

Play Area Inspection Reports & Remedial Work

At its November meeting, the committee considered an update on play inspection reports and proposals to address works required through budgeting and future grant application(s) (WPC.EC.25.11.05).

At the November '24 meeting (Min 24.11.12), the Committee noted the following as a proposal for managing planned maintenance work to the play areas:

1. Work which the parish council could undertake as part of volunteer days includes:
 - a. Re-instating surface levels around embankment slide and securing matting
 - b. Removing staples from wooden posts and rubbing down splits and shakes
 - c. Rubbing down paintwork and re-touching
 - d. Treatment for algae, moss etc (already completed in September)
 - e. Tightening of bolts which come loose and fitting of bolt caps etc
 - f. Trimming and cutting back vegetation
2. There is one budget line for maintenance of all play equipment across the parish estate (in order to reduce costs of travel and attendance on site, work items are often combined and it is difficult to separate costs out across the budget lines)
3. Low risk (and below) items that cannot be dealt with by parish volunteers will be held back until the end of the financial year (February). This will ensure that funds are available for unexpected medium or high risk items that may need to be addressed urgently throughout the year. Once the February inspection report is received, any remaining funds in the budget will be allocated to address low risk items identified in the reports.
4. Earmarked reserves for Teen Project Replacement and Play Area Replacement be combined (current total reserves £800).

There are currently no items of work higher than low risk identified by the West Suffolk Inspector. Despite councillors and volunteers completing some tasks (cleaning of algae and moss from equipment, cutting back of vegetation etc), the inspector is still reporting these issues and this has been raised with him.

A copy of the January inspection reports is attached as **Appendix A**, and a summary of work identified is attached as **Appendix B**.

The relevant sections of the Financial Regulations are set out at **Appendix C**

Powers

- Public Health Act 1875, s.164
 - Power to provide and maintain land for public recreation -
 - Power to provide and manage recreation grounds, public walks, pleasure grounds and open spaces
- Local Government Act 1972, s.111 - Power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions.

**Funding
2025-26
Adjusted Budget**

£5250.00

Expenditure to date:

Voucher Date	Ref.	Description	Supplier / customer	Supplier ref.	Net	
1268	04/04/2025	EC.25.02.09	25% Deposit for Installing of Gr	Sovereign	#0000146719	£ 450.00
1319	28/05/2025	WPC.EC.25.02.09	Feet for Swing Set @ Bury Road	Fenland Leisure Products Ltd	#SIN065128	£ 2,918.80
1364	12/06/2025	WPC.EC.25.02.09	Cemetery Road Grass Matting &	Sovereign	#0000147605	£ 1,170.01
1403	01/08/2025	WPC.25.07.102.2	Play Equipment Spray Paint Blue	Halfords	Play Equipment Paint	£ 18.32
1408	29/09/2025	25.09.10.2	Coach Screws zincl plated	B & Q	Refund to Cllr K Grimes	£ 6.17
1430	18/09/2025	WPC.EC.25.07.9.6	No Dogs Allowed signs	SafetySigns4Less	#4537530	£ 51.00
1444	26/09/2025	25.09.10.2	Camlock	D J Evans Group	1689400	£ 7.80
1466	01/10/2025	Clerk Delegation	Topsoil for grass matting	Chedburgh Plant Centre Ltd	Receipt for refund to CI	£ 22.92
1491	22/10/2025	WPC.EC.25.09.11.	Safety Signs ROSPA	SafetySigns4Less	#4616887	£ 84.20
1529	24/10/2025	WPC.EC.25.09.11.	Safety Signs ROSPA	SafetySigns4Less	#4616887	£ 0.01
						£ 4,729.23

Current Underspend

£520.78

There is a total of £800.00 in Earmarked Reserves for Teen and Play Area Replacement and Maintenance. There is no funding in earmarked reserves for Play Area Maintenance.

Additionally, West Suffolk Council have sent over a reviewed Service Level Agreement for inspection of the play areas (attached as **Appendix D**). The one significant change to be noted is that inspection of the smaller play area at Bury Road will move from a monthly to a quarterly inspection.

Actions:

1. Agree those items for which quotes should be sought for remedial action (for which authorisation may be sought at the next parish council meeting)
2. Agree the Service Level Agreement proposed by West Suffolk.

Recommendation

- The Committee authorise the cost of purchasing a Dumpy Bag of Topsoil for levelling and spreading as necessary in the Children’s Play area at the Recreation Ground, at a cost of £170.00.**



Wickhambrook. Bury Road

Inspection Ref: 2949094

Site Ref: 33809

Operational Inspection - 8-January-2026 - 12:23 Inspector Philip Smith

Risk Assessment: 8 Low Risk

**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

i 4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

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



Total Findings: 1

Finding 1

The gate rebounds when opened quickly and could strike the next user entering the area - Monitor use and adjust/replace as required

i 6 - Low Risk

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



Total Findings: 1

Finding 1

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

i 4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Litter Bin
Manufacturer: Wybone
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Spring See-Saw
Manufacturer: Ledon
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

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



Total Findings: 1

Finding 1

Cap covers missing - Replace

i 6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Playforce
Surface Type: Grass Matrix Tiles
Item Part Number: Jungle tops
Item Quantity: 1



Total Findings: 2

Finding 1

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

Finding 2

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Findings information

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The gate rebounds when opened quickly and could strike the next user entering the area
Action: Monitor use and adjust/replace as required

6 - Low Risk (Finding 1)

Item: Fences - Fence - Chainlink
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



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

i 6 - Low Risk (Finding 1)

Item: Other - Jeep
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Cap covers missing

Action: Replace

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playforce

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



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

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

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Playforce

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



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

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Wickhambrook Pocket Park 1

Inspection Ref: 2950047

Site Ref: 5346

Operational Inspection - 9-January-2026 - 11:17 Inspector Philip Smith

Risk Assessment: 8 Low Risk

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

i 8 - Low Risk

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



Total Findings: 2

Finding 1

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

Finding 2

The concrete foundation around the goal structure is lifting - Repair

i 6 - Low Risk

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



Total Findings: 1

Finding 1

There are a number of fixings missing from the fence - Replace missing fixings

i 8 - Low Risk

Item: Ball Games Area
Manufacturer: Sovereign Leisure
Surface Type: Tarmac
Item Quantity: 1

Total Findings: 4



Finding 1

There is some tree debris on the surfacing - Remove and maintain

Finding 3

There is weed / vegetation growth on, between, or around the edges of the surfacing - Remove weed / vegetation growth

Finding 2

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

Finding 4

There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Findings information

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

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



Finding: There is moderate damage to the surface

Action: Repair the damaged areas of surfacing

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

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



Finding: The concrete foundation around the goal structure is lifting
Action: Repair

i 6 - Low Risk (Finding 1)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bitmac



Finding: There are a number of fixings missing from the fence
Action: Replace missing fixings

i 6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Ball Games Area
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is some tree debris on the surfacing

Action: Remove and maintain

i 6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Ball Games Area
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Tarmac



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

i 6 - Low Risk (Finding 3)

Item: Multi Use Games Area - Ball Games Area
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is weed / vegetation growth on, between, or around the edges of the surfacing
Action: Remove weed / vegetation growth

i 8 - Low Risk (Finding 4)

Item: Multi Use Games Area - Ball Games Area
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions
Action: Clean and treat appropriately

Wickhambrook Skate Park

Inspection Ref: 2950048

Site Ref: 5343

Operational Inspection - 9-January-2026 - 11:20 Inspector Philip Smith

Risk Assessment: 8 Low Risk

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

i 8 - Low Risk

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



Total Findings: 4

Finding 1

There is weed / vegetation growth on, between, or around the edges of the surfacing - Remove weed / vegetation growth

Finding 2

There is root damage to the surfacing creating unforeseen changes in levels - Repair the damaged areas of tarmac to provide a uniform surface

Finding 3

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

Finding 4

There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

i 4 - Very Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Bitmac
Item Part Number:
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

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



Total Findings: 2

Finding 1

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

Finding 2

The adjacent foliage is overhanging - Cut back and maintain

i 8 - Low Risk

Item: Shelter
Manufacturer: Not Identified
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 6

Finding 1

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

Finding 2

Pop rivet fixings have failed on the seat - Replace the failed pop rivets

Finding 3

There is surface corrosion / rust present on the item - Consider treating the item

Finding 4

There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 5

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

Finding 6

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

i 6 - Low Risk

Item: Grind Rail
Manufacturer: Eibe Play Ltd
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 1

Finding 1

There is surface corrosion / rust present on the item - Consider treating the item

i 6 - Low Risk

Item: Grind Rail
Manufacturer: Eibe Play Ltd
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 1

Finding 1

There is surface corrosion / rust present on the item - Consider treating the item

i 6 - Low Risk

Item: Grind Box
Manufacturer: Eibe Play Ltd
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 1

Finding 1

There is surface corrosion / rust present on the item - Consider treating the item

i 6 - Low Risk

Item: Quarter Pipe
Manufacturer: Eibe Play Ltd
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 2

Finding 1

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

Finding 2

Minor damage to surface - Monitor for deterioration

i 6 - Low Risk

Item: Platform Ramp
Manufacturer: Eibe Play Ltd
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 1

Finding 1

Concrete is lifting at the front of the ramp - Remove and reinstate concrete (level)

i 6 - Low Risk

Item: Half Pipe
Manufacturer: Eibe Play Ltd
Surface Type: Tarmac
Item Quantity: 1



Total Findings: 3

Finding 1

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

Finding 3

The paint is flaking off the metalwork - Rub down and re-paint

Finding 2

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

Findings information

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

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



Finding: There is weed / vegetation growth on, between, or around the edges of the surfacing **Action:** Remove weed / vegetation growth

i 8 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

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



Finding: There is root damage to the surfacing creating unforeseen changes in levels

Action: Repair the damaged areas of tarmac to provide a uniform surface

i 6 - Low Risk (Finding 3)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

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



Finding: There is some damage apparent to the riding surface

Action: Monitor for any further deterioration and repair as required

i 8 - Low Risk (Finding 4)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

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



Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 1)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bitmac



Finding: There is some damage to the fence sections

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 2)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bitmac



Finding: The adjacent foliage is overhanging

Action: Cut back and maintain

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is some evidence of fire damage to the item

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: Pop rivet fixings have failed on the seat

Action: Replace the failed pop rivets

i 6 - Low Risk (Finding 3)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

i 8 - Low Risk (Finding 4)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 5)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

i 6 - Low Risk (Finding 6)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac





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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 1)

Item:	Wheeled Sports - Grind Rail	Risk Level:	L - Low Risk
Manufacturer:	Eibe Play Ltd	Surface:	Tarmac






Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

i 6 - Low Risk (Finding 1)

Item:	Wheeled Sports - Grind Rail	Risk Level:	L - Low Risk
Manufacturer:	Eibe Play Ltd	Surface:	Tarmac

Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

i 6 - Low Risk (Finding 1)

Item: Wheeled Sports - Grind Box
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



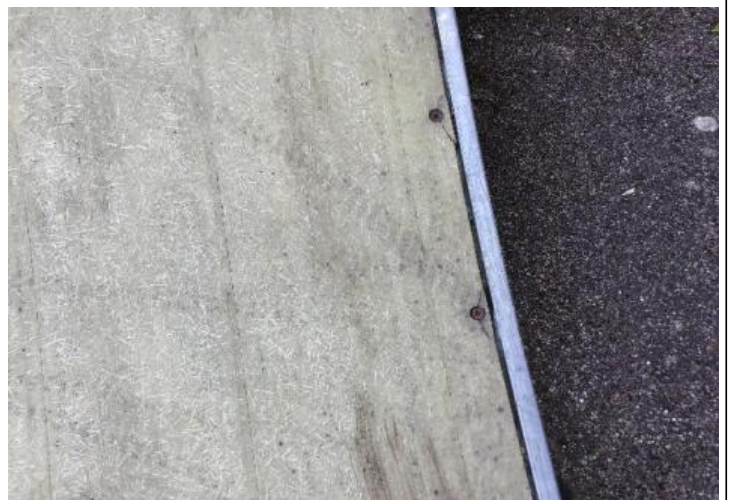
Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

i 6 - Low Risk (Finding 1)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 2)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



Finding: Minor damage to surface

Action: Monitor for deterioration

i 6 - Low Risk (Finding 1)

Item: Wheeled Sports - Platform Ramp
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



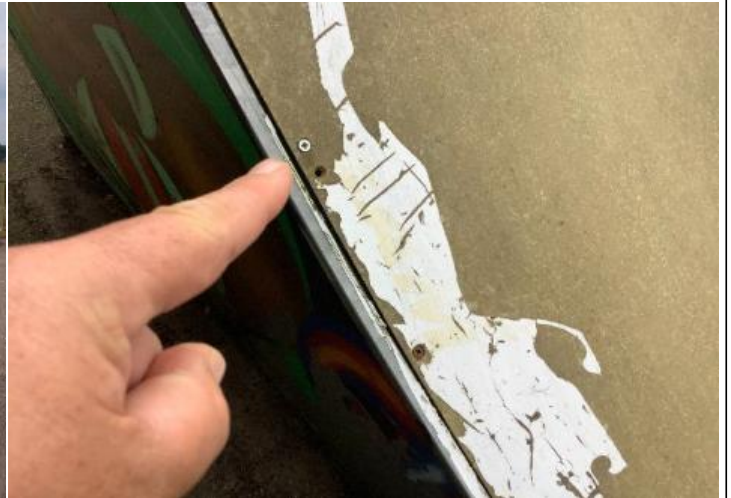
Finding: Concrete is lifting at the front of the ramp

Action: Remove and reinstate concrete (level)

i 6 - Low Risk (Finding 1)

Item: Wheeled Sports - Half Pipe
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 2)

Item: Wheeled Sports - Half Pipe
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is some damage to the fence sections

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 3)

Item: Wheeled Sports - Half Pipe
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

Wickhambrook

Inspection Ref: 2950049

Site Ref: 5341

Operational Inspection - 9-January-2026 - 11:24 Inspector Philip Smith

Risk Assessment: 8 Low Risk

**Location:**

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

i 4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

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

i 6 - Low Risk

Item: Gate - Self Closing
Manufacturer: Easy Gate Ltd
Surface Type: Bonded Rubber Mulch
Item Quantity: 2



Total Findings: 1

Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

i 4 - Very Low Risk

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



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Fencing - Timber
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 4

Finding 1

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

Finding 2

Slats damaged - Replace damaged slat

Finding 3

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

Finding 4

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

i 8 - Low Risk

Item: Picnic Table
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 2



Total Findings: 1

Finding 1

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

i 6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Part Number:
Item Quantity: 2

Total Findings: 2



Finding 1

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

Finding 2

The foundation is loose - Reinstate the foundation

i 4 - Very Low Risk

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

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Spring Snail
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

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

i 8 - Low Risk

Item: Spring Bee
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 2

Finding 1

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

Finding 2

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

i 4 - Very Low Risk

Item: Dish Roundabout
Manufacturer: Sutcliffe Play Limited
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Stepping Posts Timber
Manufacturer: Playworld Systems (Europe) Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 3

Finding 1

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

Finding 2

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

Finding 3

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 8 - Low Risk

Item: Embankment Slide
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 3

Finding 1

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

Finding 2

There are trip hazards at the edges of the surface - Reinstate surrounding surface levels to remove the trip points

Finding 3

Some timbers are slightly loose in the foundation - Monitor for deterioration

i 8 - Low Risk

Item: Activity Trail
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 6

Finding 1

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

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

Finding 3

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

Finding 4

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 5

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

Finding 6

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

i 6 - Low Risk

Item: 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 4

Finding 1

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

Finding 2

The paint is flaking off the metalwork - Rub down and re-paint

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 4

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

i 4 - Very Low Risk

Item: Supernova
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Overhead Rotator
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

i 8 - Low Risk

Item: Multi Play (Senior)
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 4

Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

Finding 2

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

Finding 3

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

Finding 4

Cable tie around post has been cut leaving sharp edges - Remove cable tie

i 6 - Low Risk

Item: Log Walk
Manufacturer: Miracle Recreation Equipment Company
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 2

Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

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

i 8 - Low Risk

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



Total Findings: 5

Finding 1

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

Finding 3

The connecting lugs are showing signs of wear - Monitor for any further deterioration and repair as required

Finding 5

The item has been damaged - Sand down plastic to remove sharp edge

Finding 2

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

Finding 4

There is surface corrosion / rust present on the item - Consider treating the item

i 8 - Low Risk

Item: Cable Runway
Manufacturer: Fenland Leisure Products
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 5

Finding 1

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

Finding 2

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

Finding 3

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

Finding 4

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

Finding 5

There are a number of redundant staples attached to the equipment - Remove redundant staples

Findings information

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Not Identified

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



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Easy Gate Ltd

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

i 6 - Low Risk (Finding 1)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



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

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

i 4 - Very Low Risk (Finding 2)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Slats damaged

Action: Replace damaged slat

i 6 - Low Risk (Finding 3)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

i 8 - Low Risk (Finding 4)

Item: Fences - Fencing - Timber
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting nail ends present

Action: Remove and provide more appropriate fixings if required

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



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

Action: Treat affected areas and repaint

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The foundation is loose

Action: Reinstate the foundation

i 4 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring Snail
Manufacturer: Miracle Recreation Equipment Company

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



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

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring Bee
Manufacturer: Miracle Recreation Equipment Company

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



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

Action: Secure all loose fixings

i 8 - Low Risk (Finding 2)

Item: Rocking Equipment - Spring Bee
Manufacturer: Miracle Recreation Equipment Company

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



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Stepping Posts
 Timber
Manufacturer: Playworld Systems (Europe) Ltd

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Stepping Posts
Timber
Manufacturer: Playworld Systems (Europe) Ltd

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



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

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

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Stepping Posts
Timber
Manufacturer: Playworld Systems (Europe) Ltd

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



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

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Miracle Recreation Equipment Company

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



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

i 8 - Low Risk (Finding 2)

Item: Other - Embankment Slide
Manufacturer: Miracle Recreation Equipment Company

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



Finding: There are trip hazards at the edges of the surface

Action: Reinstate surrounding surface levels to remove the trip points

i 4 - Very Low Risk (Finding 3)

Item: Other - Embankment Slide
Manufacturer: Miracle Recreation Equipment Company

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



Finding: Some timbers are slightly loose in the foundation

Action: Monitor for deterioration

i 4 - Very Low Risk (Finding 1)

Item: Activity Equipment - Activity Trail
Manufacturer: Miracle Recreation Equipment Company

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



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Activity Trail
Manufacturer: Miracle Recreation Equipment Company

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



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Activity Trail
Manufacturer: Miracle Recreation Equipment Company

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



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

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

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Activity Trail
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process
Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 8 - Low Risk (Finding 5)

Item: Activity Equipment - Activity Trail
Manufacturer: Miracle Recreation Equipment Company

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



Finding: There is algae or moss on the surface of the equipment
Action: Clean and treat appropriately

i 6 - Low Risk (Finding 6)

Item: Activity Equipment - Activity Trail
Manufacturer: Miracle Recreation Equipment Company

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



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

i 6 - Low Risk (Finding 1)

Item: Swings - 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 2)

Item: Swings - 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

i 4 - Very Low Risk (Finding 3)

Item: Swings - 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Miracle Recreation Equipment Company

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



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 4 - Very Low Risk (Finding 4)

Item: Swings - 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The bushes are showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 1)

Item: Rotor Play - Overhead Rotator
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

i 8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Miracle Recreation Equipment Company

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



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

Action: Clean and treat appropriately

i 4 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Miracle Recreation Equipment Company

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



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

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Miracle Recreation Equipment Company

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



Finding: Cable tie around post has been cut leaving sharp edges

Action: Remove cable tie

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Log Walk
Manufacturer: Miracle Recreation Equipment Company

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



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process
Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Log Walk
Manufacturer: Miracle Recreation Equipment Company

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



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

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Not Identified

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Climbing Frame
Manufacturer: Not Identified

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



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

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

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Climbing Frame
Manufacturer: Not Identified

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



Finding: The connecting lugs are showing signs of wear

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Climbing Frame
Manufacturer: Not Identified

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



Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

i 6 - Low Risk (Finding 5)

Item: Activity Equipment - Climbing Frame
Manufacturer: Not Identified

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



Finding: The item has been damaged

Action: Sand down plastic to remove sharp edge

i 0 - Risk Assessment not Undertaken (Finding 1)

Item: Other - Cable Runway
Manufacturer: Fenland Leisure Products

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



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

Action: Inspect in accordance with the manufacturers recommendations

i 0 - Risk Assessment not Undertaken (Finding 2)

Item: Other - Cable Runway
Manufacturer: Fenland Leisure Products

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



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

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

i 6 - Low Risk (Finding 3)

Item: Other - Cable Runway
Manufacturer: Fenland Leisure Products

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



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

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

i 8 - Low Risk (Finding 4)

Item: Other - Cable Runway
Manufacturer: Fenland Leisure Products

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 5)

Item: Other - Cable Runway
Manufacturer: Fenland Leisure Products

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

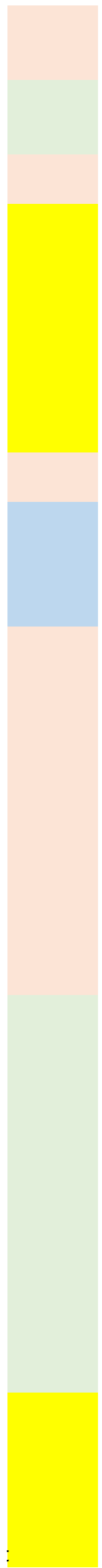


Finding: There are a number of redundant staples attached to the equipment **Action:** Remove redundant staples

Item	Date of Inspection	Date first identified	Annual Inspection	Risk assessment	Finding	Advice
Site General	09/01/2026		01/07/2025	Very Low Risk		This item is satisfactory - no work required.
Site General	09/01/2026	10/12/2024	01/07/2025	Fault Rectified		There are projecting bolt threads present - remove excess thread length and deburr or BS EN 1176 Part 1 - Acrometric first stage - drill inside the steel inside - There are no hazards at the edges of the surface - Re-harshen surrounding surface
Gate - Soft Closing (HSC Eng)	09/01/2026	06/10/2023	01/07/2025	Low Risk	Fault Rectified	1 The post is flexing off the metalwork - Rub down and repair
Gate - maintenance	09/01/2026	12/07/2024	01/07/2025	Low Risk		1 There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate. The gate has no drop bolt sleeves and/or drop bolts fitted - Provide drop bolt sleeves
	09/01/2026		01/07/2025	Low Risk		2 inspect bolt
	09/01/2026		01/07/2025	Low Risk		3 There is no padding on the maintenance gate - Provide a padding to protect the gate
	09/01/2026		01/07/2025	Low Risk		4 There is some denting / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (M) and replace as required
Fencing - Timber	09/01/2026	06/10/2023	01/07/2025	Low Risk		1 The adjacent foliage is overhanging - Cut back and maintain
	09/01/2026	13/08/2025	01/07/2025	Fault Rectified		The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment
	09/01/2026	04/06/2025	01/07/2025	Low Risk		2 Slat Damaged, replace damaged slat
	09/01/2026	04/06/2025	01/07/2025	Low Risk		3 Parts of the timber are rough or splintered - Remove all rough or sharp edges
	09/01/2026	04/07/2025	01/07/2025	Low Risk		4 There are projecting nail ends present - Remove and provide new appropriate fixings required
	09/01/2026		01/07/2025			5 There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required
	09/01/2026		01/07/2025	Low Risk		6 There are a number of loose posts around the fence - Monitor for any further deterioration and repair as required
Fence - Tangle	09/01/2026		01/07/2025	Fault Rectified		7 A number of fence's have worked loose - Secure all loose fixings
Fence - Tangle	09/01/2026	10/09/2024	01/07/2025	Low Risk		8 There are projecting bolt threads present - remove excess thread length and deburr or provide cap
	09/01/2026	06/10/2023	01/07/2025	Low Risk		9 The postwork on the item has been damaged or worn exposing the metal underneath
	09/01/2026	04/06/2025	01/07/2025	Low Risk		1 which is falling / coming - Treat affected areas and repair
	09/01/2026	04/06/2025	01/07/2025	Low Risk		2 Repair Foundation
	09/01/2026	04/06/2025	01/07/2025	Low Risk		3 The item is satisfactory - no work required
Bench	09/01/2026	06/10/2023	01/07/2025	Very Low Risk		4 A number of fence's have worked loose - Secure all loose fixings
Spring Seat	09/01/2026	06/10/2023	01/07/2025	Very Low Risk		5 A number of fence's have worked loose - Secure all loose fixings
Spring Seat	09/01/2026	06/10/2023	01/07/2025	Low Risk		6 There is a missing fastener on the item - Replace all missing fasteners
Spring Seat	09/01/2026	04/06/2025	01/07/2025	Low Risk		7 The item is satisfactory - no work required
Spring Seat	09/01/2026		01/07/2025	Low Risk		8 There is surface corrosion / rust present on the dish - Consider treating the item
Spring Seat	09/01/2026		01/07/2025	Very Low Risk		9 The item is satisfactory - no work required
Spring Seat - 1 Bar 2 Seat (Cable)	09/01/2026		01/07/2025	Low Risk		10 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		11 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		12 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		13 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		14 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		15 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		16 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		17 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		18 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		19 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		20 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		21 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		22 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		23 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		24 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		25 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		26 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		27 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		28 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		29 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		30 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		31 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		32 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		33 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		34 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		35 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		36 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		37 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		38 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		39 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		40 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		41 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		42 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		43 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		44 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		45 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		46 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		47 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		48 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		49 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		50 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		51 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		52 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		53 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		54 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		55 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		56 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		57 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		58 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		59 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		60 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		61 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		62 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		63 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		64 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		65 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		66 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		67 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		68 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		69 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		70 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		71 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		72 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		73 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		74 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		75 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		76 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		77 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		78 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		79 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		80 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		81 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		82 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		83 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		84 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		85 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		86 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		87 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		88 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		89 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		90 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		91 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		92 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		93 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		94 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		95 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		96 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		97 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		98 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		99 The item is satisfactory - no work required
	09/01/2026		01/07/2025	Low Risk		100 The item is satisfactory - no work required

Item	Manufacturer	Year of Purchas	Purchase Cost	In Warranty	Date of Inspection	Date Issue first identified	Annual Inspection	Risk assessmer	Finding No	Finding 1	Action	Cost to Rectify	Who	When
Site General	Owner/Operator				08/01/2026			Very Low Risk		This item is satisfactory - no work required -				
Sign	Owner/Operator				08/01/2026		01/07/2025	Very Low Risk		This item is satisfactory - no work required -				
Gate - Self Cl	IDVERDE				08/01/2026	02/08/2024		Low Risk		1 The gate rebounds when opened quickly and could strike ongoing adjustment by both Fenland and pc inspectors			Online Playgrounds	Within one year
Fence - Chain	Not Identified				08/01/2026	01/11/2023		Low Risk		1 There is some damage to the fence sections - Monitor for	Get quote to include in grant template	Approach Havebury and SCC	Other	Within one year
Bench	Not Identified				08/01/2026			Very Low Risk		This item is satisfactory - no work required -				
Litter Bin	Wybone				08/01/2026			Very Low Risk		This item is satisfactory - no work required -				
1 Bay Mixed	Playdale Playgrounds Ltd				08/01/2026			Very Low Risk		This item is satisfactory - no work required -			Online Playgrounds	Within three months
					08/01/2026			Very Low Risk		This item is satisfactory - no work required -				
Spring See-S	Ledon				08/01/2026			Very Low Risk		This item is satisfactory - no work required -				
Jeep	Not Identified				08/01/2026	01/11/2023		Low Risk	Fault Rectified	Cap covers missing - replace	This work was completed by Kevin in July			completed
Multi-play (J)	IDVERDE	2020	£	7,353	08/01/2026	01/11/2023	01/07/2025	Low Risk		1 The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability			Volunteers	Within one year
					08/01/2026	08/01/2026				The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required	Marked complete by inspector 03/05/2024			completed
								01/07/2025	Low Risk	There is/are finger entrapment/s in the climbing wall and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No action given the risk assessment			Advised by Inspector	No Action given Risk Assessment

Item	Date of Inspection	Date issue first ident	Annual Inspection	Risk ass	Finding 1	Action	Cost to Rectify	Who	When	Note
Site General	09/01/2026	06/10/2023	01/07/2025	Low Risk	1 There is moderate damage to the surface - discussed with Sovereign 27/11/2023- has seen much worse - mostly tree roots and this will appear even if re-surfaced	1 Repair the damaged areas of surfacing		Other	Within two years	
	09/01/2026			Fault Rect	2 The concrete is breaking up around the edges of the surface - Repair the damaged concrete	2 concrete	Discuss with RH Landscapes	Other	Within two years	
	09/01/2026	12/07/2024		Low Risk	3 The concrete foundation around the goal structure is lifting - repair	3 structure is lifting - repair	Sovereign warranty out of time before this was reported. Requested RH Landscapes look at this to see if they can fix on next parish day.	Original Supplier	Within one year	
	09/01/2026		01/07/2025	Low Risk	1 There are trip hazards at the edges of the surface - Reinstate and repair surface	1 levels to remove trip hazard	see above			
	09/01/2026		01/07/2025	Low Risk	2 The bitumen surface is worn or damaged - Repair the bitumen to provide a uniform surface	2 surface	see above			
	09/01/2026		01/07/2025	Low Risk	3 There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately	3 Clean and treat appropriately	wet and protect treatment	Volunteers	Within three months	
Fence Bowtop	09/01/2026	10/12/2024		Low Risk	There are a number of fixings missing from the fence - replace missing fixings	have requested replacment fixings		Volunteers	Within three months	
Litter Bin	09/01/2026		01/07/2025	Very Low Risk	This item is satisfactory - no work required					
Ball Games Area	09/01/2026	06/10/2023		Fault Rectified	Annual	Bin removed by R H Landscapes and concrete repaired				
Ball Games Area	09/01/2026	04/01/2024		Fault Rectified	The net is damaged and requires removal/replacement					
Ball Games Area	09/01/2026	12/07/2024		Low Risk	1 Parts of the timber are rough or splintered - There is weed/vegetation growth on, between or around the edges of the surfacing - remove weed/vegetation	1 Remove all rough or sharp edges	raiseed with Sovereign - no action from their part.	Volunteers	Within three months	
	09/01/2026	12/07/2024		Low Risk	2 growth			Volunteers	Within three months	
	09/01/2026	12/07/2024		Low Risk	3 There is algae, silt or moss growth on the surface resulting in slippery conditions - clean and treat appropriately	3 clean and treat appropriately		Volunteers	Within three months	
	09/01/2026	03/10/2025		Low Risk	4 There is some tree debris on the surfacing - remove and maintain	4 remove and maintain		Volunteers	Within three months	
	09/01/2026		01/07/2025	Fault Rect	1 A clearly visible safety sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident - Provide signage to BS EN 15312	order in from Signs4Safety		Volunteers	Within one month	
	09/01/2026		01/07/2025	Very Low	2 There is/are finger entrapments in the framework and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers - Monitor - No action given the risk assessment			Advised by Inspector	No Action given Risk Assessment	



Item	Date of Inspection	Date Issue first identified	Annual Inspection	Risk assessment	Finding No	Advice	Action	Cost to Rectify	Who	When
Site General	09/01/2026	06/10/2023	01/07/2025	Low Risk	1	There is weed / vegetation growth on, between, or around the edges of the surfacing - Remove weed / vegetation growth			Volunteers	Within three months
	09/01/2026		01/07/2025	Low Risk	2	There is root damage to the surfacing creating unforeseen changes in levels - Repair the damaged areas of tarmac to provide a uniform surface	27/11/2023 - Sovereign say seen far worse and root damage will not be rectified with		Other	Within two years
	09/01/2026			Low Risk	3	There is some damage apparent to the riding surface - Monitor for any further deterioration and repair as required	get quote		Original Supplier	Within one year
	09/01/2026	04/01/2024	01/07/2025	Low Risk	4	There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately	spray at next volunteer morning		Volunteers	Within three months
	09/01/2026		01/07/2025	Low Risk	1	Signage of the wheeled sports area should be provided as recommended in BS EN 14974; this will include, but not exclusively, the use of the area, a recommendation to wear protective equipment, emergency contact details etc - Provide signage as recommended by BS EN 14974 for wheeled sports areas	Order Sign from Signs4Safety		Volunteers	Within one month
	09/01/2026		01/07/2025	Low Risk	4	There is some tree debris on the surfacing - Remove and maintain				
Litter Bin	09/01/2026		01/07/2025	Very Low Risk		The litter bin is full - empty and review the collection routine	Fault rectified - This item is satisfactory - no work required -			
Fence - Bow	09/01/2026	06/10/2023	01/07/2025	Low Risk	1	There is some damage to the fence sections - Monitor for any further deterioration and repair as required	inspect and get images for quote		Volunteers	Within one year
	09/01/2026	09/01/2026	01/07/2025	Low Risk	2	The adjacent foliage is overhanging - Cut back and maintain	this was done on 2nd July		Volunteers	completed
Shelter	09/01/2026	06/10/2023	01/07/2025	Low Risk	1	There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required	re-spray		Volunteers	Within one year
	09/01/2026	06/10/2023	01/07/2025		2	Pop rivet fixings have failed on the seat - Replace the failed pop rivets	raised with Fenland as this work should have been completed on 31/08/24		Online Playgrounc	Within one year
	09/01/2026	06/10/2023	01/07/2025		3	There is surface corrosion / rust present on the item - Consider treating the item	Seeking advice on best treatment		Volunteers	Within one year
	09/01/2026	04/06/2025		Low Risk	4	There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately	Treat with Wet & Protect		Volunteers	Within one year
	09/01/2026	04/06/2025		Low Risk	5	there is weed / vegetation growth within the surface - Remove weed / vegetation growth	this was done on 2nd July			
	09/01/2026	09/01/2026		Low Risk	6	A number of fixing(s) have worked loose - Secure all loose fixings			Other	Within one year
	09/01/2026		01/07/2025	Low Risk	2	There is some graffiti present - Remove the graffiti	Re-spray with relevant paint colour (not the street art)		Volunteers	Within three months
Grind Rail	09/01/2026	06/10/2023	01/07/2025	Low Risk	1	There is surface corrosion / rust present on the item - Consider treating the item	See quote from Eibe for zinc coating		Original Supplier	Within one year
Grind Rail	09/01/2026	06/10/2023	01/07/2025	Low Risk	1	There is surface corrosion / rust present on the item - Consider treating the item	See quote from Eibe for zinc coating		Original Supplier	Within one year
Grind Box	09/01/2026	06/10/2023	01/07/2025	Low Risk	1	There is surface corrosion / rust present on the item - Consider treating the item	See quote from Eibe for zinc coating		Original Supplier	Within one year
Quarter Pipe	09/01/2026	06/10/2023		Low Risk	1	The item (side panel) has been damaged - Monitor for any further deterioration and replace as required	See Quote from Eibe		Original Supplier	Within one year
	09/01/2026	03/10/2025		Low Risk	2	Minor damage to surface - monitor for deterioration				
	09/01/2026		01/07/2025	Low Risk	1	The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform. - Monitor - no reasonably practicable action given the risk assessment	consider quote from EIBE		Advised by InspeX	No Action given Risk Assessment
	09/01/2026		01/07/2025	Low Risk	2	The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 - 6.1.4 recommends a maximum of 5mm - Adjust height to ensure a maximum of 5mm change in level	see quote from EIBE		Original Supplier	Within one year
Platform Ram	09/01/2026	08/08/2024		Low Risk		Concrete is lifting at the front of the ramp - remove and re-instate concrete (level)	see quote From EIBE		Original Supplier	Within one year
	09/01/2026		01/07/2025	Low Risk	1	The kicker plate has sunk more than 5mm below the surrounding surface level, BS EN 14974 - 6.1.4 recommends a maximum of 5mm - Adjust height to ensure a maximum of 5mm change in level	see quote from EIBE		Original Supplier	Within one year
	09/01/2026		01/07/2025	Low Risk	2	Joints between the riding / rolling surfaces shall not be greater than 5mm in contravention of the requirements of BS EN 14974 - 6.2.4 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm	see quote from EIBE		Original Supplier	Within one year
Half Pipe	09/01/2026	06/10/2023		Low Risk	1	A number of fixing(s) have worked loose - Secure all loose fixings	see quote from EIBE		Original Supplier	Within one year
	09/01/2026	03/05/2024		Low Risk	2	There is some damage to the fence sections - Monitor for any further deterioration and repair as required	see below			
	09/01/2026	04/07/2025		Low Risk	3	The paint is flaking off the metalwork - Rub down and repaint				
	09/01/2026		01/07/2025	Low Risk	1	The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform. - Monitor - no reasonably practicable action given the risk assessment	see quote from EIBE		Advised by InspeX	No Action given Risk Assessment
	09/01/2026		01/07/2025	Low Risk	2	Joints between the riding surfaces shall not be greater than 5mm in contravention of the requirements of BS EN 14974 - 6.2.4 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm	see quote from EIBE		Original Supplier	Within one year

Appendix C

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

5.1. Members and officers are responsible for obtaining value for money at all times.

Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below: i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£1,000] excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT



Mrs H Workman
3 Farriers Close
Great Barton
Bury St Edmunds
IP31 2FP

Contact: Simon Collin
parks@westsuffolk.gov.uk
01284 757088

20 January 2026

Dear Mrs H Workman

Town and Parish Council Playground Inspections

I am writing regarding the operational and annual independent play inspections that West Suffolk Council currently undertake on your play facilities.

Following a review of our play inspection schedule we are amending the operational inspection frequencies of all the play facilities that we currently inspect. This review has included the play facilities that we inspect on behalf of Town and Parish Councils, along with our own West Suffolk Council owned sites.

The new frequency of operational inspections has been determined through the size of the playground itself, the population size the playground serves and the frequency the playground is used. Those play facilities scoring highly in these areas will be inspected monthly, moderately scoring sites will be inspected every other month and those lesser used play facilities will be inspected every three months. These revised operational inspection frequencies are within the recommendations of the safety standard, BS EN 1176, Part 7 for inspections.

Annual independent inspections will remain unchanged.

As per the previous agreement, Town and Parish Council's will remain responsible for all repairs/works which arise from both the annual independent inspection and the operational inspections. Town and Parish Council's will also remain responsible for all routine visual inspections of their own play facilities.

Please find enclosed a Service Level Agreement (SLA) for the operational and independent annual playground inspections for your areas. This SLA details the frequency levels of inspections on the sites within your ownership.

If you are happy with the SLA, could you please fill in the sections on pages 2, 4 and 14 (including a signature on page 2) and return to parks@westsuffolk.gov.uk before Friday 27th February 2026. If you have any questions or concerns

regarding any of the above, or the SLA itself then please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Collin', with a long horizontal stroke extending to the right.

Simon Collin
Parks Infrastructure Manager

Effective from 1 April 2026
Wickhambrook Parish Council
and
West Suffolk Council

**Service Level Agreement
for the provision of**

Operational playground inspections and
independent annual playground inspection

**Service Agreement
April 2026-March 2027**

Employer			
Organisation:	Wickhambrook Parish Council ("The Client")		
Name:			
Position:			
Signature:		Date:	

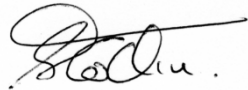
Service Provider			
Organisation:	West Suffolk Council, Western Way, Bury St Edmunds, IP33 3YU ("The Provider")		
Name:	Simon Collin		
Position:	Park Infrastructure Manager		
Signature:		Date:	20/01/2026

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Background

Section 1 of the Local Authorities (Goods and Services) Act 1970 provides for a local authority to enter into an agreement with any public body, within the meaning of that section, for the supply by the authority for the public body any administrative, professional or technical services.

The parties have agreed with effect from the commencement date to arrange for the provision of certain services from one party to the other as set out in the service specification.

1. The Agreement

1.1 Statement of Intent

This document ("the Agreement") is a Service Contract between West Suffolk Council ("the Provider") and Wickhambrook Parish Council ("The Client").

1.2 Nominated Officers

For the Client:	
Name:	
Contact Details:	

For the Provider:	
Name:	Simon Collin, Parks Infrastructure Manager
Contact Details:	parks@westsuffolk.gov.uk

1.3 Partnership Principles

In the spirit of partnering, the parties will work to develop an environment of cooperation and trust, using the following Partnership Principles:

- Be accountable – to the joint responsibilities set out in this Agreement
- Collaborate and co-operate – establish and adhere to the governance structure to ensure that service activities are delivered and actions taken on a joint basis
- Be open – communicate openly about major concerns, issues or opportunities relating to the services provided
- Learn, develop and achieve potential – share information, experience and skills to learn from each other and develop new ways of working. Work collaboratively to identify business improvements, eliminate inefficiencies and reduce the cost-of-service provision
- Adopt a positive outlook – demonstrate a positive, “can do” attitude, looking at ways to improve services
- Focus on excellent customer and public service – support this Agreement through a detailed service plan, which will show how delivery will be targeted and managed

1.4 Term of Agreement

The term of the Agreement, which covers the services specified in section 2, will commence on 1 April 2026 (the Start Date) and terminate on 31 March 2027 (the Termination Date).

This agreement can be extended for an additional financial year (2027/28) through exchange of an extension letter, if both parties are in agreement.

1.5 Obligations

The Provider shall deliver the agreed Services within the agreed timeframes, standards and costs set out in PART B of this Agreement.

The Client shall enable safe access for the Provider's employee and or their appointed contractor to inspect the playground facilities located on their land indicated in PART C.

Both parties agree to act in good faith and in a reasonable and timely manner with regard to the operation of the Agreement.

1.6 TUPE

The parties hold the view that TUPE will not apply on the commencement of this Agreement during the Agreement Term or on the expiry of this Agreement (in whole or in part). However, if during the Agreement Term, TUPE operates so as to transfer the employment of an employee from one party to the other party, the parties shall comply with their legal obligations under TUPE.

2. Service Overview

The Provider shall undertake the Services on behalf of the Client in accordance with the service requirements and standards detailed in PART B of this Agreement and within the sites included at the addresses listed in PART C of this Agreement.

3. Financial Arrangements

3.1 Services to be paid for

The Provider (West Suffolk Council) will not charge the Client for the inspections or the administrative costs associated with circulating the inspections in financial year 2026/2027 or any future financial years (if this agreement is extended).

3.2 Services for which payment will be received

Should the Client require additional inspections or advise on replacement parts/units, the provider may levy charges commensurate with its staff time and any costs it may incur.

3.3 Remuneration

Should the Client require additional services the Provider shall invoice the Client for the services it's provided on a quarterly basis.

3.4 Pricing Schedule

The Provider will provide a pricing schedule should it choose to levy charges for the service in the future.

4. Service Monitoring and Variations

4.1 Review

There are not going to be any scheduled meetings associated with this contract. Should either party feel the need to meet then a mutually agreeable time and venue will be agreed

4.2 Variations

Amendments or additions to any of the provisions of this agreement shall be made by written exchange between the parties, a copy of which is to be kept with this agreement.

Any amendment or additions shall be approved and signed on behalf of the Client and the Provider by those Nominated Officers listed in section 1.2 of this Agreement.

5. Records

The Provider shall ensure that relevant information; records and documentation are maintained and provided to the Client.

The Provider shall give all reasonable access for auditors working for the Client and make all necessary records maintained in connection with the delivery of the Services, including financial records, available for inspection by any such auditors.

The Provider shall make arrangement for records and other documents to be available for a period of 21 years.

6. Issue Management

The relevant Nominated Officer (as listed in section 1.2 of this Agreement) for either of the parties to this Agreement shall notify their counterpart at the other party promptly of any material issues, concerns or written complaints regarding any matter under or in this Agreement. The relevant Nominated Officers of both parties will use every endeavour to resolve, by a process of consultation, any differences or issues arising between them.

7. Change Control

This Agreement is intended to be a living document, capable of being updated and amended over time with the written agreement of both parties. All changes should be recorded in accordance with section 4.2 of this Agreement.

8. Termination and Exit

This Agreement shall commence on 1 April 2026 (the Start Date) and shall continue until 31 March 2027 (the Termination Date).

The Agreement can be extended for an additional year (2027/28) thereafter by both parties.

9. Insurance and Indemnity

9.1 Insurance

The Provider shall hold the insurances detailed in the Insurance Table below.

Insurance against	Minimum amount of cover or minimum limit of indemnity
Loss of or damage caused by the Provider to the Town Council's property.	The amount of £5 million
The Provider's liability for loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the contractors providing the service.	The amount of £5 million each and every occurrence with cross liability so that the insurance applies to the Parties separately.
Liability for death of or bodily injury to employees of the Provider arising out of and in the course of their employment in connection with this agreement.	The greater of the amount required by the applicable law and the amount of £5 million for any one occurrence.
Professional Indemnity Insurance	The amount of £500,000 any one claim or series of claims arising from one single incident.

Should it be requested; copies of relevant insurance documents will be provided to the Client.

The Client shall insure against liability for third party claims within the Agreement Area.

9.2 Indemnity

The Provider indemnifies the Client only and limited to circumstances where such third-party claims arise as a direct consequence of the Provider's failure to provide the functions delegated under this agreement.

The Client shall notify the Provider prior to making any claim under the said Indemnity and the Provider continues to provide such assistance as the Client may require including but not limited to:

- Acknowledging the claim as soon as possible.
- Forwarding the claim to the Client, together with such information that the Client or its insurers require, promptly within the time specified time by the Client or its insurers; and
- Providing statements from relevant staff and attendance in court proceedings as witnesses.

Except in respect of payment liabilities, neither party will be liable for any failure or delay in its performance under this Agreement due to reasons beyond its reasonable control, including acts of war, acts of God, earthquake, flood, riot, embargo, sabotage, governmental act or failure of the Internet, provided the delayed party gives the other party prompt notice of the reasons for such cause.

10. Policies and Standards

The following publications are to be observed by the Provider in delivering the services provided under this agreement.

- Playground Equipment & Surfacing - BS EN 1176 & 1177: 2008
- MUGA's (Multi Use Games Areas) - BS EN 15312 - Free Access Multi Sports
- Skate Parks: BS EN 14974 - Roller Sports Equipment
- Outdoor Fitness Equipment – BS EN 16639: 2015
- Parkour Equipment – BS 10075: 2013

In the event of contradiction or inconsistency between standards, the Provider shall use its best judgement in completing the inspections process. Should the

above standards be updated the provider shall ensure that the new standards are adopted.

This is not an exhaustive list and other relevant national and local publication may be relevant to the delivery of the services in this agreement.

It is the Provider's responsibility to ensure that when undertaking the services of this agreement, all legal and statutory obligations are met.

The provider will also ensure that all inspectors working on their behalf are registered and certificated RPII (Register of Play Inspectors International) Operational and Annual inspectors and DBS (Disclosure and Barring Service) checked.

PART B – Service Requirements and Standards

a. Operational Playground Inspections

The Provider shall undertake operational inspections of the Clients playground/s per annum at the frequency specified in PART C of the Agreement.

The inspection shall be recorded on the provider's inspection system and copies shall be emailed to the Client as inspections are completed.

The inspector shall be an employee of the provider and a registered and certificated RPII inspector (Operational) and DBS checked.

The provider will ensure that the client's equipment is inspected and assessed, including:

- Identification of obvious hazards as a result of vandalism, use or weather conditions.
- Cleanliness
- Equipment ground clearances
- Ground surface finishes
- Exposed foundations
- Sharp edges
- Missing parts
- Excessive Wear (of moving parts)
- Structural Integrity
- Sealed for life parts

For the avoidance of doubt, the service offered by the Client does not include:

Ordering of replacement parts
Undertaking repairs on equipment
Commissioning repairs.

The Client is responsible for all required repairs/works recorded through the Operational Play Inspection.

The Client remains responsible for routine visual inspections of their playgrounds at a frequency they consider appropriate between the formally recorded operational playground inspections conducted by the Provider.

b. Annual Independent Playground Inspection.

The Provider shall, on an annual basis employ and pay for the services of an independent playground inspection company to undertake an annual audit inspection of the Client's equipment.

The annual inspector will be a registered and certificated RPII inspector (Annual) and DBS checked.

The annual inspection will be in a similar format to the Operational inspections.

The provider will ensure that the client's equipment is inspected and assessed to a number of different standards, including:

- Playground Equipment & Surfacing - BS EN 1176 & 1177: 2008
- MUGA's (Multi Use Games Areas) - BS EN 15312 - Free Access Multi Sports
- Skate Parks: BS EN 14974 - Roller Sports Equipment
- Outdoor Fitness Equipment – BS EN 16639: 2015
- Parkour Equipment – BS 10075: 2013

The annual independent inspection is carried out to establish the overall level of safety of equipment, foundations and surfaces, e.g. compliance with the relevant standards, including any changes made as a result of any assessment of safety measures, effects of weather, presence of rotting or corrosion, and any change in the level of safety of the equipment as a result of repairs made, or of added or replaced components. Special attention is given to 'sealed-for-life' parts.

The annual main inspection may involve excavation or dismantling of certain parts. Additional measures might be necessary to detect other possible deterioration of the structure.

The Client is responsible for all required repairs/works recorded through the Annual Independent Playground Inspection.

The Client remains responsible for routine visual inspections of their playgrounds at a frequency they consider appropriate between the formally recorded operational playground inspections conducted by the Provider.

PART C – Site location/locations

Add in locations of playgrounds including for each Parish/Town Council	Inspection Frequency
Wickhambrook, Bury Road, Wickhambrook, CB8 8PE	every third month
Wickhambrook, Community Centre, Cemetery Road, Wickhambrook, CB8 8XR	Monthly
Wickhambrook, Ball Park, Community Centre, Cemetery Rd, Wickhambrook. CB8 8XR	Monthly
Wickhambrook, Skate Park, Community Centre, Cemetery Rd, Wickhambrook. CB8 8XR	Monthly

PART D – Client contact details

(i.e. recipient of the inspection details)

Name of Client Organisation: (e.g. Parish Council/Playing Field Association)	
Person Representing the Client: Name:	

Postal address:	
Email address:	
Contact Telephone Number:	

PART E - Privacy notice

West Suffolk Council is Data Controller for activities in their respective areas of the authority and can be contacted at West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU. Telephone 01284 757173.

The Data Protection Officer is Teresa Halliday and can be contacted at the same address.

We carry out these inspections as part of our public tasks and are collecting your personal information because West Suffolk Council needs a point of contact to forward the inspection reports to. Your data will not be shared with third parties unless used for Council purposes, to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for **five years**, in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the data protection officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the data protection officer in the first instance. If the matter is not resolved, you can contact the Information Commissioner’s Office at Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113.

For further information on our data protection policies please go to our website [How we use your information](#) or email data.protection@westsuffolk.gov.uk