loose posts around the fence - Monitor for any further deterioration and reset as required

Finding 3

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

Finding 5

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

Finding 2

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

Finding 4

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

Finding 6

The item has been damaged - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Gate - Maintenance
Manufacturer: N/A
Surface Type: Grass
Item Quantity: 1

Total Findings: 4



Finding 1

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

Finding 3

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

Finding 2

There is offensive graffiti present - Remove as soon as practicable

Finding 4

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

i 6 - Low Risk

Item: Gate
Manufacturer: N/A
Surface Type: Grass
Item Quantity: 1

Total Findings: 5



Finding 1

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

Finding 3

There are sharp protruding staples on the item - Remove staples

Finding 5

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

Finding 2

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

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface

8 - Low Risk

Item: Cable Runway
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 15



Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 3

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

Finding 5

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

Finding 7

There are projecting fixings present - Tighten / replace as required

Finding 9

There is some graffiti present - Remove the graffiti

Finding 11

There are post protectors around the timber posts that are preventing the inspector from thoroughly testing for signs of decay and we are unable to verify the condition of the posts in these locations. NOTE - timber rot / decay is possible even with the post protectors in place - Refer to manufacturer inspection / maintenance recommendations

Finding 2

There are sharp protruding staples on the item - Remove staples

Finding 4

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

Finding 6

Bolt cap cover/s missing or damaged - Replace

Finding 8

There is offensive graffiti present - Remove as soon as practicable

Finding 10

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

Finding 12

We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations

Finding 13

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 15

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

Finding 14

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

12 - Moderate Risk

Item: See Saw
Manufacturer: Not Identified
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 11



Finding 1

There are redundant holes on the item - Fill or provide cap / insert

Finding 3

There is wear apparent to the central pivot resulting in excessive sideways movement - Inspect pivot / bearings for internal wear and replace as required

Finding 5

The dampeners are loose and can be lifted from the posts - Secure dampeners to posts

Finding 7

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 9

There are sharp protruding staples on the item - Remove staples

Finding 11

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

Finding 2

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

Finding 4

Bolt cap cover/s missing or damaged - Replace

Finding 6

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

Finding 8

There are trip hazards present - Remove trip hazard

Finding 10

The surfacing is severely damaged - Repair damaged areas of surfacing

i 6 - Low Risk

Item: Trim Trail
Manufacturer: Action Play and Leisure
Surface Type: Grass
Item Quantity: 1

Total Findings: 8



Finding 1

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

Finding 3

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

Finding 5

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

Finding 7

There is some wear to the suspension lugs - Monitor and replace when 40% worn

Finding 2

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 4

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

Finding 6

There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

Finding 8

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

i 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 19

Finding 1

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

Finding 3

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

Finding 5

There is some graffiti present - Remove the graffiti

Finding 7

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

Finding 9

Bolt cap cover/s missing or damaged - Replace

Finding 11

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

Finding 13

There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

Finding 15

There are staples on the item - Remove staples

Finding 2

Parts of the timber are rough or splintered - Monitor and remove all rough or sharp edges

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 6

There is some wear to the suspension lugs - Monitor and replace when 40% worn

Finding 8

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

Finding 10

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

Finding 12

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 14

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

Finding 16

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

Finding 17

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

Finding 19

There is some minor damage to the surface - Monitor for
any further deterioration and repair as required

Finding 18

There is weed / vegetation growth within the surface -
Remove weed / vegetation growth



6 - Low Risk

Item: Picnic Table
Manufacturer: Action Play and Leisure
Surface Type: Grass
Item Quantity: 1

Total Findings: 2



Finding 1

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

Finding 2

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

i 6 - Low Risk

Item: Picnic Table
Manufacturer: Glasdon
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

i 8 - Low Risk

Item: Tractor
Manufacturer: Not Identified
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 14



Finding 1

There are sharp protruding staples on the item - Remove staples

Finding 3

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

Finding 5

Bolt cap cover/s missing or damaged - Replace

Finding 7

There is offensive graffiti present - Remove as soon as practicable

Finding 9

There are post protectors around the timber posts that are preventing the inspector from thoroughly testing for signs of decay and we are unable to verify the condition of the posts in these locations. NOTE - timber rot / decay is possible even with the post protectors in place - Refer to manufacturer inspection / maintenance recommendations

Finding 11

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

Finding 13

There is some graffiti present - Remove the graffiti

Finding 2

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

Finding 4

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

Finding 6

There is some graffiti present - Remove the graffiti

Finding 8

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 10

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 12

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

Finding 14

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

i 6 - Low Risk

Item: 1 Bay 1 Inclusive 1 Flat Swing
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 7



Finding 1

There is some graffiti present - Remove the graffiti

Finding 3

There is some minor damage to the surface - Monitor for any further deterioration and repair as required

Finding 5

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 7

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

Finding 2

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

Finding 4

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

Finding 6

A number of fixing(s) have worked loose where the suspensions pass through the cross bar - Secure all loose fixings

i 8 - Low Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 7



Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 2

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

Finding 3

There is moderate damage to the surface - Repair the damaged areas of surfacing

Finding 4

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

Finding 5

A number of fixing(s) have worked loose where the suspensions pass through the cross bar - Secure all loose fixings

Finding 6

There are sharp protruding staples on the item - Remove staples

Finding 7

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

i 6 - Low Risk

Item: Basket Swing - Type 1
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 10



Finding 1

A number of fixing(s) have worked loose where the suspensions pass through the cross bar - Secure all loose fixings

Finding 3

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

Finding 5

There are sharp protruding staples on the item - Remove staples

Finding 7

The bush / bushes is / are showing signs of wear - Monitor for any further deterioration and replace as required

Finding 9

There is some wear to the suspension bolts - Monitor and replace when 40% worn

Finding 2

The surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface

Finding 4

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

Finding 6

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

Finding 8

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

Finding 10

There is some minor damage to the surface - Monitor for any further deterioration and repair as required

i 6 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Adventure Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 8



Finding 1

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 3

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

Finding 5

Bolt cap cover/s missing or damaged - Replace

Finding 7

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 2

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

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 6

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

Finding 8

There is some wear to the suspension bolts - Monitor and replace when 40% worn

i 8 - Low Risk

Item: Play Panel
Manufacturer: Action Play and Leisure
Surface Type: Grass
Item Quantity: 1

Total Findings: 4



Finding 1

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

Finding 3

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

Finding 2

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 4

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

i 8 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 4



Finding 1

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

Finding 3

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

Finding 2

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

Finding 4

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

i 10 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 5



Finding 1

The item has been damaged - Repair or replace the item / affected part

Finding 3

The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over - Secure to the ground

Finding 5

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

Finding 2

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

Finding 4

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

i 8 - Low Risk

Item: Playground Sign
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 3



Finding 1

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

Finding 3

The signage is damaged or missing - Replace signage

Finding 2

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

i 6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 5



Finding 1

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

Finding 3

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

Finding 5

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

Finding 2

There are sharp protruding staples on the item - Remove staples

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

i 6 - Low Risk

Item: Spring Cow
Manufacturer: Fahr Industries
Surface Type: Grass
Item Quantity: 1



Total Findings: 4

Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 2

The Handgrips/Footrests rotate and may cause an unexpected movement for the user - Secure Handgrips/Footrests to prevent rotation.

Finding 3

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

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

i 6 - Low Risk

Item: Spring Tractor
Manufacturer: Fahr Industries
Surface Type: Grass
Item Quantity: 1



Total Findings: 3

Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 2

Bolt cap cover/s missing or damaged - Replace

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

i 0 - Risk Assessment not Undertaken

Item: Toadstools
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Embankment Slide
Manufacturer: Adventure Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 21



Finding 1

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

Finding 3

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

Finding 5

There is weed / vegetation and nettle growth within the surface - Remove weed / vegetation growth

Finding 7

The surface has eroded and the foundations are exposed - Reinstate surrounding surfaces to cover the foundations

Finding 9

There is or are fixings missing on the item and the component is not secure - Replace all missing fixings

Finding 11

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

Finding 13

There are trip hazards present - Remove trip hazard

Finding 15

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 2

There are post protectors around the timber posts that are preventing the inspector from thoroughly testing for signs of decay and we are unable to verify the condition of the posts in these locations. NOTE - timber rot / decay is possible even with the post protectors in place - Refer to manufacturer inspection / maintenance recommendations

Finding 4

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

Finding 6

There is moderate damage to the surface - Repair the damaged areas of surfacing

Finding 8

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

Finding 10

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

Finding 12

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 14

Bolt cap cover/s missing or damaged - Replace

Finding 16

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 17 A number of fixing(s) have worked loose - Secure all loose fixings	Finding 18 There is some graffiti present - Remove the graffiti
Finding 19 The item has been damaged - Monitor for any further deterioration and replace as required	Finding 20 The slide chute has some minor damage - Monitor and file down any sharp burrs
Finding 21 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 - Low Risk	
Item: Fencing - Timber Manufacturer: Not Identified Surface Type: Grass Item Quantity: 1	
Total Findings: 3	
Finding 1 The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. 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	Finding 2 There are a number of loose posts around the fence - Monitor for any further deterioration and reset as required
Finding 3 There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required	

i 6 - Low Risk

Item: Gate - Self Closing
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 4



Finding 1

The gate is snagging on the surrounding surface preventing it from opening fully - Carry out remedial works to ensure the gate operates correctly

Finding 2

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

Finding 3

The crowd barrier fencing is impeding the gates - Monitor and move / remove asap

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface

i 8 - Low Risk

Item: Gate - Pedestrian
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 4



Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface

Finding 2

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

Finding 3

Insert/s missing or damaged - Replace

Finding 4

There are trip hazards present - Remove trip hazard

i 8 - Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1

Total Findings: 2



Finding 1

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

Finding 2

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

i 8 - Low Risk

Item: Cross Trainer
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 3



Finding 1

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

Finding 2

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

Finding 3

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

i 8 - Low Risk

Item: Chest Press
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 4

Finding 1

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

Finding 2

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 3

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

Finding 4

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

i 8 - Low Risk

Item: Pull Down Challenger
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 4

Finding 1

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

Finding 2

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 3

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 4

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Air Walker
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 3



Finding 1

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

Finding 3

The bearing is showing signs of wear - Monitor for any
further deterioration and replace as required

Finding 2

The surface has eroded in some areas and may be slippery
in wet conditions - Reinstall the surface

Findings information

 8 - Low Risk (Finding 1)			
Item: Ancillary Items - Site General		Risk Level: L - Low Risk	
Manufacturer: N/A		Surface: N/A	
			
			
Finding: There are trip hazards present		Action: Remove trip hazard	

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: N/A

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



Finding: There is crowd barrier fencing present on site

Action: Monitor and remove asap

i 6 - Low Risk (Finding 3)

Item: Ancillary Items - Site General
Manufacturer: N/A

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



Finding: There is litter/debris in the area

Action: Remove litter/debris from the area and maintain

i 8 - Low Risk (Finding 1)

Item: Other - Table Tennis
Manufacturer: HeBlad

Risk Level: L - Low Risk
Surface: Wet Pour



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

i 6 - Low Risk (Finding 2)

Item: Other - Table Tennis
Manufacturer: HeBlad

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The item has been damaged **Action:** Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 1)

Item: Fences - Fencing - Post & Rail
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



Finding: There are a number of loose posts around the fence

Action: Monitor for any further deterioration and reset as required

i 8 - Low Risk (Finding 2)

Item: Fences - Fencing - Post & Rail
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting nail ends present

Action: Remove and provide more appropriate fixings if required

 6 - Low Risk (Finding 3)			
Item: Fences - Fencing - Post & Rail		Risk Level: L - Low Risk	
Manufacturer: N/A		Surface: Grass	
			
Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.		Action: 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 - Low Risk (Finding 4)

Item:	Fences - Fencing - Post & Rail	Risk Level:	L - Low Risk
Manufacturer:	N/A	Surface:	Grass



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 5)

Item: Fences - Fencing - Post & Rail
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



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

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

i 6 - Low Risk (Finding 6)

Item: Fences - Fencing - Post & Rail
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



Finding: There is no padlock on the maintenance gate

Action: Provide a padlock to secure the gate

i 0 - Risk Assessment not Undertaken (Finding 2)

Item: Gates - Gate - Maintenance
Manufacturer: N/A

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: There is offensive graffiti present

Action: Remove as soon as practicable

 8 - Low Risk (Finding 3)			
Item:	Gates - Gate - Maintenance	Risk Level:	L - Low Risk
Manufacturer:	N/A	Surface:	Grass
			
			
Finding: There are projecting bolt thread(s) present		Action: Remove excess thread length and deburr or provide cap	

i 6 - Low Risk (Finding 4)

Item: Gates - Gate - Maintenance
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 1)

Item: Gates - Gate
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 2)

Item:	Gates - Gate	Risk Level:	L - Low Risk
Manufacturer:	N/A	Surface:	Grass



Finding: There are projecting bolt thread(s) present	Action: Remove excess thread length and deburr or provide cap
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6 - Low Risk (Finding 3)

Item:

Gates - Gate

Manufacturer:

N/A

Risk Level:

L - Low Risk

Surface:

Grass





Finding: There are sharp protruding staples on the item

Action: Remove staples

i 6 - Low Risk (Finding 4)

Item: Gates - Gate
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass

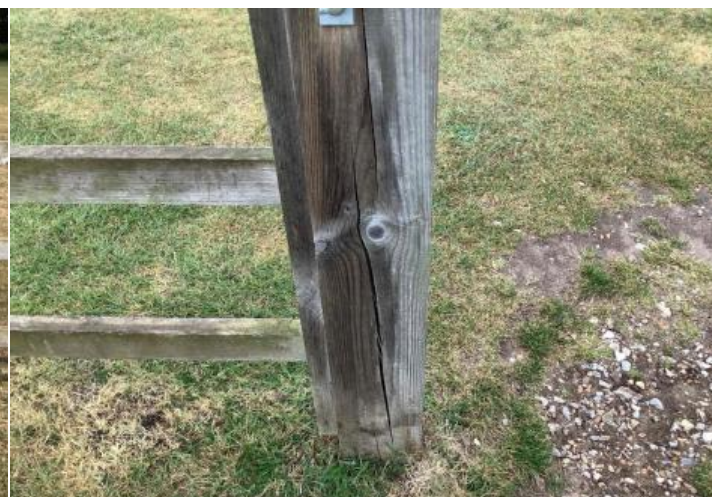


Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 5)

Item: Gates - Gate
Manufacturer: N/A

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.
Action: 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 - Low Risk (Finding 1)			
Item:	Other - Cable Runway	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
Finding: The item has been damaged		Action: Monitor for any further deterioration and replace as required	

i 6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: There are sharp protruding staples on the item

Action: Remove staples

i 6 - Low Risk (Finding 3)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing **Action:** Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 4)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: There is some notable evidence of chain wear **Action:** Monitor for any further deterioration and replace when 40% worn

i 0 - Risk Assessment not Undertaken (Finding 5)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: The seat connection cannot be inspected without dismantling the seat

Action: Dismantle the seat to inspect the seat connection for wear

i 4 - Very Low Risk (Finding 6)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: Bolt cap cover/s missing or damaged

Action: Replace

 8 - Low Risk (Finding 7)			
Item:	Other - Cable Runway	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
Finding: There are projecting fixings present		Action: Tighten / replace as required	

0 - Risk Assessment not Undertaken (Finding 8)			
Item:	Other - Cable Runway	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
			
Finding: There is offensive graffiti present		Action: Remove as soon as practicable	

i 0 - Risk Assessment not Undertaken (Finding 9)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: There is some graffiti present

Action: Remove the graffiti

 6 - Low Risk (Finding 10)			
Item: Other - Cable Runway Manufacturer: Action Play and Leisure		Risk Level: L - Low Risk Surface: Grass Matrix Tiles	
			
			
Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.		Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	

 0 - Risk Assessment not Undertaken (Finding 11)			
Item:	Other - Cable Runway	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
Finding: There are post protectors around the timber posts that are preventing the inspector from thoroughly testing for signs of decay and we are unable to verify the condition of the posts in these locations. NOTE - timber rot / decay is possible even with the post protectors in place		Action: Refer to manufacturer inspection / maintenance recommendations	

 0 - Risk Assessment not Undertaken (Finding 12)			
Item:	Other - Cable Runway	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
Finding: We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment		Action: Inspect in accordance with the manufacturers recommendations	

i 6 - Low Risk (Finding 13)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 14)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding
Action: Treat affected areas and repaint

i 4 - Very Low Risk (Finding 15)

Item: Other - Cable Runway
Manufacturer: Action Play and Leisure

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



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: There are redundant holes on the item

Action: Fill or provide cap / insert


 6 - Low Risk (Finding 2)

Item:	Rocking Equipment - See Saw	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Grass Matrix Tiles





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

Action: Secure all loose fixings

i 9 - Low Risk (Finding 3)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: There is wear apparent to the central pivot resulting in excessive sideways movement

Action: Inspect pivot / bearings for internal wear and replace as required

i 4 - Very Low Risk (Finding 4)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: Bolt cap cover/s missing or damaged

Action: Replace

i 10 - Low Risk (Finding 5)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: The dampeners are loose and can be lifted from the posts

Action: Secure dampeners to posts

i 6 - Low Risk (Finding 6)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 7)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 8 - Low Risk (Finding 8)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: There are trip hazards present
Action: Remove trip hazard

i 6 - Low Risk (Finding 9)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: There are sharp protruding staples on the item

Action: Remove staples

! 12 - Moderate Risk (Finding 10)

Item: Rocking Equipment - See Saw
Manufacturer: Not Identified

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



Finding: The surfacing is severely damaged

Action: Repair damaged areas of surfacing

6 - Low Risk (Finding 11)			
Item: Rocking Equipment - See Saw		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Grass Matrix Tiles	
			
Finding: There are projecting bolt thread(s) present		Action: Remove excess thread length and deburr or provide cap	

 6 - Low Risk (Finding 1)			
Item: Activity Equipment - Trim Trail		Risk Level: L - Low Risk	
Manufacturer: Action Play and Leisure		Surface: Grass	
			
			
Finding: The ropes/nets are worn/damaged in places		Action: Monitor for any further deterioration and repair or replace as required	

6 - Low Risk (Finding 2)			
Item: Activity Equipment - Trim Trail		Risk Level: L - Low Risk	
Manufacturer: Action Play and Leisure		Surface: Grass	
			
Finding: The item has been damaged		Action: Monitor for any further deterioration and replace as required	

 6 - Low Risk (Finding 3)			
Item:	Activity Equipment - Trim Trail	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass
			
			
Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.		Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	

i 0 - Risk Assessment not Undertaken (Finding 4)

Item: Activity Equipment - Trim Trail
Manufacturer: Action Play and Leisure

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: 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

Action: Repair or replace as required



6 - Low Risk (Finding 5)

Item:

Activity Equipment - Trim Trail

Manufacturer:

Action Play and Leisure

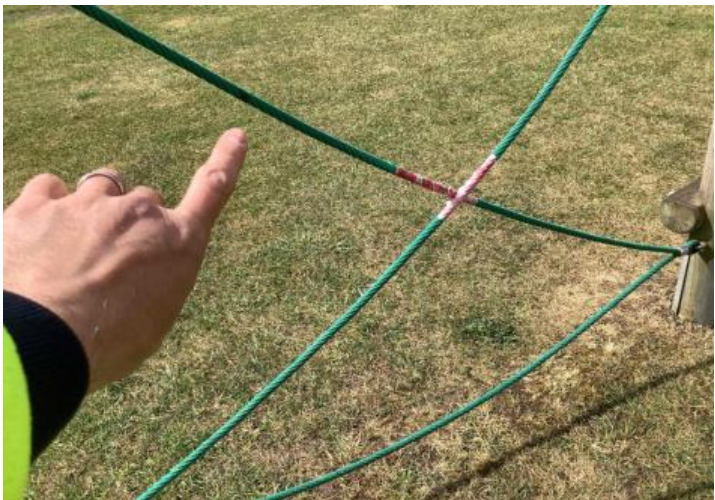
Risk Level:

L - Low Risk

Surface:

Grass





Finding:

There is some evidence of fire damage to the item

Action:

Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 6)

Item: Activity Equipment - Trim Trail
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some wear to the shackles

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

i 6 - Low Risk (Finding 7)

Item: Activity Equipment - Trim Trail
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some wear to the suspension lugs

Action: Monitor and replace when 40% worn

i 6 - Low Risk (Finding 8)

Item: Activity Equipment - Trim Trail
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: Parts of the timber are rough or splintered

Action: Monitor and remove all rough or sharp edges

i 4 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap


 6 - Low Risk (Finding 4)

Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles




Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinstate the surface

 0 - Risk Assessment not Undertaken (Finding 5)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
   			
Finding: There is some graffiti present		Action: Remove the graffiti	

i 6 - Low Risk (Finding 6)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There is some wear to the suspension lugs

Action: Monitor and replace when 40% worn

i 6 - Low Risk (Finding 7)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

i 4 - Very Low Risk (Finding 8)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



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

Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 9)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: Bolt cap cover/s missing or damaged

Action: Replace

 0 - Risk Assessment not Undertaken (Finding 10)			
Item: Activity Equipment - Multi Play (Junior) Manufacturer: Action Play and Leisure		Risk Level: N - Risk Assessment not Undertaken Surface: Grass Matrix Tiles	
			
Finding: 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		Action: Repair or replace as required	

i 6 - Low Risk (Finding 11)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 12)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

 6 - Low Risk (Finding 13)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
Finding: There is some wear to the shackles		Action: Monitor for any further deterioration and replace when 40% worn	


 8 - Low Risk (Finding 14)

Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles






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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 15)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There are staples on the item

Action: Remove staples

i 6 - Low Risk (Finding 16)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



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

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

i 8 - Low Risk (Finding 17)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 18)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

i 4 - Very Low Risk (Finding 19)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There is some minor damage to the surface

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Picnic Table
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



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

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

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Glasdon

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinststate the surface

 6 - Low Risk (Finding 1)			
Item: Activity Equipment - Tractor		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Grass Matrix Tiles	
			
			
Finding: There are sharp protruding staples on the item		Action: Remove staples	

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Tractor
Manufacturer: Not Identified

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: 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 - Low Risk (Finding 3)			
Item: Activity Equipment - Tractor Manufacturer: Not Identified		Risk Level: L - Low Risk Surface: Grass Matrix Tiles	
			
			
Finding: There is or are fixings missing on the roof		Action: Replace all missing fixings	

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Tractor
Manufacturer: Not Identified

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



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

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

 4 - Very Low Risk (Finding 5)			
Item: Activity Equipment - Tractor		Risk Level: V - Very Low Risk	
Manufacturer: Not Identified		Surface: Grass Matrix Tiles	
			
Finding: Bolt cap cover/s missing or damaged		Action: Replace	

 0 - Risk Assessment not Undertaken (Finding 6)			
Item: Activity Equipment - Tractor Manufacturer: Not Identified		Risk Level: N - Risk Assessment not Undertaken Surface: Grass Matrix Tiles	
			
			
Finding: There is some graffiti present		Action: Remove the graffiti	

 0 - Risk Assessment not Undertaken (Finding 7)			
Item:	Activity Equipment - Tractor	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Not Identified	Surface:	Grass Matrix Tiles
 			
Finding: There is offensive graffiti present		Action: Remove as soon as practicable	

 6 - Low Risk (Finding 8)			
Item: Activity Equipment - Tractor		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Grass Matrix Tiles	
			
			
Finding: The item has been damaged		Action: Monitor for any further deterioration and replace as required	

i 0 - Risk Assessment not Undertaken (Finding 9)

Item: Activity Equipment - Tractor
Manufacturer: Not Identified

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



Finding: There are post protectors around the timber posts that are preventing the inspector from thoroughly testing for signs of decay and we are unable to verify the condition of the posts in these locations. NOTE - timber rot / decay is possible even with the post protectors in place

Action: Refer to manufacturer inspection / maintenance recommendations

i 6 - Low Risk (Finding 10)

Item: Activity Equipment - Tractor
Manufacturer: Not Identified

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 11)

Item: Activity Equipment - Tractor
Manufacturer: Not Identified

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



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

i 8 - Low Risk (Finding 12)

Item: Activity Equipment - Tractor
Manufacturer: Not Identified

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



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

Action: Clean and treat appropriately


0 - Risk Assessment not Undertaken (Finding 13)

Item:	Activity Equipment - Tractor	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Not Identified	Surface:	Grass Matrix Tiles




Finding: There is some graffiti present

Action: Remove the graffiti


6 - Low Risk (Finding 14)

Item:	Activity Equipment - Tractor	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Grass Matrix Tiles




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

Action: Secure all loose fixings

i 0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 1 Bay 1 Inclusive 1 Flat Swing
Manufacturer: Action Play and Leisure

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



Finding: There is some graffiti present

Action: Remove the graffiti

i 6 - Low Risk (Finding 2)

Item: Swings - 1 Bay 1 Inclusive 1 Flat Swing
Manufacturer: Action Play and Leisure

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



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing
Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 3)

Item: Swings - 1 Bay 1 Inclusive 1 Flat Swing
Manufacturer: Action Play and Leisure

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



Finding: There is some minor damage to the surface
Action: Monitor for any further deterioration and repair as required

 6 - Low Risk (Finding 4)			
Item: Swings - 1 Bay 1 Inclusive 1 Flat Swing		Risk Level: L - Low Risk	
Manufacturer: Action Play and Leisure		Surface: Grass Matrix Tiles	
			
Finding: There is some notable evidence of chain wear		 Action: Monitor for any further deterioration and replace when 40% worn	

i 6 - Low Risk (Finding 5)

Item: Swings - 1 Bay 1 Inclusive 1 Flat Swing
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 6)

Item: Swings - 1 Bay 1 Inclusive 1 Flat Swing
Manufacturer: Action Play and Leisure

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



Finding: A number of fixing(s) have worked loose where the suspensions pass through the cross bar
Action: Secure all loose fixings

6 - Low Risk (Finding 7)			
Item:	Swings - 1 Bay 1 Inclusive 1 Flat Swing	Risk Level:	L - Low Risk
Manufacturer:	Action Play and Leisure	Surface:	Grass Matrix Tiles
			
			
Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.		Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability	

i 6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.
Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 8 - Low Risk (Finding 3)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure

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



Finding: There is moderate damage to the surface

Action: Repair the damaged areas of surfacing

i 6 - Low Risk (Finding 4)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure

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



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 5)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure

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



Finding: A number of fixing(s) have worked loose where the suspensions pass through the cross bar
Action: Secure all loose fixings

i 6 - Low Risk (Finding 6)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Action Play and Leisure

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



Finding: There are sharp protruding staples on the item
Action: Remove staples

 6 - Low Risk (Finding 7)			
Item: Swings - 1 Bay 2 Seat (Flat)		Risk Level: L - Low Risk	
Manufacturer: Action Play and Leisure		Surface: Grass Matrix Tiles	
			
Finding: There is some notable evidence of chain wear		 Action: Monitor for any further deterioration and replace when 40% worn	

i 6 - Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: A number of fixing(s) have worked loose where the suspensions pass through the cross bar
Action: Secure all loose fixings

i 6 - Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 3)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



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

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

i 6 - Low Risk (Finding 4)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing **Action:** Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 5)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: There are sharp protruding staples on the item **Action:** Remove staples

i 6 - Low Risk (Finding 6)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



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

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 7)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: The bush / bushes is / are showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 8)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 9)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



Finding: There is some wear to the suspension bolts

Action: Monitor and replace when 40% worn

i 4 - Very Low Risk (Finding 10)

Item: Swings - Basket Swing - Type 1
Manufacturer: Action Play and Leisure

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



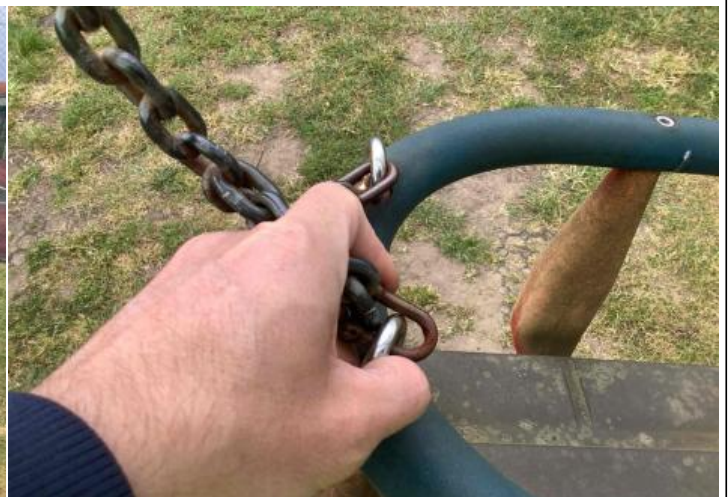
Finding: There is some minor damage to the surface

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Adventure Playgrounds

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



Finding: There is some wear to the shackles.

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

 6 - Low Risk (Finding 2)			
Item:	Swings - 1 Bay 2 Seat (Cradle)	Risk Level:	L - Low Risk
Manufacturer:	Adventure Playgrounds	Surface:	Grass Matrix Tiles
			
Finding: There is some notable evidence of chain wear		Action: Monitor for any further deterioration and replace when 40% worn	

 6 - Low Risk (Finding 3)			
Item: Swings - 1 Bay 2 Seat (Cradle)		Risk Level: L - Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
			
Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.		Action: 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 - Low Risk (Finding 4)

Item:

Swings - 1 Bay 2 Seat (Cradle)

Risk Level:

L - Low Risk

Manufacturer:

Adventure Playgrounds

Surface:

Grass Matrix Tiles




Finding:

The surface has eroded in some areas and may be slippery in wet conditions

Action:

Reinstate the surface

 4 - Very Low Risk (Finding 5)			
Item: Swings - 1 Bay 2 Seat (Cradle) Manufacturer: Adventure Playgrounds		Risk Level: V - Very Low Risk Surface: Grass Matrix Tiles	
			
			
Finding: Bolt cap cover/s missing or damaged		Action: Replace	


 6 - Low Risk (Finding 6)

Item:

Swings - 1 Bay 2 Seat (Cradle)

Manufacturer:

Adventure Playgrounds

Risk Level:

L - Low Risk

Surface:

Grass Matrix Tiles





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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 7)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Adventure Playgrounds

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



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 8)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Adventure Playgrounds

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



Finding: There is some wear to the suspension bolts

Action: Monitor and replace when 40% worn

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Play Panel
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Play Panel
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinstate the surface

i 8 - Low Risk (Finding 3)

Item: Activity Equipment - Play Panel
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Play Panel
Manufacturer: Action Play and Leisure

Risk Level: L - Low Risk
Surface: Grass



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

Action: Secure all loose fixings

 8 - Low Risk (Finding 1)			
Item: Ancillary Items - Bench		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Grass	
			
Finding: There are projecting bolt thread(s) present		 Action: Remove excess thread length and deburr or provide cap	

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 3)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



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

Action: Secure all loose fixings

 4 - Very Low Risk (Finding 4)			
Item: Ancillary Items - Bench		Risk Level: V - Very Low Risk	
Manufacturer: Not Identified		Surface: Grass	
			
Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding		Action: Treat affected areas and repaint	

i 10 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The item has been damaged

Action: Repair or replace the item / affected part

 6 - Low Risk (Finding 2)			
Item:	Ancillary Items - Bench	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Grass
			
			
Finding: A number of fixing(s) have worked loose		Action: Secure all loose fixings	

i 8 - Low Risk (Finding 3)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over

Action: Secure to the ground

i 8 - Low Risk (Finding 4)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

i 8 - Low Risk (Finding 5)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 8 - Low Risk (Finding 1)

Item: Signs - Playground Sign
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



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

Action: Clean and treat appropriately

8 - Low Risk (Finding 2)			
Item:	Signs - Playground Sign	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Grass
			
Finding: There are projecting bolt thread(s) present		Action: Remove excess thread length and deburr or provide cap	

i 6 - Low Risk (Finding 3)

Item: Signs - Playground Sign
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The signage is damaged or missing

Action: Replace signage

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: There are sharp protruding staples on the item

Action: Remove staples

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



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

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

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinstate the surface

i 6 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Action Play and Leisure

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



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

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

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Cow
Manufacturer: Fahr Industries

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

i 6 - Low Risk (Finding 2)

Item: Rocking Equipment - Spring Cow
Manufacturer: Fahr Industries

Risk Level: L - Low Risk
Surface: Grass



Finding: The Handgrips/Footrests rotate and may cause an unexpected movement for the user
Action: Secure Handgrips/Footrests to prevent rotation.

i 6 - Low Risk (Finding 3)

Item: Rocking Equipment - Spring Cow
Manufacturer: Fahr Industries

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of fixing(s) have worked loose on the baseplate
Action: Secure all loose fixings

i 6 - Low Risk (Finding 4)

Item: Rocking Equipment - Spring Cow
Manufacturer: Fahr Industries

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Tractor
Manufacturer: Fahr Industries

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 4 - Very Low Risk (Finding 2)

Item: Rocking Equipment - Spring Tractor
Manufacturer: Fahr Industries

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Bolt cap cover/s missing or damaged

Action: Replace

i 6 - Low Risk (Finding 3)

Item: Rocking Equipment - Spring Tractor
Manufacturer: Fahr Industries

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

i 4 - Very Low Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



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

Action: Monitor for any further deterioration and repair as required

i 0 - Risk Assessment not Undertaken (Finding 2)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: There are post protectors around the timber posts that are preventing the inspector from thoroughly testing for signs of decay and we are unable to verify the condition of the posts in these locations. NOTE - timber rot / decay is possible even with the post protectors in place

Action: Refer to manufacturer inspection / maintenance recommendations

 8 - Low Risk (Finding 3)			
Item: Other - Embankment Slide		Risk Level: L - Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
Finding: There are projecting bolt thread(s) present		Action: Remove excess thread length and deburr or provide cap	

 6 - Low Risk (Finding 4)			
Item: Other - Embankment Slide		Risk Level: L - Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
			
Finding: Parts of the timber are rough or splintered		Action: Remove all rough or sharp edges	

 6 - Low Risk (Finding 5)			
Item: Other - Embankment Slide		Risk Level: L - Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
			
Finding: There is weed / vegetation and nettle growth within the surface			
Action: Remove weed / vegetation growth			

 8 - Low Risk (Finding 6)			
Item: Other - Embankment Slide Manufacturer: Adventure Playgrounds		Risk Level: L - Low Risk Surface: Grass Matrix Tiles	
			
Finding: There is moderate damage to the surface		Action: Repair the damaged areas of surfacing	

 8 - Low Risk (Finding 7)			
Item: Other - Embankment Slide Manufacturer: Adventure Playgrounds		Risk Level: L - Low Risk Surface: Grass Matrix Tiles	
			
		Finding: The surface has eroded and the foundations are exposed Action: Reinstate surrounding surfaces to cover the foundations	

i 6 - Low Risk (Finding 8)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 8 - Low Risk (Finding 9)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: There is or are fixings missing on the item and the component is not secure

Action: Replace all missing fixings

i 6 - Low Risk (Finding 10)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: There is some evidence of rot in the timbers

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 11)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 6 - Low Risk (Finding 12)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

i 8 - Low Risk (Finding 13)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



Finding: There are trip hazards present

Action: Remove trip hazard

 4 - Very Low Risk (Finding 14)			
Item: Other - Embankment Slide		Risk Level: V - Very Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
Finding: Bolt cap cover/s missing or damaged		Action: Replace	

 6 - Low Risk (Finding 15)			
Item: Other - Embankment Slide		Risk Level: L - Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
Finding: The surface has eroded in some areas and may be slippery in wet conditions		Action: Reinstate the surface	

 6 - Low Risk (Finding 16)			
Item: Other - Embankment Slide		Risk Level: L - Low Risk	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
Finding: The item has been damaged		Action: Monitor for any further deterioration and replace as required	


6 - Low Risk (Finding 17)

Item:	Other - Embankment Slide	Risk Level:	L - Low Risk
Manufacturer:	Adventure Playgrounds	Surface:	Grass Matrix Tiles






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

Action: Secure all loose fixings

 0 - Risk Assessment not Undertaken (Finding 18)			
Item: Other - Embankment Slide		Risk Level: N - Risk Assessment not Undertaken	
Manufacturer: Adventure Playgrounds		Surface: Grass Matrix Tiles	
			
Finding: There is some graffiti present		Action: Remove the graffiti	

 6 - Low Risk (Finding 19)			
Item: Other - Embankment Slide Manufacturer: Adventure Playgrounds		Risk Level: L - Low Risk Surface: Grass Matrix Tiles	
			
Finding: The item has been damaged		 Action: Monitor for any further deterioration and replace as required	



6 - Low Risk (Finding 20)

Item:

Other - Embankment Slide

Manufacturer:

Adventure Playgrounds

Risk Level:

L - Low Risk

Surface:

Grass Matrix Tiles







Finding: The slide chute has some minor damage

Action: Monitor and file down any sharp burrs

i 6 - Low Risk (Finding 21)

Item: Other - Embankment Slide
Manufacturer: Adventure Playgrounds

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



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

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

i 6 - Low Risk (Finding 1)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are a number of loose posts around the fence

Action: Monitor for any further deterioration and reset as required

i 6 - Low Risk (Finding 3)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



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

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

i 5 - Very Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: The gate is snagging on the surrounding surface preventing it from opening fully

Action: Carry out remedial works to ensure the gate operates correctly

i 6 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 3)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The crowd barrier fencing is impeding the gates

Action: Monitor and move / remove asap

i 6 - Low Risk (Finding 4)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinstate the surface

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Pedestrian
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 8 - Low Risk (Finding 2)

Item: Gates - Gate - Pedestrian
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is algae or moss on the surface of the equipment
Action: Clean and treat appropriately

i 4 - Very Low Risk (Finding 3)

Item: Gates - Gate - Pedestrian
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Insert/s missing or damaged

Action: Replace

i 8 - Low Risk (Finding 4)

Item: Gates - Gate - Pedestrian
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are trip hazards present

Action: Remove trip hazard

 8 - Low Risk (Finding 1)			
Item: Fences - Fence - Bow Top		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Grass	
			
Finding: There is algae or moss on the surface of the equipment		Action: Clean and treat appropriately	

 8 - Low Risk (Finding 2)			
Item: Fences - Fence - Bow Top		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Grass	
			
			
Finding: There is or are fixings missing on the item		Action: Replace all missing fixings	

i 8 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Cross Trainer **Risk Level:** L - Low Risk
Manufacturer: Action Play and Leisure **Surface:** Grass Matrix Tiles



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Cross Trainer **Risk Level:** L - Low Risk
Manufacturer: Action Play and Leisure **Surface:** Grass Matrix Tiles



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Cross Trainer
Manufacturer: Action Play and Leisure
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Action Play and Leisure
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The bearing is showing signs of wear
Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Action Play and Leisure

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



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

i 8 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Action Play and Leisure

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 8 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Action Play and Leisure

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



Finding: There is algae or moss on the surface of the equipment
Action: Clean and treat appropriately

i 6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Action Play and Leisure

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



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

i 6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinstate the surface

6 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Action Play and Leisure

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



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Air Walker
Manufacturer: Action Play and Leisure

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Air Walker
Manufacturer: Action Play and Leisure

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



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Air Walker
Manufacturer: Action Play and Leisure

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



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required

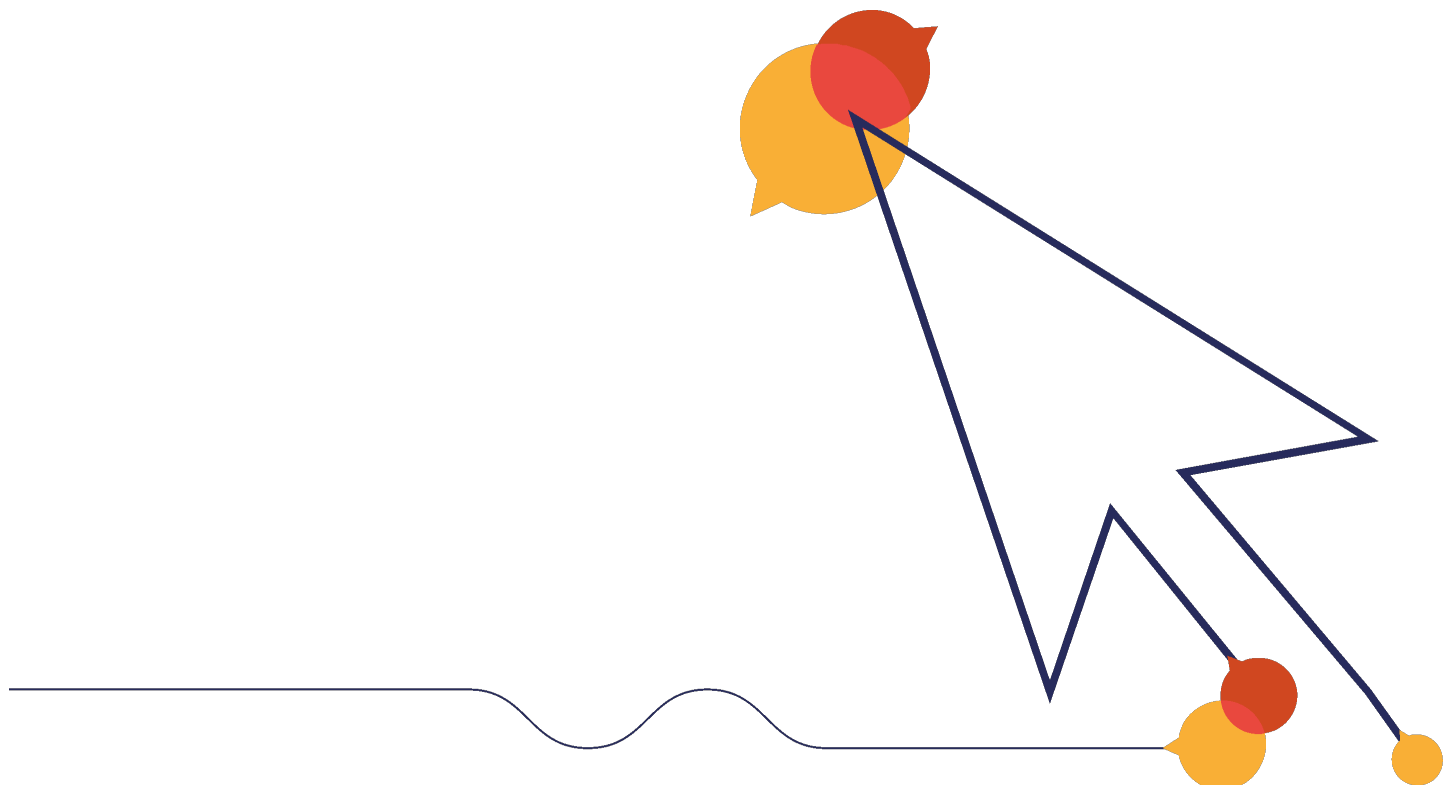
Safety Inspection Report

Annual Inspection

Burnham Market Playing Field

Burnham Market Parish Council

29 June 2026



Safety Inspection Report

Annual Inspection

Site name: **Burnham Market Playing Field**

Date of inspection: **29 June 2026**

Inspector: **David Owen**

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Seating - Benches & Tables

Innate risk score:

 3

Description	Tasks	Risk score
Item is damaged.	Repair.	 8
Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	 8
Additional comments are noted below.	Read the notes for further action.	 6
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	 6

Gates

Innate risk score:

 4

Description	Tasks	Risk score
Trip points on the surface.	Build up surface level to remove trip points.	 7
Ground erosion present.	Repair the worn areas.	 6

Fencing - Wooden

Innate risk score:

 3

Description	Tasks	Risk score
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	 6

Gates - Maintenance

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

Litter Bin

Innate risk score:

 3

Description	Tasks	Risk score
No Findings		

Signage - Ownership

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Signage - Fitness

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		



Agility - Trim Trail - 7 Stations

Innate risk score:

 6

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	 10
This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of	Consult with the manufacturer's guidance to determine suitable maintenance.	 6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6
Wire is exposed.	Read the notes for further action.	 4

Rocker - Seesaw

Innate risk score:

 6

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	 10
Fixtures loose or missing.	Tighten.	 10
Surface needs repair.	Replace.	 6
Item is not secure.	Secure.	 6

Climber - Mound Climber

Innate risk score:

 6

Description	Tasks	Risk score
Item is not secure.	Secure., Replace.	 10
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	 6

Swing - Basket

Innate risk score:

 8

Description	Tasks	Risk score
There is wear in the bushes.	Read the notes for further action.	 10
There are natural splits / shakes in the timbers.	DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.	 6
Surface needs repair.	Repair.	 4

Swing - Junior - 1 Bay 2 Seat

Innate risk score:

 5

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	 10
Surface needs repair.	Repair., Replace.	 8
There are natural splits / shakes in the timbers.	DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.	 6

Swing - Mixed - 1 Bay 1 Junior 1 Access Seat

Innate risk score:

 6

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	 10
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6

Multiplay - Slide Climber - Large

Innate risk score:

 6

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	 10
Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	 8
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6
Wire is exposed.	Read the notes for further action.	 4

Adult Fitness - Air Walk

Innate risk score:

 7

Description	Tasks	Risk score
The free space is intersected by main travelling routes through the play space.	Read the notes for further action.	 9

Cableway - Seated

Innate risk score:

 5

Description	Tasks	Risk score
It is considered that the runway will have insufficient ground clearance under seat.	Modify to give a minimum 350 mm clearance under load.	 8

Slide - Embankment

Innate risk score:

 5

Description	Tasks	Risk score
Hard or sharp projections.	Remove hard, pointed and sharp projections.	 8
There is a head entrapment.	No reasonably practicable action is identified.	 6
Item is not secure.	Secure.	 6

Adult Fitness - Cross Trainer

Innate risk score:

 8

Description	Tasks	Risk score
No Findings		

Rocker - Sit-In - Cow

Innate risk score:

 3

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	 8
Surface is wearing.	Repair the worn areas.	 6

Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 3

Description	Tasks	Risk score
The supports are loose in the ground.	Re-set., Read the notes for further action.	 8
This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of	Consult with the manufacturer's guidance to determine suitable maintenance.	 6
There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required.	 6

Adult Fitness - Chest Press & Lat Pull Down

Innate risk score:

 7

Description	Tasks	Risk score
The paint is chipped.	Touch up the paint.	 1

Play Train & Tunnels

Innate risk score:

 4

Description	Tasks	Risk score
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	 6
The opening in the barrier is wider than 500 mm (when measured horizontally at any point), but there is no guardrail.	Modify to comply.	 6

Rocker - Sit-In - Tractor

Innate risk score:

 3

Description	Tasks	Risk score
Surface is wearing.	Repair the worn areas.	 6

Multiplay - Slide Climber - Small

Innate risk score:

 6

Description	Tasks	Risk score
No Findings		

Play Panel - Shop

Innate risk score:

 3

Description	Tasks	Risk score
Surface is wearing.	Repair the worn areas.	 6

Table Tennis Table

Innate risk score:

 5

Description	Tasks	Risk score
No Findings		

Play Seat - Mushrooms

Innate risk score:

 4

Description	Tasks	Risk score
No Findings		

How to read your report

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

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

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

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Risk level:
Low
Potential risk score reduction: 1
Remedial tasks: 1

Standards:
EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description
Item is rusting in places.

Tasks
Replace.

Note
Two of the frame washers are rusting.

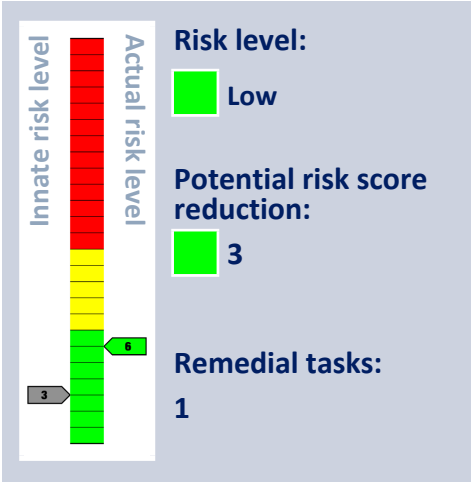
Finding Photos

asset image here asset image here

Surface: Grass

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Fencing - Wooden



Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Tasks

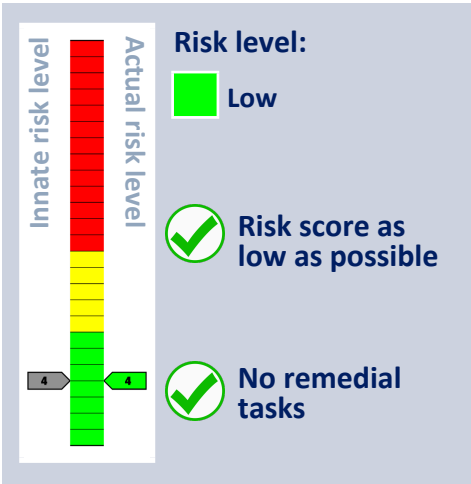
Prevent further damage.



Finding Photos



Gates - Maintenance



Gates



Innate risk level

Actual risk level

4

7

Risk level:

Low

Potential risk score reduction:

3

Remedial tasks:

2

Maintenance Finding

Description
Trip points on the surface.
Tasks
Build up surface level to remove trip points.
Note
Trip point at the main entrance.

Risk level:

Low

Risk score:

7

Finding Photos



Maintenance Finding

Description

Ground erosion present.

Tasks

Repair the worn areas.

Note

Erosion exposing stones.

Risk level:

Low

Risk score:

6

Finding Photos



Signage - Ownership



Litter Bin



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓ Risk score as low as possible

✓ No remedial tasks

Signage - Fitness



Innate risk level

Actual risk level

2

2

Risk level:

Very low

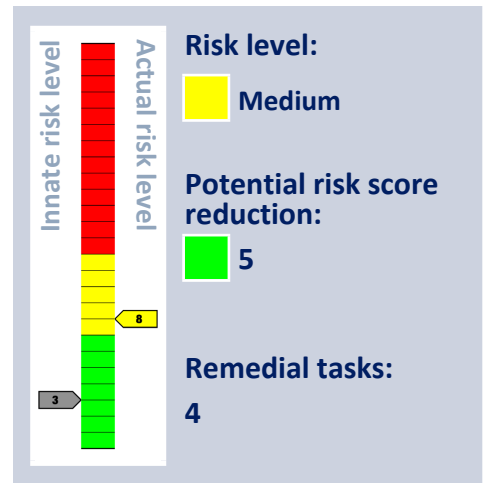
✓

Risk score as low as possible

✓

No remedial tasks

Seating - Benches & Tables



Maintenance Finding

Description

Item is damaged.

Tasks

Repair.

Note

The seat frame is damaged and a slat has detached.

Risk level:

Medium

Risk score:

8

Finding Photos





Maintenance Finding

Description

Projecting bolt thread.

Tasks

Cut off and file down to remove sharp edges or use the correct length of bolt.

Note

Long bolt threads.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Seat slats are bending when used. The replaced timber slats may be too thin for public use and could snap under load bearing. Replace with a more substantial timber slats.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Tasks

Prevent further damage.

Note

Table seat legs.

Finding Photos



Risk level:

 Low

Risk score:

 6

Table Tennis Table

Manufactured by HeBlad



Standards:



None
There are no standards applicable for this unit, but the safety requirements and principles of other standards have been used to ensure the unit is suitably safe.

Innate risk level

Actual risk level

5

5

Risk level:

Low

✓

Risk score as low as possible

✓

No remedial tasks



Cableway - Seated

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

5

8

Risk level:

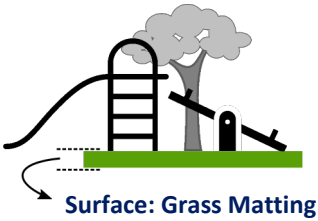
Medium

Potential risk score reduction:

3

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023, EN 1176-4:2017
The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

- Equipment Standard Compliance Findings
1. It is considered that the runway will have insufficient ground clearance under seat.

There are no maintenance findings for this item.

Standard Compliance Finding

Description

It is considered that the runway will have insufficient ground clearance under seat.

Tasks

Modify to give a minimum 350 mm clearance under load.

Note

The seat is below the 350 mm minimum ground clearance when loaded.

Risk level:

Medium

Risk score:

8

Finding Photos



Agility - Trim Trail - 7 Stations

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

6

10

Risk level:

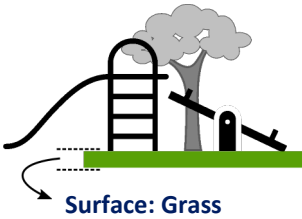
Medium

Potential risk score reduction:

4

Remedial tasks:

4



Standards:

EN 1176-1:2017+A1:2023
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Posts loose in metal shoes. General tightening of all fittings is required.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of the British Standard.

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Note

Monitor for decay running through the shakes.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Wire is exposed.

Tasks

Read the notes for further action.

Note

Rope wire exposed. Monitor for broken strands and sharp edges, tape over or replace if found.

Risk level:

Low

Risk score:

4

Finding Photos



Rocker - Seesaw

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

6

10

Risk level:

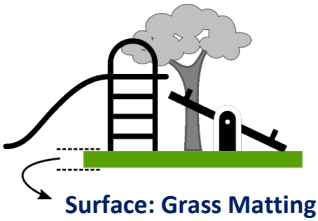
Medium

Potential risk score reduction:

4

Remedial tasks:

4



Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Plank bolts loose. Tighten all fittings.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Hand grips loose to the plank.

Risk level:

 Medium

Risk score:

 10

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Replace.

Note

Grass mats are damaged and exposed stones are present. Remove stones and Replace mats.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Item is not secure.

Tasks

Secure.

Note

Both rubber dampeners are loose to the metal post. Re-glue and secure.

Risk level:



Low

Risk score:



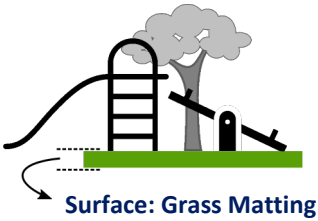
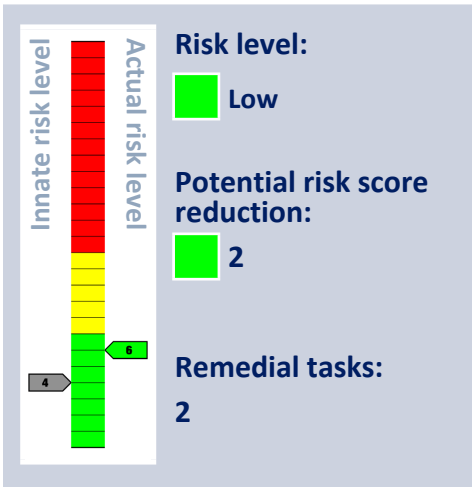
6

Finding Photos



Play Train & Tunnels

Manufactured by Action Play & Leisure Ltd



Standards:

EN 1176-1:2017+A1:2023

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

Equipment Standard Compliance Findings

1. The opening in the barrier is wider than 500 mm (when measured horizontally at any point), but there is no guardrail.

The item has the following maintenance findings:

1. Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Standard Compliance Finding

Description

The opening in the barrier is wider than 500 mm (when measured horizontally at any point), but there is no guardrail.

Tasks

Modify to comply.

Note

Unit is easily accessible.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Tasks

Prevent further damage.

Note

Posts have been covered by metal sheets.

Risk level:

Low

Risk score:

6

Finding Photos



Climber - Mound Climber

Manufactured by Action Play & Leisure Ltd



Standards:



EN 1176-1:2017+A1:2023

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

Innate risk level

Actual risk level

6

10

Risk level:

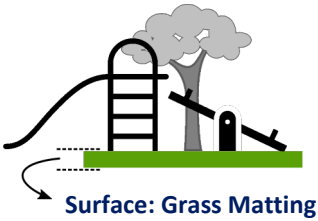
Medium

Potential risk score reduction:

4

Remedial tasks:

3



Maintenance Finding

Description

Item is not secure.

Tasks

Secure., Replace.

Note

The top green climbing section is loose and dips creating finger entrapments due to the frame below decaying at the ends and detaching. Replace the timber beam and secure as soon as possible. Temporary repairs should be made immediately.

Risk level:

 Medium

Risk score:

 10

Finding Photos



Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Tasks

Prevent further damage.

Note

Posts have been covered by metal sheets.

Risk level:

 Low

Risk score:

 6

Finding Photos



Slide - Embankment

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

5

6

Risk level:

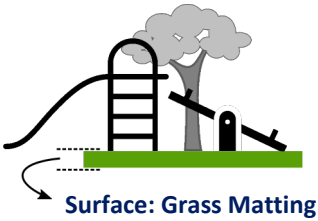
Medium

Potential risk score reduction:

3

Remedial tasks:

3



Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

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

- Equipment Standard Compliance Findings
1. There is a head entrapment.

The item has the following maintenance findings:

1. Hard or sharp projections.
2. Item is not secure.

Standard Compliance Finding

Description

There is a head entrapment.

Tasks

No reasonably practicable action is identified.

Note

In the slides hand holds.

Risk level:
 Low

Risk score:
 6

Finding Photos



Maintenance Finding

Description

Hard or sharp projections.

Tasks

Remove hard, pointed and sharp projections.

Note

Green mesh has been damaged leaving sharp edges.
Stones are exposed.

Risk level:
 Medium

Risk score:
 8

Finding Photos



Maintenance Finding

Description

Item is not secure.

Tasks

Secure.

Note

Stairs stringer rail loose.

Risk level:

Low

Risk score:

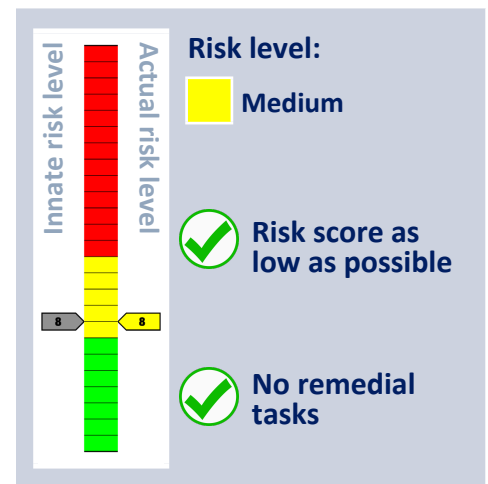
6

Finding Photos



A photograph of a green and white exercise machine in a backyard. The machine is situated on a grassy area next to a wooden fence. In the background, there are trees and a house.

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



Adult Fitness - Chest Press & Lat Pull Down

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

77

Risk level:

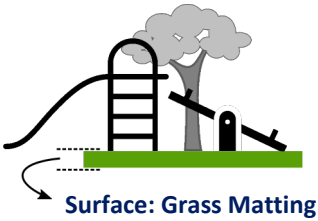
Low

✓

Risk score as low as possible

Remedial tasks:

1



Standards:

EN 16630:2015
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The paint is chipped.

Tasks

Touch up the paint.

Risk level:

Very low

Risk score:

1

Finding Photos



Adult Fitness - Air Walk

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

7

9

Risk level:

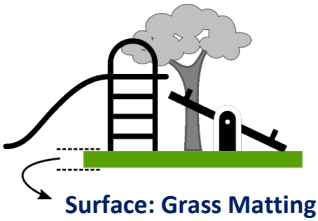
Medium

Potential risk score reduction:

2

Remedial tasks:

1



Standards:

EN 16630:2015

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

Equipment Standard Compliance Findings

1. The free space is intersected by main travelling routes through the play space.

There are no maintenance findings for this item.

Standard Compliance Finding

Description

The free space is intersected by main travelling routes through the play space.

Tasks

Read the notes for further action.

Note

The unit is adjacent to the gate. Monitor when in use.

Risk level:

Medium

Risk score:

9

Finding Photos



Rocker - Sit-In - Tractor

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

3

6

Risk level:

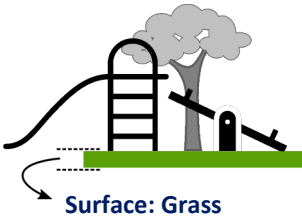
Low

Potential risk score reduction:

3

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface is wearing.

Tasks

Repair the worn areas.

Risk level:

Low

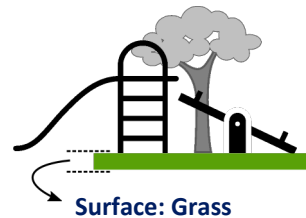
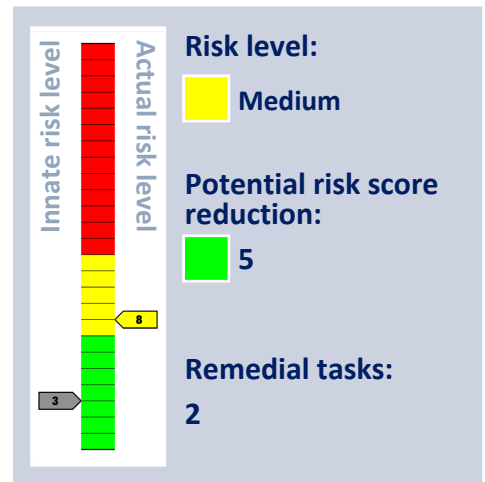
Risk score:

6

Finding Photos



A black and white cow-shaped spring rider is the central focus. It has a stylized cow pattern with white spots on a black body. The cow is mounted on a bright yellow coiled spring. The ground is dry, brownish grass with some green patches. In the background, there's a dark, curved structure, possibly part of a playground or a fence, and some trees in the distance.



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

Maintenance Finding

Bolt(s) loose.

Tighten.

Base bolts loose.



Finding Photos



Maintenance Finding

Description

Surface is wearing.

Tasks

Repair the worn areas.

Risk level:

Low

Risk score:

6

Finding Photos



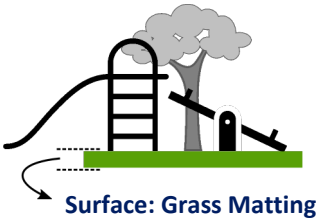
Multiplay - Slide Climber - Small

Manufactured by Action Play & Leisure Ltd



Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Play Panel - Shop

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

3

6

Risk level:

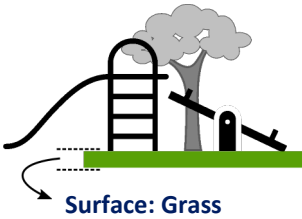
Low

Potential risk score reduction:

3

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface is wearing.

Tasks

Repair the worn areas.

Risk level:

Low

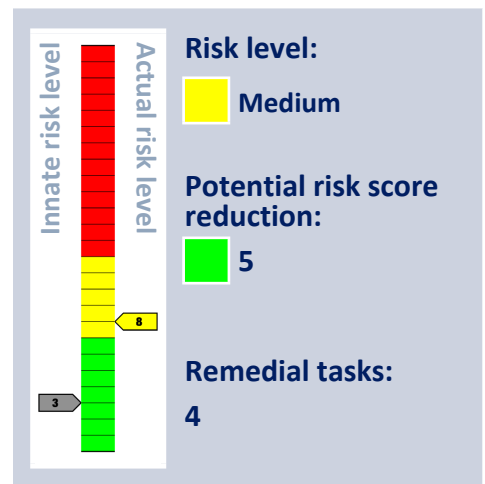
Risk score:

6

Finding Photos



A photograph of a playground. In the foreground, two swings hang from a wooden frame. The ground is dry grass. In the middle ground, there is a wooden play structure resembling a truck. In the background, a grassy hill has a slide, and residential houses are visible under a clear blue sky.



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

Maintenance Finding

The supports are loose in the ground.

Re-set., Read the notes for further action.

Unit loose in the ground and the post bolts are loose. Reset and tighten.



8

Maintenance Finding

Description

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life. This is a requirement of the British Standard.

Tasks

Consult with the manufacturer's guidance to determine suitable maintenance.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Risk level:

Low

Risk score:

6

Finding Photos



Swing - Basket

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

8

10

Risk level:

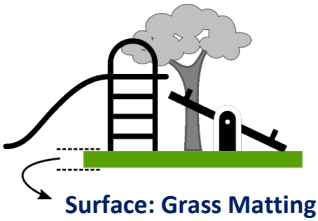
Medium

Potential risk score reduction:

2

Remedial tasks:

3



Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

There is wear in the bushes.

Tasks

Read the notes for further action.

Note

Replace shackle housings.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Grass mats are raised creating potential trip points. Remove the build up of soil below and re-connect the mats together level.

Risk level:

Low

Risk score:

4

Finding Photos



Swing - Junior - 1 Bay 2 Seat

Manufactured by Action Play & Leisure Ltd

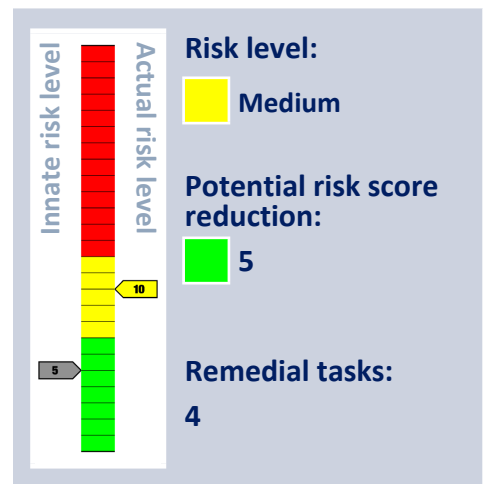


Standards:



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

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



Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Swing hangers very loose to the top bar. Swing hanger could fall out over time if not secured correctly. Excessive movement in the top bar will lead to premature wear to both the bolts and top bar itself. Remove and inspect bolt and secure according to the manufacturer’s instructions.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair., Replace.

Note

Grass mats are damaged. Replace.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.

Risk level:

Low

Risk score:

6

Finding Photos



Swing - Mixed - 1 Bay 1 Junior 1 Access Seat

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

6

10

Risk level:

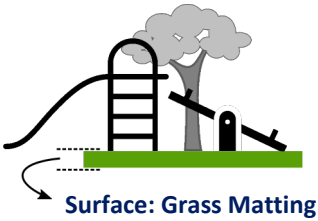
Medium

Potential risk score reduction:

4

Remedial tasks:

2



Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Swing hangers very loose to the top bar. Swing hanger could fall out over time if not secured correctly. Excessive movement in the top bar will lead to premature wear to both the bolts and top bar itself. Remove and inspect bolt and secure according to the manufacturer’s instructions.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Risk level:

Low

Risk score:

6

Finding Photos



Multiplay - Slide Climber - Large

Manufactured by Action Play & Leisure Ltd



Innate risk level

Actual risk level

6

10

Risk level:

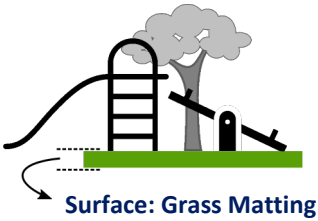
Medium

Potential risk score reduction:

4

Remedial tasks:

4



Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Unit is rocking, posts are loose in the metal ground shoes grab handholds working loose. General tightening up of all post ground fittings and grab handholds.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

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

Tasks

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

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

There are natural splits / shakes in the timbers.

Tasks

DO NOT fill shakes. Monitor and sand back any splintered edges as required.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Wire is exposed.

Tasks

Read the notes for further action.

Note

Rope wire exposed. Monitor for broken strands and sharp edges, tape over or replace if found.

Risk level:

Low

Risk score:

4

Finding Photos



General Notes

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

Risks are calculated in this way:

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

General Notes

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

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

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

Table 1 – Risk Score Matrix

L i k e l i h o o d	Severity					
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Inspection Scope

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

Compliance with Standards

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

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

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

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

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

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

What We Inspect

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

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

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

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

What We Don't Inspect

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

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

General Notes

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

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

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

Exposure to Risk

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

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.

The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

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

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

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

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

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

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

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

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

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

DESIGN AND MANUFACTURE

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

FINISHING

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

FIBRE ROPES

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

WIRE ROPES

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

CHAINS

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

SWINGING SUSPENDED ROPES

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

CLIMBING ROPES

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

ENTRAPMENTS

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

BRIDGES

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

ENTRAPMENT OF FEET AND LEGS

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

FINGER ENTRAPMENTS

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

BARRIERS AND GUARD-RAILS

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

HAND-RAILS

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

EASILY ACCESSIBLE EQUIPMENT

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

NOT EASILY ACCESSIBLE EQUIPMENT

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

MEANS OF ACCESS

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

EN 1176 Notes – Summary of Requirements

SWINGS

REQUIREMENTS

* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: $0.867 \times \text{length of suspension member} + 1.75\text{m} + 0.5\text{m}$ of obstacle-clear space 2. loose-fill: $0.867 \times \text{length of suspension member} + 2.25\text{m}$

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

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

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

EN 1176 Notes – Summary of Requirements

Giant revolving discs

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

MINIMUM SPACE

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

SURFACING REQUIREMENTS

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

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

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

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas *

Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible

* Information on accidents should be kept

* Staff and users should be safe during maintenance operations

INSPECTION

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

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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





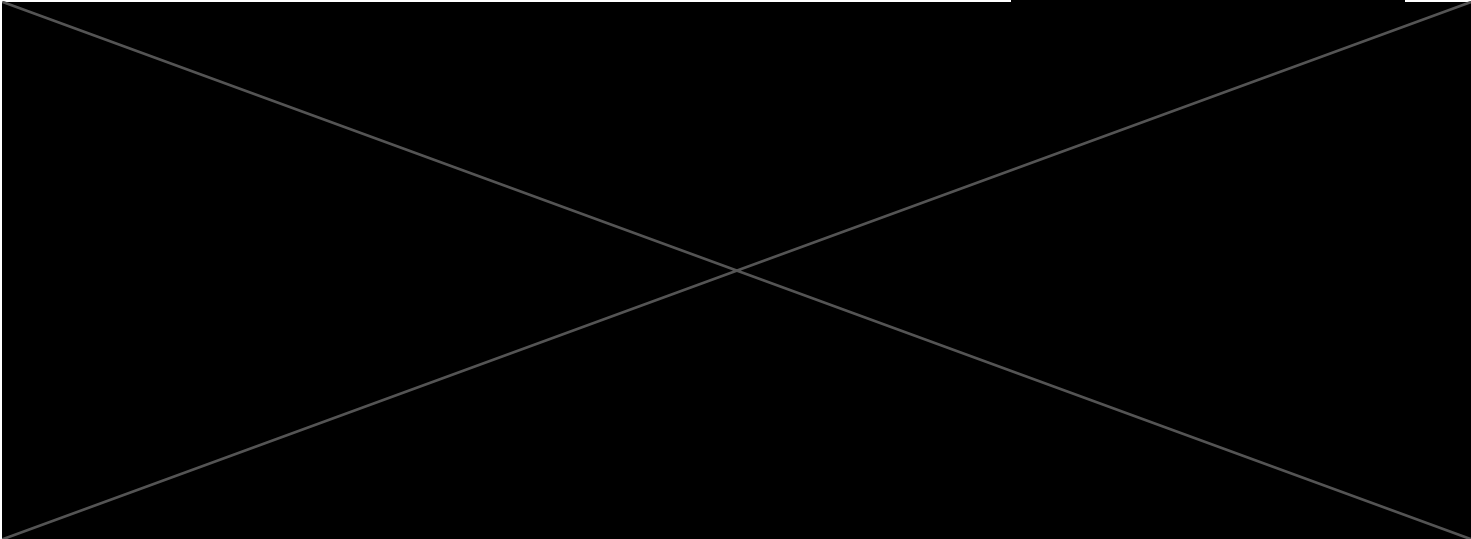
Playsafety Ltd
78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
+44 (0)1793 317470

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June 2026 playground report monthly

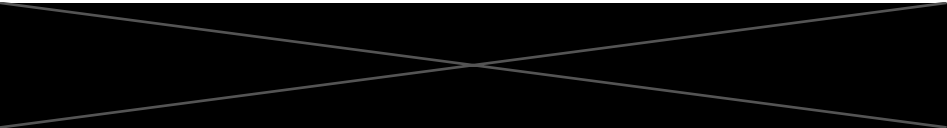
1. Remove crowd barrier fencing	
2. Protruding nails / bolts / staples - - remove / cut back	1. on fence posts 2. Bolts on vehicle gate 3. Staples on pedestrian gate 4. Staples on zip wire 5. Staples on see saw 6. Bolts protruding on see saw - remove debar on cap. 7. Staples- remove - on multi play with tunnel 8. Tractor - staples – remove 9. On double swing – staples 10. On basket swing 11. On corner back black bench 12. On playground sign 13. On small multi play - with teh mini hut on it. Staples. 14. On embankment slide
3. Graffiti – remove	1. On vehicle gate gate 2. On zip wire 3. On tractor 4. On swing with disabled swing
4. Loose fixings - tighten	1. On pedestrian gate 2. See saw 3. Trim trail (the one that is set up in a long line) 4. Multi play (the one with the tunnel) 5. On tractor 6. On swing with disabled swing 7. On double swing 8. On basket swing 9. Double infant swing 10. On play shop 11. On rocking cow 12. On rocking tractor

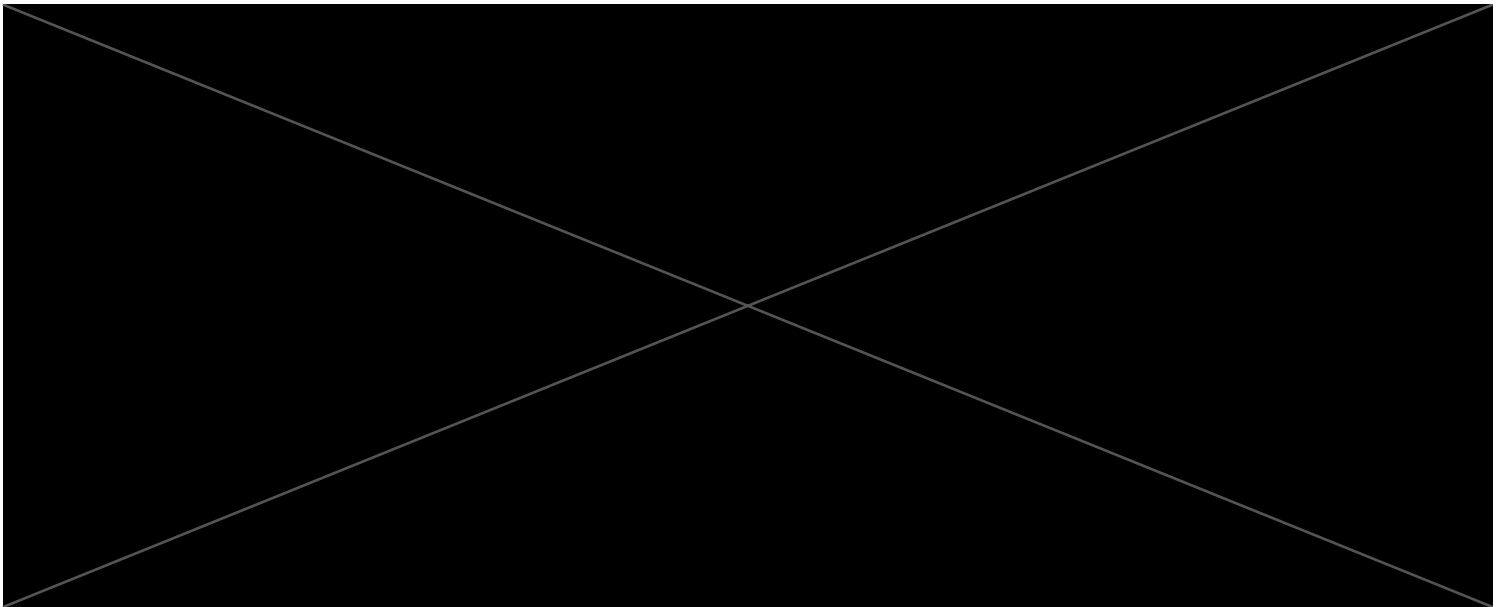
	13. Damaged paint work - rude starting - repair and paint 14. On multi play (with tunnel) 15. Corner back black bench 16. On rocking cow 17. On rocking tractor 18. On embankment slide 19. On chest press
Algae moss and weed growth - remove clean treat	20. On multi play (with tunnel) 21. On tractor 22. On play shop 23. Playground sign 24. On spring gate 25. On green fence 26. On cross trainer 27. On chest press 28. On air walker
Tractor	roof fixings missing
Embankment slide	fixing missing - replace.



Description	VAT	Amount GBP
BURNHAM MARKET PARISH COUNCIL - 1 X SOLAR STREETLIGHT COLUMN ON CAMBERS LANE (MIDDLE PURPLE CIRCLE AS PER PHOTO)		
1)SUPPLY AND INSTALL 1 X 5M VALMONT GALVANISED STEEL ROOT MOUNTED COLUMNS INTO GROUND.		
2)SUPPLY AND INSTALL 1 X DW WINDSOR SOLAR SIERRA SOLAFLEX 16 LED 4K POST TOP LANTERNS AND COMMISSION ONCE COMPLETED.		
LABOUR AND MATERIALS	20%	2,195.00
ROAD PERMIT CHARGE	20%	150.00
	Subtotal	2,345.00
	Total VAT 20%	469.00
	TOTAL GBP	2,814.00

Terms (if any)





29 May 2026

Our Ref: 8700158297/QID 3700033626

Your Ref:



Site Address: Cambers Lane / PE31 8UN

I am writing to you on behalf of Eastern Power Networks plc the licensed electricity distribution network owner for the above site, trading as and referred to in this Notice as UK Power Networks.

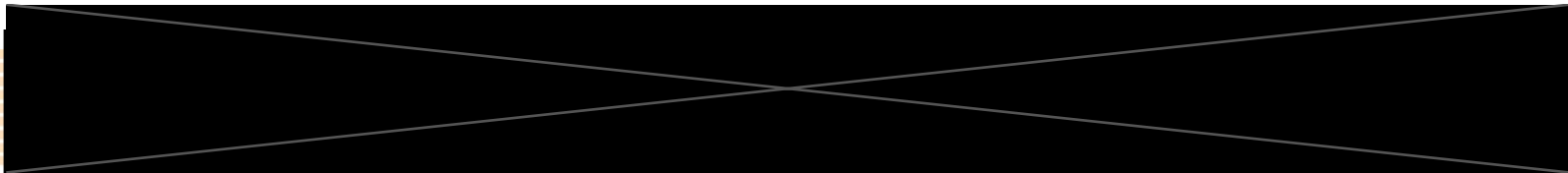
I am pleased to provide you with your quotation for your metered connection attached with our Terms and conditions. To give you the best possible level of service it is really important that all of the details in this quote are correct, and that we have fully understood your requirements. Please review the quote and if you spot any details that aren't right or have any questions, please contact me on 0330 158 8131.

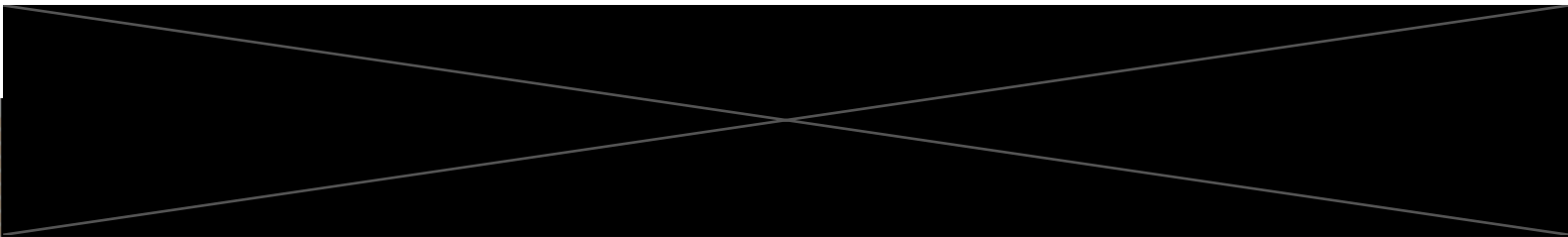
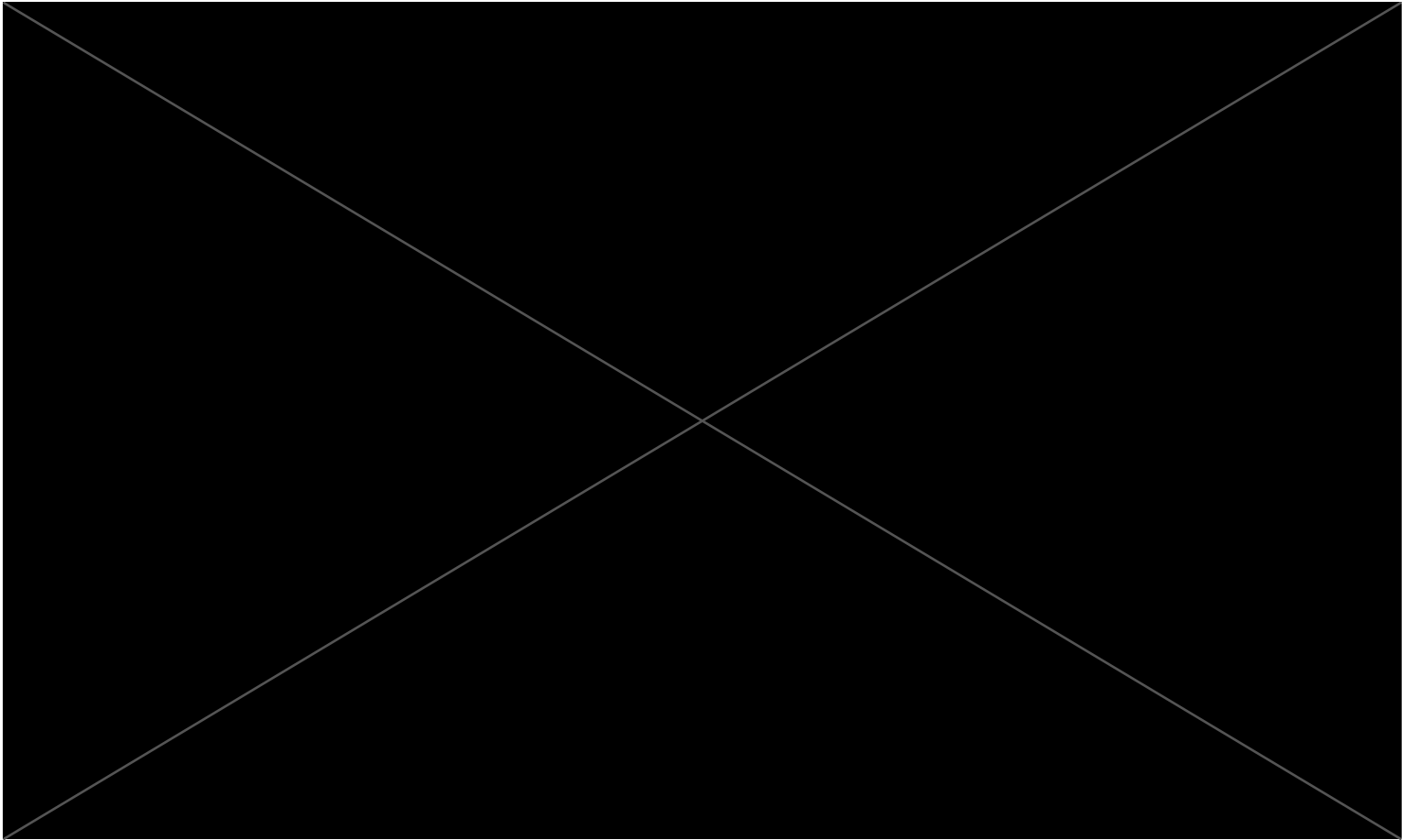
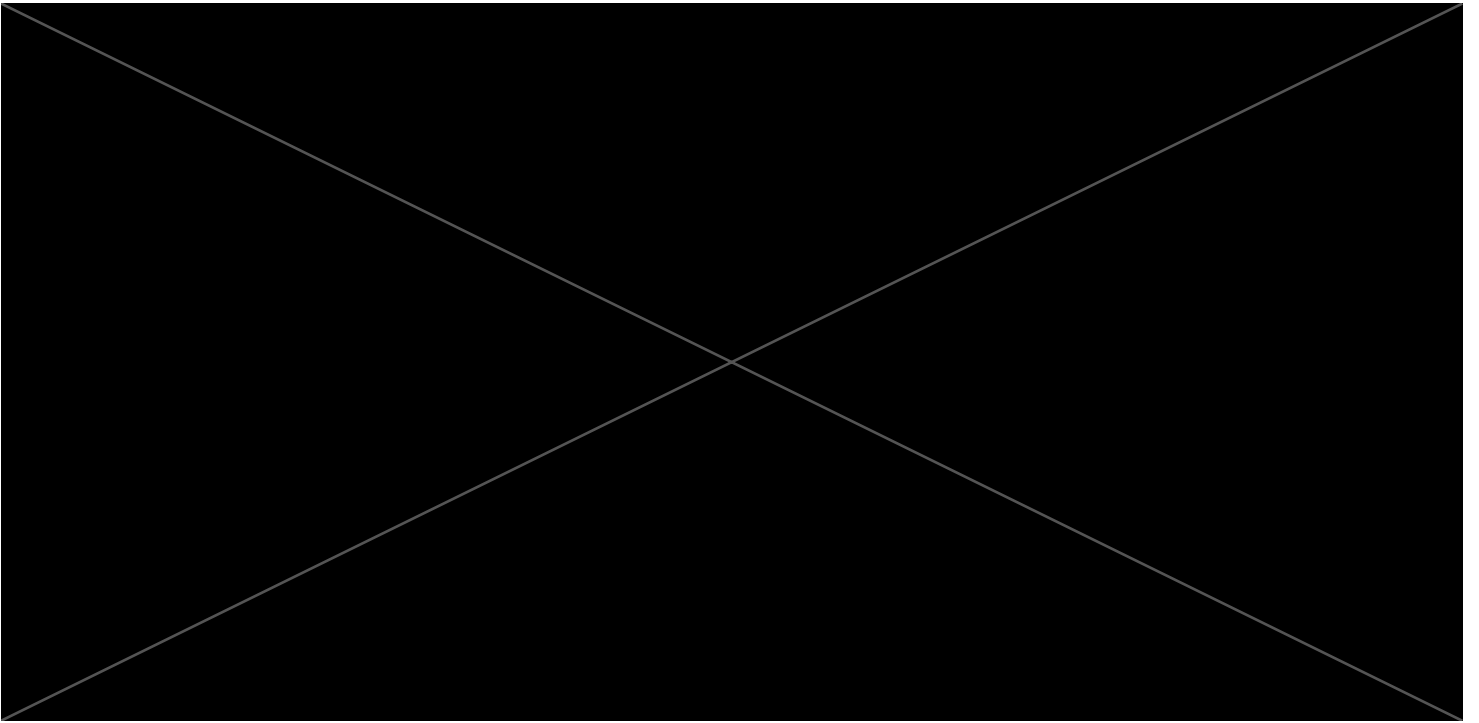
This quote is only applicable to existing connections which are operated by  or new connections which have been calculated in accordance with our Common Connection Charging Methodology.

Subject to the Terms and Conditions, the Works will be completed for the price stated in the Schedule. Based on the information that you have provided we have included a provisional date for completion of the Works in the Schedule. Please note that you can change this date (please see the section overleaf headed "Completion Date" for more information). You will need to contact us again to agree a firm date for carrying out of the Works (please see the section overleaf headed "Completion Date" for more information on how and when to do this).

We will set out to complete the works according to the timeline and price set out in this quotation. However there may be some circumstances, which are set out in our Terms and Conditions, where we may need to change either the overall cost or the timelines. If this is the case, we will endeavour to let you know as soon as possible

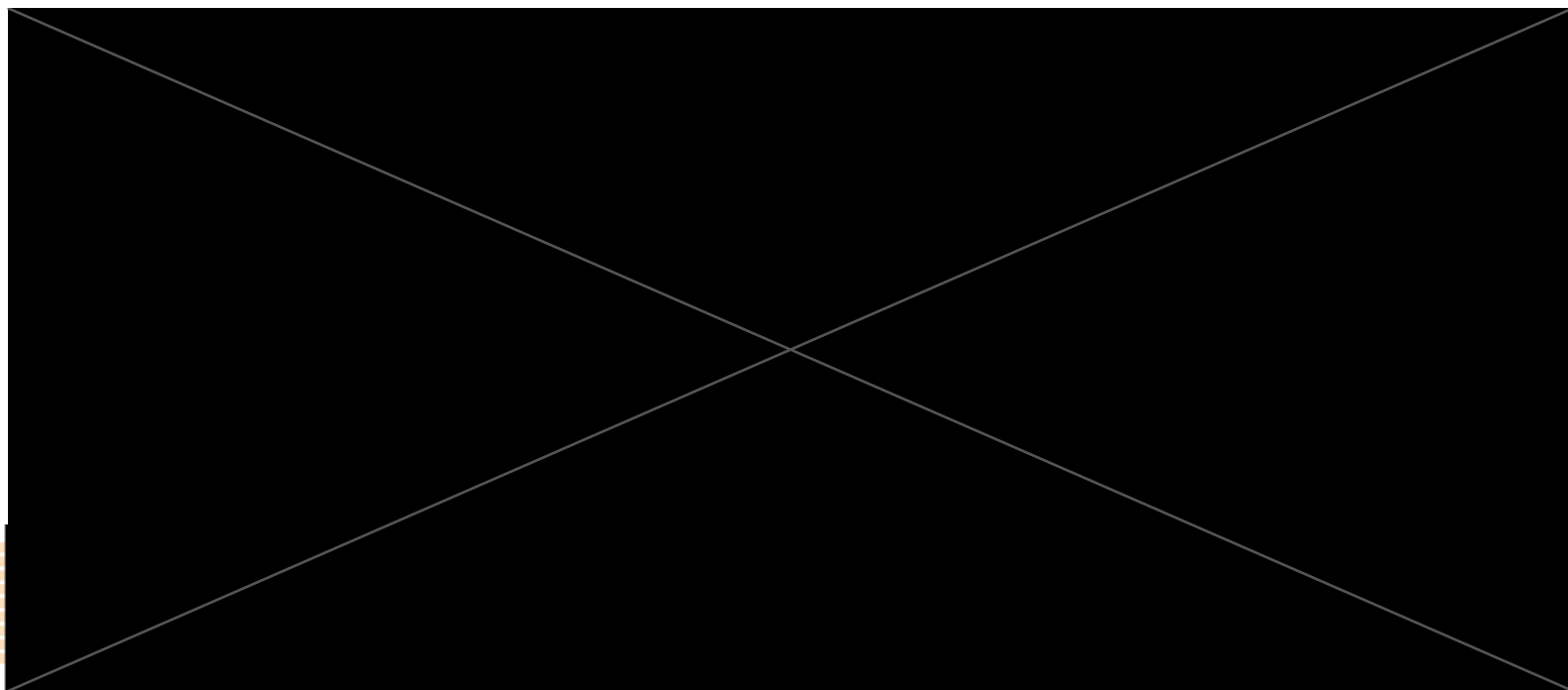
Please note that your quotation may fall within the Quotation Accuracy Scheme (QAS). QAS is information that you can access to check whether the specific charge included within the quotation is accurate in terms of consistency with our Connection Charging Statement. More information can be found by searching for "Quotation Accuracy Scheme" on our website at www.ukpowernetworks.co.uk or by clicking [here](#)

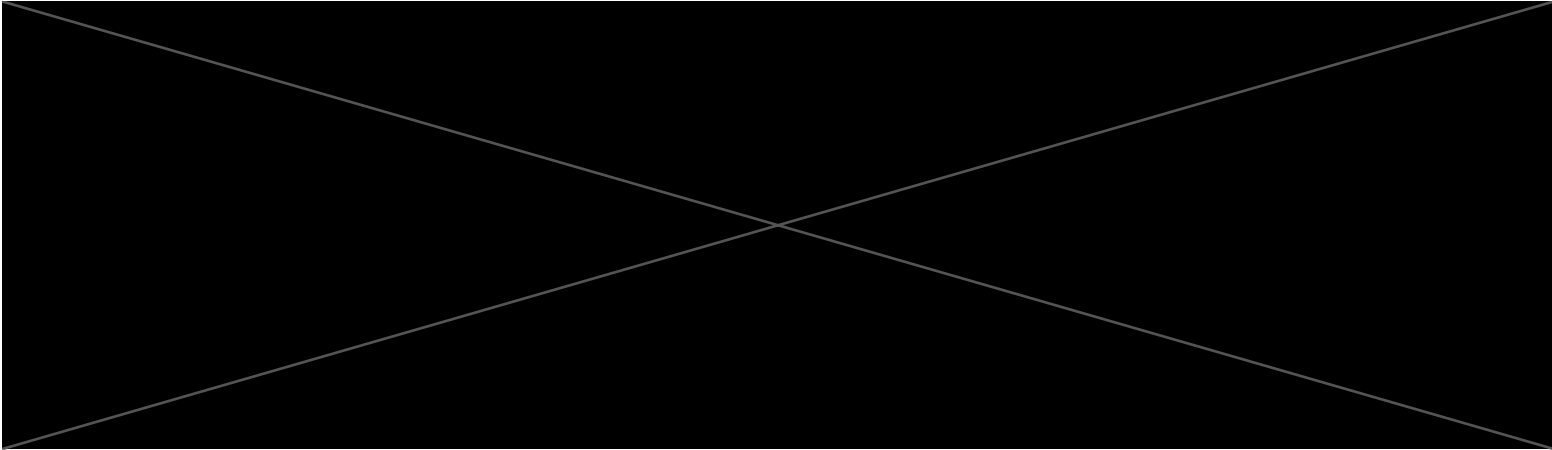
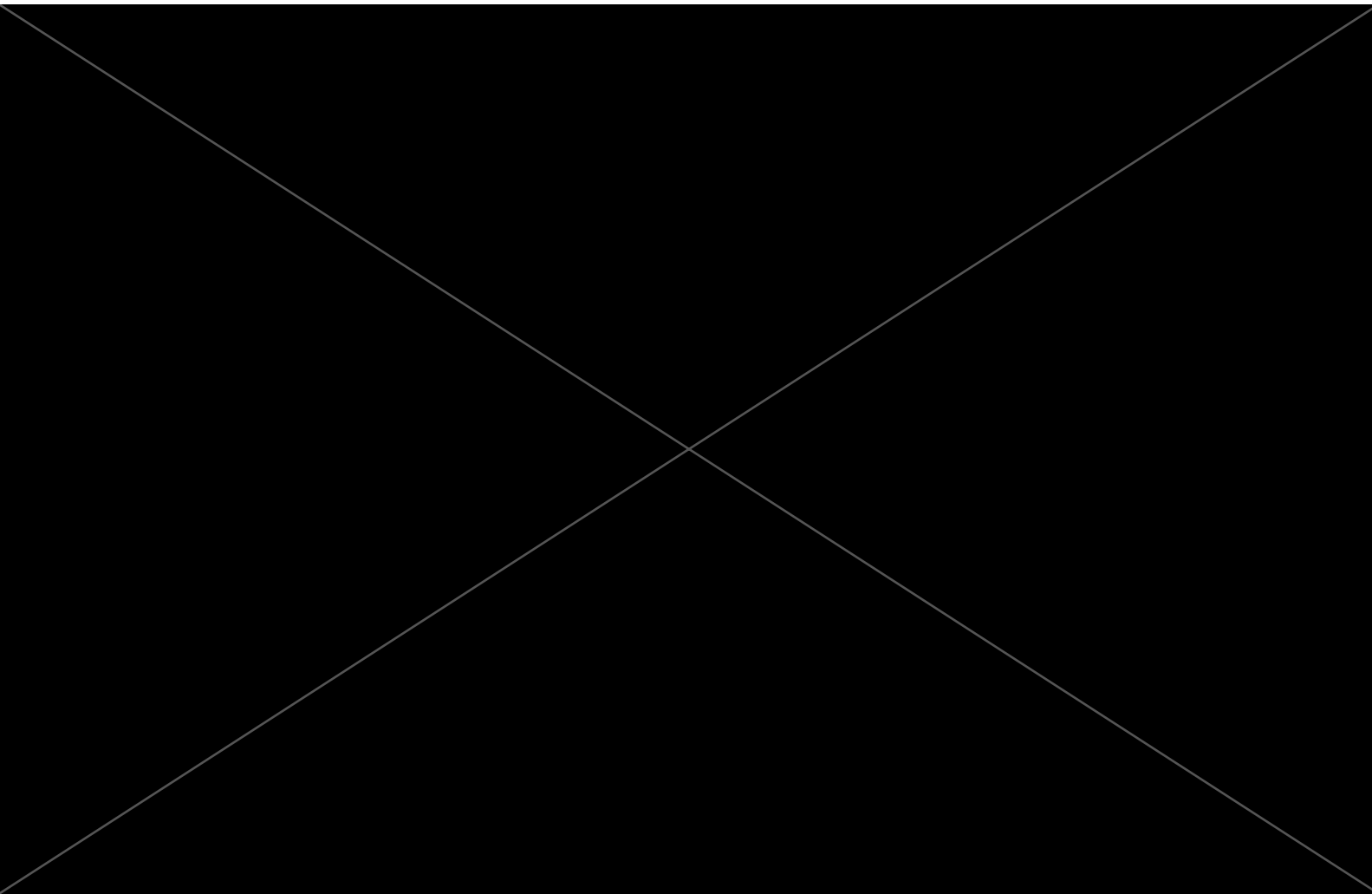


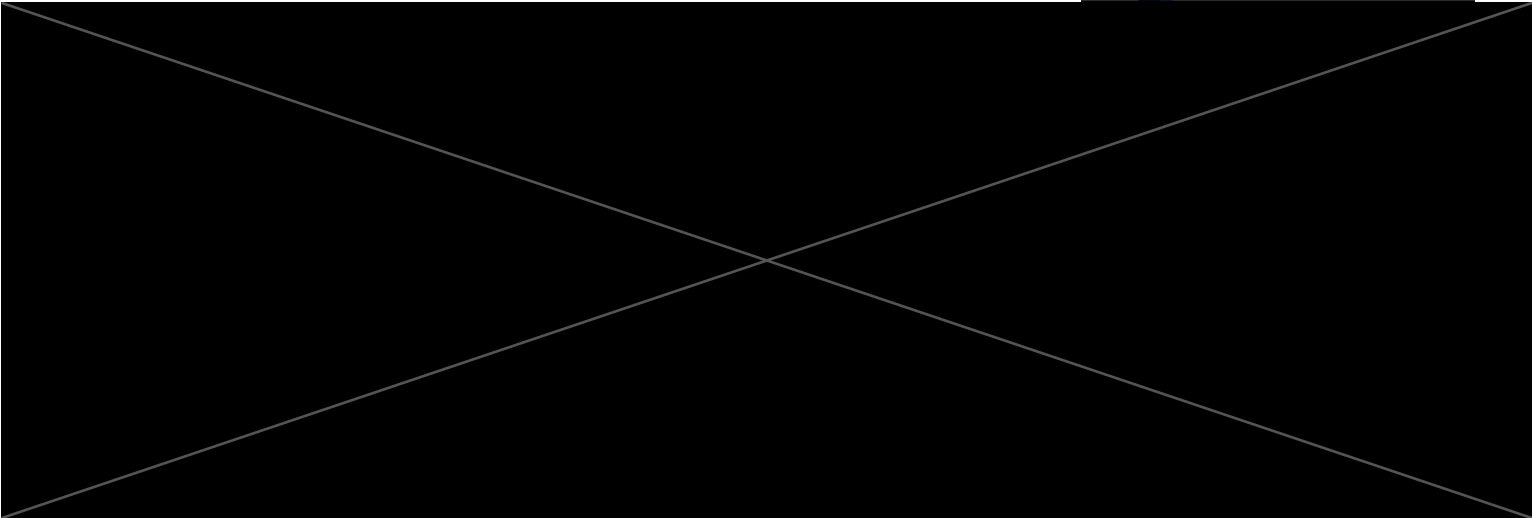


Unit Description	Qty	Unit Price	Total Price
Installation of a new single phase unmetered electricity supply. This includes the: - Technical checks to identify the closest suitable mains cable to connect the supply to our electrical network - Excavation of a hole in an unmade surface; for example a grassed area; to expose the mains cable (The size of the hole will allow our engineers to safely work on this cable) - Electrical works within the hole to connect the new service cable to the mains cable - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Reinstatement of the hole Excludes non-standard Distribution Networks as defined in Terms & Conditions.	1	£1,696.00	£1,696.00
Excavation and reinstatement of the trench with new unmetered cable installation. This is charged per metre and includes the: - Excavation of a trench in an unmade surface; for example a grassed area - Laying of new ducting (protective tubing) into the trench - Laying of electrical warning tape above the duct - Reinstatement of the trench - Installation of the new service cable into the duct - Reinstatement of the metre of trench.	3	£101.00	£303.00
Additional costs as a result of the requirement to dig, joint and reinstate on the same day. Includes reinstatement of requested to be completed on the same day as the excavation works. Often this is at the request of the Local Authority to minimise disruption to pedestrians and traffic in the local area; for example near a school; and can be a condition of the permit to excavate in the public land	1	£321.00	£321.00

Road closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of road closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones This does not include any Local Authority charges	1	£1,587.00	£1,587.00
The charge for a temporary traffic regulation order (TTRO). A TTRO is usually required for road, footpath, and/or cycle lane closures or parking sensitive locations. This is a pass through charge from the Local Authority and their charge includes the: - Liaison with emergency services (such as to ensure ambulances aren't routed via closed roads) - Setting up advance warnings two weeks before the works - Alert the local media - Administrate the request from UK Power Networks.	1	£1,572.00	£1,572.00
Notification of works on the highway to neighbouring residents.	1	£126.00	£126.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£84.00	£84.00
Total Excluding VAT			£5,689.00
VAT @ 20%			£1,137.80
Total (including VAT)			£6,826.80
Completion date			23 February 2027







Description

VAT

Amount GBP

BURNHAM MARKET PARISH COUNCIL - 5M COLUMN WITH LED/UKPN NEW CONNECTION ON CAMBERS LANE.
(MIDDLE COLUMN AS PER PURPLE CIRCLE)

1 X NEW 5M COLUMN WITH LED LANTERN AND NEW UKPN CONNECTION.

LABOUR AND MATERIALS

20%

2,750.00

ROAD PERMIT CHARGE

20%

150.00

Subtotal

2,900.00

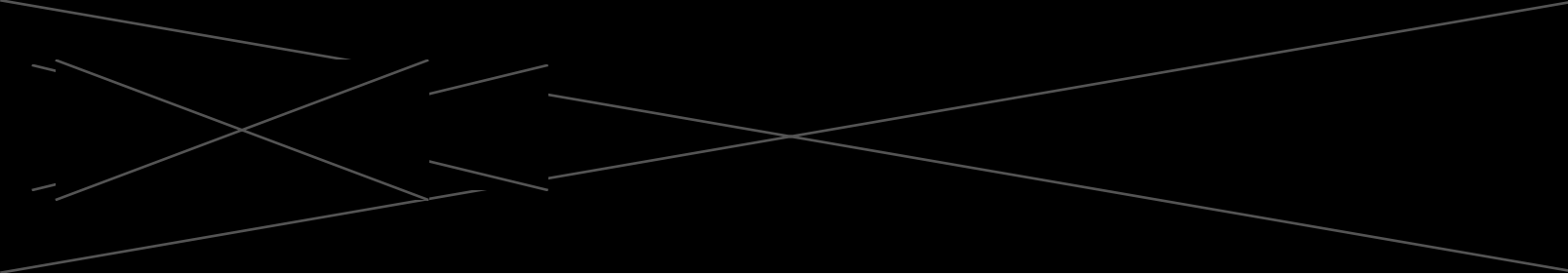
Total VAT 20%

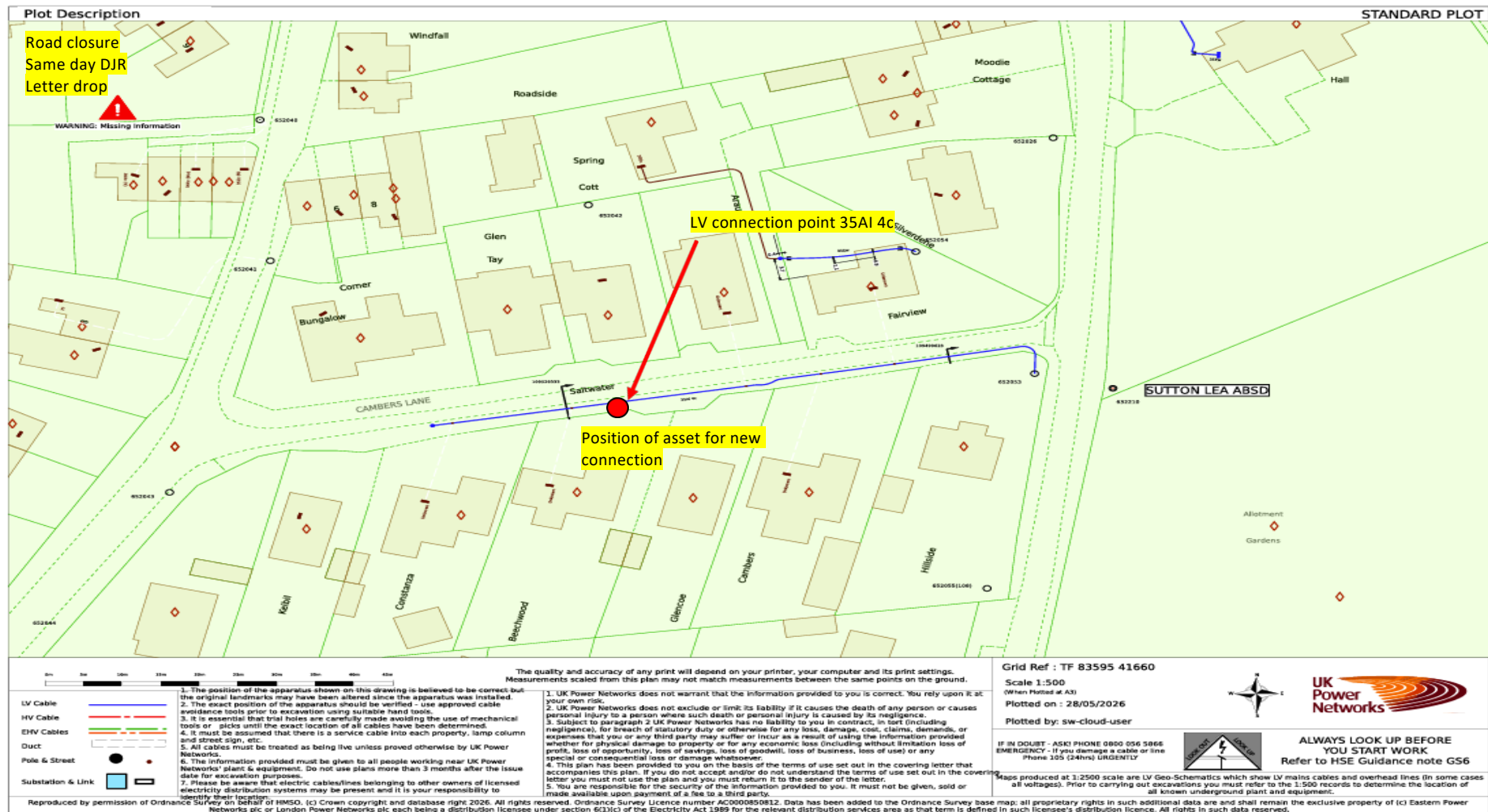
580.00

TOTAL GBP

3,480.00

Terms (if any)





From: Roy Cozens roy@cozens.uk 
Subject: Emergency call out to make safe Streetlighting column 57 on Creake road, Burnham market. Reported by NCC & police. 29th May 2026
Date: 29 May 2026 at 16:03
To: BURNHAM MARKET PARISH CLERK parishclerk@burnhammarketparishcouncil.gov.uk

RC





From: Roy Cozens roy@cozens.uk 
Subject: Photo of Column made safe
Date: 4 June 2026 at 10:14
To: BURNHAM MARKET PARISH CLERK parishclerk@burnhammarketparishcouncil.gov.uk

RC





From: [REDACTED]@burnhammarketparishcouncil.gov.uk
Subject: Comments re-Potential Bandstand on The Green, Burnham Market
Date: 10 May 2026 at 15:09
To: parishclerk@burnhammarketparishcouncil.gov.uk

JC

Feedback re- Bandstand discussions on Fairstead Green.

We write in relation to the discussion around the potential for a Bandstand on the historic Fairstead Green in Burnham Market.

Whilst we have no issue with the temporary erection of a Bandstand for a particular one-off event (such as the Platinum Jubilee weekend) we do have strong objections to a Bandstand being located on Fairstead Green on a permanent or semi-permanent basis for the following reasons:

When entering the village from Church Walk, the large wide-open view experienced across the Green and looking down the village is quite unique. Aesthetically it would be detrimental to interrupt this expansive view with a permanent structure on the Green. Numerous articles about the village refer to it as having an "open green".

Historically, Bandstands have been sited within large open green spaces such as public parks or large municipal gardens, well away from residential properties. A permanent Bandstand on the small Green would dominate the space and be in close proximity to residential properties, with those on Market Place overlooking the Green being significantly affected. It is worth noting that all the properties in Market Place from its western end to The Hoste have master bedrooms and other bedrooms facing the Green.

The Bandstand would sit vacant for many months of the year, no doubt encouraging other activities within it. It could provide a covered drinking venue and may encourage those from local hostelrys to sit and drink etc, bringing potential late-night rowdiness and noise with the associated mess of glasses and empty bottles etc.

Furthermore, a permanent structure would also inhibit many other uses for the Green e.g. the Monday Auctions in the summer months and the Craft Fair etc.

As a family we love to see the Green being enjoyed in a multitude of ways but a permanent Bandstand with its associated potential negative implications directly outside our home is not something we would support.

[REDACTED]
9th May 2026

From: BURNHAM MARKET PARISH CLERK parishclerk@burnhammarketparishcouncil.gov.uk 
Subject: Fwd: Press coverage about a potential bandstand in Burnham Market
Date: 4 June 2026 at 09:06
To:



will be noted as correspondence on the July agenda.

Thanks,
Annalsia

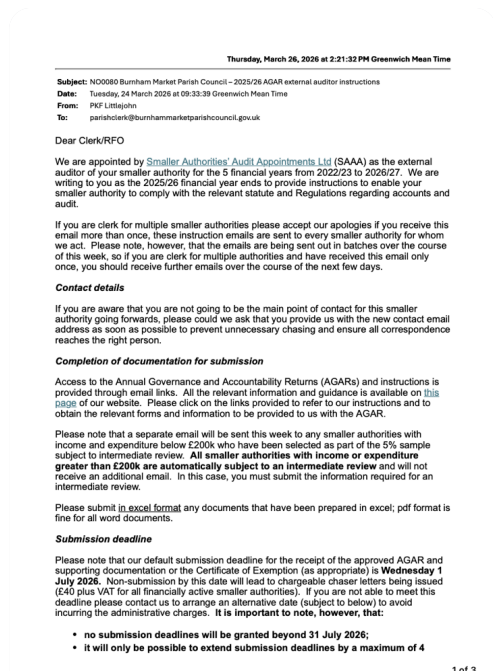
Begin forwarded message:

From: BURNHAM MARKET PARISH CLERK <parishclerk@burnhammarketparishcouncil.gov.uk>
Subject: Re: Press coverage about a potential bandstand in Burnham Market
Date: 4 June 2026 at 09:05:07 BST
To:

Hi XXXXXX

Thank you for your email. I will of course share it and my response with council.

The report referred to in the press has always been publicly available as part of the Council meeting papers and can be found here:



Public-pack-1
PDF Document · 1.4 MB

For clarity, the report referred to in the press is the same publicly available report linked above. Whilst the resulting discussion is entirely understandable, many of the details now being debated publicly do not form part of any proposal before the Council. One of the challenges with any early-stage idea is that speculation can sometimes run ahead of the facts, making it harder to objectively gather and assess the information needed before residents and councillors can properly evaluate the merits of a proposal.

The minutes of the subsequent meeting may also be helpful, as they reflect where the Council is currently at with the idea.

Here: <https://burnhammarketparishcouncil.gov.uk/meetings/>

In brief, the current position is that this is simply an idea that arose following the popularity of the Jubilee bandstand. The Council has not agreed to pursue a bandstand (nor not pursue) nor has it reached any conclusions about whether one would be beneficial to the village. Rather, councillors agreed that the concept should be explored further with many questions to answer to determine whether there is a viable proposal worth considering.

Many of the points raised in your letter are, in fact, the very questions that council would need to have answered. These include matters such as **community benefit**, location, cost, funding, ownership, insurance, maintenance, management, heritage considerations, aesthetics and the impact on residents and existing uses of any space.

I was interested that your letter focuses on Fairstead Green, as no location has been proposed or agreed by the Council. In fact, the discussions raised a number of practical considerations regarding Fairstead Green, and it was not viewed as an obvious location. I wonder whether the press coverage has led to an assumption that this would be the intended site?

At this stage there is no developed proposal, no agreed location and no agreed design. Should the exploratory work result in a proposal

At this stage there is no developed proposal, no agreed location and no agreed design. Should the exploratory work result in a proposal that the Council feels merits further consideration, it would of course be discussed in public meeting, where the parishioners always have an opportunity to bring their thoughts and always considered.

Thank you again for taking the time to write. I will ensure your correspondence is circulated to councillors.

Kind regards,

Annalisa
Clerk

On 1 Jun 2026, at 11:55, XXXXXXXX

Dear Annalisa, Please find below a letter in response to recent local press coverage of a possible permanent bandstand in the village. We would be grateful if it could be circulated to councillors for consideration. Many thanks, XXXXXX

Dear Parish Councillors,

We are writing in response to recent local press coverage about a potential permanent bandstand in the village — in particular on Fairstead Green — and an associated report that has reportedly gone to the Council on the subject. We have not seen the report and so recognise we may not have the full picture of where the Parish Council is in its thinking. However, based on what has been written publicly, we wanted to share our perspective at this early stage and ask to be included in any consultation. We would also be grateful to receive a copy of the report if possible.

We own two properties on Market Place — numbers 11 and 12 — and are very committed to the village. We want to be supportive of initiatives that help local trade and bring more life to the village. However, we do have concerns about a permanent structure on the Green and set them out below.

The open Green and conservation. As you know, the village grew up as a long, open green formed in the medieval period from the merger of Burnham Sutton, Ulph and Westgate. The Georgian and earlier houses around Market Place, almost all of them Grade II listed, were built looking onto that open space. Fairstead Green sits at the heart of the Burnham Market Conservation Area, surrounded by 58 listed buildings. The 1992 Conservation Area Character Statement specifically identifies the open greens as defining elements of the village's character. We assume that any new structure of this kind would need to meet the conservation and heritage tests applied by King's Lynn & West Norfolk Borough Council as planning authority, under the Planning (Listed Buildings and Conservation Areas) Act 1990 and the NPPF — which require new buildings in a conservation area to preserve or enhance its character and not harm the setting of nearby listed buildings?

This matters for two reasons. First, any new permanent structure would itself impede the historic open view across the Green that is so much a part of the village's character and history.

Second, the press coverage mentions options that include a £44,000 "off-the-shelf" pagoda. It would seem to us that such a structure would sit uncomfortably in this context — any permanent build should use traditional materials and craftsmanship, and require ongoing maintenance to the same standards as the many Grade II listed buildings around it. That would more likely take the investment into the upper £200,000 range the press report mentioned. It is a substantial commitment, and one that would deserve a fully worked-up case — covering funding, ownership, insurance, maintenance, event programming, music licensing (PRS), response to any noise or behaviour issues, and long-term cost.

Living next to the Green. As you know, the Green is small and closely ringed by houses. Every property along Market Place from the western end to The Hosts, including ours, has bedrooms facing it. Bandstands have traditionally been built in large public parks and municipal gardens, well back from housing, and there is good reason for that. A bandstand used a handful of weekends a year will stand empty most of the time, and unsupervised covered structures in public spaces have a habit of attracting other uses — late-night gatherings, drinking, litter. The recent moves by Great Yarmouth Borough Council to extend powers around street drinking, and by Norwich City Council to resume locking parks at night, are reminders that this is a live concern across Norfolk and hard to reverse once it sets in.

The alternative scenario — a bandstand in regular weekend use through the season — would itself be a real and permanent change to the level of noise for residents at this end of the village. Either way, it sits awkwardly with the quiet, residential character around the Green.

Other uses of the Green. Fairstead Green hosts the Monday summer auctions, craft fairs and many informal or event-related community uses. A permanent structure, with the space needed to use and access it, would reduce what else happens there.

The aim of bringing more life to the Green and supporting local trade might be equally well achieved through a temporary bandstand for the occasions when it is needed, rather than a permanent structure. The village could either purchase a high-quality demountable bandstand or stage, or simply hire one each time — put up when needed and taken down promptly afterwards.

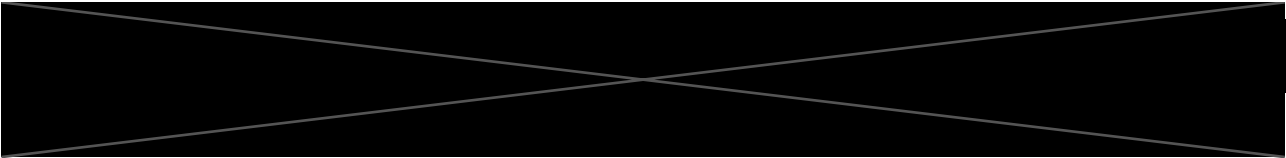
The above issues would be mitigated, and the cost difference — both up front and in ongoing maintenance — would be striking, with hire or purchase of a demountable stage likely costing a small fraction of the figures reported in the press. A discreet permanent power supply on the Green would make set-up easy, and somewhere like the Village Hall grounds, if acceptable, could be a sensible place to store a purchased unit between events.

We are very aware that local retailers and community groups already put considerable time and effort into events on the Green. Between us we have spent our careers in communications and event-related work, and if it would be of use we would happily lend time, ideas or experience to efforts to boost footfall in the village and support a rich calendar of events.

We would welcome the chance to discuss any of the above before plans are pursued further, and thank the Council for consulting residents on this.

Yours sincerely,

XXXXXXXXXXXXXX



Dear Annalisa, as Clerk to Burnham Market and Docking Parish Councils,

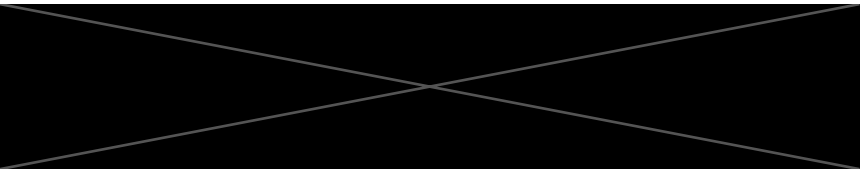
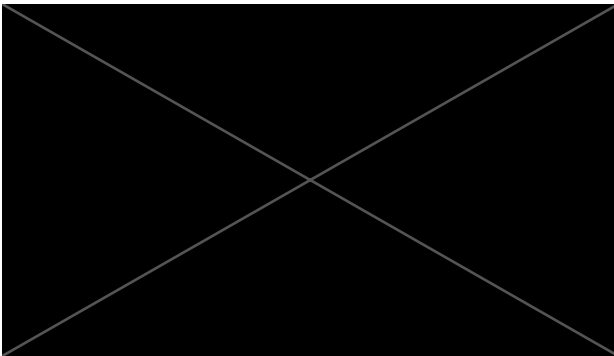
Below is the email I sent to  But it sounds like it may be relevant for  they are keen to restore a number of ponds.

Carl Sayer is an aquatic expert and proud Norfolk boy, he has been pushing ponds on the agenda with DEFRA and is always keen to speak about ponds (or Black Shuck), so there is plenty of his work online which explains all the benefits of ponds.

The more ponds in an area, the better, so if the council's ponds are not eligible for either of these schemes, maybe you can encourage any of the local farmer's to put their land forward. Old Ordnance Survey maps can be accessed online from the National Library of Scotland, so you can locate any ghost ponds within an area. <https://maps.nls.uk/geo/find/marker/#zoom=5&lat=56.0000&lon=-4.0000&f=0&z=1&marker=56.0,-4.0&from=1450&to=2000> – you can zoom in to any area. <https://maps.nls.uk/view/120847055> - Docking as an example.

Massingham did some great pond restoration in 2023 I think. So, they might be a good council to approach in terms of enquiring about funding and process.

Good luck and let me know if you need any further resources.



<cllr.walker@burnhammarketparishcouncil.gov.uk>

Subject: Burnham Market pond

Hi Fiona,
I hope you're well.

I know you've spoken to our Fiona previously about footpaths between Deepdale and Burnham, but this is a slightly different topic – ponds.

Norfolk FWAG (Farmland & Wildlife Advisory Group) have been working with the county

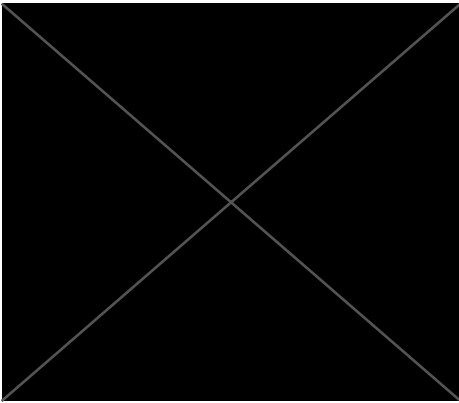
...from the planning & wildlife adviser, they have been working with the parish council on some pond restoration. They have already done one on our farm, but we've been told they have some more money. We don't have any other old ponds, but I suggested maybe the one in Burnham could be part of the project. I'm talking about the one at the junction of Whiteways and Church Walk, beside the old surgery. It has looked very sad and unloved for some time and would be amazing to see it come alive again.

I wondered if this was on privately owned land, or part of the parish council's responsibility? If privately owned, do you know by who? If parish council, would you be interested in having it restored?

As yet, we're not sure if the pond restoration fund can be used outside of farmland, but I said I would enquire about who owned this one. The way it worked for us was that they covered all the restoration and then look after and maintain it for the next 25 years... so it's a great opportunity if it qualifies.

This is the scheme - <https://norfolkfwag.co.uk/pond-restoration/>

But there is also the Norfolk Ponds Project is this doesn't work out - <https://norfolkponds.org/>



Financial Monthly Overview

Amount in bank as at 30/04/26	£82,628.10
Income during May	£93.75
Expenditure during May	£2,602.56
Amount in bank as at 31/05/26	£80,119.29
Bank Reconciliation as at 31/05/26	
Petty Cash	£0.00
CIL/Funds 0808	£289.62
Savings 0811	£44,978.81
Current Account	£34,850.86
	£80,119.29
Less outstanding cheques	£0.00
Plus unpresented receipts	£0.00
Total amount held in accounts	£80,119.29

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/26 and 31/05/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

CIL/Funds 0808	£289.62
Current Account	£16,504.91
Petty Cash	£0.00
Savings 0811	£30,955.81
Total	<u>£47,750.34</u>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Precept	25,865.42	0.00	25,865.42
110 CIL (Income)	14,023.99	0.00	14,023.99
120 Grants and Donations	0.00	0.00	0.00
Council Total	39,889.41	0.00	39,889.41
Finance			
130 Interest - Savings 0811	0.00	0.00	0.00
131 Interest - CIL/Funds 0808	0.00	0.00	0.00
170 VAT Return	481.25	0.00	481.25
Finance Total	481.25	0.00	481.25
Assets & Amenities			
140 Allotment Rents & Deposits	125.00	0.00	125.00
150 Pavillion Hire Out	0.00	0.00	0.00
160 Tennis Club Rental	0.00	0.00	0.00
161 Bowls Club Rental	0.00	0.00	0.00
162 Greens Rental	0.00	0.00	0.00
Assets & Amenities Total	125.00	0.00	125.00
Total Receipts	<u>40,495.66</u>	<u>0.00</u>	<u>40,495.66</u>

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
6000 S.137 (grants out)	0.00	0.00	0.00
6100 Expenses	0.00	0.00	0.00
6200 Legal Fees	0.00	0.00	0.00
Council Total	0.00	0.00	0.00
Finance			
1000 Audit Expenses	240.00	0.00	240.00
1100 Bank Service Charges	14.00	0.00	14.00
Finance Total	254.00	0.00	254.00
Human Resources			
2000 Clerk Salary and Pension	2,030.69	0.00	2,030.69
2200 HMRC / NI	386.87	0.00	386.87
2300 Election Costs	0.00	0.00	0.00
2400 Training	40.00	0.00	40.00
2500 Payroll Services (Ewings)	440.00	88.00	528.00

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/26 and 31/05/26 inclusive. This may include

Human Resources Total	2,897.56	88.00	2,985.56
Office/Admin			
3000 Website	0.00	0.00	0.00
3001 Printing Costs	40.50	0.00	40.50
3002 Postage	0.00	0.00	0.00
3200 Subscriptions/Licences	236.47	0.00	236.47
3300 Office Consumables	0.00	0.00	0.00
3400 Office Equipment (purchase)	0.00	0.00	0.00
3500 Office Equipment (maintenance/repair)	0.00	0.00	0.00
3600 Office / Admin Bills	26.10	0.90	27.00
3700 Room Hire	0.00	0.00	0.00
Office/Admin Total	303.07	0.90	303.97
Projects & Events			
4000 Projects & Events	19.10	0.00	19.10
Projects & Events Total	19.10	0.00	19.10
Assets & Amenities			
5000 Asset purchase	0.00	0.00	0.00
5100 Utilities / Business Rates	489.53	21.27	510.80
5200 Rents Outgoing	127.50	0.00	127.50
5300 Maintenance, Servicing and Repairs	3,596.92	328.86	3,925.78
5600 Insurance	0.00	0.00	0.00
Assets & Amenities Total	4,213.95	350.13	4,564.08
Total Payments	7,687.68	439.03	8,126.71

Closing Balances a 31/05/26

Ordinary Accounts

CIL/Funds 0808	£289.62
Current Account	£34,850.86
Petty Cash	£0.00
Savings 0811	£44,978.81
	£80,119.29
Total	£80,119.29

Bank Account Transfers

Start of year 01/04/26

Date	Amount	Debit	Credit	Cheque Ref.	Reason
01/05/26	£14,023.00	Current Account	Savings 0811		gain interest and its not spending money yet

Received Income Transactions

Start of year 01/04/26

received between 01/05/26 and 31/05/26

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
BACS260520A R	20/05/26	64	37	£31.25	£0.00	£31.25		140/2	 Rent Half Plot 75b for half a year remaining plus half plot deposit.
BACS260520A R	20/05/26	65		£62.50	£0.00	£62.50		140/2	 plot 5 new tenancy 25_26
Total				£93.75	£0.00	£93.75			

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	137	
BACS260513AD	13/05/26	200		£19.80	£0.00	£19.80		Smarty (Clerk Expense)	Mobile phoen March & april 26 and CCTV March and april 26	5100/5	☐
BACS260513EW	13/05/26	195		£528.00	£88.00	£440.00	HR	Ewing Accounts Services	Monthly payroll processing for 1 em	2500	☐
BACS260513HE	13/05/26	198		£127.50	£0.00	£127.50		Holkham Estates	rentals greens, playimngfield, fairstead green	5200/2	☐
BACS260513NALC	18/05/26	194		£236.47	£0.00	£236.47	Admin	Norfolk ALC	Membership 26_27	3200/1	☐
BACS260513TURAS	13/05/26	193		£240.00	£0.00	£240.00	Finan	Turas Tina Cunnell	Internal independent auditor 25_26	1000/1	☐
BACS260513WP	13/05/26	199		£3.80	£0.00	£3.80		Annalisa Dovey	Printing and corrcetd over payment from last month of 70p	6100	☐
dd260520AW	20/05/26	202		£6.63	£0.00	£6.63	A & A	Anglian Water Business	5the april 4th may 2026 Pavillion w	5100/2	☐
DD260520EON	20/05/26	201		£45.56	£2.17	£43.39	A & A	Eon	Pavilion electric april 2026	5100/1	☐
DD260528SE	28/05/26	203		£168.51	£8.02	£160.49	A & A	SSE Energy Solutions	streetlight elecric	5100/3	☐
dd260531UTB	31/05/26	204		£7.00	£0.00	£7.00	Finan	Unity Bank	service charge may 26	1100	☐
				£1,383.27							
				£1,219.29	Confidential						
Total				£2,602.56	£98.19	£2,504.37					

Bank Account Reconciled Statement

Savings 0811	20460811	60-83-01
Statement Number	14	Bank Statement No. 14
Statement Opening Balance	£30,955.81	Opening Date 01/05/26
Statement Closing Balance	£44,978.81	Closing Date 31/05/26
True/ Cashbook Closing Balance	£44,978.81	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/05/26	Transfer		0.00	14,023.00	44,978.81

Uncleared and unrepresented effects

Total uncleared and unrepresente	0.00	0.00
Total debits / credits	0	14023

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Petty Cash

Statement Number	14	Bank Statement No.	14
Statement Opening Balance	£0.00	Opening Date	01/05/26
Statement Closing Balance	£0.00	Closing Date	31/05/26
True/ Cashbook Closing Balance	£0.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	0.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

CIL/Funds 0808

20460808

60-83-01

Statement Number	14	Bank Statement No.	14
Statement Opening Balance	£289.62	Opening Date	01/05/26
Statement Closing Balance	£289.62	Closing Date	31/05/26
True/ Cashbook Closing Balance	£289.62		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	289.62

Uncleared and unrepresented effects

Total uncleared and unrepresente	0.00	0.00
Total debits / credits	0	0

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Current Account

20431976

60-83-01

Statement Number	14	Bank Statement No.	14
Statement Opening Balance	£51,382.67	Opening Date	01/05/26
Statement Closing Balance	£34,850.86	Closing Date	31/05/26
True/ Cashbook Closing Balance	£34,850.86		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/05/26	Transfer		14,023.00	0.00	37,359.67
13/05/26	BACS260513AD	Multiple Suppliers/ Customers	787.36	0.00	36,572.31
13/05/26	BACS260513EW	Ewing Accounts Services	528.00	0.00	36,044.31
13/05/26	BACS260513HE	Holkham Estates	127.50	0.00	35,916.81
13/05/26	BACS260513HMRC	HMRC	218.31	0.00	35,698.50
13/05/26	BACS260513NPF	Norfolk Pension Fund	233.42	0.00	35,465.08
13/05/26	BACS260513TURA S	Turas Tina Cunnell	240.00	0.00	35,225.08
13/05/26	BACS260513WP	Annalisa Dovey	3.80	0.00	35,221.28
18/05/26	BACS260513NALC	Norfolk ALC	236.47	0.00	34,984.81
20/05/26	BACS260520AR	Multiple Suppliers/ Customers	0.00	93.75	35,078.56
20/05/26	dd260520AW	Anglian Water Business	6.63	0.00	35,071.93
20/05/26	DD260520EON	Eon	45.56	0.00	35,026.37
28/05/26	DD260528SSE	SSE Energy Solutions	168.51	0.00	34,857.86
31/05/26	dd260531UTB	Unity Bank	7.00	0.00	34,850.86

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	16625.56	93.75

Reconciled by Annalisa Dovey

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Burnham Market Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
205		£201.60	£201.60	5300/4	04/06/26		EM Kelly - Installation of new defib case	
206		£43.63	£43.63	5100/1	04/06/26	May 26	Eon - 1st may 31st may pavillion electric	
207		£438.88	£438.88	5300/5	04/06/26		Heronwood Stephen Hansed - Grass cutting: Dates of cuts May 6th, 27th Two cuts Village Green Big Field Pond area Old Church	
208		£60.00	£60.00	5300/12	04/06/26	10689	Cozens - streetlight monthly contract april 26	
209		£60.00	£60.00	5300/12	04/06/26	10773	Cozens - may streetlight monthly contract	
210		£690.00	£690.00	5300/14	04/06/26	10803	Cozens - streetlight emergency call out	
211		£14.00	£14.00	6200	04/06/26		Annalisa Dovey - land registry searches x 2 - methodist church & playingfield	
212		£260.59	£260.59	3000	04/06/26	3120	Norfolk ALC - website hosting and managements	
213		£11.50	£11.50	3001	04/06/26	may26	Annalisa Dovey - witley press printing for May meeting - AGAR etc	
Sub Total		£1,780.20	£1,780.20					
Total		£1,780.20	£1,780.20					

Signature

Date

Signature

Account Management Policy

1. Purpose

This policy sets out how the Council will manage its bank accounts and cash balances to ensure that public funds are safeguarded, readily available when required, and managed in a prudent and efficient manner.

2. Objectives

The Council shall:

- Safeguard public funds.
- Maintain sufficient liquidity to meet its financial obligations.
- Ensure funds are available when required for operational purposes.
- Seek to maximise interest earned on surplus funds, whilst prioritising security and accessibility.
- Comply with all relevant legislation, Financial Regulations, and audit requirements.

3. Bank Accounts

The Council shall maintain:

- A Current Account for day-to-day financial transactions.
- One or more Savings or Deposit Accounts for surplus funds and reserves.

All accounts shall be held with financial institutions approved by Council.

4. Current Account Management

The Current Account shall normally maintain a balance equivalent to approximately two to three months of anticipated expenditure.

The Responsible Financial Officer (RFO) shall monitor balances regularly and ensure sufficient funds are available to meet the Council's commitments.

Where the Current Account balance exceeds operational requirements, surplus funds shall be transferred to an approved savings or deposit account.

Where the Current Account balance falls below operational requirements, funds may be transferred from savings or deposit accounts to maintain adequate liquidity.

5. Savings and Deposit Accounts

Funds not required for immediate operational expenditure shall be held within approved savings or deposit accounts where appropriate.

When determining where funds should be held, the Council and RFO shall have regard to:

- Security of funds.
- Accessibility of funds.
- Interest rates available.
- The timing of anticipated expenditure.
- The level and purpose of Council reserves.

The Council may hold funds across more than one institution where this is considered beneficial for security or financial management purposes.

6. Transfers Between Accounts

The RFO is authorised to transfer funds between Council accounts in order to:

- Maintain appropriate operational balances.
- Protect funds.
- Manage cash flow requirements.
- Maximise returns on surplus funds.

All transfers shall be recorded within the Council's accounting records and reported to Council as part of routine financial reporting.

7. Monitoring and Reporting

Bank balances shall be reported to Council as part of regular financial reporting.

The RFO shall monitor cash flow throughout the financial year and advise Council of any significant issues affecting liquidity or the management of Council funds.

8. Responsibility

The Council retains overall responsibility for the management of its funds.

The Responsible Financial Officer shall be responsible for implementing this policy and ensuring that Council funds are managed in accordance with this policy, the Council's Financial Regulations, and all applicable legislation.

Reserves Management Policy

1. Purpose

The Council maintains reserves to:

- Support sound financial management.
- Meet future liabilities and commitments.
- Manage identified risks.
- Fund future projects and asset replacement.
- Provide financial resilience.

This policy should be read alongside the Council's Financial Regulations.

2. Types of Reserve

The Council maintains two types of reserve:

General Reserve

The General Reserve provides financial resilience and may be used to manage:

- Unexpected expenditure.
- Budget overspends.
- Inflationary pressures.
- Temporary income shortfalls.
- Other unforeseen costs.

The Council will aim to maintain a General Reserve equivalent to approximately six months of annual budgeted expenditure.

Earmarked Reserves

Earmarked Reserves are funds set aside for a specific purpose, project, liability, asset replacement programme, or identified risk.

The Council's current Earmarked Reserves are listed in the Reserve Schedule attached to this policy.

3. Use of Reserves

The General Reserve may be used for any lawful Council purpose following approval by Council.

Earmarked Reserves should normally only be used for the purpose for which they were established.

Where grant funding is secured for a project, the relevant Earmarked Reserve may be used as match funding or as the Council's contribution towards the project.

The Community Projects and Opportunities Reserve may be used to support emerging projects, grant opportunities, partnership initiatives, feasibility work, and other one-off opportunities approved by Council.

All use of reserves shall be approved by Council and recorded within the Council's accounting records.

4. Emergency Reserve

The Council maintains an Emergency Reserve in recognition of the local risks of flooding, fire, severe weather, and other emergency events.

The reserve may be used to support emergency response, recovery works, or costs incurred before insurance proceeds or external funding are received.

5. Annual Review

Council shall review all reserves each October or November as part of the budget-setting process.

The review shall consider:

- Whether each reserve remains necessary.
- Whether reserve balances remain appropriate.
- Future projects and liabilities.
- Asset replacement requirements.
- Emerging risks and opportunities.

Following the review, Council shall agree:

- The target level of the General Reserve.
- The reserves to be maintained.
- The target value of each reserve.
- Any new reserves to be created or existing reserves to be closed.

The Reserve Schedule shall be updated and formally adopted by Council following the completion of the year-end accounts.

6. Accounting for Reserves

Reserves are accounting designations and do not require separate bank accounts.

Reserve balances shall be recorded within the Council's accounting records.

7. Responsibility

The Council is responsible for setting reserve levels and approving the use of reserves.

The Responsible Financial Officer shall maintain reserve records and advise Council on the adequacy of reserves.

Reserve Schedule (example for 27_28 based on where we currently are and what is saved)

The Reserve Schedule shall be reviewed annually and amended by Council resolution where required.

Reserve	Purpose	Target (£)	Current (£)	Annual Contribution (£)
General Reserve	Approximately six months of annual expenditure	22,500	21000	1500
<u>Ear Marked reserves</u>				
Legal Contingency Reserve	Legal and professional advice, disputes, regulatory matters	Maintain at 8000	8000	0
Election Reserve	Future election costs	Maintain at 8,000	5000	3000
Insurance Reserve	Insurance excesses and uninsured losses	Maintain at 500	0	500
Emergency Reserve	Flooding, fire, severe weather, emergency response	Maintain at 10,000	10,000	0
Playground Replacement Reserve	Future replacement or refurbishment of playground equipment	Build towards (20 years) 60,000	1500	?? (£3000)
Street Testing Reserve	Statutory six-year inspection requirements	Build towards (6 years) 2000	333.34	333.34??
Village Sign Reserve	Replacement or refurbishment of village signage	Build towards (20 years) 10,000	500	500 ??

Reserve	Purpose	Target (£)	Current (£)	Annual Contribution (£)
Biodiversity Reserve	Annual biodiversity works and environmental improvements	Maintain at 1,000	1,000	As required
Community Projects and Opportunities Reserve	One-off projects and emerging opportunities	Maintain at 2,000	0	2000
Bus Shelter Reserve	Bus shelter improvements and replacement	One off. 2,000	0	2000
Allotment rent deposits	Held to return deposits – target alters as required	Maintain at required level. 1150	1150	As required
Band Stand Project				
Walking Route project				

From: BURNHAM MARKET PARISH CLERK parishclerk@burnhammarketparishcouncil.gov.uk
Subject: Re: Pizza Trade
Date: 1 Ma 2026 at 11:10



Thank you for your email
This will need to be considered by full council at a council meeting. The next one available of this is July.

I have already put it onto agenda for you.

However - some information for you.. and a question..
Are you asking to be on a Green?. In which case council will need discuss.
If you are parking on a road, you must discuss with Highways - Norfolk County Council and comply with all road and traffic legislation.

Thanks,
Annalisa

On 29 Apr 2026, at 20:1

Hi

My names is Antonio and I have a little Pizza Trailer .

Im write you becouse I was looking to trade 1 time a week Pizza in Burnam Market but I dont know where to park becouse I dont know the village really well and I dont want give problem to people.

Im looking to be in Burnam Market Sundays from 4 to 8 pm .

Im sorry if I send this email to the wrong people but is the only email I can find online.

Thank you very much for your time

Kind regards

Antonio

From: cleanup cleanup@West-Norfolk.gov.uk 
Subject: RE: Burnham Market: street cleaning
Date: 14 May 2026 at 09:20
To: Cllr Sam Sandell cllr.Sam.Sandell@West-Norfolk.gov.uk, BURNHAM MARKET PARISH CLERK
parishclerk@burnhammarketparishcouncil.gov.uk



Good morning,

Please accept our apologies for the delay in responding to you.

Unfortunately we have had major staffing issues within our Street Sweeping team for quite a while.

We are now fully staffed, however still playing catch up.

Our Street Sweeper is in Burnham Market this morning to start the village and will aim to complete as soon as possible.

In regards to the car park, this has been allocated to our Northern Grounds Team to complete.

With kind regards

Georgie

Clean Up Department

Public Open Spaces, BCKLWN, Depot, OldMeadow Road, Kings Lynn, PE30 4LA
Tel: 01553 782076

Borough Council of
King's Lynn &
West Norfolk



From: Cllr Sam Sandell <cllr.Sam.Sandell@West-Norfolk.gov.uk>

Sent: 13 May 2026 13:07

To: BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk>

Cc: cleanup <cleanup@West-Norfolk.gov.uk>; Cleanup Admin <cleanup.admin@West-Norfolk.gov.uk>

Subject: RE: Burnham Market: street cleaning

Hello

I emailed the clean up team on the 13th April about the street cleaning and the issues you have raised.

I have never had an acknowledgment of my email or a reply.

I have cc'd them into my reply.

Best Wishes

Sam

Borough Councillor for Burnham with Docking

From: BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk>
Sent: 12 May 2026 16:55
To: cleanup <cleanup@West-Norfolk.gov.uk>
Cc: Cllr Sam Sandell <cldr.Sam.Sandell@West-Norfolk.gov.uk>
Subject: Re: Burnham Market: street cleaning

Hi,

I hope you are well.

Please may I have an update on the below request for urgent street and car park cleaning at Burnham Market.

The yellow lines are almost completely obscured, grates and grills are getting blocked. Both exacerbating safety and flooding concerns above and beyond the excessive accumulated dirt and dust.

And I am receiving multiple complaints every week.,

Thanks,
Annalisa

On 15 Apr 2026, at 15:19, BURNHAM MARKET PARISH CLERK
<parishclerk@burnhammarketparishcouncil.gov.uk> wrote:

Hiya,

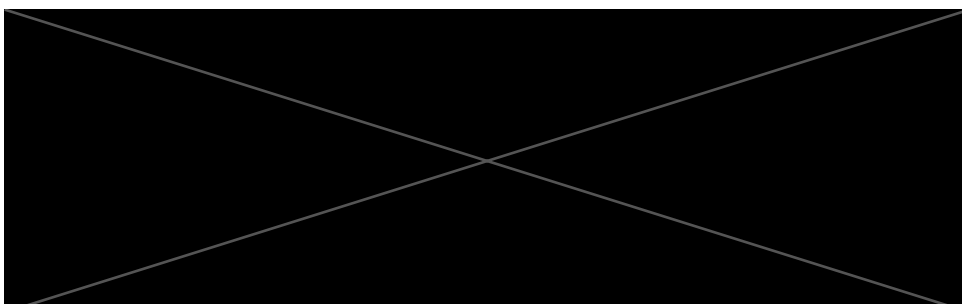
I hope you are all well.

I am getting quiet a few parishoner complaints about the lack of (or ineffectiveness of) the street cleaning in Burnham Market - it hasn't been ddone, there is silt and muck all along the kerbs. I don't know if it just hasnt been scheduled, or if it's been done, but not effectively.

Additional the Borough managed car park remains weed and rubbish ridden also,

Please can it be rectified and please can i have a response that i can go back to the residents and council with?

Thanks a million,
Annalisa



XXXXXX@btinternet.com>

Thanks for following up XXXX.

I have also raised a complaint with county highways about the state of the pedestrian footpath on Friars Lane to the school which is covered in debris after the recent hedge cutting.

Regards
David

On Monday, 13 April 2026 at 15:21:59 BST, Michael Townsend
<ZZZZ@btinternet.com> wrote:

Begin forwarded message:

From: Cllr Sam Sandell <cllr.Sam.Sandell@West-Norfolk.gov.uk>
Subject: RE: Burnham Market
Date: 13 April 2026 at 12:52:16 BST
To: XXXX<XXXX@btinternet.com>

Good afternoon

I hope this email finds you well.

Thank you for your email.

I have passed it onto the relevant department and am waiting a reply.

With Best Wishes
Sam
Borough Councillor for Burnham with Docking

From: Michael Townsend
<XXXXXX@btinternet.com>
Sent: 07 April 2026 11:51
To: Cllr Sam Sandell <cllr.Sam.Sandell@West-Norfolk.gov.uk>
Cc: parish Clerk
<parishclerk@burnhammarketparishcouncil.gov.uk>;
David Cressy <
Subject: Burnham Market

[External Email]
[Confirm the senders email address is genuine,
before clicking on links and replying]

Good Morning Councillor,

You will remember that with your assistance, Last Year, the Car Park in Burnham Market was cleared of most of the Weeds that had grown over the years. I had been unsuccessful in getting the necessary response from the Council.

I am now contacting you regarding the Terrible State of the Kerbs/Gulleys throughout the Village. (My first Photo shows the Silt in the Car Park that was overlooked in the "Sweep" of last Year)

There is such a Build Up of Debris in the Kerbs now that I don't see how a Sweeper Lorry could cope. It needs shovelling to clear the mess. I appreciate that Parked Cars could be an issue in some places.

We had a real problem with Flooding in the Village a couple of years ago which took some time and expense for Anglian Water to overcome. The current situation will create more Silting of the Drain Network.

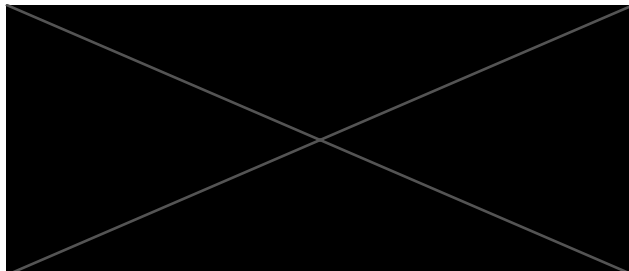
Are you able to assist with Actioning the Department Responsible to deal?

With kind regards,

XXXX XXXXX.

5 XXXXX XXXX,
PE31 XXX.

Be in forwarded message:















Sent from my iPhone

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