

## Operations & Amenities Committee

**To: Committee Members**

Cllrs Goodman (Chairperson) Banks, Bolanz, Chapman, Collins, Cooper-Marsh, Dunford, Hitchin, Johnson & Maslen

**Copies:** County Councillors (not a Town Councillor) – S Ferguson, K Prentice, G Seeff & S Taylor  
District Councillors (not a Town Councillor) – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor, S Taylor & G Welton  
Town Councillors (not a member of this committee)  
**Local Press, Town Council Website & Noticeboard**

**Agenda** for the meeting of the **Operations & Amenities committee** to be held on **21<sup>st</sup> May 2024** at **6.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

### Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

**Members of the Operations & Amenities committee are hereby summoned to attend this meeting to consider the following business.**

C Robson  
Town Clerk

**1. Apologies for absence**

To receive and accept Councillor's apologies for absence.

**2. Declarations of interest**

To receive from Councillors declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

**3. Minutes**

Members to approve the minutes of the Operations and Amenities Committee held on 16<sup>th</sup> April 2024 as a true and accurate record.

Attachment 1

**4. Action List**

To receive a summary and status of ongoing actions and resolutions.

Attachment 2



- 5. Allotments**  
To receive and consider a report on requests for improvements to Council allotments following the Council's rent increase. Attachment 3
- 6. Play Park Improvements**  
To receive and consider a recommendation on the purchase and installation of an accessible see-saw as part of finalising Brickhills Play area improvements. Attachment 4
- 7. Steve Van De Kerkhove Community Hub**

  - i) To confirm naming for the purpose of public signage. Attachment 5
  - ii) To receive an update on proposed surfacing of the access track and parking area. Attachment 6
  - iii) To consider and provide comment on a draft lease for a longer term lease of the Steve Van de Kerkhove Community Centre To follow
- 8. Jubilee Garden**  
To receive and note a report summarising work to be undertaken as part of improving Jubilee Garden. Attachment 7
- 9. Tree Works**  
To receive and note an update on the completion of scheduled tree works. Attachment 8
- 10. Play Park Annual Inspections**  
To receive and note a report from the Town Clerk confirming the required annual external inspection of council owned play parks has been undertaken and to note recommended actions to be addressed by the Operations team. Attachment 9
- 11. Date of next meeting**  
To note that the date of the next Operations and Amenities committee meeting will be 11<sup>th</sup> June 2024.

C Robson  
Town Clerk

## Operations & Amenities Committee

**Present:** Cllrs Goodman (Chairperson), Banks, Chapman, Collins, Dunford, Hitchin, Johnson, Maslen and Smith.

**In attendance:** Town Clerk, Operations Manager

**Absent:** Cllrs Bolanz and Cooper-Marsh

**Minutes** of the meeting of the **Operations & Amenities committee** held on **Tuesday 16<sup>th</sup> April** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

### Public Participation

There were no members of the public present.

### ACTIONS

#### 107 Apologies for Absence

Apologies were received and noted from Cllr Bolanz and Cooper-Marsh.

Admin

**RESOLVED** to co-opt Cllr Smith to the Operations and Amenities Committee in the absence of Cllrs Bolanz and Cooper-Marsh.

#### 108 Declarations of Interest

There were none.

#### 109 Minutes

Members **RESOLVED** to approve the minutes of the meeting of the Operations and Amenities Committee held on 12<sup>th</sup> March 2024 as a true and accurate record.

Admin

#### 110 Action list

Members received the committee action list. Members raised the following comments;

**LHI Bids** – The Clerk informed Members that he had received a copy of the Highways Authority consultation letter that would be sent to residents regarding the Luke Street LHI scheme proposal. A copy was circulated to Members for information.

The Clerk informed Members that non-complex works for the Loves Farm application had been completed and that Cllr Davenport-Ray had written to the Council expressing thanks from Loves Farm Resident Association for the Council's support for the scheme.

**Moore's Walk Garden** – The Clerk informed Members that he had received through a funding agreement the day of the meeting from the District Council for the

proposed works. He would be signing this and returning it to HDC and instructing work as soon as this was done.

**Eaton Socon Highways Petition** – The Clerk informed the Committee that the petitioner who had arranged the submission of a petition regarding highway safety matters was able to meet with Councillors on site the week of 13<sup>th</sup> May 2024.

**Public Toilets** – Members asked that the Operations Manager seeks costs to redecorate the South Street toilet doors to help improve street scene.

**Queens Jubilee Tree Planting** – The Clerk confirmed trees had been pre-ordered for the autumn planting season.

**Inclusive Play Parks** – A meeting of the Working Group was still due to be held. Recommendations on priorities and use of allocated funding would come forward from this group.

**Cemetery Land** – A Member brought a plot of land which may present an opportunity for future allotment provision to the committee's attention. It was agreed the member would forward details to the Clerk for further investigation.

#### **111 Crosshall Road Local Highway Improvement Proposal 2024-25**

Members received and noted a report from the Town Clerk on the Crosshall Road LHI scheme consultation. The Clerk reported that he had received confirmation from the Highways Officer that 70 responses had been received to the consultation and that a draft report for delegated decision making had been drawn up. A meeting would be held in April from which the Town Clerk would be able to report common themes that have emerged from the consultation, prior to decision making by the County Council.

#### **112 Solar Panels – Gate Lodge, St Neots Old Cemetery**

Members received and considered a report from the Town Clerk, along with quotations for the installation of solar panels on The Gate Lodge, St Neots Old Cemetery. The Clerk outlined the report and situation.

The Chairperson explained that the EPC for the building was poor and while PV panels would contribute to improving it, they may also be inefficient given the poor insulation of the building and high energy use. Members considered the installation of solar panels on the building, the costs and payback.

Members expressed concern over using public funds to install panels which would provide benefits and subsidies to a commercial company. While the committee acknowledged the benefits the installation of PV panels would have for the Council's move towards zero-carbon, the Council itself did not operate the building.

Members discussed whether a lease renewal for the building could be looked at, with a pay pack to the Council for the panels from energy savings factored in.

Members discussed wider issues with the building, including the poor insulation and need for the Council to invest in its buildings in the long term. The committee acknowledged the tenant should not be in a position whereby it was paying high energy costs due to poor insulation of the building.

However, overall Members did not feel the Council should agree to fund the cost of installing panels on the Gate Lodge at this stage as it would result in tax payer funds benefiting a commercial operation and there are other ways this amount of money could be spent to meet the Council's obligations as a landlord.

It was suggested that the Council look to bring the building up to standard and then consider the installation of panels at the time the lease comes up for renewal.

A Member commented that the Council's wider approach to solar panels within the Council estate should be considered by the Environment and Emergency Committee, with a recommended approach brought forward. There needs to be a plan in place which assess all buildings and where the best benefits for expenditure can be achieved.

**RESOLVED to RECOMMEND** to defer a decision on the installation of solar panels at the Gate Lodge until such time that the lease for the building is renegotiated and the Environment and Emergency Committee have brought forward a recommended plan on the Council's approach to solar PV panels and insulation across its buildings.

### 113 Steve Van de Kerkhove Community Hub

Members received and considered a report and quotations from the Town Clerk and Operations Manager on improving access surfacing at the Steve Van de Kerkhove Eynesbury Community Hub. Members also considered information provided by the Environmental Officer on the implications of different types of surfacing.

Members commented that while tarmac did present environmental challenges it was the most suitable surface for the requirements of the access track and parking area. It would also be the most versatile for multi-use vehicles and pedestrians.

A Member commented that they were not happy with a tarmac solution and that block paving would be a more environmentally friendly option. However, they accepted the surfacing needed to be undertaken that offered a safe entrance for multi-users.

It was proposed and seconded that the Committee recommend progressing with the tarmac resurfacing of the Steve Van de Kerkhove Community Hub access track and parking area and that Company B is recommended as the preferred contractor.

**RESOLVED to RECOMMEND** that the Council tarmac surface the Steve Van de Kerkhove Community Hub access track, car parking area and pedestrian walkway. The environmental challenges with a tarmac solution are acknowledged, but due to the accessibility requirements a more environmentally friendly solution such as gravel is not a feasible option.

**RESOLVED to RECOMMEND** that Company B be approved as the preferred contractor for the Works at a cost of £73,000 and that the Finance and Governance Committee consider funding available.

Members discussed and agreed the importance of marking out a disabled bay once the work was completed.

#### 114 Autumn Planting

Members received and noted a report from the Town Clerk on ordering of autumn planting. The use of an external contractor to deliver planting was a result of the Council losing access to greenhouses previously used to grow plants due to the sale of the land.

Members discussed at some length potential future alternative options for future planting which might involve the community, such as planting schemes or sponsorships. The Clerk and Operations Manager commented that sponsorship of planting beds would attract business rates and that while there may be scope of some community planting beds the Council plants over 10,000 plants. These need to be produced to a similar standard, uniformed colours and made available at the same time for planting designs. This would be difficult when not dealing with a professional nursery.

The Clerk commented that Members need to consider the purpose of town centre planting and maintaining a high-quality control was important in producing good displays.

**RESOLVED** to note the update on Autumn 2024 planting and that the committee approves the reduction in hanging and barrier baskets in line with the spring 2024 planting order, accounting for restrictions arising from Future High Street works.

Cllr Hitchin and Cllr Smith left the meeting at 20:47

#### 115 Operations Depot

Members received and noted a report from the Town Clerk and Operations Manager on available rental units in St Neots which would fit the category of what was required for a larger Council depot. It was noted that there was no obvious rental option currently on the market which would meet the needs and requirements of the Council. Officers would continue to review and bring forward any opportunities that might arise.

**116 Health and Safety Inspections**

Members noted that annual health and safety inspections and risk assessments of all Council owned and/or operated buildings have been undertaken and no immediate issues were raised.

A full report would be issued to the Deputy Town Clerk and any matters for attention would be highlighted to the committee, with a plan for addressing those matters.

**117 Lime Tree, Eynesbury Village Green**

The Operations Manager reported the costs of undertaking the necessary felling of a tree on Eynesbury Village Green. The cost of the works was in the delegated expenditure and authorisation of officers, but the Clerk had felt it important to bring the required removal of the tree to the Council's attention given the importance of trees and its prominent position.

Members noted that the tree had to be removed on safety grounds upon the recommendation of an external suitably qualified tree inspector. The removal was due to a cavity that ran through to the base of the tree.

**118 Date of Next Meeting**

Members noted that the date of the next Operations and Amenities Committee would be at 7:15pm on 21<sup>st</sup> May 2024.

**COMMITTEE CHAIRPERSON**

# ST NEOTS TOWN COUNCIL ACTION LIST 2023/24

The following Action List summarises outstanding resolutions and activities that are ongoing from the last Council and the current Council. The Town Clerk would like to continue to develop the Action List into a Committee Action Plan which sets out the project/improvement works the committee will be carrying out each year.

OPERATIONS AND AMENITIES COMMITTEE					
Minute	Project	Objective	STATUS	Responsibility	Timescales
<b>2023/24 Activities</b>					
<b>Highways</b>					
035/36 – 23-34	LHI Applications 2023/24	To submit LHI Applications for; <ul style="list-style-type: none"> <li>• Crosshall Road,</li> <li>• Luke Street</li> <li>• Hogsden Leys</li> </ul>	<p><b><u>Hogsden Leys</u></b> Completed</p> <p><b><u>Crosshall Road</u></b> Consultation showed majority in favour of proposed scheme. Scheme decision sits under the delegated authority of the County Council Ward Member and Traffic Manager. Scheme likely to be approved but points which arose through the consultation are being further considered as part of adapting the scheme. Report to come forward from County Council.</p> <p><b><u>Luke Street</u></b> Consultation to be held.</p>	1) Highways Authority	Ongoing
075- 23-24	LHI Applications 2024/25	To agree the 2024/25 LHI submissions and instruct the Clerk to make the applications ahead of the 12 <sup>th</sup> of January deadline	The Committee previously considered and agreed recommendations from the Working Group on the four applications the Council would submit for the 2024/25 bidding round. This recommendation was agreed by the Full Council and applications were submitted.	1) Working Group 2) Ops & Amenities 3) Town Clerk	Outcome of applications due 2 <sup>nd</sup> Qrt of 2024/25



**AGENDA ITEM 4**

**ATTACHMENT 2**

	Eaton Socon Highways Petition	To establish a meeting between Ward Members, CCC Ward Cllr and representatives of the petitioner to better understand concerns.	School (petitioner) approach to agree a date for site meeting. Requested that this take place after school Easter holidays. Suitable date all parties can make still to be confirmed. Town Clerk to follow up.	1) Town Clerk 2) Ward Members	May/June 2024
<b>Environment</b>					
018-22-23	Queen's Jubilee Tree Planting	Apply for 5 trees from Queens Jubilee. Liaise with CCC on permissions for species & planting.	Cllrs Chapman progressing discussions on the proposed trees and were to report back to the Council accordingly. Funds available for purchase of trees.	1) Cllrs Chapman 2) Ops Manager	Planting to be done in partnership with HDC in Autumn planting season. Trees pre-ordered.
034-23-24	Tree Survey Work	All town council owned and maintained trees to be surveyed and a report issued advising recommended work	Tree inspection and quote for work approved. Relevant approvals sought from HDC (with refusal for work on one tree). Works are ongoing during the current cutting season and an update will be brought forward once work is complete. SNTC team have completed all in-house works.	1) Ops Manager 2) Contractor	Completed
<b>Play, Sport and Wellbeing</b>					
050-23-24	Inclusive Play Parks	Improving accessibility of SNTC Play Parks via installing wheelchair accessible play equipment at Brickhills/Henbrook Play Area.	Works for the main installation have now been completed. An inclusive seesaw is still to be commissioned and installed, along with seeking improvements to the adjacent parking area from HDC. Awaiting further updates from HDC. – <b>No update at time of meeting.</b>	1) Working Group 2) Ops Manager 3) Town Clerk	On agenda
050 – 23-24	Play Park Strategy	Undertake a play park review and bring forward a draft strategy document on management and investment in play areas.	Play Park assessment completed, and results considered by the Committee. Priorities for the Play Park strategy agreed. Newly formed working group met to provide some guidance around priorities. Clerk to complete updated strategy for sign off by Working Group ahead of presenting to the Committee.	1) Town Clerk 2) Ops Manager 3) O&A Committee 4) Working Group	1 <sup>st</sup> Qrt 2024/25

**AGENDA ITEM 4**

**ATTACHMENT 2**

<b>Building Maintenance/Management</b>					
065-22-23	Public Toilets	Schedule and undertaking of repair work required for public toilets.  Lease renewal with HDC	Riverside toilet project resulting in hold in renewing leases and progressing works until project is completed.  Operations Manager seeking costs for improvements to South Street doors as part of street scene improvement.	1) Ops Manager 2) Contractor	1 <sup>st</sup> Qrt 2024/25
104-23-24	Museum Building Survey	Undertake a survey of the museum building to establish condition and required works.	Initial historic building condition survey completed. Due to difficulties in establishing costs and phasing options the Council agreed to issue a tender for a preferred partner. Clerk in discussion with Museum trustee and tender issued. Results to be brought to the committee.	1) Town Clerk 2) Museum Trustees	June 2024
047-23-24	HDC Moores Walk Land	Town Clerk to investigate options for improving community land owned by HDC in front of the United Reform Church.	Confirmed that HDC have a £20k budget to undertake works to improve the community space. SNTC to lead on works agreed by a Working Group. HDC have approved plans and a preferred quotation. Meeting of working group and contractor due to be held in May to confirm final planting scheme.	1) Town Clerk 2) HDC Parks and Open Spaces 3) Operations Manager	May/June 2024
105-23-24	SVDK Eynesbury Community Hub	Deferred agreement on improved access until further comments put forward by Members and amended quotes sought.	Amended quotations were sought for tarmac and resin solutions. New quotations were recommended and approved by Council to tarmac the area. The Planning Authority have informed the Council they require a full planning application to be submitted for the work.	1) Ops Manager	<b>On Agenda</b>
<b>Legal</b>					
065-22-23	Public Toilet Leases	To negotiate and renew leases with HDC for public toilets at Riverside and Tebbutts Road	10-year leases for the public toilets have expired. HDC have agreed to continue the lease on a rolling basis while the project to refurbish toilet at Riverside is progressed. Draft lease to be brought to the June 2024 meeting for initial consideration.	1) Town Clerk 2) HDC	On hold until Riverside project completed

**AGENDA ITEM 4**

**ATTACHMENT 2**

Strategy					
065-23-24	Depot Provision	To review and bring forward potential options on future provision of the Council depot based on current and future needs.	The lease for the depot building requires renewing in October 2024. Additional revenue funds have been allowed in the 2024/25 budget to increase depot capacity. Options to be reviewed and brought forward to the committee.	1) Town Clerk 2) Operations Manager	Ongoing
094-23-24	Cemetery Land	To review and bring forward a report on the lifespan of St Neots Cemeteries and consider options for addressing future need.	The likely life span of the Council’s cemeteries means that the Council needs to start thinking about future burial provision and whether it looks at acquiring more land for the purpose of cemeteries. Officers working on review of land/sites.  Request being looked into by National Highways on a potential site identified by Councillors.	1) Town Clerk 2) Operations Manager 3) Senior Administrator	Ongoing

**O&A** = Operation and Amenities Committee   **Ops Manager** = Ian Webb, Operations Manager   **Clerk** = Chris Robson, Town Clerk   **Wrk Grp** = Working Group

**ST NEOTS TOWN COUNCIL**

<b>Committee</b>	<b>OPERATIONS AND AMENITIES</b>
<b>Date:</b>	<b>21<sup>st</sup> MAY 2024</b>
<b>Title:</b>	<b>ALLOTMENT FEES AND SECURITY</b>
<b>Contact Officer:</b>	<b>TOWN CLERK / OPERATIONS MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide Councillors with information and feedback from plot holders following increases of plot rates by the Council for the current year.
- 1.2 To seek the Committees response to plot holders concerns and whether the committee wishes to look in detail at measures to improve security at the Cemetery Road allotment site.

**2. Recommendation**

- 2.1 That the committee notes the information provided in the report.
- 2.2 That the committee advises whether it would be minded looking at improving security at the site and whether it requests to the Operations Manager to seek detailed quotes.

**3. Background**

3.1 The Council resolved to increase allotment rates as per the tables below. The Council recognised that Hardwick Road allotments were not provided with free water, as with Cemetery Road, and as such a lower rate was resolved.

<b>Hardwick Road</b>				
<b>2023-2024</b>		<b>2024-2025</b>		<b>Increase</b>
Single Plot	£26	Single Plot	£32.50	25%
Double Plot	£52	Double Plot	£65	25%

<b>Cemetery Road</b>				
<b>2023-2024</b>		<b>2024-2025</b>		<b>Increase</b>
Single Plot	£26	Single Plot	£52	100%
Double Plot	£40	Double Plot	£80	100%

3.2 Officers have received queries from plot holders at Cemetery Road on the level of increase and requests that action be taken to improve security at the site given high rates being charged. Officers are seeking the committees guidance on whether it wishes to look at investing in security fencing.

**4. Information**

4.1 The Council has received queries from allotment holders regarding the level of rate increases and the Council’s justification for a large increase. At the time of considering the rates Members noted that they had remained at a similar level for a period and that applying a standard RPI based increase was not felt practical

due to the small level of change this would result in. A larger increase was resolved to reflect the increasing costs to the council while suggesting that an infrequent larger increase was more practical than frequent small increases, potentially holding the level of fees at a fixed level for a period.

- 4.2 Plot holders at Cemetery Road have raised concerns over the level of security at the site and whether given increased rates paid by plot holders security could be improved.
- 4.3 There have been recent incidents of break-ins to allotment sheds and thefts. At one point over 10 of the sheds at the site were broken into.
- 4.4 Site access is controlled by two locked gates. However, the perimeter of the site is surrounded by hedging which has gaps creating various access points. Some ad-hoc barriers have been placed in certain locations to try and close gaps.
- 4.5 A request has been received that the Council look at installing fencing around the perimeter. This would be a large job that would require removing areas of hedging.
- 4.6 The Operations Manager has taken some initial advice on fencing costs, which exceed £15,000 and any available revenue budgets for maintaining the site. Further detailed quotes and specifics on types of fencing would need to be investigated if the Council wishes to instruct officers to further investigate fencing solutions.

**5. Financial Implications**

- 5.1 The Town Council has an allotment maintenance and repair revenue budget of £1,200.
- 5.2 The Town Council has a water utility budget of £1,150 which covers both the Cemetery Road allotment site and the Cemetery.
- 5.3 The Town Council has an allotment income budget of £2,325.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES</b>
<b>Date:</b>	<b>21<sup>st</sup> MAY 2024</b>
<b>Title:</b>	<b>BRICKHILLS PLAY PARK</b>
<b>Contact Officer:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

- 1.1 To provide the Committee with a recommendation from the Play Park Working Group that the Council progress with the installation of an inclusive seesaw and supporting infrastructure and equipment from earmarked reserves.

**2. Recommendation**

- 2.1 That the committee recommends to the Finance and Governance Committee that the Council release funding from the play equipment earmarked reserves for the installation of an inclusive seesaw and supporting infrastructure and equipment at Brickhills play area.
- 2.2 An updated quote for the works is awaited and will be provided to the committee at the meeting.
- 2.3 That the Committee notes the proposed play investment priorities on which the play strategy is being developed and where next work will focus.

**3. Background**

- 3.1 The Council recently invested funds in expanding Brickhills Play area to improve the play park's value, accessibility and inclusive play.
- 3.2 The Council went through a tender process with a selected company awarded a contract to install equipment which has proved popular. During the tender process the Council identified a further bit of accessible equipment from an alternative provider it wished to include within the playpark enhancements.
- 3.3 The additional equipment, an inclusive seesaw was priced at £24,055.28 with a view to replace an existing older item which no longer meets play equipment standards.
- 3.4 The additional item sat outside of the available £80,000 budget for the play park project and was therefore approved subject to securing additional external grant funding to cover the cost of the item.
- 3.5 The Clerk has not been successful in securing a grant for the additional item at this stage, in part due to the level of funds held by the Council which could be used for such projects.
- 3.6 The Play Park Working Group reviewed and confirmed the list and order of priorities for play park investment and the focus of resource. These priorities will form the basis of the play park strategy to come forward for adoption.

3.7 The installation of the see-saw has been highlighted by the Play Park Working Group as a priority, as it will mark the completion of the Brickhills Play Park refurbishment and add significant play value for inclusive play.

**4. Information**

4.1 The following priorities have been identified on which the play strategy is being developed and where work will focus over the next two years.

ORDER	PRIORITY		PRIORITY
1.	<p><b>Inclusive See-Saw</b> The completion of the Brickhills inclusive play enhancements was seen as the key priority.</p> <p>Funding is available which would allow this priority to be completed within the next three months subject to Council approval.</p>	1.	<p><b>Creation of new Eaton Ford Play area</b></p> <p>The lack of play coverage in Eaton Ford has been identified as a priority by the Working Group.</p> <p>Addressing this priority will take longer to achieve than other priorities, but should be a key action for a new Project Delivery Officer.</p> <p>Research, consultation, costings, budgeting, project proposal, design and tendering and funding for new play park provision in Eaton Ford.</p> <p>Working with Inclusive Play Foundation and other stakeholders to achieve a highly inclusive new site.</p>
	<p><b>Tree Planting/Shade</b> Shading in play parks has been highlighted as a priority action.</p> <p>Planting of trees where possible to create shade was seen as the best value and most long-term beneficial approach.</p> <p>Operations and Environment Officer to look at bringing forward.</p>		
3.	<p><b>Riversmead Access</b> A disabled roundabout installed can not be accessed by wheelchairs due to lack of surfacing.</p> <p>Creating disabled access path to equipment through available revenue budgets for maintenance of sites.</p>		
4.	<p><b>Swift Close Refurbishment</b> Swift close has a very low play value and needs refurbishing. It was recognised that this was a priority but would require significant funding and would take longer to achieve than other priorities.</p> <p>Establishing estimated costs, budgeting and tendering for the upgrade of Swift Close (LAP) play parks which have low play values and require investment.</p>		
5.	<p><b>Riversmead Equipment</b> Replacing/Upgrading swings and slide at Riversmead play area.</p>		

4.2 It was recognised that a new play park in Eaton Ford provides an exciting opportunity to develop a new inclusive offering and due to the lack of play provision should form the key priority of the play strategy.

However, as this will be a longer project, involving identifying and securing the best site, consulting with residents, engaging designers, a contractor and obtaining funding this key priority was considered to sit alongside other smaller focuses of work, with feasibility starting as soon as possible with a new Project Delivery Officer in place.

4.3 The completion of the Brickhills Play Park project through the installation of the inclusive seesaw was seen as the key priority to move forward at this stage. The installation would mark the completion of the project and use of earmarked funds held which were available.

4.4 The earmarked funds held were specified for use at Brickhills or a new provision in Eaton Ford. The level of funds held is not sufficient to deliver a complete new play site in Eaton Ford, but using part of the funds available would complete the Brickhills project.

As such, it is recommended that part of the funds available are used to bring the Brickhill's' improvements to conclusion quickly, with the remaining funds held towards new play provision in Eaton Ford alongside other funding that can be obtained as the project is developed.

4.4 Further meetings of the Working Group will be held, including involvement of the St Neots Inclusive Play Park Foundation to bring forward proposals and the approach to progression the priorities highlighted above, including funding.

4.5 The resulting final strategy document will include guidance on design, layout and colours that should be taken into consideration or implemented to support greater inclusivity in play designs.

## **5. Financial Implications**

5.1 The total cost for the purchase and installation of the inclusive seesaw and supporting infrastructure was £24,055. It is highly likely this cost will have increased due to costs of materials. A current cost has been requested and will be made available to Councillors at the meeting.

5.2 The Council holds earmarked reserves of £70,759 which is identified for use for Brickhills (Henbrook) and/or Eaton Ford.

## **6. Legal Powers**

6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.



**ST NEOTS TOWN COUNCIL**

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Date:	21 <sup>st</sup> May 2024
Committee:	OPERATIONS & AMENITIES
Title:	Highways Sign, Steve van de Kerkhove Community Centre
Contact:	Deputy Town Clerk

**1. Purpose of the Report**

- 1.1 To provide the Committee with a summary report regarding the replacement of the existing Highways Sign directing road users to the old St Johns Ambulance building.

**2. Recommendations**

- 2.1 The Committee notes the report and the information set out within it.
- 2.2 The Committee resolved that both buildings be registered as “The Steve van de Kerkhove Community Centre”
- 2.3 That the Committee resolves to agree that the wording for the replacement highways sign be “The Steve Van de Kerkhove Community Centre”.

**3. Background**

- 3.1 The Council are the legal owners of two buildings located in Cemetery Walk. The first building was taken back into ownership from the Red Cross, this was intended to be put to community use for residents of Eynesbury.
- 3.2 In 2021 the Council named the building Steve Van de Kerkhove Community Centre in honour of Cllr Steve Van de Kerkhove and recognition of all he had done for the Eynesbury Community. This was submitted for registration through Street Naming and Numbering at Huntingdonshire District Council.
- 3.3 The building previously owned by St Johns Ambulance at this location was acquired by the Council in 2023. Members resolved that this building form part of the Steve Van de Kerkhove Community Hub, however this has not been registered.

**4. Information**

- 4.1 Officers are looking to improve signage to the two buildings mentioned above. As part of this there is a road sign at the entrance to Cemetery Walk directing people to 'St Johns Ambulance'. The Council is applying for a replacement road sign to reflect the new building name.
- 4.2 The Council previously resolved to include the former St Johns Ambulance building as part of the Steve Van de Kerkhove Community Building, creating a hub from the two separate buildings.
- 4.3 The Deputy Town Clerk is seeking confirmation from the committee on the name of the buildings and the wording to be put on the street signage. Whether both buildings remain registered under the Steve Van de Kerkhove Community Centre, or if the registration and signage is changed to community hub.
- 5. Financial Implications**
- 5.1 There are no financial implications. The change of name request for the road sign can be submitted online and there are no fees to do so.



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES</b>
<b>Date:</b>	<b>21<sup>st</sup> MAY 2024</b>
<b>Title:</b>	<b>STEVE VAN DE KERKHOVE COMMUNITY HUB ACCESS IMPROVEMENTS</b>
<b>Contact Officer:</b>	<b>TOWN CLERK / OPERATIONS MANAGER</b>

**1. Purpose of the Report**

1.1 To provide an update on surfacing of the Steve Van de Kerkhove access track and pathway for Members information.

**2. Recommendation**

2.1 That the committee notes the report and information provided.

**3. Background**

3.1 The committee previously considered and recommended improvements to the surfacing of the access track and car park at the Steve Van de Kerkhove Community Hub to help support community use, particularly during the temporary closure of the Priory Centre.

3.2 A tarmac solution was recommended and approved by the Full Council.

**4. Information**

4.1 As part of preparing for works to commence advice was sought from Huntingdonshire District Council's Planning Authority. As a result of the proposed works the Local Planning Authority are, at this stage, advising that a full planning application needs to be submitted for the tarmac surfacing.

4.2 The Local Planning Authority (LPA) have advised that the requirement for a full application is due to the surfacing not being a like for like replacement.

4.3 Any application may result in conditions as part of any planning permission, such as requirements on material used and the impact it will have.

4.4 The need for the approval and any resulting conditions will push back the timescales in which the work could be undertaken and impact on the suitability of the site and its access for wider community use be mixed user community groups, particularly as an alternative venue during the Priory Centre redevelopment.

4.5 The General Manager of the Priory and Eatons Centre is investigating alternatives venue options, should this be needed to help ensure Priory Centre users and the community offers they make are supported during the redevelopment.

**5. Financial Implications**

- 5.1 The Council resolved to fund tarmac resurfacing works at a cost of £73,000 from the Community Buildings Improvement Earmarked Reserve which has available funding of £206,537.
- 5.2 There would be a small cost for the submission of a planning application for the works, this would be subject to a 50% discount for a Town Council making an application.
- 5.3 Results of any planning approval and conditions that might be attached may result in increased costs which would need to be considered by the Council.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES</b>
<b>Date:</b>	<b>21<sup>st</sup> MAY 2024</b>
<b>Title:</b>	<b>JUBILEE GARDEN</b>
<b>Contact Officer:</b>	<b>TOWN CLERK / OPERATIONS MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide members with a summary of works identified to be either carried out or further investigated at Jubilee Garden as part of maintaining and enhancing the public space.

**2. Recommendation**

- 2.1 That the Committee notes the information provided and the work that will be undertaken.
- 2.2 The Jubilee Garden Working group consider further those potential enhancements identified for further investigation and report back with agreed proposals, including costs, priority and requirements such as planning.

**3. Background**

- 3.1 Jubilee Garden falls under the ownership and management of the Town Council. As part of reviewing and improving the maintenance of the space on site meetings have resulted in a number of action points coming forward.
- 3.2 Improving Jubilee Garden has previously been identified by Councillors as a valuable enhancement to the public realm and council assets. Enhancing the space formed part of the Council's draft strategic plan.
- 3.3 Following a proposal to install a plaque celebrating Queen Elizabeth's Platinum Jubilee a Working Group was established to consider the garden and proposed installation as a whole.

- 3.4 Following the sad passing of Queen Elizabeth and the coronation of King Charles it was suggested commemorating the coronation should also be included.
- 3.5 The Working Group included Members who are now no longer Councillors. Discussions have been held on potential improvements, with suggestions being put forward by Councillors. A paper has been provided which includes potential additional items to be installed in the garden and relocation of current furniture. This requires some further work prior to proposing formally to the committee. This report focuses on maintenance matters that will be progressed, or further investigated by offices as immediate priorities.

**4. Information**

4.1 The below table summarises points that have arisen in recent site meetings and a review by the Operations Manager on works to be undertaken or further investigated in relation to improving the Jubilee Garden. This is provided for Members information.

AREA	ISSUE	ACTION	
<b>Maintenance to be Implemented as Priority</b>			
Flower Beds	Densley planted beds make weed management difficult.	It is impractical to add a membrane to restrict weeds across the entire bed, however adding membrane where practical may help reduce weed growth.	Operations Team
Flower Beds	Vandalism of planting.	More robust planting to be considered (i.e small conifers)	Operations Team
Jubilee Bench	Missing bolt.	Missing bolt securing the Jubilee bench to be replaced to secure against vandalism.	Operations Team
Brickwork/Paving	Dirty pathways and brickwork to be power washed.	Cleaning of all paths and brickwork with a power washer will need to be undertaken by a contractor and costs will need to be obtained. The lack of water supply and specialist equipment related to that means the work can't be done by the Operations Team.	Contractor
Mosaic	Deterioration of mosaic and loss of mosaic tiles through water ingress.	Operations Manager to work with mosaic artist to restore mosaic tiles and consider measures that can be implemented to prevent repeated damage through foot traffic, weather or vandalism. Covering with an appropriate resin to be investigated by artist.  Members should not replace the gold leaf tiles missing from the mosaic. These are held by the Operations Manager and artists having come out through water and frost.	Operations Team  Artist
Commemorative Plaques	Resolution on the addition of commemorative plaques for QEII Jubilee and King Charles' coronation	Plaques to be installed marking both events to be brought forward and agreed to move forward quickly and resolve outstanding matter.	Town Clerk

Information Board	The information board is not watertight, and artwork has become damaged.	Replacement of notice board with watertight notice board and printing and renewal of contents.	Operations Manager
Gravel Areas	Movement of stones in gravel area.	Gravel areas to be reinstated to prevent movement of stones under benches and borders.	Operations Team
Village Sign	Renewal and repainting.	This has been washed down and inspected and appears to be in good condition.	Operations Team
Iron Work	Ironwork throughout the garden requires repainting.	Current iron work including benches will be left in position and repainted.	Operations Team
<b>Further Investigation by Officers</b>			
Mooring Tap	Tap at mooring has been sealed off.	Reinstating the tap may help with maintenance of the garden.	
Paving gaps	Weed growth through gaps in edge of slabs.	Filling gaps at edge of slabs with weed free compound to reduce maintenance. Options to be investigated.	
Mosaic	Damage by foot traffic	Investigation into whether it is feasible to add any form of low fencing around the mosaic	
CCTV	Anti-social behaviour.	It has been suggested that a CCTV camera could be installed on site. This requires further investigation and costing. Adding a CCTV camera, with power etc will be outside of delegated budgets and a case and cost for the camera will need to be considered by Council.	
Mooring	Poor condition of mooring.	Investigate cost of engaging a contractor to improve the mooring, similar to those on the other side of the river recently improved by HDC.	
<b>Further Consideration and Direction from the Jubilee Working Group</b>			
Inset area adjacent to bridge	Anti-social behaviour – human waste.	To investigate ways in which measures might be put in place to discourage anti-social behaviour and inappropriate use of the area.	
Enhancements through new items	Additional three tier planters and heavy-duty wooden planters.	Working Group has discussed installation of additional planters. The feasibility on location and space, along with appropriateness of using wood at this site to be further considered. Furthermore, the maintenance and practicality of maintaining additional planting and the need to have robust low maintenance plants to be further considered by Working Group.	
	Wood 'love seat' seating	Working Group has discussed installation of new style seating. The feasibility of the location of this and the appropriateness of using wood at this site to be further considered.	
Coverings	Potential installation of structure to provide covering, with growth of climbing plants	Working Group discussed installing a form of covering over seating, potentially with climbing plants to create a canopy. Depending on what the Working Group proposes planning permission may be required and there should be consideration on whether any this impact anti-social behaviour and how this will be mitigated. Further consideration by Working Group required.	

**5. Financial Implications**

5.1 Many of the maintenance matters can be progressed under delegated maintenance budgets for open spaces.

5.2 Where any expenditure exceeds delegated budgets this would be brought to the committee for consideration and approval.

5.3 A number of points suggested would incur larger financial costs, particularly CCTV, a canopy and alternative options to gravel (such as resin) and will require consideration by Council once feasibility and costings have been obtained.

**6. Legal Powers**

6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.



**ST NEOTS TOWN COUNCIL**

<b>Committee</b>	<b>OPERATIONS AND AMENITIES</b>
<b>Date:</b>	<b>21<sup>st</sup> MAY 2024</b>
<b>Title:</b>	<b>TREE WORKS UPDATE</b>
<b>Contact Officer:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

1.1 To provide the committee with an update of the tree works the Council agreed to have undertaken following a tree inspection by an external suitably qualified inspector.

**2. Recommendation**

2.1 That the committee notes the report and the work that has been completed.

**3. Background**

3.1 The Committee previously considered the results of three work surveys and recommended actions. It was agreed to action recommendations for years 1-3 and to source quotes from suitably qualified tree surgeons.

3.2 The Council approved a quotation for works and that both year 1 and year 2 works were all completed.

3.3 The Tree Surgeon was engaged to undertake works once nesting seasons permitted. The relevant permissions from HDC were then sought.

**4. Information**

4.1 Members are asked to note that the works identified for years 1 and 2 have now been completed.

<b>Location</b>	<b>Works to be carried out</b>
Eaton Socon Church	T001 Horse Chestnut: reduce height by 3.5m and lateral branches by 2.5m
Eaton Socon Church	8 X Horse Chestnut: reduce height by 6m and lateral branches by 3m
EATON SOCON CHURCH	T021 Elm: fell close to ground level and remove from site
EATON SOCON VILLAGE GREEN	T012 Elm: fell close to ground level and remove from site
TAN YARD	T006 Willow: fell close to ground level and remove from site
TAN YARD	T003 Silver Birch: remove dead wood
BROWN SQUARE	T001 Ash: reduce by 3m on property side and remove dead wood
BROWN SQUARE	T015 Willow: pollard to previous points at approx 2m
CEMETERY ROAD ALLOTMENTS	T014 Willow: pollard to previous points at approx. 2m
CEMETERY ROAD GRASS AREA	T002 & T003 Sycamore: remove dead wood
ST NEOTS NEW CEMETERY & LAWN	T002 Acacia: crown reduction of 1.5m all over

ST NEOTS OLD CEMETERY T011	Sycamore: cut back from dwelling by 1.3m
ST NEOTS OLD CEMETERY	T025: Beech: remove hanging dead wood
ST NEOTS OLD CEMETERY	T049 Beech: remove dead wood T051 London Plane: remove dead wood
EYNESBURY CHURCH	T024 Dead Lime: fell close to ground level and remove from site T025 Dead Lime: fell close to ground level and remove from site
EYNESBURY CHURCH	T027 Lime: remove new growth T028 Lime: remove new growth T018 Lime: remove new growth T022 Lime: remove new growth
EYNESBURY VILLAGE GREEN	T005 Lime: remove dead wood and any hanging branches
EYNESBURY VILLAGE GREEN	T006 Lime: remove dead wood and any hanging branches
EYNESBURY VILLAGE GREEN	T007 Norway Maple: cut back from wires to give 1m clearance
EYNESBURY VILLAGE GREEN	T010 Lime: remove dead wood and prune to clear wires
EYNESBURY VILLAGE GREEN	T011 Lime: remove dead wood, prune to clear wires and crown lift to 4m
EYNESBURY VILLAGE GREEN	T012 Lime: remove dead wood
EYNESBURY VILLAGE GREEN	T003 Lime: remove dead wood and prune back from light by 1m
EYNESBURY VILLAGE GREEN	T008 Horse Chestnut: crown lift to 3m
EYNESBURY VILLAGE GREEN	T009 Horse Chestnut: crown lift to 3m
EYNESBURY VILLAGE GREEN	T013 Lime: crown lift to 4m for highway clearance
COMMON LAND STRIP	T002 Ash: pollard at 8m
RIVERSMEAD PLAYING FIELD	T016 Ash: remove dead wood
RIVERSMEAD PLAYING FIELD	T020 2x Elm closest to building: fell to ground level and remove from site
RIVERSMEAD PLAYING FIELD	T017 Ash: remove major dead wood
RIVERSMEAD PLAYING FIELD	T023 Whitebeam: fell close to ground level and remove from site
SAXON GATE PLAYING FIELD	T023 Sycamore: reduce to 8m high
EATON SOCON VILLAGE GREEN	T006 Cherry: cut back lateral branches over road to 0.5m from kerb. Remove major dead wood
EATON SOCON VILLAGE GREEN	T010 Red Oak: remove dead wood
EATON SOCON VILLAGE GREEN	T011 Norway Maple: remove dead wood
EATON SOCON CHURCH	T035 Scots Pine: cut back from building to give 1.5m clearance and remove dead wood
EATON SOCON CHURCH	T037 Scots Pine: remove dead wood
EATON SOCON CHURCH	T038 Silver Birch: remove dead wood
EATON SOCON CHURCH	T043 Field Maple: cut back to clear streetlight by 1m

EATON SOCON CHURCH	T047 Lawson Cypress: 2x dead trees - fell close to ground level and remove from site
BROWN SQUARE	T002 Ash: fell close to ground level and remove from site
ST NEOTS NEW CEMETERY AND LAWN	T029 Lawson Cypress: remove dead wood
FOX BROOK/CHURCH MEADOWS	T009 Poplar x 5: reduce back to previous pruning points additional cost to close Fox Brook footpath may apply
EYNESBURY NEW CEMETERY	5 x Lime: remove dead wood

## 5. Financial Implications

- 5.1 The total cost of the work agreed is £27,975.00.
- 5.2 The cost of the works is funded by Earmarked Reserves set aside for this purpose. Any works required in the current financial year which may arise will be funded from the Council's current revenue budget of £15,000.

## 6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

# AGENDA ITEM 10

# ATTACHMENT 9

**Committee:** Operations & Amenities  
**Date:** 21st May 2024  
**Title:** Play Park Safety Inspections  
**Contact Officer:** Ian Webb, Operations Manager

Members are asked to note that annual play park ROSPA inspections were completed on all Town Council owned equipment on 18th April 2024. The inspection did not highlight any areas of 'Very High' or 'High' concern. There were some medium risk matters which are listed below for Councillors information. The Operations Team are addressing the issues and actioning recommendations. There were also some 'low' and 'very low' matters identified which have not been included as they have been addressed or can not be mitigated due to the age of the equipment and changing standards.

	Very Low	Low	Medium	Grand Total
Ackerman Street	2	6	5	13
Balmoral Way Play Area	1	3	1	5
Bevington Way	2	3	1	6
Brick Hill, Howitt's Lane	1	6	4	11
Bush Mead Road	0	4	2	6
Chamberlain Way	0	3	0	3
Jenkins Close (Nelson Road)	1	1	3	5
Kings Road	3	6	2	11
Monarch Road	0	1	0	1
MUGA at Duck Lane / Whitehall Walk	0	2	1	3
Rivermead	6	8	7	21
Saxon Gate	1	8	7	16
Shady Walk	1	5	1	7
Swift Close	1	7	0	8
Sydney Bank Memorial Field	0	2	1	3

Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Level
Ackerman Street	Gates - Not Self-Closing	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.		Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	Medium
Ackerman Street	Gates - Not Self-Closing	Item is worn.	Hinge bolts worn. Replace.	Replace.	Medium
Ackerman Street	Gates - Not Self-Closing	Gate is sticking on the ground.	Alter the ground.	Adjust.	Medium
Ackerman Street	Multiplay - Mover	The safer surface has hard edging / foundation within the impact area.	The concrete foundation repairs to the slide supports have now created a hard edge within the falling space of the adjacent climber. Either dig out the concrete and add the appropriate depth of surfacing or cover with the correct amount of surfacing without	Modify to remove the hazard.	Medium
Ackerman Street	Swing - Junior - 1 Bay 2 Seat (2500 mm)	Item is not secure.	Top bar loose to the support posts. Missing fittings.	Secure.	Medium
Balmoral Way Play Area	Gates	The supports are loose in the ground.	Gate slam post loose in the ground.	Re-set.	Medium
Bevington Way	Climber	Timber is decayed.	Plank decaying and has been filled with a hard compound which has fallen out leaving sharp edges. Replace plank.	Read the notes for further action.	Medium

Brick Hill, Howitt's Lane	Carousel - Dutch Disc	Additional comments are noted below.	The rubber surface to the disc has separated from the outer ring. Repair.	Repair.	Medium
Brick Hill, Howitt's Lane	Multiplay - Junior	The supports are loose in the ground.	Mast is loose in the ground.	Re-set.	Medium
Brick Hill, Howitt's Lane	Rocker - 4 Seat	Surface has holes in it.	Small hole in the surface where the plank hits the ground. Infill.	Repair.	Medium
Brick Hill, Howitt's Lane	Swing - Basket	Seat(s) set at incorrect height.		Adjust to give a minimum of 350 mm clearance for standard seats, and 400 mm for tyres, baskets and other groups seats.	Medium
Bush Mead Road	Carousel	Surface has holes in it.	Surface worn exposing the concrete foundation below around the perimeter of the carousel.	Repair.	Medium
Bush Mead Road	Gate - Maintenance - Locked	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Between the maintenance gates.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	Medium
Jenkins Close (Nelson Road)	Carousel - Scooter	Trip points on the surface.	Wet pour drops to 25 mm below the outer board creating a potential trip point.	Make level.	Medium

Jenkins Close (Nelson Road)	Gate	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Gate slam post is not level and creates a crush point with the gate. Alter post.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.	Medium
Jenkins Close (Nelson Road)	Gate	Trip points on the surface.	There is a trip point adjacent to gate entrance path.	Make level.	Medium
Kings Road	Climber - Frame & Net	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.		The protective surface under all bars and rings must be kept in good condition.	Medium
Kings Road	Seating - External	Timber is splintered.	Front seat slat splintered.	Repair.	Medium
MUGA at Duck Lane / Whitehall Walk	MUGA	Bolt is missing.	Bolts missing to panel above goal keeper panel and panel near arena board roadside end. Bolts missing on dug out seat frame. Replace all missing fittings and tighten.	Replace.	Medium
Rivermead	Carousel - Poles x 2	Surface needs repair.	The surface is damaged and being lifted. Replace and repair.	Replace.	Medium
Rivermead	Seating	Item has some parts missing.	Rear back rest brace missing. Replace.	Replace the missing parts.	Medium
Rivermead	Swing - Basket (2400 mm)	Trip points on the surface.	Reinstate area around the PCC edging.	Read the notes for further action.	Medium
Rivermead	Swing - Basket (2400 mm)	Item is damaged.	PCC edging and wet pour damaged. Repair and replace.	Repair.	Medium
Rivermead	Swing - Junior - 1 Bay 2 Seat (2200 mm)	Fixtures loose or missing.	One support leg loose in the casting. Secure.	Tighten.	Medium

Rivermead	Swing - Junior - 1 Bay 2 Seat (2200 mm)	We are unable to gauge the structural integrity of this unit.		We advise an internal inspection of all parts or replacement.	Medium
Rivermead	Swing - Toddler - 1 Bay 1 Seat (1900 mm)	There is wear in the bushes.	Some wear to the shackle bushes.	Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.	Medium
Saxon Gate	Agility Trail - 10 Element	Fixtures loose or missing.	Tumbling bar loose.	Tighten.	Medium
Saxon Gate	Agility Trail - 10 Element	Fixtures loose or missing.	Suspended plank walk slats are loose and moving along the bottom rope. Secure.	Tighten/replace.	Medium
Saxon Gate	Agility Trail - 10 Element	Fixtures loose or missing.	Trapeze ring eye bolt loose due to missing plastic spacer/washer.	Tighten/replace.	Medium
Saxon Gate	Agility Trail - 10 Element	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.		The protective surface under all bars and rings must be kept in good condition.	Medium
Saxon Gate	Gates - Pedestrian x 2	Shrinkage / separation of the surface. This may give a trip hazard.	The wet pour edges are opening up at the end gate entrance.	Re-glue and fill gaps and joints as necessary.	Medium
Saxon Gate	Rocker - Seesaw - Spring	Fixtures loose or missing.	U bolt loose.	Tighten.	Medium
Saxon Gate	Swing - Mixed - 1 Bay 1 Tango 1 Toddler Seat	Surface has holes in it.	Small hole in the surfacing between the swing and the bowl.	Repair.	Medium
Shady Walk	Gates - Pedestrian	Trip points on the surface.	Soil has dropped around the edgings at the entrance and has exposed stones.	Make level.	Medium
Sydney Bank Memorial Field	Adult Fitness - Chest Press	Bolt is missing.		Replace.	Medium