

AGENDA for the meeting of the Open Spaces Management Committee

Councillors are hereby summoned to attend the Open Spaces Management Committee meeting which will be held in **St Mary's C of E Primary School** on **14th August 2024 at 8:00 PM** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

Theresa Trotzer Wilson

8th August 2024

OS24/12 Chairman's Welcome and Public Participation

Members of the public are welcome to ask questions or raise matters for members consideration in the first 15 minutes of the meeting.

OS24/13 Apologies for Absence

Elected members who are unable to attend the meeting are requested to email the Clerk with their apologies ahead of the meeting.

OS24/14 Declaration of Interests

OS24/15 Minutes of the Previous Meeting

Members to **AGREE** the minutes of the previous meeting held on May 21st, 2024.

OS24/16 Village Green

i. To **CONSIDER** the Village Green use application for Chairman's Day from Cricket Club.
(attached paper agenda item OS24/16i)

ii. To **CONSIDER** the request from a resident to provide and install a memorial bench with an engraving in recognition of their passed grandfather. Members to **CONSIDER** locations on the Village Green.
(attached paper agenda item OS24/16ii)

iii. To **RECEIVE** an update on the vehicle entrance - highways side.

iv. To **CONSIDER** the quotes received for replacing the fences around the Village Green and what budget heading this will be covered by.

v. To **RECEIVE** an update on the Scheduled Ancient Monument Consent.

vi. To **CONSIDER** applying for the ring drain grant through the Football Association.
(attached paper, agenda item OS24/16vi)

To apply for the grant, quotes have been obtained to verify the cost of the project. At present, Agrostis Turf Consultancy has quoted for two additional meetings on site with a contractor. Waiting on quotes for the ring drain.

vii. To **CONSIDER** any remedial work to benches on the Village Green.

viii. To **DISCUSS** and **CONSIDER** any security measures for the Village Green Entrance.

ix. To **NOTE** that in the February 2024 Open Spaces Management Committee meeting the Parish Council noted that they will agree and action the maintenance agreement at the following meeting. This was not brought to the next meeting due to an oversight, but the maintenance agreement was signed at the April Full Parish Council meeting by the Clerk.
(attached paper, agenda item OS24/16ix)

x. To **AGREE** the final payment of £1840 + VAT for Essex Evictions.

OS24/17 Recreation Ground

i. To **RECEIVE** an update on the Scout Hut Lease.

ii. To **CONSIDER** the position of the Scouts and the Scout Hut. With specific regards to the future of the building and interest for an Under 2s Nursery.

iii. To **CONSIDER** the grant application from Uttlesford Community Grant for play equipment.
(attached paper, agenda item OS24/17iii)

iv. To **REVIEW** the RoSPA report and **CONSIDER** any necessary actions from the report.
(attached paper, agenda item OS24/17iv)

OS24/18 Open Spaces Equipment Checks

i. To **RECEIVE** the open spaces equipment checks for:

- Recreation Ground
- Goal Checks

OS24/19 Other Areas of Outside Space

i. To **RECEIVE** an update on the Tree Survey and **CONSIDER** any remedial work due.
(attached paper, agenda item OS24/19i)

ii. To **CONSIDER** improving the line of sight at the Duke's Head Corner and any quotes received for the work.

iii. To **RECEIVE** an update on the Oversailing License.

iv. To **CONSIDER** the Hedgehog Highway Project.
(attached paper, agenda item OS24/19iv)

OS24/20 Equipment

i. To **RECEIVE** an update on the bollards for the high street.

ii. To **CONSIDER** the purchase of an additional STIHL AK 10 System lithium-ion battery for the Strimmer at £84.00 + Shipping costs.

iii. To **CONSIDER** the purchase of STIHL Nylon Trimmer line blue 1.6mm x 20m for £5.60 inc VAT.

iv. To **CONSIDER** the tractor service due at 600hrs with George Browns at £325 plus vat and a £95 call out to carry out the service on site.

OS24/21 Items for the next Agenda

OS24/22 Date of the next meeting

OS24/23 Confidential Items

i. To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

ii. To **RECEIVE** and **CONSIDER** the updated contract for the Grass Cutting Contractor.

- **Close and Chairman's Signature**

Clerk – Theresa Trotzer Wilson
Email: parishclerk@hatfieldbroadoakpc.gov.uk
Tel: 01279 927150

Minutes for the Open Spaces Management Committee held on 21st May 2024
at 8:00 PM
in the St Mary's C of E Primary School

Those present :

Chair : Cllr M Strutt
Councillors : Cllr K Artus, Cllr S Brown
Officers : T Wilson

OS24/01 Chairman's Welcome and Public Participation

Chairman began the meeting. No public were present.

OS24/02 Apologies for Absence

Apologies were received from Cllr K Beadle, Cllr B Craig, Cllr C Webb, and Cllr P Murphy.

OS24/03 Declaration of Interests

Cllr Strutt declared a non-pecuniary interest for all matters relating to the Village Green as a trustee of the HBO Sports and Social Club, Chair of the HBO Youth Football Club, Chair of the HBO Cricket Club and the Scout hut as secretary of HBO Ch'uan Chang Do Kung Fu Club.

No other interests were declared.

OS24/04 Minutes of the Previous Meeting

It was **RESOLVED** to accept the minutes of the previous meeting held on April 17th, 2024.
(Proposed by Cllr Brown - Seconded by Cllr Strutt - Unanimous)

OS24/05 Village Green

i. An update was received on the Flower Festival and Football Tournament. A section of the field is being cut to allow for a temporary carpark for the festival. Toilets have been delivered for the race and tournament.

ii. **DEFERRED**

iii. An update was received on the vehicle entrance - highways side. The concrete has been poured and is now cured. Currently waiting for Highways for the final section but they have yet to appoint an officer.

iv. An update on was received replacing the fences around the Village Green. Specification has been sent out but currently waiting on quotes to be returned.

v. An update was received on the ring drain report. Currently waiting on a third quote.

vi. An update was received on the progression of refurbishing the paths at the Village Green. Currently exploring available grants.

vii. An update was received on the pedestrian entrance at the Village Green. Waiting on a response from Historic England.

OS24/06 Recreation Ground

i. An update was received on the suggestion of installing a footpath through the recreation ground so as to provide better access for children walking to school. Currently waiting on a contractor to come back with a suggestion and quote.

ii. An update was received on the Scout Hut Lease. Three solicitors have been approached about pricing for leases and potential sub-leases. Waiting on quotes to then be brought back to Full Council.

ACTION: Reapproach previous solicitors used by the council for an additional quote.

OS24/07 Open Spaces Equipment Checks

i. The open spaces equipment checks were received. A quarterly report of the Goal Checks was received at the start of the month and the May playground check is due in at the end of the month. April's was received with no concerns.

OS24/08 Other Areas of Outside Space

i. The completed Tree Survey was discussed. It was suggested to seek quotes by area and risk level and then proceed appropriately.

ACTION: Three red level risk trees near the Ann Lees Path are on Highways land and the Clerk will report these to and any course of action that has come from the working group meeting.

ACTION: Clerk to source quotes

ACTION: Ask Tree surgeons who carried out the Tree Survey to review the copse on the Village Green and clarify the concerns raised on the Tree Survey report and when/if any action is needed.

OS24/09 Equipment

i. An update on the bollards for the high street. The contractor is hoping to have some availability in the coming weeks to install the bollards.

ii. Commemorative D-Day statues are due to arrive on Thursday 23rd May. Installation will be near the Village pump and near the memorial tree on the Village Green.

ACTION: Cllr Artus to install both statues.

OS24/10 Items for the next Agenda

OS24/11 Date of the next meeting

To be confirmed.

Close and Chairman's Signature

Meeting closed at 20:28

Signed by the Chairman:.....

Date:.....

Application for Use of Hatfield Broad Oak Village Green

Your hire fee if applicable will be calculated once your application is submitted and a quote given.

1. Applicant details

Contact name: Anthony Challis

Organisation: HBO Cricket Club

Postal address: [REDACTED]

Post code: [REDACTED]

E Mail: [REDACTED]

Telephone: [REDACTED]

Description of organisation Cricket Club

2. Financial responsibility



Are the details of who should be invoiced the same as above?

Financial Contact name: _____

Postal address: _____

Post code: _____

E Mail: _____

Telephone: _____

3. Event overview

3.1 Regular events

Name of event / Type e.g. Training Session: Chairmans Day

Frequency and dates/times: Sunday 25th August 10am until 10pm

If the event is to be held regularly, please specify frequency and if you are applying for all the events please state, (e.g. regular football, cricket matches and training):



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

3.2 Single Event

Name of event Chairmans Day

Description of event: Day to celebrate the clubs progress over the year and put on an event for current players and past

Date(s) of the event: 25th August

Start time: 10am End Time 10pm

Dates of event set up: Begins 25/08/2024 Ends 25/08/2024

3.3 Event Details and Facilities

Expected maximum audience and participants numbers at any one time 50

3.3.1 Temporary structures

Will you have marquees, or other temporary structures at the event? ☒

If yes please provide details: Local Church Group are letting borrow their tea Tent so will look to erect this on the village green

3.3.2 Sound Systems

Will the event include entertainment / use of sound systems: ☒

If yes please describe: Band or DJ

3.3.3 Parking

What arrangements will be made to ensure that parked cars do not obstruct the verges, footpaths or driveways (cones, wardens etc.): Hoping to use new facilities

3.3.4 Services

Will you require the use of electricity and/or water mains services? ☒

3.3.5 Sanitation

What sanitary provisions will be made?

Will need electrical supply

If portable toilets provided when, please provide details:

Name of Supplier

Date arrival: Date of removal:

4. Public Liability

Do you have public liability insurance? ☒

(Please include proof of insurance with this application)



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

5. Additional Information

Use this box only if need extra space from a previous section or want to provide additional information.

The Marquee that we will be looking to erect can not be a set up and take down on the same day we will have to erect it before hand and then take down at a later date dependent on weather and local availability

6. Declaration

I/We confirm that, to the best of my/our knowledge the information provided in this application is correct and true.

I/We understand that this application will be rejected if the information given is false or misleading.

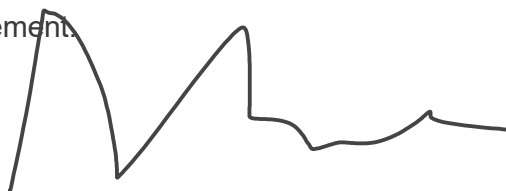
I/We understand that submission of this application does not mean I/we have permission to hold the event and that more information may be required before permission is granted.

I/We have read, understood and agree to comply with Hatfield Broad Oak Parish Council's terms and conditions of hire.

I/We understand that I/we are responsible for obtaining all other necessary licences and/or permissions required for this event.

I/We confirm you have read and understood the above statement.

Name: A Challis

Signature: 

The completed application including any attachments, should be sent either by email to:

parishclerk@hatfieldbroadoakpc.gov.uk

or post to

The Clerk to Hatfield Broad Oak Parish Council
13 Cross Road
Witham, Essex
CM8 2NA



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

- 1. These terms and conditions apply to all events held on the Hatfield Broad Oak Village Green where the gathering will involve more than 20 participants.**
- 2.** The organiser of an intended event shall more than **8 weeks** before the intended start date make written application to the Clerk to the Parish Council for permission to hold the event. Once permission has been granted the applicant becomes the hirer within the terms of these terms and conditions.
- 3.** Not less than **8 weeks** before the commencement of the event the hirer shall provide proof of current public liability insurance. The hirer shall satisfy themselves as to the suitability of the Village Green for their event.
- 4.** Noise emanating from the event must be kept to a reasonable level at all times and, in any event, at such a level not to cause distress to nearby residents.
Amplified music or other sound systems are not permitted unless specific written authority is given.
- 5.** The hirer agrees to payment for any services used during the event upon presentation of an invoice from the Council, which will be settled in 30 days from receipt.
- 6.** All billboard and/or poster advertising, sited on Parish Council land adjacent there to, shall not be erected more than 30 days before the event and shall be removed within 48 hours after the cessation of the event. Illumination is not permitted. Advertisements shall be restricted to details of the event and sponsors only.
- 7.** No activity or event shall be held if, in the opinion of the Council, it is undesirable in nature.
- 8.** The rights of members of the public using the site must be respected and the event must not interrupt their free passage. Any area needing to be roped off shall be with the agreement of the Council and shall be at the hirer's expense.
- 9.** The hirer shall ensure that any codes of practice produced by the Health and Safety Executive are strictly adhered to at all times.
- 10.** Open fires are prohibited. The hirer agrees to take all reasonable precautions against the outbreak of fire.
Fireworks are prohibited except with prior written permission.
Barbecues are not permitted unless they are lifted above ground so as not to scorch or burn the grass. Disposal of hot or used fuels anywhere on the site is prohibited.
The burning of any rubbish whatsoever is prohibited.
- 11.** No growing timber or dead timber is to be cut, felled or removed from the site. The use of dead timber for Barbecues is prohibited.
- 12.** The hirer agrees to ensure that the area is kept clean and tidy and left in a proper condition at the termination of the event. Any structures erected for the event shall be removed within 5 days of the termination of the event unless otherwise agreed in writing. If this condition is not met the Council reserve the right to make the area clean and tidy and charge the hirer accordingly.
- 13.** The hirer shall be responsible for reimbursing the Council for costs of repairing any damage done to the site or any other property on the site.
- 14.** Boot fairs or any sale by auction is prohibited. Commercial or professional traders are not permitted.



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

- 15.** Under no circumstances will the Council accept responsibility for the loss, theft or damage of or to any goods or property brought onto the site by the hirer or anyone authorised by the hirer.
- 16.** No event shall begin before 8.00 am or continue beyond 10.00 pm on any day unless otherwise agreed in writing.
- 17.** The sale of alcohol is prohibited unless otherwise agreed in writing.
- 18.** Hire charges will be determined at the time of application (for most events held by parishioners, the hire charge will be nil).
- 19.** The hirer will reimburse the Council in respect of any damage, loss, costs, expense, actions, demands, proceedings, claims and liabilities made against, suffered or incurred by the Council arising directly or indirectly out of the hirer's use of the Village Green.

These Terms and condition for part of the application process and should therefore be read in conjunction with an application form.

I..... (printed name) confirm that I've read and understood the terms and conditions and that I accept them as part of the usage of the village green.

Signature:

Date:



Havn't thought too much about the plaque but maybe something similar to this with 'In Loving Memory of Michael Dawson 1930-2024' And maybe 'Resident of Hatfield Broad Oak for 93 years' Depends if/what they will allow. And I'm going to stain the bench so it will be darker, happy to maintain it each year too! xxx

16:07



16:07

Agenda Item OS24/16vi

Why apply?

Providing a suitable playing surface is essential to sustain and increase participation in grassroots football, so the Football Foundation is able to provide funding for works to improve the drainage of grass pitches.



You can apply if you're:

- ✓ A not-for-profit football club or voluntary group
- ✓ A Local Authority
- ✓ A County FA
- ✓ A Professional Club Community Organisation
- ✓ An educational establishment providing facilities for the community
- ✓ A registered charity
- ✓ A not-for-profit company
- ✓ A community interest company (CIC) or other social enterprise
- ✓ A company limited by guarantee

You can't apply if you're:

- ✗ An individual or sole trader
- ✗ A national governing body
- ✗ A commercial / for-profit entity
- ✗ A club within the Premier League, Football League, National League System (Step 1 to 6), Women's Football Pyramid (Tier 1 – 4) or the Welsh Premier League
- ✗ Educational establishments providing facilities solely for their students

What we'll fund

- ✓ Capital works recommended in your PitchPower Assessment Report to improve the condition of your pitch where other options (such as improved maintenance) have been exhausted

What we won't fund

- ✗ 'Routine maintenance' such as grass cutting or line marking
- ✗ Capital works to improve the condition of your pitch not recommended in your PitchPower Assessment Report
- ✗ Retrospectively fund any items that have already been purchased or capital projects that have already commenced work prior to an application being submitted.

Grant criteria

Applicants will need to complete a PitchPower inspection for all their pitches that'll be improved using the machinery/equipment before they can apply. Further details on PitchPower can be found [here](#) or please speak to your [County FA](#).

Where the works involve the installation of a piped drainage system, the project should be professionally designed and managed by a suitably qualified sports pitch consultant. Organisations such as the Grounds Management Association (GMA), Sports and Play Construction Association (SAPCA) and The Register of Independent Professional Turfgrass Agronomists (RIPTA) all hold lists of experts in sports pitch construction. Fees for this service can be included within your grant application.

Where a piped drainage installation is discharging into a ditch or other watercourse, permission from the Environment Agency or your local authority may be required. If so, this must be in place before your application is submitted.

We'll also require written confirmation of the landlord's consent to undertake the proposed works, unless you own the facility, or the landlord is included as a joint applicant.

We're not able to fund works deemed as 'routine maintenance'. For enhanced annual pitch improvement works, separate grants are [available](#).

As a result of the works, it'll be expected that grass pitches will be maintained to achieve the GMA's 'Good' pitch quality standard and you'll be required to continue to submit pitch data through PitchPower annually. Details of the Grounds Management Association Pitch Grading Framework can be found [here](#).

Funding

The Foundation can provide a grant of up to **£25,000**, provided this **doesn't exceed 75% of the total project costs**. Where a grant of over £25,000 or 75% of total project costs is required, the applicant should contact their [County FA](#) and/or Foundation Delivery Manager through our [Contact Us page](#) to discuss the project in more detail.





Application

To manage high demand and ensure all clubs/organisations get the funding they need, we ask that applicants make no more than **one application per season** unless otherwise agreed with the Foundation.

Therefore, it's really important that you take time over your application and ensure you've included everything we've asked for. This helps make quicker decisions and prevents you from having to submit multiple applications for the same item.

Please note that we cannot accept multiple sites under one application.

Tenure requirements

We'll ask you to demonstrate that you have the required ownership, by either freehold, or uninterruptable leasehold from the date of grant offer for a varying period, for a length of time dependent on the grant amount:

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years

Document requirements

To ensure your application is processed you should include the following documents:

- Photographs of the pitches, indicating the problem to be resolved via the proposed works
- PitchPower Assessment Report
- Where a piped drainage installation is being proposed, a feasibility study and specification of works from a qualified agronomist or sports pitch consultant
- Plans / drawings / specification / schedule of works
- Two like-for-like quotations from an experienced contractor, based upon the specification
- Evidence of partnership funding
- Environment Agency / local authority approval (if applicable) / Landlord consent to the works

Once your application and supporting documentation have been submitted, you'll receive a confirmation email. Your application will be assessed by our Grant Management Team who'll contact you to discuss your application if they have any queries.

Site Owner and Site User Grass Pitch Maintenance Agreement

INTRODUCTION

This agreement has been developed to guide both site owners and site users (football clubs) who wish to work in partnership to improve the quality of the Grass Football Pitches. It aims to set out the responsibilities of a Club wishing to improve grass football pitches where the pitches are under different ownership such as a Local Authority, School, Town and Parish Councils. It is important for all partners to work together to achieve the common goal of improving the quality of Grass Football Pitches

This agreement relates **only** to the improvement of the grass football pitches at the **named site**. Other agreements may exist for other facilities on the site and they might be subject to other agreements.

ETHOS AND PURPOSE OF THE AGREEMENT

To establish an agreement setting out the roles and responsibilities of each partner to enable them to achieve common aims and objectives to improve the quality of grass pitches at Hatfield Broad Oak Village Green site.

It will set out the role of the Football Club and its contractors and the information required by the Site Owner so that additional maintenance procedures to be carried out safely.

This agreement can be varied to best meet each partner needs and should be used to develop a clear understanding of roles and responsibilities and should be developed in good faith and used as a working partnership document.

The Football Club in the agreement has agreed to sign up to receive Football Foundation Grant Aid for the duration of 10 years to improve the quality of the Grass Football Pitches at the named site.

GENERAL CONTEXT OF PARTNERSHIP AGREEMENT

This agreement is **not a lease**, it is an agreement for the named club to carry out additional maintenance procedures to improve the quality of pitches at Hatfield Broad Oak Village Green site. The site owner is encouraged to ensure that the Football Club partner has priority access to pitch bookings.

THIS AGREEMENT is dated 9 April 2024

BETWEEN:

(1) Site Owner – Hatfield Broad Oak Parish Council

Hatfield Broad Oak Parish Council
13 Cross Road
Witham
Essex
CM8 2NA

(2) Football Club – Hatfield Broad Oak Youth FC,

Hatfield Broad Oak Youth FC
Sun Cottage, High Street,
Hatfield Broad Oak
Bishops Stortford
Herts
CM22 7HE

Football Club be signing up for a period of up to 10 years to the Football Foundation to use their best endeavours to improve the grass pitches at Hatfield Broad Oak Village Green site.

KEY CONTACTS

(1) Key Contact for Site Owner –

Theresa Trotzer-Wilson
Hatfield Broad Oak Parish Council
13 Cross Road
Witham
Essex
CM8 2NA
parishclerk@hbopc.co.uk
01279 927150

(2) Key Contact for Football Club –

Mark Strutt
Hatfield Broad Oak Youth FC
Sun Cottage, High Street,
Hatfield Broad Oak
Bishops Stortford
Herts
CM22 7HE
youthchair@hbopc.co.uk
07825940645

KEY INFORMATION

- (A) Hatfield Broad Oak Parish Council is the owner of Hatfield Broad Oak Village Green site by the way of Freehold or Leasehold
- (B) If leasehold, please state the length of the lease - 99 years lease from
- (C) The football pitches at Hatfield Broad Oak Village Green site are used by Hatfield Broad Oak Youth football club.
- (D) The parties enter into this agreement in order to set out the terms upon which the Club shall engage a contractor to carry out works or carry out the work to improve the quality of the grass football pitches.
- (E) It is advised that the partners in this agreement meet regularly and agree a reporting system to ensure that each partner is kept informed of works.

THE SITE

A pitch layout plan of the Hatfield Broad Oak Village Green site is attached in **Appendix A.**

KEY PARTNER ROLES

Site Owner

The site owner is responsible for the following:

- Giving its permission for Hatfield Broad Oak Youth football club to carry improvement works to the pitches on Hatfield Broad Oak Village Green site as set out the Grass Pitch Assessment report (and in line with their funding agreement with the Football Foundation – delete if not applicable).
- The site owner shall provide an agreed schedule of maintenance to the club that clearly outlines the tasks and frequency for what the site owner is responsible for on an annual basis.
- If the site is accessible to the general public, the Site Owner is responsible for maintaining the relevant public liability insurances.
- The site owner will grant its permission to the Football Club to performance test the pitches using the Football Foundations **PitchPower app.**
- The site owner will discuss any additional site user/ booking requests with the club to ensure that the football pitches aren't being overplayed and the club can continue to meet the required performance standard.

Site Owner Current Maintenance Procedures

List below the current maintenance procedures that are the responsibility of the site owner

Description of Task	Frequency
Grass Cutting	Weekly as needed up to 22
Weed killing	2 per year
Fertiliser	1 per year

Football Club

The football club is responsible for the following:

- Providing an annual schedule of football pitch maintenance works required that are in addition to what is carried out by the site owner.
- Ensuring that the tasks required are carried out in accordance with the GMA recommendations and are performance tested using the pitches using the Football Foundation's PitchPower app.
- Ensure that all works are carried out by club officials or specialist maintenance contractors are in line with current Health and Safety practices.
- Ensure that it keeps accurate records of specialist maintenance contractors commissioned to carry out any pitch improvement works – **Insurance, Method Statement, Risk Assessments, Product Details and Specifications and Safeguarding Certificates (DBS).**
- Ensure that the Site Owner is supplied with the following information from specialist maintenance contractors before any work takes place:

Insurance: The contractor ensures that it always has adequate public liability insurance in place, and it provides a copy of such insurance policies. Recommend £10 million worth of cover.

Method Statement: To ensure contractor method statements are in place for all tasks associated with any works to be undertaken, and to provide on request a copy of such method statements.

Risk Assessment: To ensure risk assessments are in place for all tasks associated with any works to be undertaken and provides a copy of such risk assessments.

Operative Qualifications: It is the contractor's responsibility to ensure that its employees are suitably qualified and training to carry out the planned maintenance procedures. The contractor is required to provide evidence of qualifications for its employees.

Product details/specification: To ensure a detailed specification is in place for **ANY** products that are to be applied during any works undertaken, and to provide on request a copy of such product details/specifications to the site owner.

Safeguarding: In some cases when working on Local authority or School Sites, contractors will be asked to provide evidence of DBS check of its operatives.

Football Club Additional Maintenance Procedures

Give an overview below of the current maintenance procedures carried out by the football club (this should include the guidance given in the Pitch Advisors report).

Description of Task	Frequency
Grass Cutting	Additional as needed
Line Marking	As needed
Decompaction	2 x per year
Deep Slitting	4 x per year
Goal Mouth Repairs (In Season)	Monthly
Surface Grooming	Fortnightly
Application Of Fertiliser	As Required
Overseeding (In Season)	As Required
Application of Selective Herbicide (Weed Treatment)	As Required

Payment of the Planned Additional Maintenance Procedures

Hatfield Broad Oak Youth Football Club has received a Football Foundation Grant towards carrying out additional works set out above and detailed in the Grass Pitch Assessment Report.

Hatfield Broad Oak Youth Football Club is responsible for paying the contractor to carry out the works agreed.

The Football Club should agree with the Site Owner the most cost-effective solution to make this payment.

Changes to this Agreement

This agreement can only be changed with full consultation of all partner agencies and should be done in consultation the relevant County Football Association and the Football Foundation.

This agreement will be subject to review every twelve months, with the first review due to take place in 10 April 2024

Signed by Site Owner:

Name: Theresa Trotzer-Wilson Parish Clerk Hatfield Broad Oak Parish Council

Date: 9 April 2024

Signed by Football Club:

Name: Mark Strutt Chair Hatfield Broad Oak Youth Football Club

Date: 9 April 2024



This form is for project applicants, submitting a proposal to Uttlesford District Council (UDC) for the UK Shared Prosperity Fund. All projects must be completed in this financial year. It is strongly encouraged that all potential applicants apply. Applications are only invited under the following priority intervention:

E11 – Investment in capacity building and infrastructure support for local civil society and community groups. Capital grants of up to £10,000 to create new or upgrade existing play areas.

Priority will be given to applications that fit the following criteria:

- a. Areas of need indicated by the Indices of Multiple Deprivation 2019 and high food bank usage
- b. Projects that deliver play equipment for different ages, including teenagers
- c. Inclusive playgrounds that ensure children of all abilities can play together
- d. Projects in areas where transport links to more central hubs are poor/expensive

Please note that this application is only for projects that can be delivered by 10 March 2025.

The UK Shared Prosperity Fund Prospectus and other related documents are available on GOV.UK. Government applications will be made online.

The Local Partnership Panel will assess all bids submitted. Bids that fail to meet the criteria are ineligible. Should you require any clarification regarding completion of this form, please contact Sue Hayden on 01223 822222.

SECTION 1: APPLICANT INFORMATION

- 1.1) Applicant name (organisation)
- 1.2) Proposal manager name
- 1.3) Proposal manager position
- 1.4) Contact email address
- 1.5) Contact telephone
- 1.6) Postal address
- 1.7) Please confirm the type of organisation
e.g. Local authority, voluntary organisation or registered charity.

SECTION 2: PROJECT SUMMARY

- 2.1) Project name
- 2.2) Project address
- 2.3) Purpose for which grant is requested
Please limit your response to 500 words
- 2.4) What local challenges and opportunities will the project address in Uttlesford District?
Please limit your response to 500 words and give evidence of these challenges and opportunities
- 2.5) Who will be the target beneficiaries of the project in Uttlesford District?
Consideration needs to be made towards the nine protected characteristics under the Equalities Act 2010.
Please also provide details of who the project is open to and what times.
Please limit your response to 250 words
- 2.6) What local support can be demonstrated for the delivery of the project, and does it link with existing services?
Please limit your response to 500 words
- 2.7) Does the project support the delivery of net zero ambitions or wider environmental considerations?
Please limit your response to 250 words

SECTION 3: PROJECT COSTS

3.1) Total cost of your project

Explain how these costs have been calculated.

Please limit your response to 250 words

3.2) Amount of UKSPF funding sought

3.3) Match funding to be provided

Match funding is not a requirement of UKSPF. However, applicants are encouraged to include detail on t

3.4) Explain why the project would not proceed without UKSPF monies? Provide details of other funding :

SECTION 4: PROJECT TIMESCALES AND RISKS

4.1) Please list the key milestones in the delivery of your project. Include start and completion dates.

Other milestones may include, for example, procurement, building work commencement, recruiting sta

4.2) What are the risks in delivering your project and how will you mitigate these risks?

4.3) Have you identified any key fraud risks that could affect UKSPF delivery?

SECTION 5: evaluation

5.1) Describe how the project will be evaluated, in terms of how it was delivered and its impacts

Please limit your response to 250 words



ts read through all the guidance before completing this online form which needs to be submitted by 12pr

he potential for adding value through leverage of other funding to enable us to maximise the impact of UI

n on Thursday 27th June 2024.

Safety Inspection Report

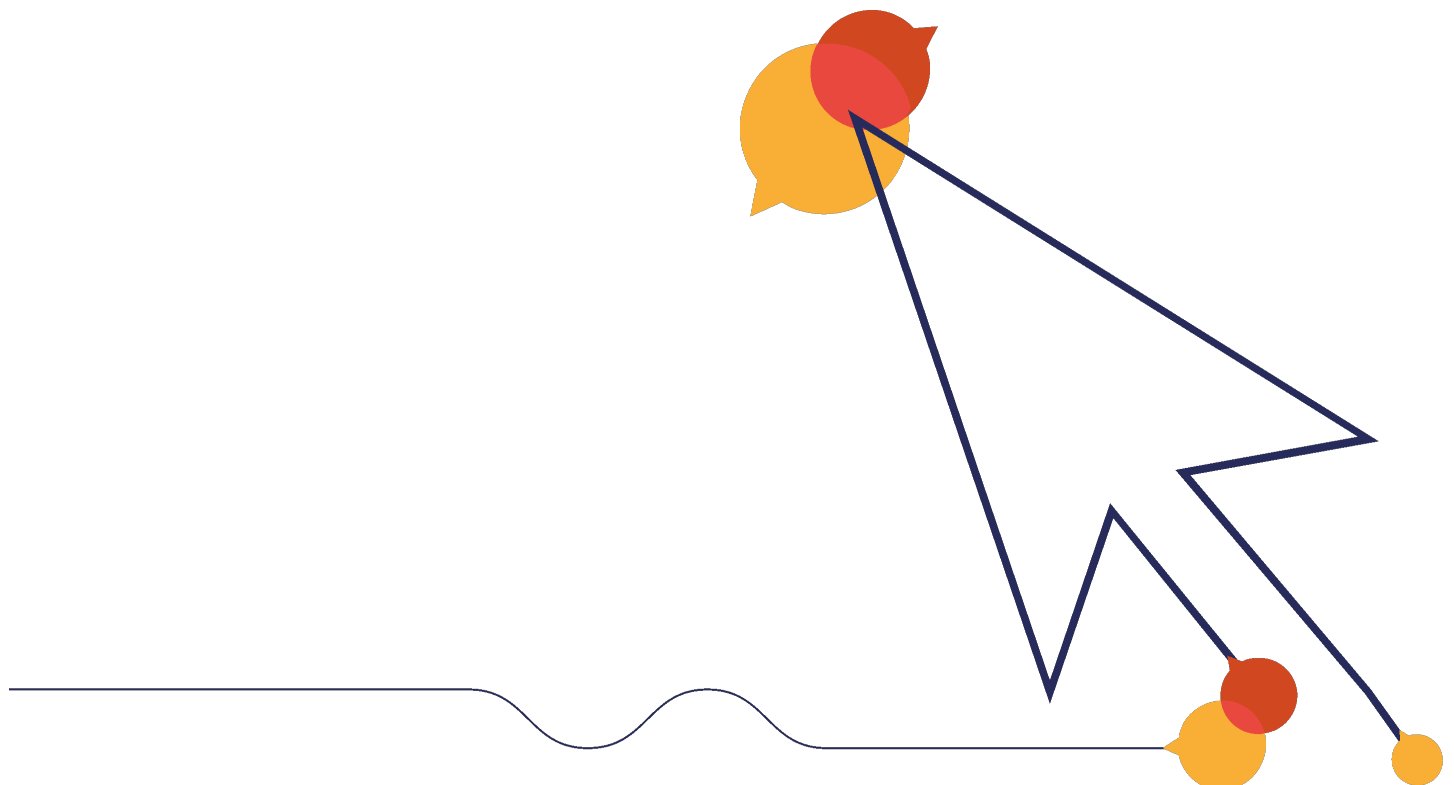
Water Inspection

Pond



Hatfield Broad Oak Parish Council

24 May 2024



Safety Inspection Report

Water Inspection

Site name: **Pond**
Date of inspection: **24 May 2024**
Inspector: **Lewis Heath**



Pond		Innate risk score: 8
Description	Tasks	Risk score
No Findings		

Planting		Innate risk score: 5
Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	7

Signage - Warning - Deep Water		Innate risk score: 2
Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	5

Fencing - Post/Wire		Innate risk score: 3
Description	Tasks	Risk score
Timber is rotting.	Replace.	4

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.

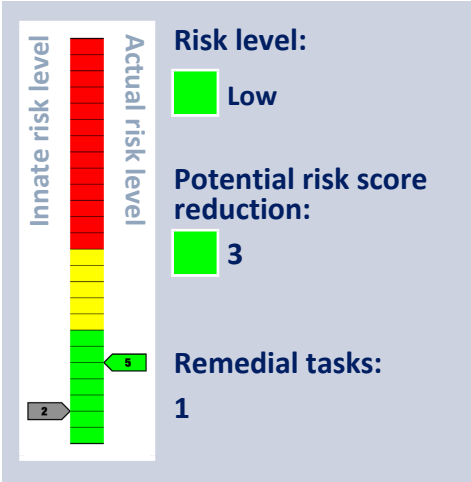
Finding Photos

asset image here asset image here

Surface: Grass

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Signage - Warning - Deep Water



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

One sign at roadside gate only. Recommended that additional signs are added along pond fencing so that is visible from all sides.

Finding Photos



Fencing - Post/Wire



Innate risk level

Actual risk level

3

4

Risk level:

Low

Potential risk score reduction:

1

Remedial tasks:

1

Maintenance Finding

Description
Timber is rotting.
Tasks
Replace.
Note
Several posts are rotting beneath surface.

Risk level:

Low

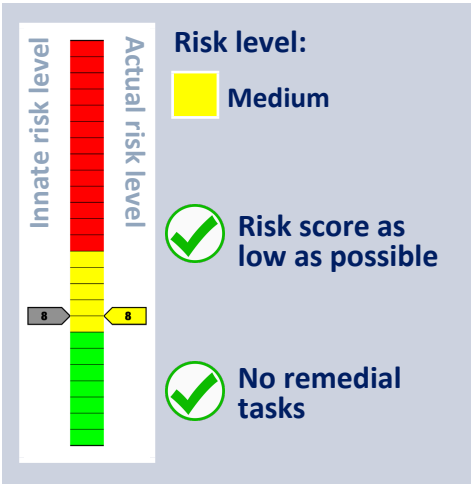
Risk score:

4

Finding Photos



Pond



Planting



Innate risk level

Actual risk level

5

7

Risk level:

Low

Potential risk score reduction:

2

Remedial tasks:

1

Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Planting area is overgrown around the perimeter of the pond and is difficult to see where the pond edge starts and where ground is solid. There are also steep banks leading to the pond. Recommend the area is thinned out and area around the pond is clearly made visible to users of the park/pond.

Finding Photos



Risk level:

Low

Risk score:

7

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

General Notes

The owners or operators of water features have a duty of care to the users. In preparing this report due consideration has been given to the location, probable intensity of use and resultant resources likely to be available to ensure adequate maintenance and upkeep of facilities.

Any recommendations contained within this report should be programmed into future budgets and programmes for improvement.

It would not normally be necessary for RoSPA to review the water feature for approximately five years unless any major alterations have taken place in the intervening years. However, the operator should review the report on a routine basis.

When determining the risk of various facilities, due account is made of the activities likely to take place and the locations and proximities involved.

This report was commissioned to review the safety considerations for public access to the water feature.

The RoSPA consultant conducted a visit on the date shown above and the comments and recommendations are based on this site visit.

In carrying out this safety review RoSPA would point out that audits and reviews are by nature sampling exercises; therefore the reviewer cannot guarantee to identify all safety hazards.

Observation and review form opinion, therefore absence of comment on any issues should not be taken to imply that the site is completely safe. It is implicit in these recommendations that those responsible for the site keep the safe operating procedures and risk control arrangements under review.

In reviewing the water feature and identifying any risks from this site and subsequent *recommended* control mechanisms resulting from this, the RoSPA consultant has taken into account the best practice identified in the guidance '*Safety at inland water sites – operational guidelines*'.



General Notes

What are the generic risks to staff and members of the public?

Death from accidental drowning can usually be accounted for through one or more of the following factors: -

- Uninformed or unrestricted access to the water hazard
- Ignorance, disregard or misjudgement of the danger
- Lack of supervision
- Inability of the victim to cope (or be rescued) once in difficulty

Although each of the above may be a contributory factor, the major cause of potential drowning on any site will be *ignorance or misjudgement of the danger*.

The starting point to establish a safe site is to develop a safety management system. This is to be based upon acknowledged good practice and design principals as contained in, for example, HSE publication (HS (G) 65) 'Successful Health and Safety Management' and British Standards Institution 'Guide to Operational and Safety Management Systems' (BS 8800; 1966). Both documents stress that the key to adopting a planned approach to safety management lies in developing an effective approach to risk assessment.

This report has been produced using the Royal Society for the Prevention of Accidents' recommendations relating to the edge protection and water safety measures. The site operator should be aware of their responsibilities to implement the measures identified in this report and continue to monitor the situation. Regular documented inspections by the site operator to identify any possible variations in conditions or state of the area/equipment should be undertaken.





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Watchfield
SWINDON
SN6 8TY
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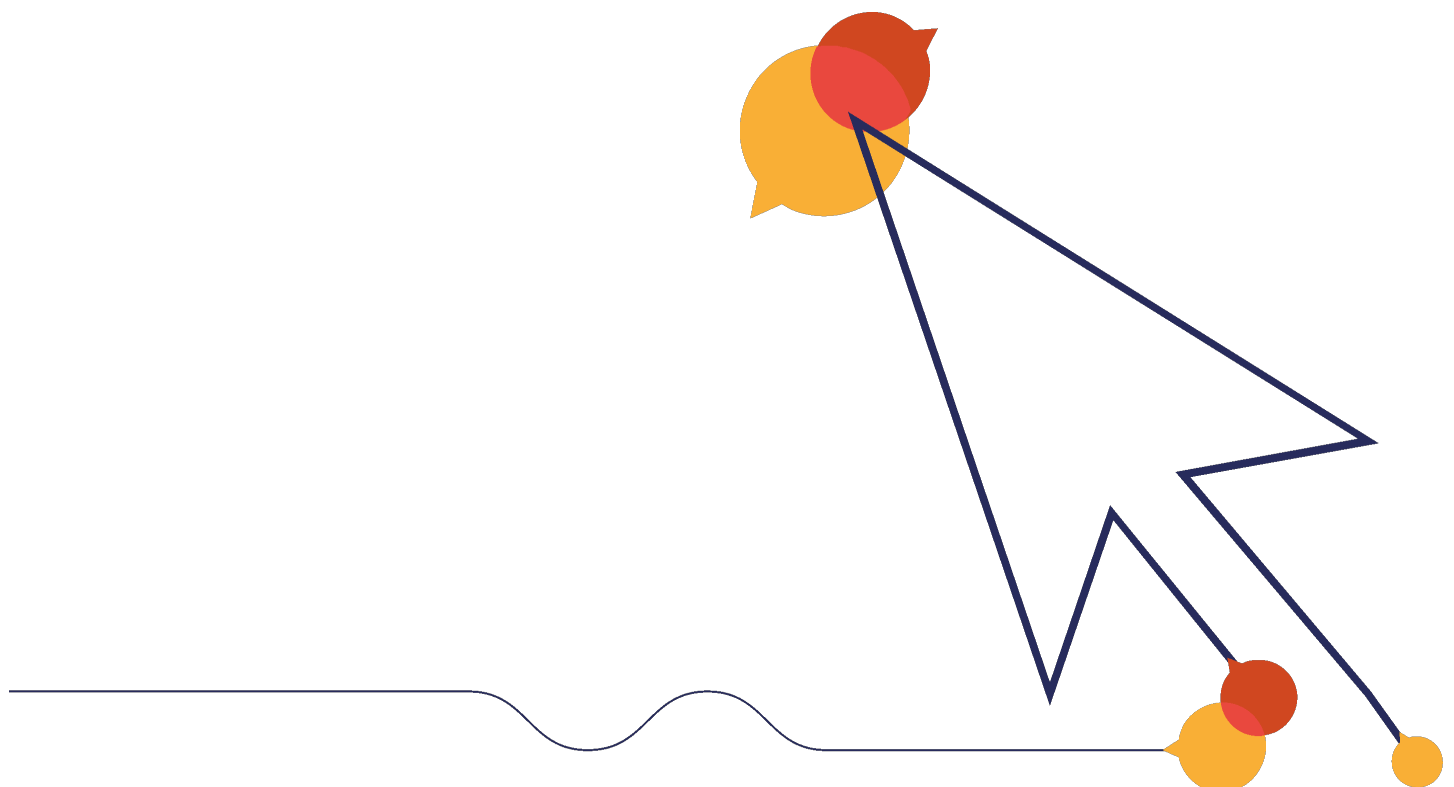
Safety Inspection Report

Annual Inspection

Recreation Ground off Broad Oak

Hatfield Broad Oak Parish Council

24 May 2024



Safety Inspection Report

Annual Inspection

Site name: **Recreation Ground off Broad Oak**
Date of inspection: **24 May 2024**
Inspector: **Lewis Heath**



Litter Bins

Innate risk score:

 2

Description	Tasks	Risk score
Bin is full.	Empty the bin.	 7

Seating - Benches x 3

Innate risk score:

 3

Description	Tasks	Risk score
Timber is decayed.	Check on a routine basis., Read the notes for further action.	 7
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

Shelter / Play House

Innate risk score:

 3

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	 7
Additional comments are noted below.	Monitor.	 4

Seating - Picnic Tables

Innate risk score:

 3

Description	Tasks	Risk score
Bolt cap damaged.	Read the notes for further action.	 6

Seating - Bench

Innate risk score:

 3

Description	Tasks	Risk score
Trip points on the surface.	Build up surface level to remove trip points.	 6

Signage

Innate risk score:

 2

Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	 5

Gates

Innate risk score:
 4

Description	Tasks	Risk score
No Findings		

Multiplay - Senior

Innate risk score:

 6

Description	Tasks	Risk score
Timber is decayed.	Replace affected parts.	 10
Bolt(s) loose.	Tighten.	 7
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.	 5
There is wear on the platform.	Repair.	 5
There is graffiti on the unit.	Remove.	 0

Swing - Junior - 1 Bay 2 Seat

Innate risk score:

 5

Description	Tasks	Risk score
Timber is decayed.	We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details.	 9
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.	 8
Swing seat rubber is deteriorating / degrading.	Replace when metal is exposed.	 7
The distance between the seat side and the support is insufficient.	No reasonably practicable action is identified.	 4

Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat

Innate risk score:

 6

Description	Tasks	Risk score
There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact	We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details., Replace decayed components where	 9
Bolt(s) loose.	Tighten.	 8

Primary Items Summary

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.	7
Cap missing.	Replace.	5

Rocker - 4 Seat

Innate risk score:
 3

Description	Tasks	Risk score
The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit.	Read the notes for further action.	9

Goal Posts

Innate risk score:
 8

Description	Tasks	Risk score
Item has some parts missing.	Replace the missing parts.	7
Loose in ground.	Reset., Repair.	6

Rocker - Horse

Innate risk score:
 3

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	8
Vandalised (arson).	Repair.	5
Protruding handles / foot rests.	No reasonably practicable action is identified.	3

Climber - Frame & Net

Innate risk score:
 5

Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	8
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

Primary Items Summary

There are natural splits / shakes in the timbers.	DO NOT fill shakes. Monitor and sand back any splintered edges as required., DO NOT fill shakes. Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp., DO NOT fill	6
---	---	--------------------------

Rocker - 2 Seat

Innate risk score:
 4

Description	Tasks	Risk score
The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit.	Read the notes for further action.	7

Play Boat

Innate risk score:
 3

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	5

Multiplay - Toddler

Innate risk score:
 3

Description	Tasks	Risk score
Bolt(s) loose.	Tighten., Read the notes for further action.	5

Carousel - Bowl

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.

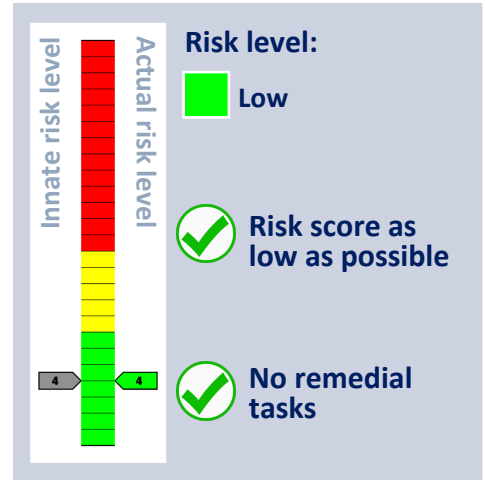
Finding Photos

asset image here asset image here

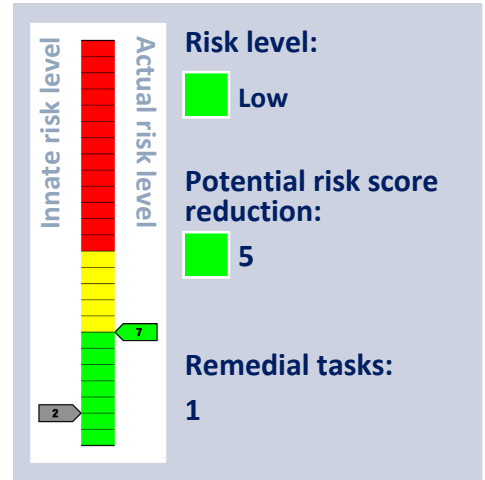
Surface: Grass

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Gates



Litter Bins



Maintenance Finding

Description

Bin is full.

Tasks

Empty the bin.

Risk level:



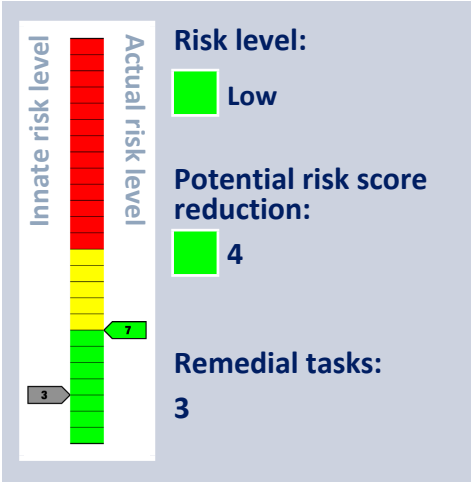
Risk score:



Finding Photos



Seating - Benches x 3



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



Maintenance Finding

Description

Timber is decayed.

Tasks

Check on a routine basis., Read the notes for further action.

Note

Bench top/s are decaying and splintered. Repair/replace.

Risk level:

Low

Risk score:

7

Finding Photos



Seating - Picnic Tables



Innate risk level

Actual risk level

3

6

Risk level:

Low

Potential risk score reduction:

3

Remedial tasks:

1

Maintenance Finding

Description
Bolt cap damaged.
Tasks
Read the notes for further action.
Note

Replace damaged caps.
Cut back unused bolt threads and install caps.

Risk level:

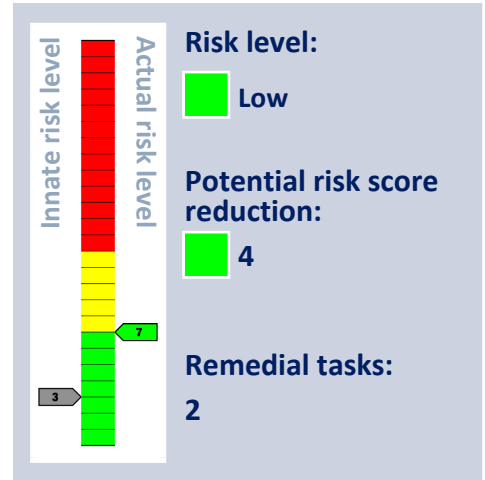
Low

Risk score:

6

Finding Photos





Maintenance Finding

Bolt(s) loose.

Tighten.

Roof bolts to supports.



Finding Photos



Maintenance Finding

Description

Additional comments are noted below.

Tasks

Monitor.

Note

Thin material used in roof could be easily damaged by misuse and/or vandalism.

Risk level:

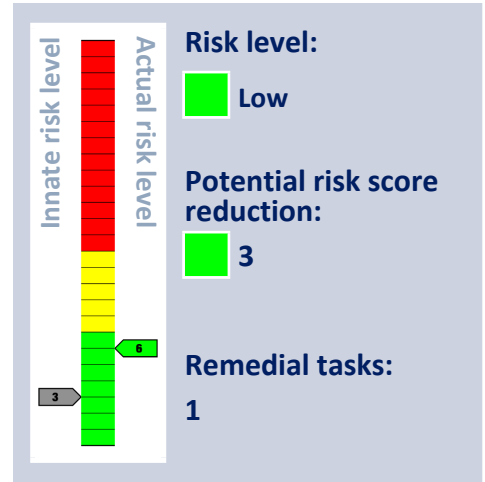
 Low

Risk score:

 4

Finding Photos

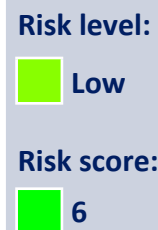




Maintenance Finding

Trip points on the surface.

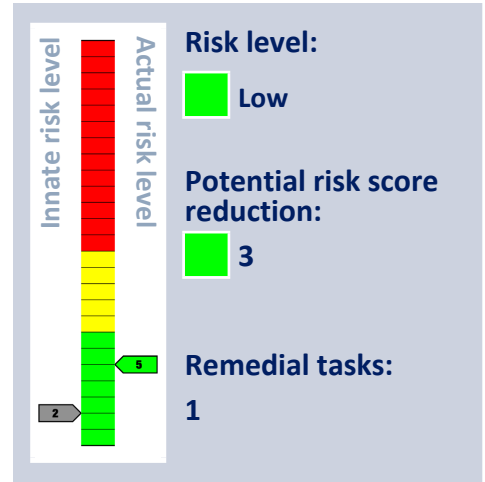
Build up surface level to remove trip points.



Finding Photos



Signage



Maintenance Finding

Description

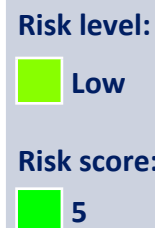
Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Clean sign.
Consider installing signs at both entrance points.



Finding Photos



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Corner frame missing on one goal.

Risk level:

Low

Risk score:

7

Finding Photos



Swing - Junior - 1 Bay 2 Seat

Manufactured by (Unknown)

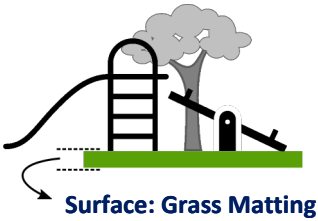
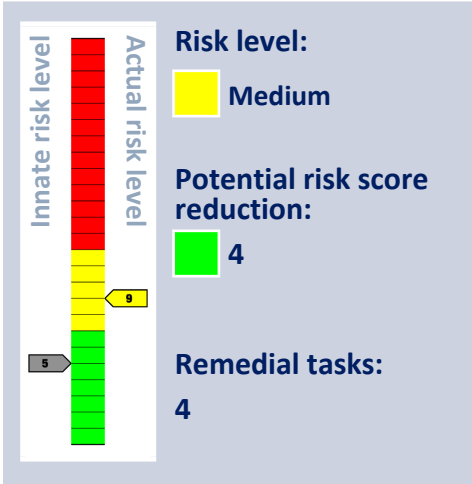


Standards:



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

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.



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

Also mower and arson damage.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Swing seat rubber is deteriorating / degrading.

Tasks

Replace when metal is exposed.

Risk level:

Low

Risk score:

7

Finding Photos



Maintenance Finding

Description

Timber is decayed.

Tasks

We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details.

Note

Posts are decaying at ground level. Replace when necessary.
Slight hollow pitch when tested. Resistance penetrating tested recommended.

Risk level:

Medium

Risk score:

9

Finding Photos



Standard Compliance Finding

Description

The distance between the seat side and the support is insufficient.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

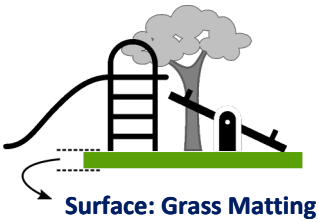
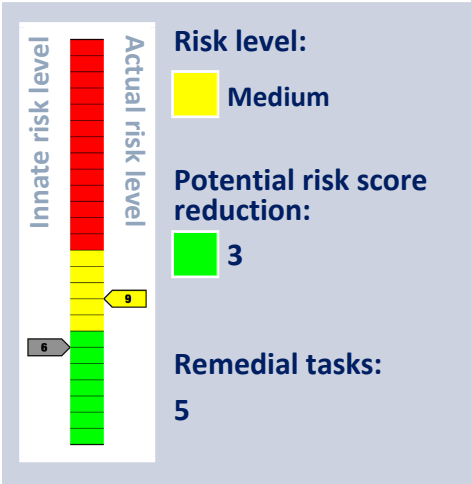
4

Finding Photos



Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat

Manufactured by (Unknown)



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

Cap missing.

Tasks

Replace.



Finding Photos



Maintenance Finding

Description

There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.

Tasks

We recommend resistance penetration testing to determine the internal condition of the timber. We can undertake this testing at additional cost. Please contact us for details., Replace decayed components where possible and plan replacement of item. Check on a routine basis, especially at ground or foundation level.

Note

Monitor all timber items for decay throughout the year due to softening at ground level. Replace affected parts if found.
Top bar provided a hollow pitch when tested. Resistance penetrating test recommended.

Risk level:

Medium

Risk score:

9

Finding Photos



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Swing hanger/s are loose to top bar and at a slight angle creating excess wear in the future. Secure fittings.
Eye bolts on accessible seat.

Risk level:

 Medium

Risk score:

 8

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.

Risk level:

 Low

Risk score:

 7

Finding Photos



Rocker - Horse

Manufactured by Ledon A/S



Innate risk level

Actual risk level

3

8

Risk level:

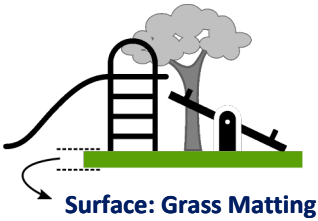
Medium

Potential risk score reduction:

5

Remedial tasks:

3



Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017
The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Panel bolts. Tighten.
Spring connector bolts. Tighten.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Vandalised (arson).

Tasks

Repair.

Risk level:

Low

Risk score:

5

Finding Photos



Standard Compliance Finding

Description

Protruding handles / foot rests.

Tasks

No reasonably practicable action is identified.

Risk level:

Very low

Risk score:

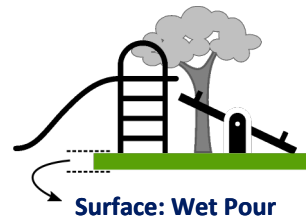
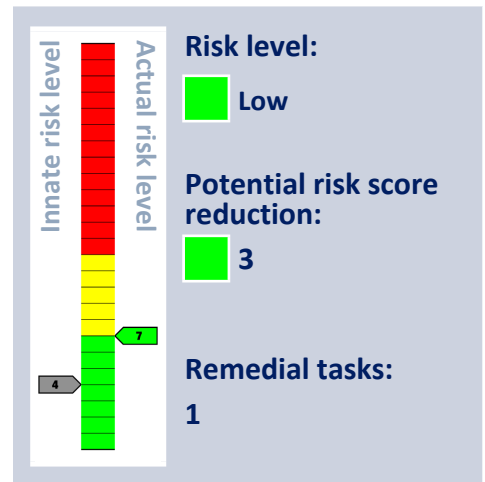
3

Finding Photos



Rocker - 2 Seat

Manufactured by Ledon A/S



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

The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit.

Tasks

Read the notes for further action.

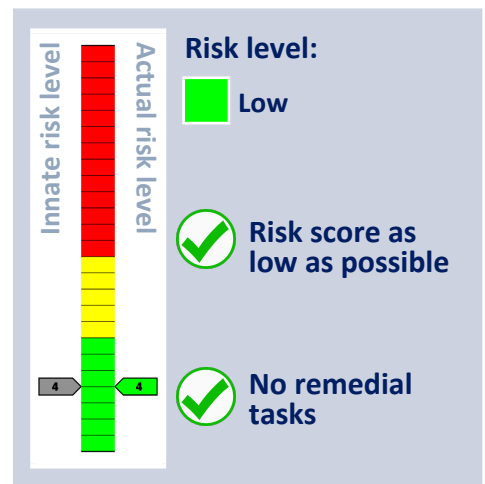
Note

Descale.

Finding Photos



A large, shallow, metallic bowl-shaped object, possibly a discarded sink or tub, sits on a patch of grass and weeds. The object is silver-colored with some wear and a dark rim. It is positioned in the foreground, slightly to the left of the center. In the background, a wooden bench is visible on a lawn, and the overall scene is outdoors with green grass and some weeds.



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

Play Boat

Manufactured by (Unknown)



Innate risk level

Actual risk level

3

5

Risk level:

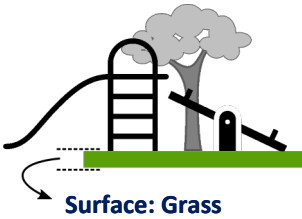
Low

Potential risk score reduction:

2

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

Bolt(s) loose.

Tasks

Tighten.

Note

Steering wheel.

Risk level:

Low

Risk score:

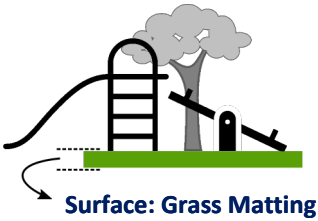
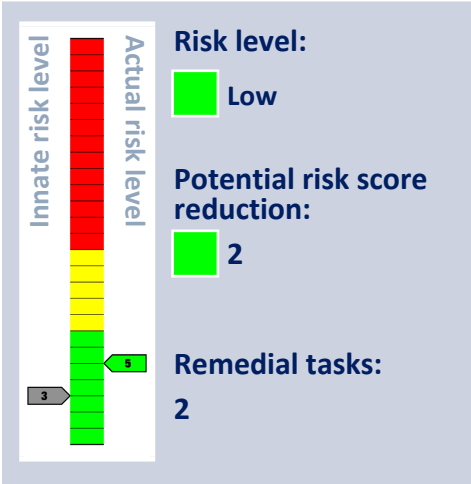
5

Finding Photos



Multiplay - Toddler

Manufactured by Wicksteed Leisure Ltd



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., Read the notes for further action.

Note

Foot holds on bridge and hand hold around slide. Tighten.
Cap/s are missing allowing water ingress into the frame and fixtures. Replace.

Finding Photos



Multiplay - Senior

Manufactured by HAGS SMP



Innate risk level

Actual risk level

6

10

Risk level:

Medium

Potential risk score reduction:

4

Remedial tasks:

5



Surface: Rubber - Mulch - Bonded

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

Chain covers prevent a thorough inspection of all chain links.

Tasks

Remove chain covers to inspect according to manufacturer's instructions, and replace the covers when done.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

There is graffiti on the unit.

Tasks

Remove.

Risk level:
 Very low

Risk score:
 0

Finding Photos



Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Fireman pole climber.
Hand/foot holds on climbing wall.
Binoculars.

Risk level:
 Low

Risk score:
 7

Finding Photos





Maintenance Finding

Description

There is wear on the platform.

Tasks

Repair.

Risk level:

 Low

Risk score:

 5

Finding Photos



Maintenance Finding

Description

Timber is decayed.

Tasks

Replace affected parts.

Note

Ramp timber decayed and hollow. Replace.

Risk level:

Medium

Risk score:

10

Finding Photos



Climber - Frame & Net

Manufactured by A E Evans Ltd



Innate risk level

Actual risk level

5

8

Risk level:

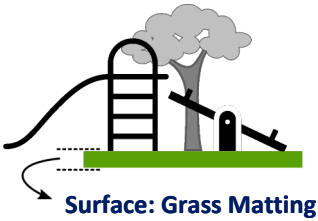
Medium

Potential risk score reduction:

3

Remedial tasks:

5



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

Fixtures loose or missing.

Tasks

Tighten.

Note

Several beams.

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., DO NOT fill shakes. Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp., DO NOT fill shakes. There are shakes running through fixing points. Ensure the fixings are fully secure on regular basis.

Note

Monitor all natural timber shakes. Shakes are creating slight splintering. Smooth off if necessary.
Monitor beam due to natural defects allowing water ingress into beams decaying them from the inside outwards.

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.

Risk level:

Low

Risk score:

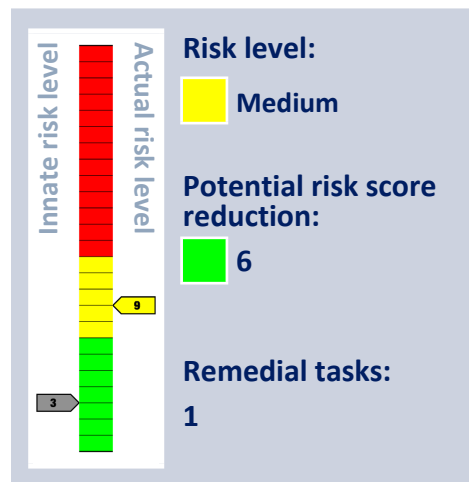
6

Finding Photos



Rocker - 4 Seat

Manufactured by Fahr Industries Ltd



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

The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit.

Tasks

Read the notes for further action.

Note

Descale/replace.

Finding Photos



Risk level:

Medium

Risk score:

9

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

General Notes

Inspection Scope

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

Compliance with Standards

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

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

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

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

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

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



General Notes

What We Inspect

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

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

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

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

What We Don't Inspect

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

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



General Notes

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

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

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

Exposure to Risk

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

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

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



General Notes

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

Inspection Recommendations of relevant standards 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 200mm)
- * Hard surfaces should only be used outside where children fall
- * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

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 (i.e. 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

- * Hand-rail: 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

EQUIPMENT FOR UNDER 3'S

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

EQUIPMENT FOR OVER 3'S

- * 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

- The main change in this area is that the probes should now be applied to accesses. 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

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

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. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * 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

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .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: DIN type 10° (BS type) 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 (BS type 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: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 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

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. 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:

EN 1176 Notes – Summary of Requirements

* 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 in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected

Giant revolving discs

* Clearance of underside at lowest point: 300mm * 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 but RoSPA suggests as for rocking items

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

There are no special extra requirements for surfacing areas

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 (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

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

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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





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Arboricultural Appraisal

Hatfield Broad Oak Parish

Report Production: 29/04/2024

Report Reference: TS00123_HATBR_5888



Client: Hatfield Broadoak Parish Council

Report produced by Paul Zepler: FdSc Arb, NC Arb, LANTRA PTI, VALIDATOR Arb

Date of inspection: 22/04/2024

Date of final report production: 29/04/2024

Contact: info@longacretreesurgery.co.uk

Statutory Controls		Mitigation	
TPO	Y	Owner	EDU
TPO potential	Y	Domestic 3 rd Party	N
Cons. Area	Y	Local Authority Intervention	LPA
SSSI	N	Other	N
Local Authority: Ullesford DC			

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1.0 Executive summary

The representatives of Hatfield Broadoak Parish Council have asked 1.1 Longacre Tree Surgery consultation services, to inspect all trees within a designated area. The purpose of this survey is to identify any potential risk associated with the physiological and structural condition of the stock.

A site visit was conducted on 22/04/2024 where an estimated 350 trees were inspected of which forty-five were tagged and mapped.

Inspection was conducted in accordance with the 'Passive *survey*' technique, which will detail condition and priorities in line with the survey specification described within **APPENDIX A**.

Longacre have quantified risk by applying predicted levels of occupancy within the grounds and zoning area in accordance with the resulting footfall, as described within **APPENDIX B & C**.

We have broken down areas into compartments, individual trees were tagged when in proximity to structure or when requiring works to mitigate a physiological or structural concerns, or when blocking pedestrian and/or vehicular progression.

The survey included:

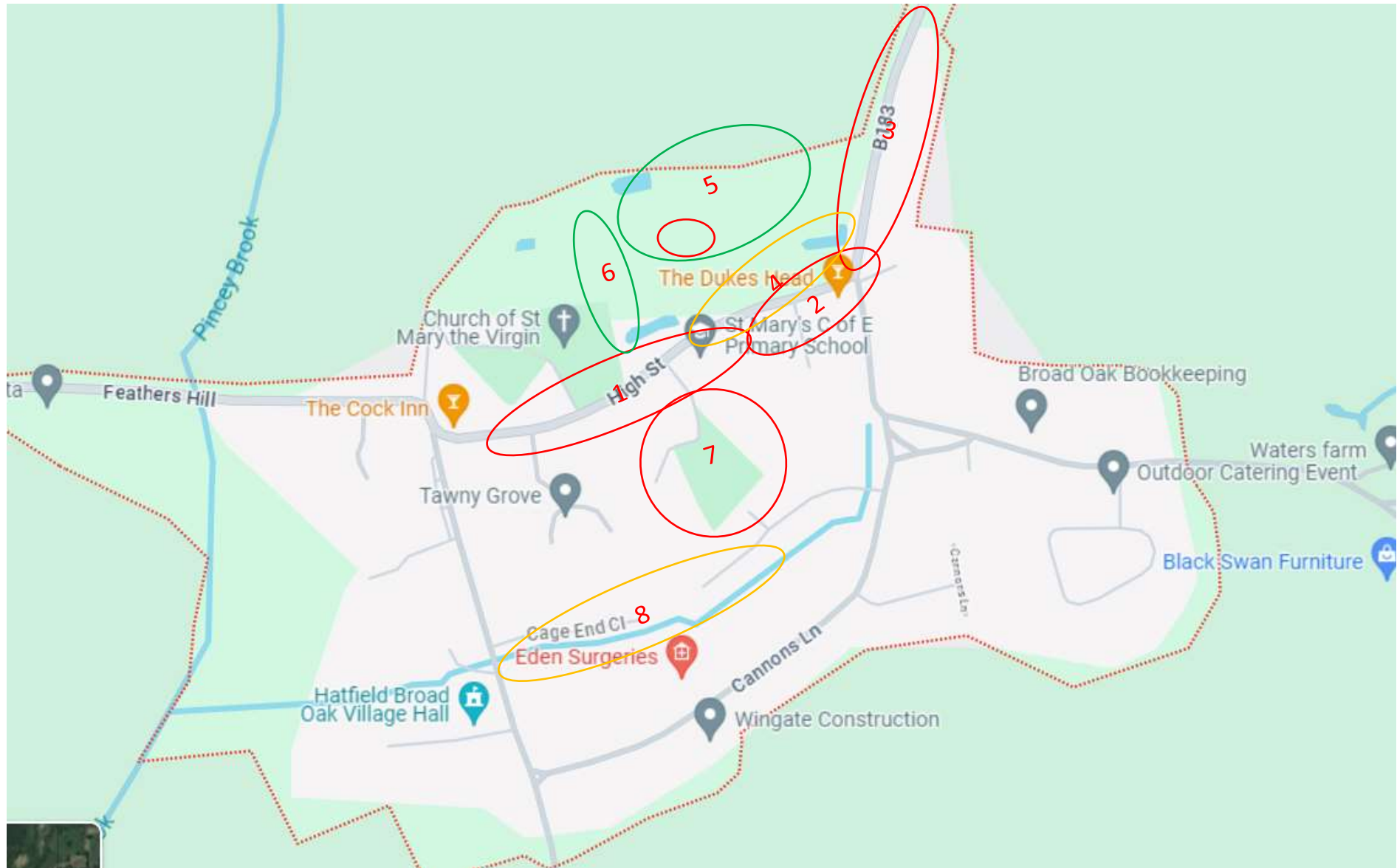
- The site context and observation.
- Tree survey data obtained during a site inspection.
- Analysis of data.
- Discussion, tree works recommendations and conclusion of findings.

1.2 Conclusions are based upon analysis of data obtained during the site inspection which will be referenced against good practice standards.

Inspection was conducted at ground level, including a visual and tactile examination of external features. The principal objective of this survey is to identify any impact to arise throughout the inspected tree stock and offer recommendations to aid in its avoidance.

Visual assessment, in accordance with accepted arboricultural practice, was based on apparent vitality (leaf cover, extension growth), bud production, presence of deadwood and die back, fractured, and detached limbs, evidence of excessive basal movement, bacterial and/or fungal infection and external indications of stem and basal decay likely to affect the structural condition of the tree.

1.3 The areas that have been highlighted for survey have been broken down into compartments from 1 to 8:



2.0 Introduction

- 2.1 Paul Zepler has produced This report, a professional within the arboricultural industry in relation to multiple disciplines within the sector. I currently hold the qualifications of FdSc arb, NC/arb, LANTRA PTI and VALID Arb. I have also worked as an Arboriculture Officer for seventeen years, consulted for ten years and an additional four years working in the industry in a practical capacity.

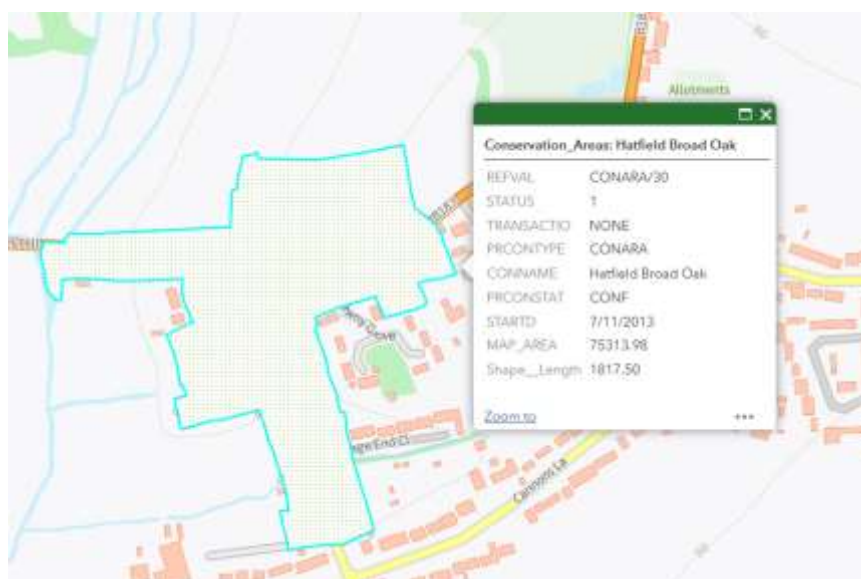
CONTACT DETAILS: info@longacretreesurgery.co.uk / 07435251887

3.0 Site description and local authority constraints

- 3.1 Hatfield Broad Oak is a village and civil parish in the Uttlesford district of Essex, England. The village is approximately 5 miles (8 km) south-east of Bishop's Stortford. Near the church of St Mary the Virgin is former Benedictine priory Hatfield Regis Priory.

The settlement of Hatfield was well established by the time of the Norman Conquest and its *Domesday Book* population of 115 put it as the ninth largest settlement in Essex. At one time a royal manor of Harold I, it fell under the possession of William I. Popular for hunting in the neighbouring forest, its royal patronage led to its becoming known as Hatfield Regis, or King's Hatfield, partly to distinguish it from Hatfield Peverel, also in Essex ([Hatfield Broad Oak - Wikipedia](#)).

- 3.2 The area as a whole is very leafy and rural, with many arboricultural features dotted around in clusters or managed within private gardens. There seems to be an abundance of Sycamore on Parish land, this is likely as a result of some historic clearance that has opened up the green space for self-seeded cultivation though avian usage and not likely as a result of the existing seedbank within the soil, as tends to be the case with Sycamore within southern England.
- 3.3 A portion of the Highstreet (B183) is covered by Hatfield Broad Oak conservation area, this covers a section of compartment one which means that local authority notification is required for a portion of the recommended works:



- 3.4 Tree preservation orders and group preservation orders are prevalent (green areas within the map below), covering trees within compartment 1, 2, 3, 4, 5, 6, 7 and 8. Notably there is a gap between the Highstreet (B183) and TPO reference 2/76/55 which is the most northern group TPO on the map. This may mean that the trees within compartments 1 and 2 are not governed by this preservation order, but this would need to be qualified by the respective Local Planning Authority. Trees within all other compartments are under preservation and as such require local authority consent before works can commence.



4.0 Statutory obligations

4.1 Duty of Care:

Under British common law, the owner of the land on which a tree stands, together with any party who has control over the tree's management owes a duty of care to all

people who may be injured by the tree. The duty of care is to take reasonable care to avoid acts or omissions that cause a foreseeable risk of injury to persons or property.

- 4.2 The Occupiers Liability Act (1984) and Health and Safety at Work Act (1974) cover the legislative duty of care.

In England and Wales an occupiers' liability is governed by the [Occupiers' Liability Acts 1957](#) and [1984](#). The occupier is defined as the person 'occupying or having control of the premises.' When a property is rented or leased the person 'having control' may be the owner, agent or tenant depending on the written tenancy agreement. The law outlines an occupiers' responsibility, known in law as 'the duty of care,' to take reasonable care to avoid acts or omissions which he or she could foresee may result in harm or injury. When an occupier fails to exercise his or her responsibility the result may be a claim for negligence.

Where A has a 'duty of care' towards B and fails to take any necessary action, resulting in harm or injury to people, animals, or property, and if that harm or injury is foreseeable, then it is likely to be categorised as negligence.

- 4.3 Town and Country Planning Act (1990) (TCPA)

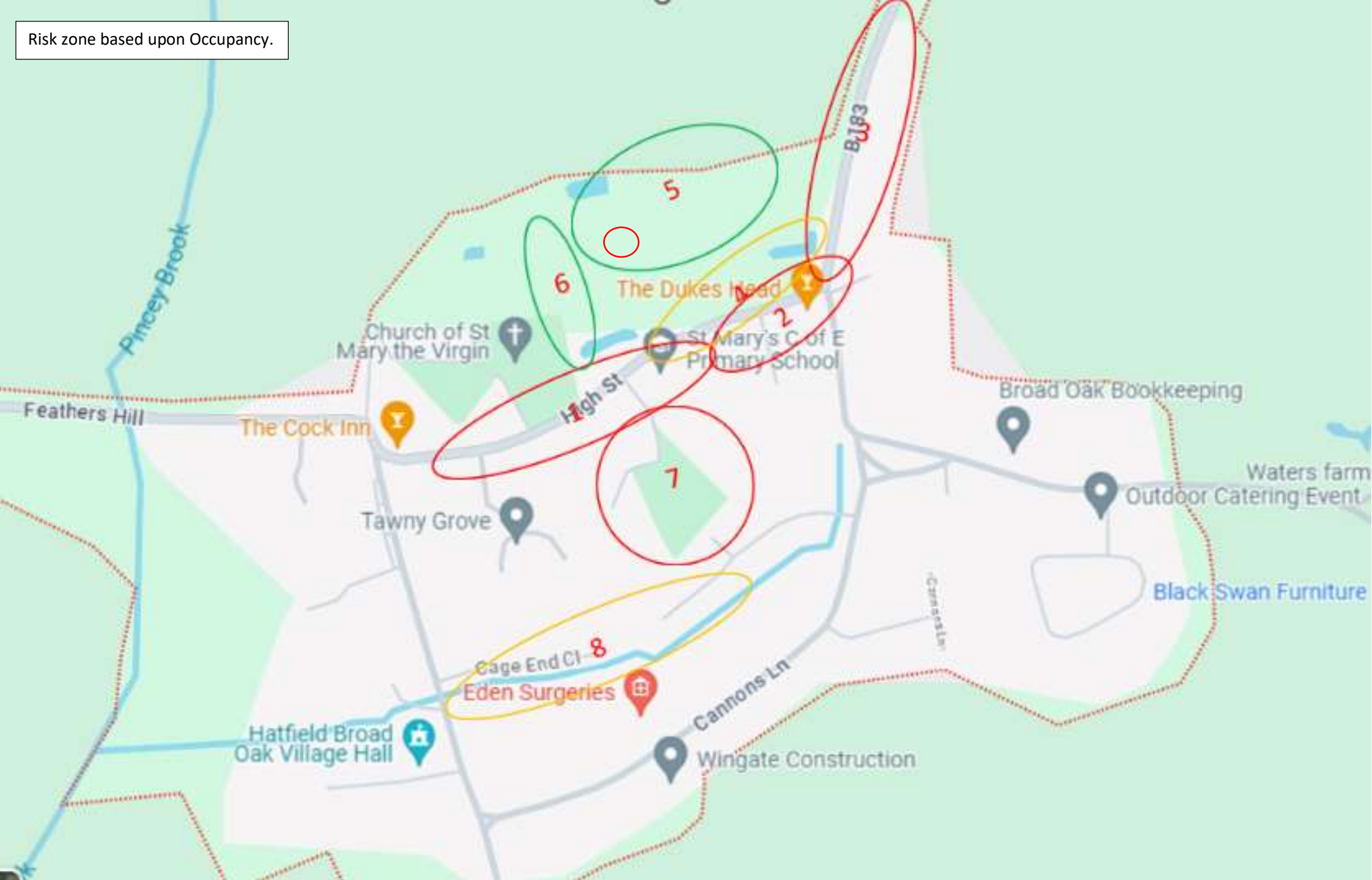
Under the TCPA, any tree that has a Tree Preservation Order placed upon it by the Local Planning Authority (LPA) cannot be worked on without the permission of the LPA. It is an offense to work on a TPO tree with the LPA's permission.

As all trees within the LWT zones may be part of an SSSI, for any that require tree surgery work (unless for urgent risk related work), the relevant service may need to notify of intent to conduct work. The LPA then has six weeks to respond to the notification.

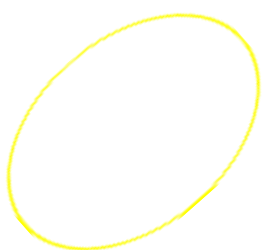
- 4.4 Wildlife and Countryside Act (1981)

The presence of an active bird's nest is a protected habitat for the duration that the nest is active.

As it is an offence to disturb or destroy an active bird nest, tree surgery work is recommended to wait until after nesting season (first march – 31st August) where nesting birds are present.



Areas of LOW occupancy = Low vehicular usage or one person footfall less than once every minutes



Areas of MODERATE occupancy = Moderate vehicular usage or at least one person footfall every 31 to 59 seconds



Areas of HIGH occupancy = High vehicular usage or at least one person footfall every 1 to 30 seconds

FULL TREE SURVEY INSPECTION DATE – ATTENDED BY: PAUL ZEPLER AND CHRISTOPHER STILES																	
Tag ref	Map ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)	Risk	Priority
3492	1	Sycamore	C1 Opposite School	210	14	6	Semi Mat	Asymmetrical, deadwood	Fair	Ivy covered	footpath within canopy dripline	growing from sloping verge	Fair	single dead Elm, low branches obstructing historic sign	Remove deadwood, cl 3m, fell dead Elm, street light clearance		2
3493	2	Sycamore	C1 Opposite School	230	13	5	Semi Mat	asymmetrical, low branches, minor deadwood	Fair	leaning, Ivy present	footpath within canopy dripline	growing from sloping verge	fair	low branches and deadwood above footpath	Remove deadwood, 3m crown lift, street light clearance		2
3494	3	Elm	C1 Opposite School	May-00	14	5	Semi Mat	Low branches	Ivy present,	Ivy throughout	services & footpath within dripline	growing on sloping verge	Fair	dead tree	Fell		2
3495	4	Sycamore	C1 Opposite School	170	13	4	Early	Poor	Poor	Ivy present, compression fork	footpath within canopy dripline		Poor	sooty bark	Pollard 10m		2
3496	5	Sycamore	C1 Opposite School	180	12	10	Semi Mat	Poor	Poor	Multi stem - 2	footpath within canopy dripline	mixed vegetation at base,	Good	low branches	Pollard 10mcut back from road 2m clearance		2
3497	6	Elder	C1 Opposite School	17	12	10	Early	open canopy, balanced crown, dual leaders	Good	Fair	footpath within canopy dripline	mixed vegetation at base,	Fair	low growth	Cut back from road 2m		3
3498	7	Field Maple	C1 Opposite School	230	12	10	Semi Mat	Fair	Good	Good	Good	Good	Good	low growth, hanger	Crown lift 3m, remove hanger		2
3499	8	Field Maple	C1 Opposite School	210	12	10	Semi Mat		Good	Good	Good	Good	Good	low growth	Crown lift 3m		3
COMPARTMENT 1 OVERVIEW	Sooty bark present within stock this will require monitoring of the Sycamore on an annual basis to gauge the progression. Low growth over road will be a restriction to high sided vehicles sometime within the next 12 month. Flail works apparent but not to extra heavy vehicle height i.e.4.6m.																



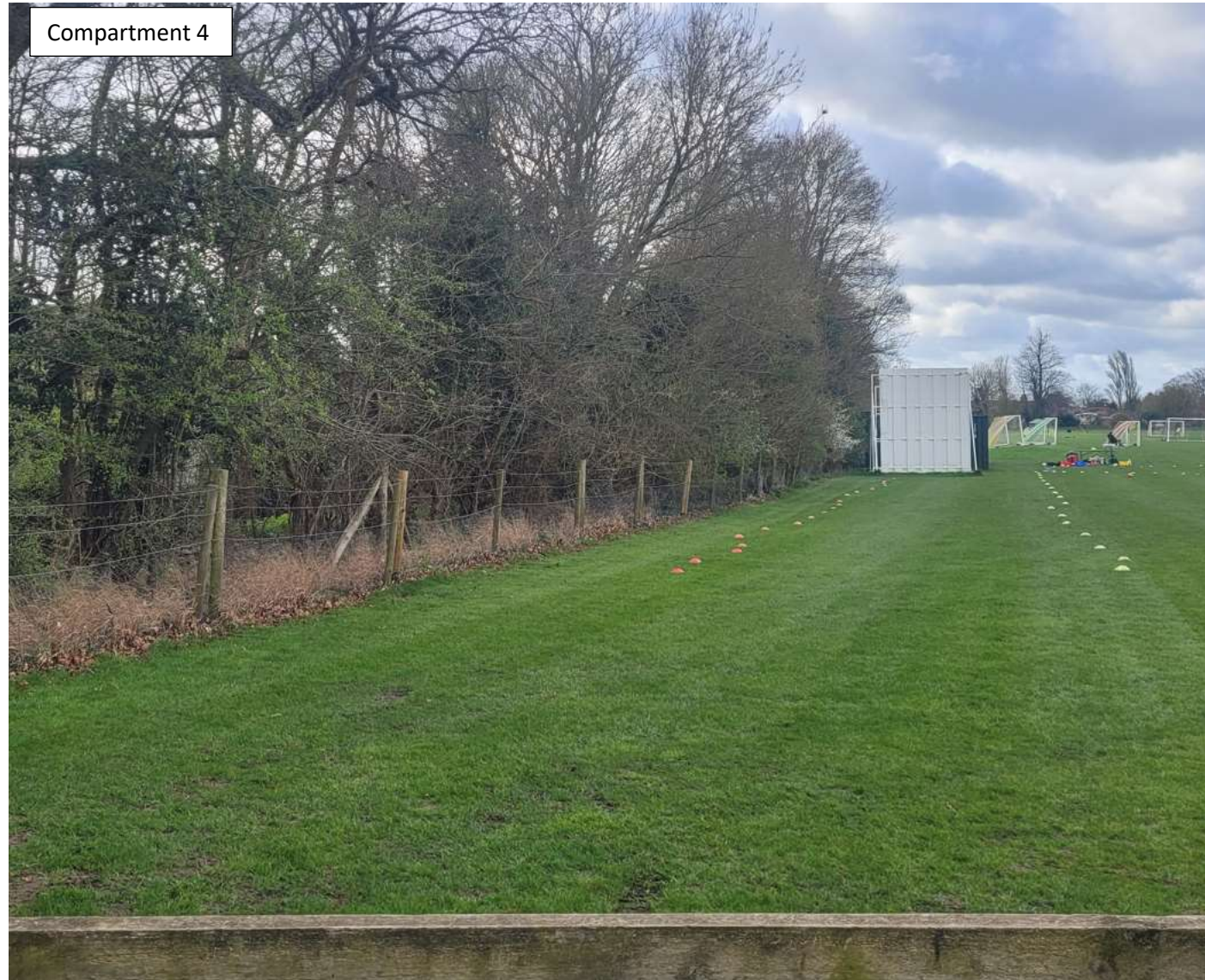
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Tag ref	Map ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)	Risk	Priority
3500	9	Sycamore	C2 Opposite Spiders	200-300	18	9	Semi Mat	Sooty bark / Poor	Fair	Multi stem - Fair	Good	Good	Fair	N/A	reduce weight over road 50%, cl 5m		2
3501	10	sycamore	C2 Opposite Orchard End	100-200	14	5	Semi Mat	Sooty bark / Poor	Fair	Multi stem - Fair	Good	Good	Fair	N/A	reduce weight over road 50%, cl 5m		2
3502	11	Lime	C2 Opposite Orchard End	900-1000	24	17	Mature	Fair	Good	Fair	localised decay	Root ball degradation	Fair	Basal growth, localised	Deadwood, monitor 12		2
3503	12	Sycamore	C2 Opposite Orchard End	300	18	10	Semi Mat	Sooty bark / Poor	Good	Multi stem Good	Good	Good	poor	Sooty bark	Crown lift 5m, 50% cut back		2
3504	13	Sycamore	C2 Opposite Orchard End	300	18	9	Semi Mat	Good	Good	Multi stem Good	Good	Good	fair	N/A	Crown lift 5m		3
3505	14	Sycamore	C2 Opp Dukes Orchard	300	17	9	Semi Mat	Good	Good	Multi stem Good	Good	Good	Good	N/A	Crown lift 5m		3
3506	15	Thorn	C2 Opp Dukes head car park	200	10	6	Mature	Good	Good	Multi stem Good	Good	Good	Good	N/A	Crown lift 5m		3
3507	16	Sycamore	C2 Opp pub	350	14	9	Mature	Good	Good	Multi stem Good	Good	Good	Good	N/A	Crown lift 5m		3
3508	17	Ash	C2 Opp pub	350	16	9	Mature	Good	Good	Forked stem - Good	Good	Good	Good	N/A	Crown lift 5m, 50% cut back of road overhang		3
COMPARTMENT 2 OVERVIEW	Sooty bark present within stock this will require monitoring of the Sycamore on an annual basis to gauge the progression. Low growth over road will be a restriction to high sided vehicles sometime within the next 12 month. Flail works apparent but not to extra heavy vehicle height.																



Tag ref	Map ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)	Risk	Priority
3509	18	Hawthorn	C3 opposite Bickmere Cottage	180	7	5	Mature	heavily weighted with Ivy	Good	Good	Good	Good	Fair	N/A	2m cut back from road		3
3510	19	Sycamore	C3 opposite Brambley Hedge	180	10	8	Semi Mat	ivy present	Good	Good	Good	Good	Good	N/A	2m clearance of telegraph pole		3
3511	20	Sycamore	C3 opposite no.4	210	14	10	Mature	Good	Good	Multi stem - Fair	Good	Good	Fair	Deadwood, sooty bark	Crown lift to 5m, 50% cut back from road, deadwood		2
3512	21	Field Maple	C3 opposite Mulligans	190	10	6	Semi Mat	Good	Good	Multi stem - Good	Good	Good	Good	N/A	Crown lift 5m		3
3513	22	Ash	C3 opposite Fox Cottage	300	17	8	Mature	Good	Good	Multi stem - Good	Good	Good	Good	High volume of deadwood, sparse, nesting wildlife, exposed roots, poor bud production	Pollard at 12m		2
3514	23	Oak	G3 past Fox Cottage before nat speed limit sign	1400	16	14	Mature	Good	Good	Good	Good	Good	good	Deadwood indicative of age and species	Crown lift 5m		3
3515	24	Corsican Pine	C3 before national speed limit sign	900	21	12	Mature	Good	Good	Good	Good	Good	Good	N/A	Crown lift 5m		3
3516	25	Oak	C3 along verge	2220	16	11	Veteran	Good	Good	Good	Good	Good	Good	N/A	N/A		
3517	26	Chestnut x2	C3 opposite national speed limit sign	600	17	8	Mature	Good	Good	Good	Good	Good	Fair	Recently reduced	N/A		
3518	27	Chestnut	C3 opposite nat speed limit sign	500	17	7	Mature	Good	Poor	Poor	Poor	Poor	poor	Fungal fruiting body (ffb)- Ganoderma, multiple cavity, red paint on tree	Pollard at 8m - nonemergency but as soon as reasonably practicable		2
3519	28	Sycamore	C3	140	11	6	Early	Good	Good	Good	Good	Good	good	N/A	Crown lift 5m		3
3520	29	Ash	C3 adjacent to field entrance	300	15	11	Mature	Good	Good	multi stem	Good	Good	Fair	N/A	Deadwood, crown lift 5m		2
COMPARTMENT 3 OVERVIEW	Sooty bark present within stock this will require monitoring of the Sycamore on an annual basis to gauge the progression. Low growth over road will be a restriction to high sided vehicles sometime within the next 12 month. Flail works apparent but not to extra heavy vehicle height. Group of Horse chestnut found to be in poor condition. Collapse of these would potentially be onto the public carriageway, mitigation works, and annual monitoring required.																



Tag ref	Map ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)	Risk	Priority
3554	30	Elm x5	C4 Football pitches, road adjacent	100	7	3	young tree	Good	Good	Good	Good	Good	dead	tag on post	Fell to ground level		3
3555	31	Ash	C4 Football pitches, road adjacent within ecological area	400	6	2	Mature	Poor	Poor	Poor	Poor	Good	Poor	Prenniporia fraxinea (ffb) – Tree managed, reduced to prevent failure	N/A		
COMPARTMENT 4 OVERVIEW	No risk associated with area apart from pocket of dead elm adjacent to fence line. Ecological areas are closed off to public.																



Tag ref	Map ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)	Risk	Priority
3586	32	Chestnut	C5 fields accessible area, footpath adjacent - Copse	780	17	9	Mature	asymmetrical, abscission limb @5m	Good	Fair	Good	Good	Good	Nesting wildlife, deadwood within crown, over extended lateral limbs	Crown lift by 3m, remove deadwood, cut back lateral limbs by 30% of branch length, balance crown		2
3587	33	chestnut	C5 fields accessible area, footpath adjacent - Copse	950	18	9	Mature	cavities on central stem, limb abscission,	included union at crown break	Fair	Good	Good	Fair	Deadwood within crown, over extended lateral limbs	Crown reduce by 30% of overall branch length to mitigate weight excursion upon cavity		2
3588	34	Chestnut	C5 fields accessible area, footpath adjacent - Copse	830	11	8	Mature	Poor - Limb abscission, crown fracture	Poor	Fair	Good	Good	Fair	Historic crown reduction to manage weight distribution over cavity.	Crown reduce by 30% of overall branch length to mitigate weight excursion on weak crown		2
3589	35	Chestnut	C5 fields accessible area, footpath adjacent - Copse	1000	18	14		limb abscission, white rot within limb on secondary stem - Poor	Fair	Good	Good	Good	Fair	Deadwood within crown, over extended lateral limbs	Crown reduce by 30% of overall branch length to mitigate weight exertion upon cavity		2
3590	36	Chestnut	C5 fields accessible area, footpath adjacent - Copse	820	18	10	Mature	Good	Good	Good	Good	Good	Good	Deadwood within crown, over extended lateral limbs	Crown lift to 3m remove deadwood, cut back lateral limbs by 30% of branch length, balance crown		2
3591	37	Chestnut	C5 fields accessible area, footpath adjacent - Copse	910	14	12	Mature	Good	Good	Fair	Good	Fair	Fair	Deadwood within crown, over extended lateral limbs	Crown lift to 3m remove deadwood, cut back lateral limbs by 30% of branch length, balance crown		2
3592	38	Chestnut	C5 fields accessible area, footpath adjacent - Copse	820	17	13	Mature	Honeycomb in decayed limb - Fair	Good	Fair	Good	Good	Fair	Potentially active hive - Deadwood within crown, over extended lateral limbs	Crown lift to 3m remove deadwood, cut back lateral limbs by 30% of branch length, balance crown		2
3593	39	Chestnut	C5 fields accessible area, footpath adjacent - Copse	480	16	5	Mature	suppressed canopy, failed secondary leader, dead tertiary leader	Good	Fractured stem	Poor	Poor	Poor	Pseudomonas bacterial infection	Monolith to 4m		2
3594	40	Chestnut	C5 fields accessible area, footpath adjacent - Copse	810	19	16	Mature	Asymmetric	Good	Fair	Good	Good	Good	N/A	Crown lift to 3m remove deadwood, cut back lateral limbs by 30% of branch length, balance crown		2

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3595	41	Oak	C5 - Standalone Oak adjacent to football field	1200	15	15	Mature	Good	Good	Good	habitation holes, elder growing at base	footpath within canopy dripline	Good	deadwood indicative of species	Crown lift 3m over footpath, remove basal suckers and invasive growth		3
COMPARTMENT 5 OVERVIEW	Chestnuts in varying conditions. Active nest and potentially active hive. Although within an area of low occupancy, the risk level of this compartment is elevated moderate which requires works to mitigate to an acceptable level, due to the zone being an area of congregation within an area of low occupancy																





MAP/ Tag ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)		
COMPARTMENT 6 OVERVIEW	No risk associated with land due to occupations. Land is only associated with the Parish due to Riparian ownership															



MAP/ Tag ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)		
COMPARTMENT 7 OVERVIEW	No risk associated with land due to tree condition. There are notable issues with the lapsed hedge and shrub adjacent to the waterway, but this is outside of the area of occupation, not considered an arboricultural feature, and away from the play zone. It would be worth considering restricting access to the waterway.															

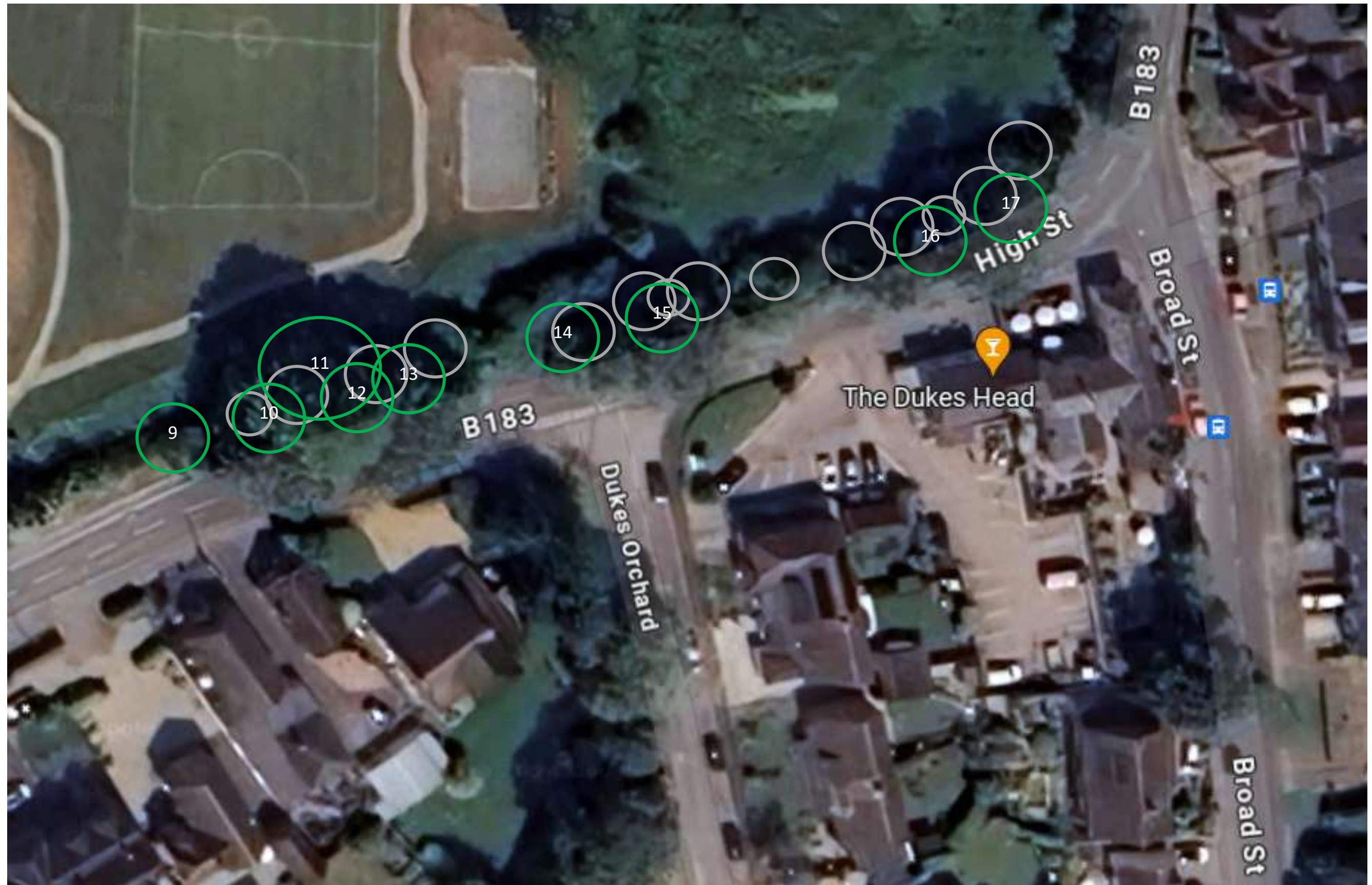
Compartment 7



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Tag ref	Map ref	Species	Location	DBH (mm)	Height (m)	Radial crown spread (m)	Age	Crown	Crown break	Stem	Root crown	Rooting area	Overall Condition	Comments	Recommendation(s)	Risk	Priority
3598	42	Maple	G8 adjacent to no.12	100	8	8		Poor	Poor	twin stem	Poor	Poor	Poor	Leaning	Fell		2
3599	43	Hawthorn	G8 Water course adjacent	110	6	3		x	x	x	x	x	Dead	Dead	Fell		2
3600	44	Hawthorn	G8 opposite no.4	140	5	4		x	x	x	x	x	Dead	Dead	Fell		2
3555	45	Ash	G8 adj Brook Hse	840	12	10		Good	Good	Good	Good	Good	Good	Proximity to property	Reduce to historic points of reduction		3
COMPARTMENT 8 OVERVIEW	Stressed and dead trees within the grass area adjacent to the waterway. Works is required to mitigate the risk of collapse which could cause injury to person or property or restrict access																



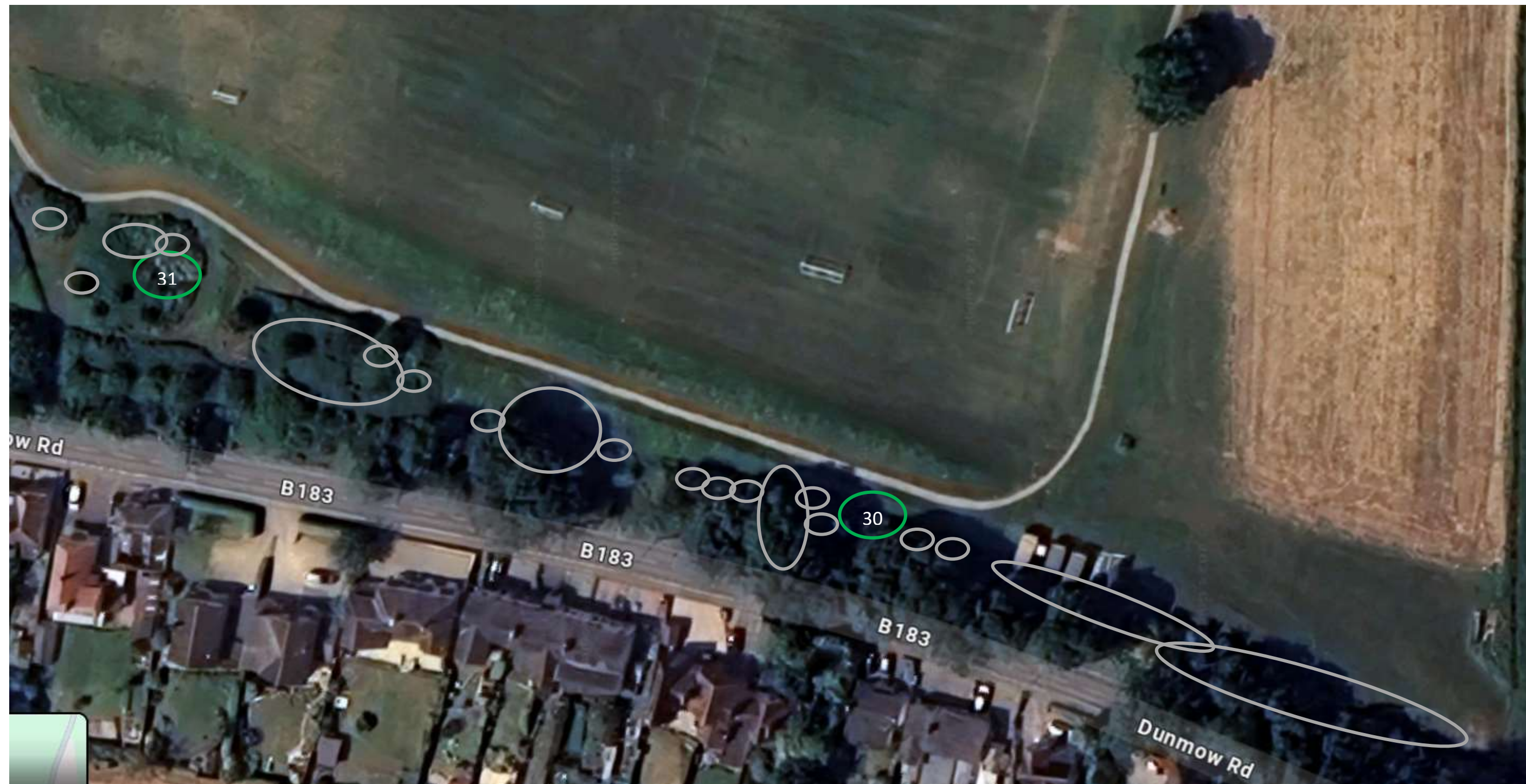


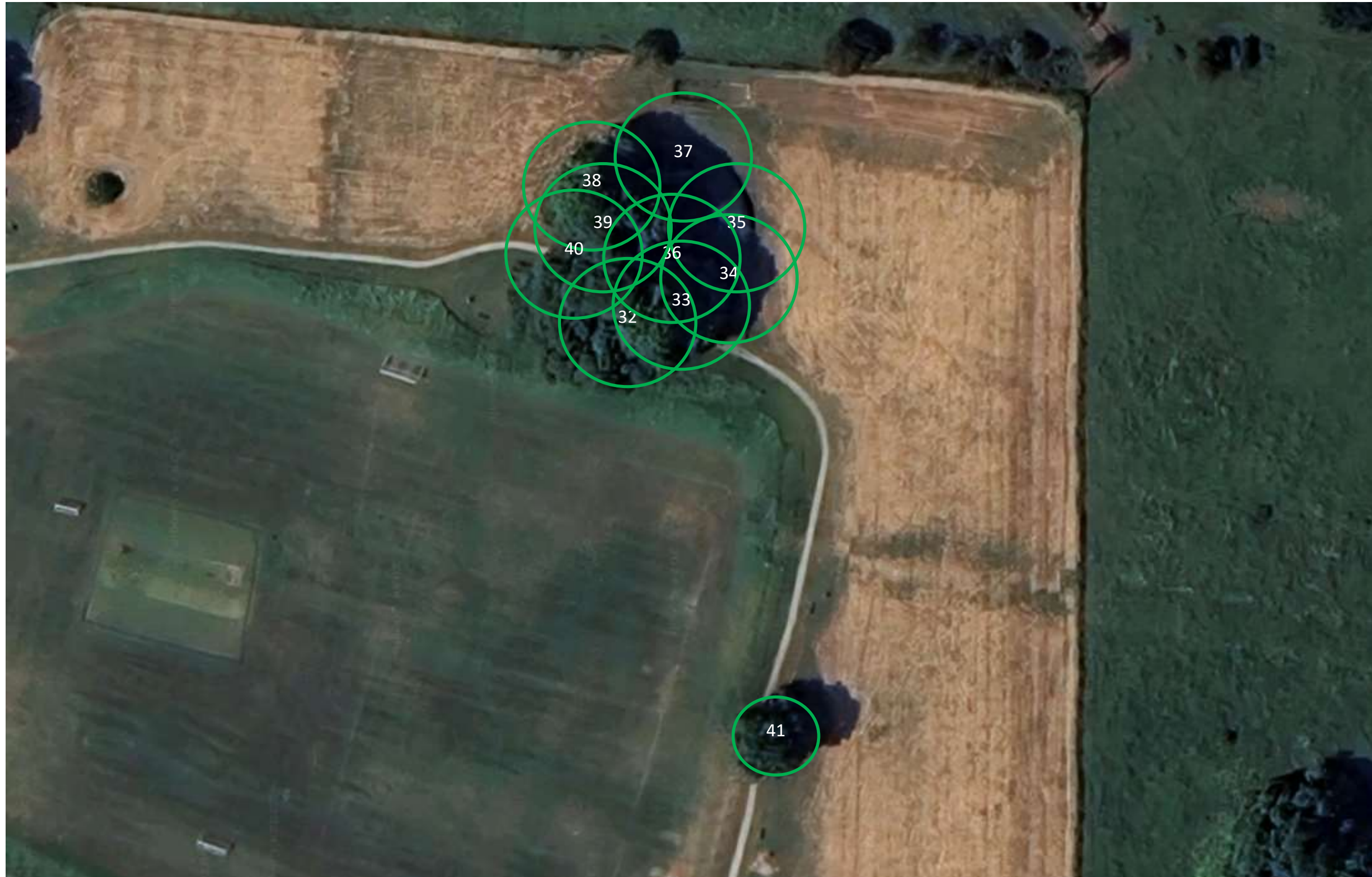


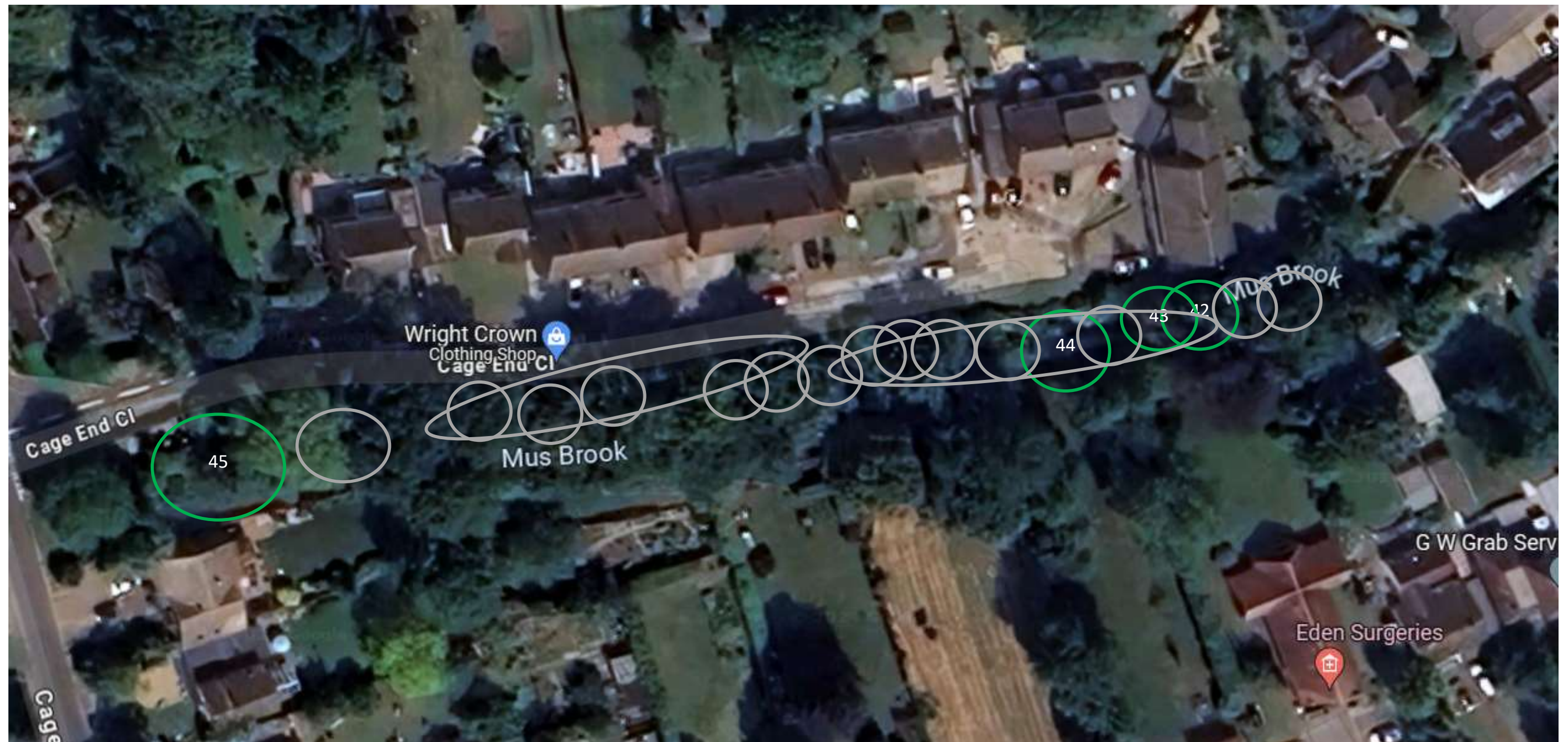
COMPARTMENT 3



COMPARTMENT 4







6.0 Discussion & Summary

- 6.1 Any tree under local authority protection will require local authority notification and or permission before works can commence. Hatfield Broak Oak representatives will be required to undertake the relevant checks before any works can commence. These check can be undertaken by submitting this report and asking if the TPO and CON areas data is current in comparison to the LPA register (<https://www.trees.org.uk/Help-Advice/Public/A-brief-guide-to-legislation-for-trees>).
- 6.2 Longacre have surveyed an estimated 350 trees as part of this inspection.
- 6.3 There is a total of forty-five trees which require some form of works.
- 6.4 Trees are dynamic organisms that can deteriorate at a rapid rate. All recommended inspection schedules need to be adhered to for indemnity to be upheld. For all trees with a designated priority of one, two or three: works needs to be conducted in accordance with the recommended period.
- 6.5 Under the occupier's liability act and within common law, the owner of this land has a duty of care to ensure that no harm to person or property arises as a result of negligence of their duty of care. In relation to trees this is a persistent aspect of the law which will carry into the ownership of whoever buys this land. They must ensure that this tree is safe to uphold this common law component, or potentially be found guilty of negligence should property damages or harm to a person occur. As it stands this tree would be considered a potential hazard in need of mitigation, rendering insurance claims for damages to adjacent property, or harm to person or persons caused by tree or limb failure at the liability of the owner.

7.0 Conclusion(s)

TREE STOCK: To minimize risk, maintain the safe usage of the land and to uphold the occupiers 'Duty of Care,' tree works to mitigate the physiological and structural issues, as described within this report are required. Recommendations supplied within section five should be conducted in accordance with the priority stated within the same section to remove the associated risk of tree failure onto a listed target.

INSPECTION: In accordance with industry recommendations regarding tree inspection frequency. To minimise risk associated with land usage and tree stock this site should be surveyed no less frequently than once every three years. All trees that have an inspection recommendation of less than three years should be surveyed in accordance with the recommendation within this document.

MITIGATION: When all works recommendation has been adhered to, then the risk of foreseeable incident arising that may cause injury to person or harm to property would be less than 1:1,000,000 and move into a tolerable risk zone.

APPENDICES

APPENDIX A: SURVEY BRIEF / SPECIFICATION

Passive Survey:

The objective of a passive survey is to visually inspect every tree, in accordance with the VTA* method, which is within falling distance of any potential targets including roads, car parks, paths, buildings, areas of congregation, deer fences and property boundaries located within the relevant sub-compartment or zone. The precise location and extent of each individual sub-compartment zone, subject to survey is detailed against an indicative map and can be cross referenced with individual tree-tags.

The date of inspection of each sub-compartment zone is remarked upon within the report as evidence of survey completion. Indemnity is then offered for three years against all foreseeable tree related impacts if all works recommendations are followed within a specified period.

Any perceived inaccuracies or changes of land use or targets, to the sub-compartment zone observed by the Tree Inspectors during survey, in comparison to how they are detailed on the Compartment Maps, will be communicated to the client.

Noticing Obvious Tree Risk Features you cannot help but notice:

When a tree has a risk that might not be Acceptable or Tolerable it will usually have Obvious Tree Risk Features which we cannot help but notice. Passive Assessment is simply noticing these obvious features when we pass by trees whilst going about our day-to-day routine. Passive Assessment is conducted by a trained assessors, contractors, staff, and the public.

Passive Assessment is an arborist most valuable risk management asset:

Passive Assessment is a multi-layered approach to managing the risk that gives us defence in depth. It is our most asset because:

- Trees with the highest risk are the easiest to find.
- It is happening in all zones of use, day in day out, at no additional cost.
- High-use zones are being assessed more frequently than lower use zones because they are visited more often.

Tree Work Recommendations and Priority Ratings:

Where works are recommended, they are allocated one of the 'Priority' criteria available as described below.

Priority 1: Urgent (48 hrs – note: the client will also be immediately notified by phone and email)

Priority 2: High (3 months)

Priority 3: Scheduled (12 months)

Next cycle – non-essential consideration for next recommended inspection cycle. Works not required before next inspection cycle but likely to be required after.

Where the recommended works are not directly safety related, they are allocated the priority four rating below. For example, suggestions for initiative-taking maintenance may be recommended to improve the tree's condition and potentially mitigate future works.

Additional Information:

In addition, the Tree Inspector may on occasion add general information to a tree's record that is not causally related to any current risk, and which does not involve any recommendations for remedial works. In such cases, the information will be added and dated in the 'Comments' section of the tree record within this report.

Where such additional general information is suggested by the Tree Inspector that applies to several trees together throughout an area e.g., "consider ivy management at the southern end of zone A," then the details will be entered onto entered onto the survey schedule for the relevant zone.

Survey Validity Period and Limitations:

The survey of each tree is valid for a maximum period of three years. The recommended inspection frequency (section 5) will reflect a frequency associated with any physiological or bio-mechanical concerns. Three years reflecting little or no concerns at the time of survey.

Inspections will become invalid after unforeseeable events; extreme weather, construction or development including tree works, or disturbance to the soil volume used by the tree. However, a walk-by survey undertaken after such an event can be arranged to validate the remaining period as advised within the recommended inspection frequency.

Inspections will become invalid if physical changes are made to the site post-survey which alter any potential target locations. This includes alterations in the location of paths and areas of congregation, and where vegetation management such as scrub, bramble, dead hedges, or temporary fencing which were restricting access to the proximity of trees at the time of survey are no longer present.

For the rating of each compartment please see zone map provided within section

Visual Tree Assessment (VTA) Method:

All trees will be inspected using the Visual Tree Assessment method expounded by Mattheck and Broeler (1994) and hazard assessment to Lonsdale D. (1999)

APPENDIX B OCCUPANCY / CONFLUENCE DEFINITION

A typical zone of high consequence:

We are most likely to find any risks that are not Acceptable or Tolerable where we have a combination of high use, which is not affected by foul weather, and large trees. We call these

'Zones of High Confluence' because in tree risk benefit language they are where the highest categories of Likelihood of Occupancy and Consequences merge; Likelihood of Failure being the third risk component. The illustration on the left is a typical large tree, providing many benefits, in a high-use zone, which has a low Likelihood of Failure, which is an Acceptable risk. For risk management zoning, rather than assessment, the highest Consequences are trees that have a diameter at breast height of about 50cm/20in or more. It is trees in Zones of High Confluence where we will conduct Active Assessment.

A typical zone of high confluence



Zones of highest occupancy (high use):

This is how we are measuring the zones of highest occupancy. The highest Likelihood of Occupancy zones for roads are where traffic is on average 1400 or more vehicles per day. They are roads you would think of as being busy. We zone train or tram lines as being the highest occupancy. For people, it is someone passing about every minute or so between 7am – 7pm, Monday to Friday, which is around 1200 per day. Typical combinations of traffic and people which are zones of highest occupancy are urban areas that are rich with offices, shops, bars, and restaurants. Shopping centres and markets make it into this category as well. In and immediately around schools, colleges, universities, hospitals, transport stations and stops, sports stadiums, and many pedestrian crossings, also qualify. Some footpaths through urban parks that are well-used to get to work or school are included. Last, locations where events are held, emergency routes, and campsites, are in the highest Likelihood of Occupancy categories.

APPENDIX C RISK RATING DEFINITION

Risk reduction work will be given the highest priority where it is an emergency. Outside of that, we will deal with the highest risks first and conduct the work in a sensible order.

Red: Not Acceptable risks will be reduced to an Acceptable level

Amber: Not Tolerable risks will be reduced to an Acceptable level, but with a lower priority than red Not Acceptable risks

Amber: Tolerable risks will not be reduced but may require an increased frequency of assessment than green Acceptable risks

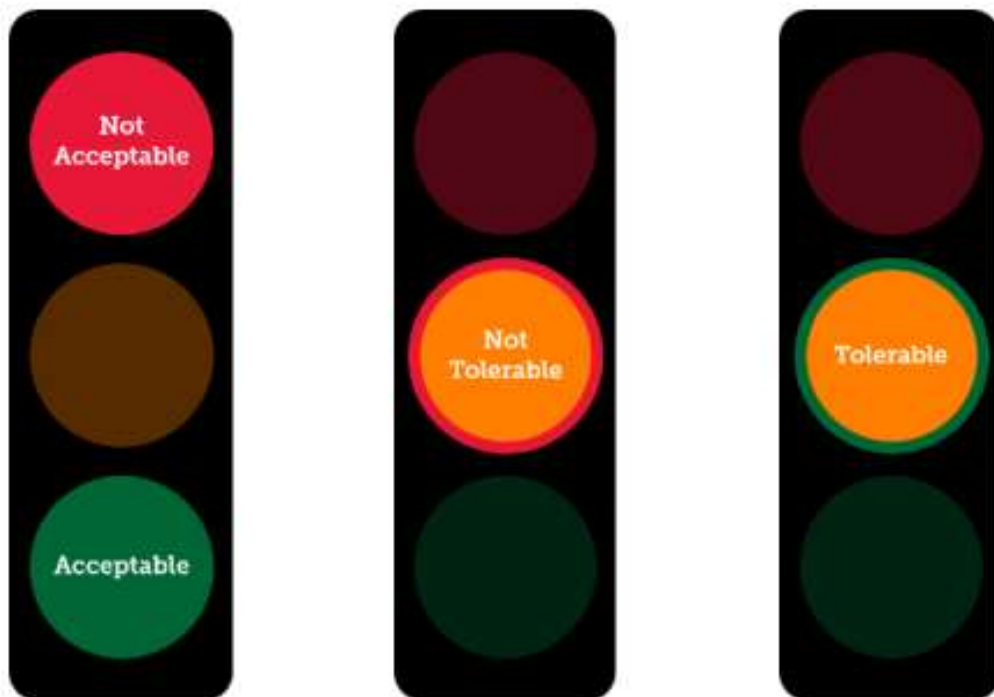
Green: Acceptable risks will not be reduced

Emergency Works:

If a tree has a remarkably high likelihood of failure and it's in a high-use zone, then these Not Acceptable risks are 'emergency work'. This is when works need to be conducted as soon as practicable and the area of potential hazard should completely limit access if possible

Not Acceptable & Not Tolerable risks

We will make Not Acceptable risk reduction work the priority. Where possible, risk reduction work for risks that are Not Tolerable will be organised alongside other tree maintenance works. We also have to deal with other risks from trees, such as low branches, obscured road signs, and sightlines. If there's not enough budget to conduct both the risk reduction and other maintenance works, priority will be given to the risk reduction work.

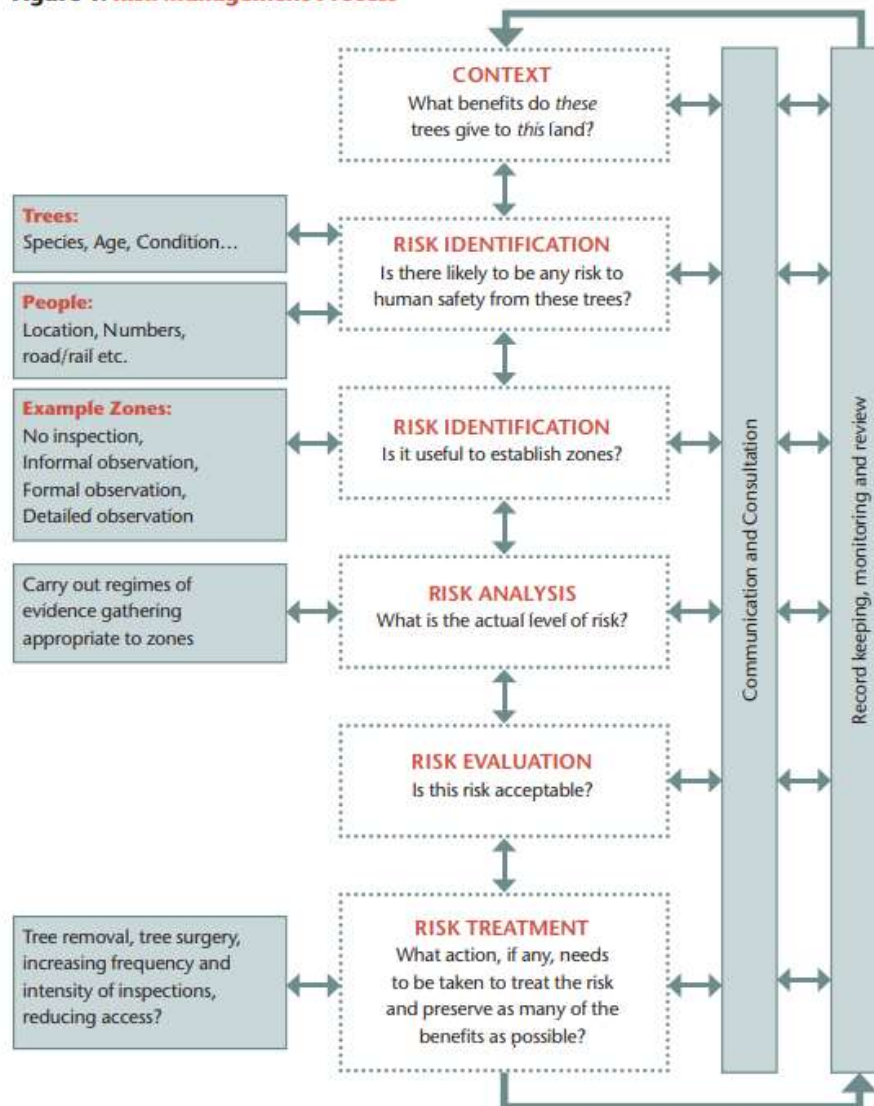


Acceptable and/or tolerable risk

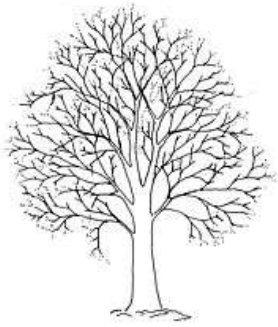
An acceptable or tolerable risk is where the associated concern has either a low chance of impacting upon the site occupancy; meaning that any chance of branch or tree failure would likely have no consequence, or the site occupancy is low enough to minimize the risk of incident to below: 1:1,000,000 chance during the occupancy period.



Figure 1. Risk Management Process

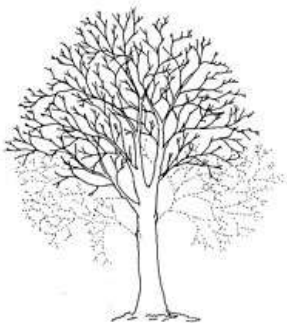


APPENDIX D: PRUNING DEFINITIONS



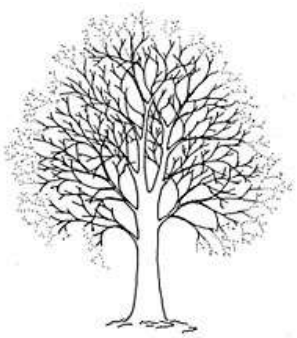
Crown Thin

Crown thinning is the removal of a portion of smaller/tertiary branches, usually at the outer crown, to produce a uniform density of foliage around an evenly spaced branch structure. It is usually confined to broad-leaved species. Crown thinning does not alter the overall size or shape of the tree. Material should be removed systematically throughout the tree, should not exceed the stated percentage and not more than 30% overall. Common reasons for crown thinning are to allow more sunlight to pass through the tree, reduce wind resistance, reduce weight (but this does not necessarily reduce leverage on the structure) and is rarely a once-only operation particularly on species that are known to produce substantial amounts of epicormic growth.



Crown Lift or Crown Raising

Crown lifting is the removal of the lowest branches and/or preparing of lower branches for future removal. Good practice dictates crown lifting should not normally include the removal of large branches growing directly from the trunk as this can cause large wounds which can become extensively decayed leading to further long-term problems or more short-term biomechanical instability. Crown lifting on older, mature trees should be avoided or restricted to secondary branches or shortening of primary branches rather than the whole removal wherever possible. Crown lifting is an effective method of increasing light transmission to areas closer to the tree or to enable access under the crown but should be restricted to less than 15% of the live crown height and leave the crown at least two thirds of the total height of the tree. Crown lifting should be specified with reference to a fixed point, e.g. 'crown lift to give 5.5m clearance above ground level.'



Crown Reduction

The reduction in height and/or spread of the crown (the foliage bearing portions) of a tree. Crown reduction may be used to reduce mechanical stress on individual branches or the whole tree, make the tree more suited to its immediate environment or to reduce the effects of shading and light loss, etc. The final result should retain the main framework of the crown, and so a considerable proportion of the leaf bearing structure, and leave a similar, although smaller outline, and not necessarily achieve symmetry for its own sake. Crown reduction cuts should be as small as possible and in general not exceed 100mm diameter unless there is an overriding need to do so. Reductions should be specified by actual measurements, where possible, and reflect the finished result, but may also refer to lengths of parts to be removed to aid clarity, e.g. 'crown reduce in height by 2.0m and lateral spread by 1.0m, all round, to finished crown dimensions of 18m in height by 11m in spread (all measurements approximate.)'. Not all species are suitable for this treatment and crown reduction should not be confused with 'topping,' an indiscriminate and harmful treatment.

Illustrations courtesy of European Arboricultural Council.

The importance of correct pruning cuts

Every pruning cut inflicts a wound on the tree. The ability of a tree to withstand a wound and maintain healthy growth is affected by the pruning cut – its size, angle, and position relative to the retained parts of the tree. As a rule, branches should be removed at their point of attachment or shortened to a lateral which is at least one-third of the diameter of the removed portion of the branch, and all cuts should be kept as small as possible. Examples of correct pruning cuts are shown as follows.

Showing sequence of removal to avoid damage to the retained parts.

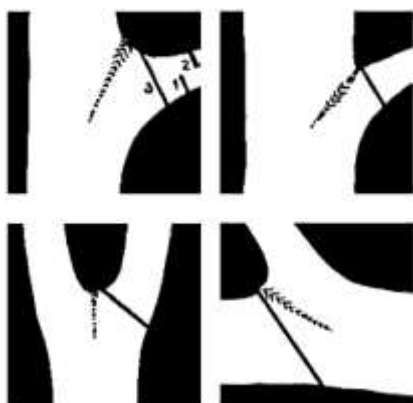


Diagram 2 – examples of correct pruning cuts. Drawings courtesy of European Arboricultural Council.

Other useful terms associated with tree work

Adaptive growth

An increase in wood production in localised areas in response to a decrease in wood strength or external loading to maintain an even distribution of forces across the structure.

Adventitious/epicormic growth

New growth arising from dormant or new buds directly from main branches/stems or trunks.

Bracing

Bracing is a term used to describe the installation of cables, ropes, and/or belts to reduce the probability of failure of one or more parts of the tree structure due to weakened elements under excessive movement.

Branch bark ridge and collar

See diagram three section 3. Natural features of a fork or union that may or may not be visually obvious. Neither the branch bark ridge nor collar should be cut.

Callus

Undifferentiated tissue initiated because of wounding, which become specialised tissues of the repair over time.

Cavity

A void within the solid structure of the tree, normally associated with decay or deterioration of the woody tissues. May be dry or hold water if the latter it should not be drained. Only soft decomposing tissue should be removed if necessary, to assess the extent. No attempt should be made to cut or expose living tissue.

Co-dominant stems

Two or more, upright, stems of equal size and vigour competing for dominance. Where these arise from a common union the structural integrity of that union should be assessed.

Coppicing

The cutting down of a tree within 300mm (12in) of the ground at regular intervals, traditionally applied to certain species such as Hazel and Sweet Chestnut to provide stakes etc.

Crown

The foliage bearing section of the tree formed by its branches and not including any clear stem/trunk.

Deadwood

Non-living branches or stems due to natural ageing or external influences. Deadwood provides essential habitats, and its management should aim to leave as much as possible, shortening or removing only those that pose a risk. Durability and retention of deadwood will vary by tree species.

Decline

When a tree exhibits signs of a lack of vitality such as reduced leaf size, colour, or density.

Dieback

Tips of branches exhibit no signs of life due to age or external influences. Decline may progress, stabilise, or reverse as the tree adapts to its new situation.

Dormant

The inactive condition of a tree, usually during the coldest months of the year when there is little, or no growth and leaves of deciduous trees have been shed.

Drop Crotching

Shortening branches by pruning off the end back to a lateral branch which is at least one-third of the diameter of the removed branch.

Fertilising

The application of a substance, usually to the tree's rooting area (and occasionally to the tree), to promote tree growth or reverse or reduce decline. This will only be effective if nutrient deficiency is confirmed. If decline is the result of other factors such as compaction, physical damage, toxins etc., the application of fertiliser will not make any difference.

Formative pruning

Minor pruning during the early years of a tree's growth to establish the desired form and/or to correct defects or weaknesses that may affect structure in later life.

Fungi/Fruiting bodies

A member of the plant kingdom that may colonise living or dead tissues of a tree or form beneficial relationships with the roots. The fruiting body is the spore bearing, reproductive structure of that fungus. Removal of the fruiting body will not prevent further colonisation and will make diagnosis and prognosis harder to determine. Each colonisation must be considered in detail by a competent person to determine the long-term implications of tree health and structure when considered alongside the tree species, site usage etc.

Lopping and Topping

Generally regarded as outdated terminology but still included as part of Planning legislation. Lopping refers to the removal of large side branches (the making of vertical cuts) and topping refers to the removal of substantial portions of the crown of the tree (the making of horizontal cuts, generally through the main stems). Often used to describe crude, heavy-handed, or inappropriate pruning.

Painting or Sealing

Covering pruning cuts or other wounds with a paint, often bitumen based. Research has demonstrated that this is not beneficial and may in fact be harmful. On no account should timber treatments be used as these are harmful to living cells.

Pollard

The initial removal of the top of a young tree at a prescribed height to encourage multi-stem branching from that point, traditionally for fodder, firewood, or poles. Once started, it should be repeated on a cyclical basis always retaining the initial pollard point or boiling as it becomes known.

Retrenchment pruning

A form of reduction intended to encourage development of lower shoots and emulate the natural process of tree aging.

Root pruning

The pruning back of roots (like the pruning back of branches). This can affect tree stability, so it is advisable to seek professional advice prior to attempting root pruning.

Topping

See Lopping and Topping.

Vitality

The degree of physiological and biochemical processes (life functions) within an individual, group or population of trees.

APPENDIX E: REFERENCES AND USEFUL LINKS

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- Forestry Commission: Managing Native Broadleaf Woodlands (2013), R.Harmer, et al. ISBN: 978 0 11 497344 5
- Lonsdale D. (1999). Research for amenity Trees No.7: Principles of Tree Hazard Assessment and Management. HMSO, London.
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- National Tree Safety Group (NTSG). (2011). Common Sense Risk Management of Trees: <http://ntsgroup.org.uk/wp-content/uploads/2016/06/FCMS024.pdf>
- Read, H. (2000). Veteran Trees: A Guide to Good Management. Ancient Tree Forum
- VALID: Tree inspections and Risk tolerance

NVC | JNCC - Adviser to Government on Nature Conservation

https://www.conservationhandbooks.com/why-fell-trees/?gclid=CjwKCAiAr6-ABhAfEiwADO4sfeuslHpJzoWxalhqiE_TFQF_lISalzwmX6YD39A9gZ7ZVnunzhznpBoCyX0QAvD_BwE

<https://www.trees.org.uk/Trees.org.uk/files/f0/f0e3a76b-926f-4cde-b703-417563ae93df.pdf>

<https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/dead-wood-for-wildlife/>



Hedgehogs R Us

Agenda item OS24/19iv

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Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us