ALDBURY PARISH COUNCIL

PARISH COUNCIL MEETING
Held in Aldbury Memorial Hall
Monday 1st June 2026 at 8pm

MINUTES

Present: Cllr Warren (Vice Chair), Cllr McCarthy, Cllr Brooks, Cllr Houghton (joined the meeting during minute 26/066) and Cllr Paterson

In Attendance: Gosia Turczyn – Aldbury Parish Clerk, PCSO Cunningham and PCSO Miles.

26/062 Apologies

To receive and accept apologies for absence.
The Council received and accepted apologies sent by Cllrs Webb, de la Bedoyere and White.

26/063 Declaration of Interests

a) To receive declarations of interest from Councillors on items on the agenda.
None.
b) To receive written requests for dispensations for declarable interests.
None.
c) To grant any requests for dispensation as appropriate.
None.

26/064 Public Matters

To receive questions from members of the public and press on items included on this agenda (max 15 min).
None.

26/065 Minutes

To confirm the Minutes of Aldbury Parish Council Annual Meeting held on 11th May 2026 as an accurate record of proceedings.
Resolved, proposed by Cllr McCarthy and seconded by Cllr Brooks that the minutes were a true and accurate record of the meeting and were to be duly signed by the Vice Chair.

26/066 Reports to the Council.

a) Warden's report – appendix 1
To note the report and approve expenditure if required.
- Cllr Brooks reported that the entrance gateway on Toms Hill, which was damaged by a vehicle, has not yet been reinstated by Hertfordshire County Council (HCC). The Clerk will follow up with Highways regarding progress on the repair.
- Cllr Houghton agreed to speak with the tenant of the donkey paddock and encourage him to undertake repairs to the perimeter fence.
- Cllr Warren reported that he had liaised with the Parish Warden regarding the blocked drains on Station Road, opposite the Church. It was reported that the drainage system was disconnected during maintenance works carried out by a utility contractor. Cllr Warren will pass this information on to the Parish Warden for further investigation.

- The Council noted that the ditch at Stoneycroft is blocked with debris and requires clearing. Cllr Patterson reported that Hertfordshire County Council (HCC) had previously been responsible for maintaining the ditch and keeping it clear. The Clerk will report the matter to HCC and request that the ditch be cleared.
- Cllr Patterson reported that there is some minimal work to be carried out on the allotments water supply project, including tidying the area and installing fixtures on the water troughs.
- The date for the delivery of the skip is to be agreed between Cllrs Brooks, Patterson, and the Clerk, as supervision will be required to ensure appropriate use of the skip and to monitor what is deposited in it.

b) Clerk's report; items for information only – appendix 2
The report was noted. The Clerk circulated a link and agenda for the Town and Parish Local Government Reorganisation (LGR) Update virtual event, held on Thursday 4th June from 6:00 pm to 7:30 pm. The recording of the event will be shared with members afterwards.

c) Hertfordshire police – report from PCSO.
PCSO Cunningham and PCSO Miles from the Berkhamsted and Tring Neighbourhood Policing Team attended the meeting and reported that Aldbury Parish continues to experience low levels of crime. They reported that in May, there was an attempted burglary on Station Road where offender attempted to enter a property, offender was challenged and left the area immediately; and theft of motor vehicle at Tring Train station where offenders have stolen a vehicle from the train station car park.
The Council referred to an accident that occurred in May, in which a cyclist was struck by a car near the pond. Members also expressed that they would welcome a police presence in the village at weekends, when there is a high volume of cyclists. Cyclists are reported to travel through the village at speed, particularly when descending Toms Hill. The officers explained that their powers to challenge cyclists are limited; however, they agreed to visit Aldbury to observe the situation and provide advice where appropriate. They also confirmed that a message regarding the recent accident in Aldbury would be shared on Herts Connected.

26/067 Planning Matters and Consultations – to consider comments on the following:

a) Application(s) received:
- 26/01059/FHA 34 Trooper Road, Aldbury, Tring, Hertfordshire, HP23 5RW Alterations to openings. No comment.

b) To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published. Those applications will be added in the Clerk's report and can be found on www.aldburyparish.org.uk in the Meetings tab.
None.

c) Decision(s) issued by Dacorum Borough Council:
- 26/00764/ROC Greenbanks, Toms Hill Road, Aldbury, Tring, Hertfordshire, HP23 5SA Variation of condition 2 (approved plans) attached to planning permission 21/02968/FHA allowed on appeal APP/A1910/D/22/3290876 – APPLICATION WITHDRAWN

26/068 Cyber Security Insurance Cover

To approve, if agreed, the insurance renewal with Coalition Risk Solutions Ltd at a cost of £477.44 (inclusive of Insurance Premium Tax and Administration Fees).
Resolved, proposed by Cllr Warren and seconded by Cllr McCarthy to approve the above.

26/069 **Internal Controls – Governance, Policies and Procedures** – appendix 3
To review and approve the following documents:
a) Review of Effectiveness of Internal Audit and Auditor
b) Risk Assessment of Physical Assets
Resolved, proposed by Cllr Houghton and seconded by Cllr McCarthy to approve the above.

26/070 **20mph Scheme for Aldbury**
To approve progression to the next stage of formal consultation, (subject to a successful outcome at the informal consultation stage) at a cost of £4,510. This is subject to funding from County Councillor Symington's Members' Locality Budget.
Resolved, proposed by Cllr Warren and seconded by Cllr Houghton and carried unanimously to approve the above.

26/071 **Footpaths, Highways and Bridleways –** appendix 4
To discuss the proposal to install kissing gates at both ends of FP4 to improve pedestrian safety.
The Council discussed the proposal and suggested contacting the Footpath and Access Officer at Dacorum Borough Council (DBC) and HCC to clarify whether Aldbury Parish Council (APC) could proceed with installing kissing gates at FP4, using the existing kissing gates that were removed from both ends of the Stoneycroft footpath and left on site. The Clerk will approach DBC with the proposal.

26/072 **Financial Matters** – appendix 5
a) To review and note the accounts including bank reconciliation, bank statement and monthly budget report.
It was noted that the cashbook was reconciled up to 29th May (transaction list) as the bank statement was not available yet. The accounts were noted and agreed by the Council. The Clerk reported that the water supply project had exceed its approved project budget of £2,500 by £300.

b) To note receipt of income.

Income received in May 2026:
- CCLA Investment – Interest £139.89
- Tennis Club - £20.00
- Allotment rent – £49.00

c) To pass resolution to authorise schedule of payments.
Resolved, proposed by Cllr Houghton and seconded by Cllr McCarthy to approve the schedule of payments, carried unanimously:

BACS/DD/SO presented for payment at the meeting on 1 June 2026:

PAYEE	DESCRIPTION	AMOUNT including VAT where applicable
M Turczyn (Clerk)	Salary and HCC Pension contributions – May (Salary paid on 28.05.2026)	£1,486.05

HMRC Cumbernauld	Clerk's PAYE/NI May	£184.48
RML Tree & Garden Services	Fence works – Tring Station Iron Room	£672.00
Steve Rayner Plumbing & Heating	2 days labour – allotment water supply project	£500.00
Lamps and Tubes Illuminations Ltd	Survey on light in Trooper Rd and power to column 8 in Newground Rd	£75.64
M W Agri Ltd (SO)	Grass cutting	£595.70
M Turczyn	Clerk's mileage expenses	£28.80

26/073 Meeting close: 21:16

Next Parish Council meeting will be held on 6th July 2026 at 8 pm.

ALDBURY PARISH COUNCIL WARDENS UPDATE: **JUNE 2026**

AREA	**ALLOTMENTS & MILLENNIUM ORCHARD**
TO CHECK	Fencing & gates, benches, trees, hedges & shrubs, grass height, signs, footpaths, housekeeping, ground conditions
INSPECTION DATES	29/05, 05/06, 13/06, 19/06, 26/06
ISSUES TO REPORT	A visual inspection of the Allotments and Orchard was undertaken, with the following key observations noted. - Public footpaths were clearly waymarked and provided firm, stable pedestrian access. Orchard pathways remained well defined. - Benches were in good overall condition, with only minor signs of weathering. - Site signage remained clear and legible, although some updating would be beneficial to visitors. - Housekeeping standards across the allotments remained good. Brush cutting of long grass in the orchard has recently been undertaken – **see photos 1 & 2**. - All gates were secure and fully operational. - Trees were observed to be in good condition, with early fruit development evident across several varieties. **Outstanding Items** ❖ Outstanding public footpath defects remain unresolved by DBC. ❖ The fence adjacent to FP7 is unstable and requires remedial works. ❖ A six-metre section of the donkey paddock fence requires reinforcement.

AREA	**PLAYGROUNDS**
TO CHECK	Equipment, Safety Information, Fencing & Gates, Benches, Trees, Grass height, General ground conditions, Empty litter bin.
INSPECTION DATES	29/05, 05/06, 13/06, 19/06, 26/06 Tring Station 27/06
ISSUES TO REPORT	Both playgrounds were visually checked, with the following noted: - Play equipment was found to be in satisfactory condition, with no new defects identified (please see outstanding items below). - Ownership signage was present and clearly visible at both playgrounds. - Grounds maintenance met the required mowing specification across both sites. However, vegetation is overgrown at Tring Station playground, particularly near play equipment, and should be cut back soon. - The litter bin at Aldbury Playground continued to be serviced on a weekly basis. - Fencing and gates were in good condition and fully operative. - Trees were visually inspected, with no obvious defects observed. - Surfacing remained level and free from significant defects. **Outstanding Items** ❖ Repair gaps between the swing-area rubber safety tiles to eliminate trip hazards. ❖ Replace playground signage to comply with current best practice standards. ❖ Fill and regrade areas of rutting adjacent to the two-seat bird rocker. ❖ Replace the deteriorated bench seat. ❖ Clear brambles and nettles from the perimeter fencing at Aldbury Playground. ❖ Repair or replace worn components of the Log World bridge.

AREA	RECREATION GROUND
TO CHECK	Tennis court, Basketball area, Pavilion, Fencing, Benches/seats, Logs, Trees & vegetation, Hedges, Grass height, car park, Litter & dog waste bins, Footpaths.
INSPECTION DATES	29/05, 05/06, 13/06, 19/06, 26/06
ISSUES TO REPORT	The Recreation Ground and associated assets were visually checked, with the following findings recorded: - Grass cutting met the required standard, and footpaths were clearly waymarked. The car park hedge was in reasonable condition but will require routine height reduction in late autumn. It should be noted that Grounds maintenance has occasionally fallen behind in recent weeks, resulting in some grassed areas far exceeding the specified height. - The car park was in good order, with clearly marked parking bays and log barriers in place. Vehicle trim was recently recovered following an apparent collision with a log barrier. - The tennis court was in good condition, with clear markings and a moss-free surface. Some visitors have reported children riding bicycles, using roller skates, and leaning on the net, all factors that could adversely affect the facility. - Seating was in usable condition. - Litter levels were low, and no dog waste bags have recently been found on site. The introduction of signage advising that all bins may be used for dog waste disposal may have contributed positively to this outcome. - No visible defects were identified in the perimeter trees. - As previously noted, the basketball solid surface is unsuitable for play. Options might include resurfacing with macadam or a polymeric sports surface or removing the solid surface and reinstating the area as grass -**see photo 3**.

AREA	VILLAGE GREEN(S) & POND
TO CHECK	Benches, Trees, Pond, Grass height, Stocks, Litter Bins, Notice board.
INSPECTION DATES	29/05, 05/06, 13/06, 19/06, 26/06
ISSUES TO REPORT	The village greens, pond, surrounding areas, and associated assets were inspected, with the following noted: - Timber benches were in satisfactory condition. - Grassed areas met the specified mowing standards. - Litter bins continued to be serviced weekly by DBC. - Weekly litter picking was conducted across the village green and pond site, with litter levels consistently low. Several villagers have enquired whether the Parish Council is planning to instigate another community litter pick this year. - All trees appeared healthy, with minimal dead wood drop observed. - Wooden bollards surrounding the pond remained secure and in place; however, one bollard was recently dislodged by a motor vehicle but has since been reinstated. - Pond water levels were low, with inlets and outlets remaining free from obstruction. - The notice board displayed relevant, up-to-date information in a clear and helpful manner.

AREA	HIGHWAY'S, PUBLIC FOOTPATHS & DITCHES
TO CHECK	Surfaces, Pedestrian routes, Signage, Drainage, Grit bins, Litter, Street lamps, Bollards, kissing gates, Notice board (Tring Station)
INSPECTION DATES	29/05, 05/06, 13/06, 19/06, 26/06
ISSUES TO REPORT	Highways, public footpaths, assets, and ditches were visually inspected, with the following observations recorded: - A visual inspection of the streetlights was undertaken on 30 June. The streetlamp outside 31 Trooper Road (C.68) was not working and has been reported to HCC Ref No: 102002118029. All other units were found to be operational. - Routine litter collection was undertaken as part of a rolling programme along Station Road, Stocks Road, New Ground Road, Malting Lane, Stonycroft, and Toms Hill to FP15. Litter levels are low, although any instances of litter remain unwelcome. - Two large potholes near The Lodge, New Ground Road, were repaired by HCC (Ref: 102002066515) – **see Photo 5**. - Fly-tipped waste in Beggars Lane was reported to DBC (Ref: FT-2387). The authority aims to remove the material within ten days – **see Photo 6.** **Outstanding Items (DBC/HCC)** ❖ Replace the decayed Toms Hill nameplate (DBC Ref: 895084). ❖ Reinstate the FP63 waymarker at Hitchins Field (DBC). ❖ Clear blocked drains on Stocks Road (102001527199), at Stocks Garden Cottages (102001945376), and opposite the church/telephone exchange (102001932923). HCC has advised that no immediate works are required, with inspections scheduled between January and March 2027. ❖ Repair potholes on Stonycroft (102001933985) and Station Road near FP50 (102002028257). ❖ Reinstate the timber safety bollard opposite the school entrance (102001996976), originally installed as part of the traffic calming measures. ❖ Reinstate road markings on Toms Hill/Kiln Road following resurfacing.

PHOTOGRAPHS

1

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6

Clerk's Report & Correspondence – APC Meeting on 6 July 2026

Matters for information and actions from previous meeting(s):

- Mileage rates increase: NALC have published a new resource on travel mileage and fuel rates and allowances following changes announced by HM Revenue & Customs (HMRC) for the 2026/27 tax year. The advice note explains the new approved mileage rates, which have changed for the first time since 2011. From the 2026/27 tax year, the approved rate for cars and vans has increased to 55p per mile for the first 10,000 business miles, before reducing to 25p per mile thereafter. Rates for motorcycles and bicycles have also been updated. The resource outlines what these changes mean for parish and town councils, including how they may affect employee contracts, council policies and mileage reimbursement arrangements. It also clarifies the position for councils using contracts that refer to National Joint Council (NJC) mileage rates.
- The Clerk applied a grant of £10k from the National Lottery Community Fund towards the resurface of the basketball court.
- The Clerk was approached by HAPTC to join the panel of Herts Internal Audit Service. This will not affect the Council's HMRC PAYE contributions as the clerk will do self – assessment tax return.
- The Clerk would like to request an annual leave as follows:
  27 July and from 13 till 31 August; draft September agenda will be ready before the clerk's annual leave.
- Pay settlement as of 1st April 2026 - so far, there is no finalised NJC pay agreement for April 1st 2026 yet. As soon as NALC send the updated scales to HAPTC, following that agreement, HAPTC will put those onto their website. At that point, the Council can arrange to get the increase back-paid to 1st April.

Hertfordshire police – report from PCSO

The Clerk followed up with the police officers who attended the June meeting asking for an update on the visit to Aldbury, no response has been received yet.

Correspondence received:

- Enquiries about available allotment plots and water throughs that were passed to Cllr Paterson.
- Email regarding the overhead cables at the allotments suspended between posts on the side nearest to Toms Hill Road that are surrounded by tree branches and foliage. The Clerk asked Colin Chambers, who will conduct the tree survey, to investigate if any action is required. After the email was received, the clerk found out that the cables belong to BT and that they have cut back branches there in the past and they *may* now be old cables. No action from Council at present is required.

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Safety Inspection Report

Annual Inspection

Trooper Road

Aldbury Parish Council

27 May 2026

Safety Inspection Report

Annual Inspection

Site name: **Trooper Road**
Date of inspection: **27 May 2026**
Inspector: **Lewis Heath**

Seating - Various

Innate risk score: 3

Description	Tasks	Risk score
Timber is decayed.	Check on a routine basis., Replace affected parts.	10
Portable equipment must remain outside the minimum space of the permanently installed items. Free movement of children within the play area may be affected. Without effective control the risks will increase. The risks associated with portable	Monitor and control the placement of portable items.	5
Additional comments are noted below.	Read the notes for further action.	4

Fencing

Innate risk score: 3

Description	Tasks	Risk score
Moderate repairs are needed.	Read the notes for further action.	8

Gate

Innate risk score: 4

Description	Tasks	Risk score
Timber is decayed.	Check on a routine basis., Replace affected parts.	8
The item is unlocked.	Lock.	6
Mechanism needs adjustment.	Adjust to allow gate to self close. Ideally gate from open should not close in less than 5 seconds.	5

Signage

Innate risk score: 2

Description	Tasks	Risk score
Sign does not include at least the minimum information required i.e. telephone contact / dog exclusion / owner.	Provide the correct information.	6
Loose in ground.	Repair.	6

Litter Bins

Innate risk score: 2

Description	Tasks	Risk score

No Findings

Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat

Innate risk score: 6

Description	Tasks	Risk score
Gaps have opened up between tiles causing trip hazard.	Re-glue and fill gaps and joints as necessary., Read the notes for further action.	10
The manufacturer of this equipment advises that due to its age it cannot guarantee its stability and that the item should be removed.	Follow the manufacturer's guidance.	9
The distance between the seat side and the support is insufficient.	The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.	3
Chain has snagging hazard caused by surplus links.	Remove the excess links.	3
The swing seat has been damaged, but does not require immediate replacement.	Monitor and replace when hard material is exposed.	1

Multiplay - Log World - Activity Centre

Innate risk score: 6

Description	Tasks	Risk score
Timber is not in good condition.	Read the notes for further action., Replace.	10
Fixtures loose or missing.	Tighten/replace.	9
Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	8
There is an obstacle in the falling space or minimum space.	No reasonably practicable action is identified.	7
Finger entrapment.	Eliminate the entrapment.	6
The unit does not meet the requirements of the standard.	No reasonably practicable action is identified.	6
There are splinters or the potential for splinters.	Sand the timber down to remove the splinters and/or the places liable to give splinters.	6
Surface needs repair.	Read the notes for further action.	5

Carousel - Roundabout

Innate risk score: 5

Description	Tasks	Risk score
Surface needs repair.	Build up surface level to remove trip points., Repair.	9
Bearings require service.	Service the bearings., Read the notes for further action.	7
Finger entrapment.	Eliminate the entrapment.	6
Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	5

Climber - Tower

Innate risk score: 7

Description	Tasks	Risk score
Horizontal guard rails without vertical or solid infill.	Refer to manufacturer for comment., Read the notes for further action.	8
Impact attenuating surfacing is required as the free height of fall exceeds 1000 mm between adjacent platforms.	Add a surface., Refer to manufacturer for comment.	7
Trip points on the surface.	Build up surface level to remove trip points.	6
The climbing rope is not anchored at both ends.	Modify.	6
Finger entrapment.	Eliminate the entrapment.	6
Item is not secure.	Secure.	6
There is wear on the platform.	Repair.	5
Cap missing.	Replace.	5
Access fails the entrapment requirements.	Modify to remove the entrapment potential.	5
Overhanging tree branches are present.	Cut back.	3

Rocker - Frog

Innate risk score: 3

Description	Tasks	Risk score
The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit.	De-scale back to good base material and coat with lead free paint, using appropriate precautions., Replace.	8
Bolt(s) loose.	Tighten.	6

Rocker - Bird - 2 Seat

Innate risk score: 4

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	7
Worn ground areas.	Make good.	6
Protruding handles / foot rests.	No reasonably practicable action is identified.	3

Play Car - Static

Innate risk score: 3

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	7
Item has concrete base revealed.	Repair.	6

Parallel Bars

Innate risk score: 6

Description	Tasks	Risk score

No Findings

Swing - Rope - Horizontal

Innate risk score: 6

Description	Tasks	Risk score
Surface needs repair.	Repair.	5
Cap missing.	Replace.	3

Carousel

Innate risk score: 6

Description	Tasks	Risk score
Surface needs repair.	Repair.	5

Slide - Embankment

Innate risk score: 5

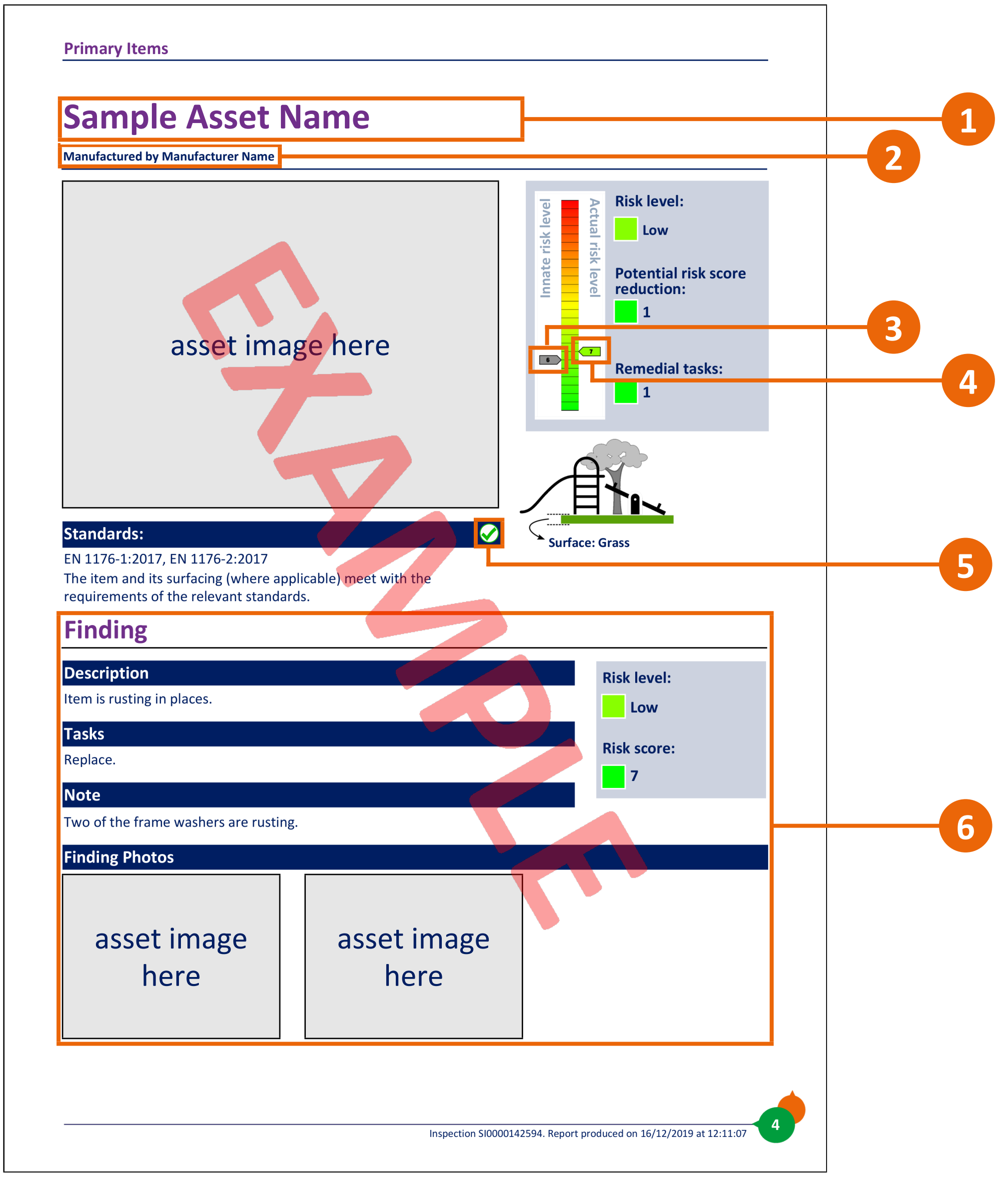
Description	Tasks	Risk score
Surface needs repair.	Repair.	6

How to read your report

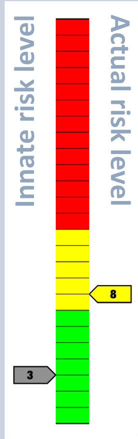
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

1) The name of the asset
2) The manufacturer of the asset, if known,
3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



Fencing



Risk level:

Medium

Potential risk score reduction:

5

Remedial tasks:

1

Maintenance Finding

Description

Moderate repairs are needed.

Tasks

Read the notes for further action.

Note

Decay and loose in the ground. Repair/replace accordingly.
Monitor all timber items for decay throughout the year due to softening at ground level. Replace affected parts if found.

Risk level:

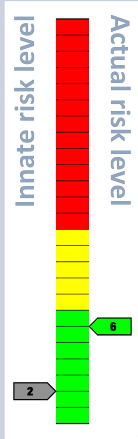
Medium

Risk score:

8

Finding Photos

Signage



Risk level:

Low

Potential risk score reduction:

4

Remedial tasks:

2

Maintenance Finding

Description

Sign does not include at least the minimum information required i.e. telephone contact / dog exclusion / owner.

Tasks

Provide the correct information.

Risk level:

Low

Risk score:

6

Finding Photos

Maintenance Finding

Description

Loose in ground.

Tasks

Repair.

Risk level:

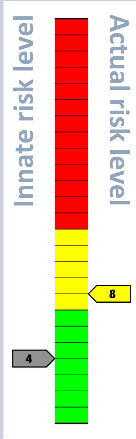
Low

Risk score:

6

Finding Photos

Gate



Risk level:

Medium

Potential risk score reduction:

4

Remedial tasks:

4

Maintenance Finding

Description

Timber is decayed.

Tasks

Check on a routine basis., Replace affected parts.

Note

Gate slam post.

Risk level:

Medium

Risk score:

8

Finding Photos

Maintenance Finding

Description
The item is unlocked.

Tasks
Lock.

Note
Maintenance gate should be locked at all times. Install padlocks.

Risk level: Low

Risk score: 6

Finding Photos

Maintenance Finding

Description
Mechanism needs adjustment.

Tasks
Adjust to allow gate to self close. Ideally gate from open should not close in less than 5 seconds.

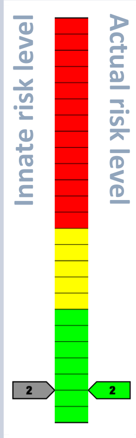
Note
Adjust gate spring to close around 5 seconds.

Risk level: Low

Risk score: 5

Finding Photos

Litter Bins



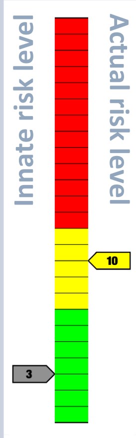
Risk level:

Very low

Risk score as low as possible

No remedial tasks

Seating - Various



Risk level:

Medium

Potential risk score reduction:

7

Remedial tasks:

4

Maintenance Finding

Description

Timber is decayed.

Tasks

Check on a routine basis., Replace affected parts.

Note

Bench top and supports. Replace/remove entire bench.

Risk level:

Medium

Risk score:

10

Finding Photos

Maintenance Finding

Description

Portable equipment must remain outside the minimum space of the permanently installed items. Free movement of children within the play area may be affected. Without effective control the risks will increase. The risks associated with portable equipment will vary depending upon where the unit is placed.

Tasks

Monitor and control the placement of portable items.

Risk level:

Low

Risk score:

5

Finding Photos

Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Recycled seesaw body used as seat has fixing holes creating entrapments. Consider filling.

Risk level:

Low

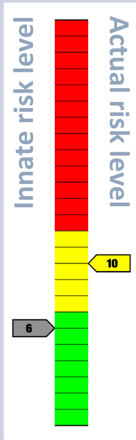
Risk score:

4

Finding Photos

Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat

Manufactured by Wicksteed Leisure Ltd



Risk level:

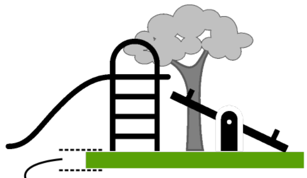
Medium

Potential risk score reduction:

4

Remedial tasks:

6



Surface: Rubber - Tile

Standards:

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

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. The distance between the seat side and the support is insufficient.

The item has the following maintenance findings:
1. Gaps have opened up between tiles causing trip hazard.
2. The manufacturer of this equipment advises that due to its age it cannot guarantee its stability and that the item should be removed.
3. Chain has snagging hazard caused by surplus links.
4. The swing seat has been damaged, but does not require immediate replacement.

Standard Compliance Finding

Description

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

Tasks

The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.

Risk level:

Very low

Risk score:

3

Finding Photos


Maintenance Finding

Description

Gaps have opened up between tiles causing trip hazard.

Tasks

Re-glue and fill gaps and joints as necessary., Read the notes for further action.

Note

Remove moss and grass from gaps and repair.
Replace damaged, decayed and loose timber edging.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

The manufacturer of this equipment advises that due to its age it cannot guarantee its stability and that the item should be removed.

Tasks

Follow the manufacturer's guidance.

Risk level:

Medium

Risk score:

9

Finding Photos

Maintenance Finding

Description

Chain has snagging hazard caused by surplus links.

Tasks

Remove the excess links.

Risk level:

Very low

Risk score:

3

Finding Photos

Maintenance Finding

Description

The swing seat has been damaged, but does not require immediate replacement.

Tasks

Monitor and replace when hard material is exposed.

Note

Wicksteed seat rubber cracking on top.

Risk level:

Very low

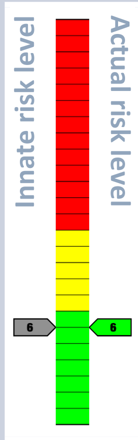
Risk score:

1

Finding Photos

Parallel Bars

Manufactured by (Unknown)



Risk level:

Low

Risk score as low as possible

No remedial tasks

Surface: Grass Matting

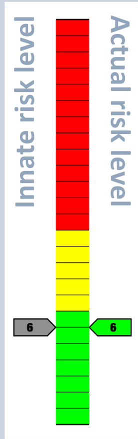
Standards:

EN 16630:2015

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

Swing - Rope - Horizontal

Manufactured by Playdale Playgrounds Ltd



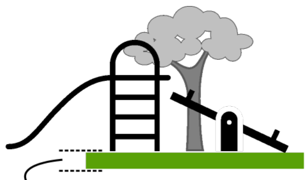
Risk level:

Low

Risk score as low as possible

Remedial tasks:

2



Surface: Grass Matting

Standards:

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

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Edges of matting have not been covered over, creating trip points around perimeters.

Risk level:

Low

Risk score:

5

Finding Photos

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Very low

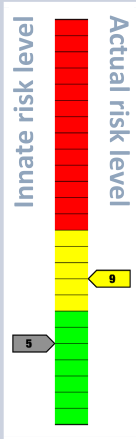
Risk score:

3

Finding Photos

Carousel - Roundabout

Manufactured by Wicksteed Leisure Ltd



Risk level:

Medium

Potential risk score reduction:

4

Remedial tasks:

6

Surface: Wet Pour

Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. Finger entrapment.

The item has the following maintenance findings:
1. Surface needs repair.
2. Bearings require service.
3. Paintwork is in poor condition.

Standard Compliance Finding

Description
Finger entrapment.

Tasks
Eliminate the entrapment.

Note
Underside carousel platform is lifting, creating pinch points/entrapments.

Risk level: Low

Risk score: 6

Finding Photos

Maintenance Finding

Description
Surface needs repair.

Tasks
Build up surface level to remove trip points., Repair.

Note
Edges are shrinking and lifting creating trip points/ ankle turns. Repair.
Wearing around carousel forming holes. Repair.

Risk level: Medium

Risk score: 9

Finding Photos

Maintenance Finding

Description

Bearings require service.

Tasks

Service the bearings., Read the notes for further action.

Note

Excess movement on bearing and axis.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

Paintwork is in poor condition.

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.

Risk level:

Low

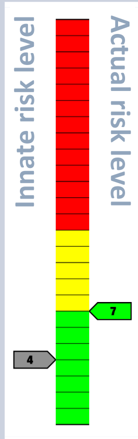
Risk score:

5

Finding Photos

Rocker - Bird - 2 Seat

Manufactured by Ledon A/S



Risk level:

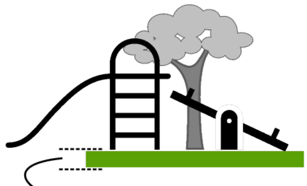
Low

Potential risk score reduction:

3

Remedial tasks:

3



Surface: Grass Matting

Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. Protruding handles / foot rests.

The item has the following maintenance findings:
1. Bolt(s) loose.
2. Worn ground areas.

Standard Compliance Finding

Description
Protruding handles / foot rests.

Tasks
No reasonably practicable action is identified.

Risk level:

Very low

Risk score:

3

Finding Photos


Maintenance Finding

Description
Bolt(s) loose.

Tasks
Tighten.

Note
Both sets of hand holds.
Body panel fixings are loose and projecting.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

Worn ground areas.

Tasks

Make good.

Risk level:

Low

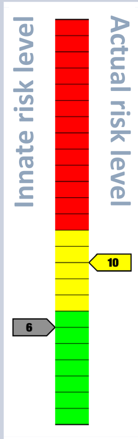
Risk score:

6

Finding Photos

Multiplay - Log World - Activity Centre

Manufactured by Wicksteed Leisure Ltd



Risk level:

Medium

Potential risk score reduction:

4

Remedial tasks:

9

Surface: Grass Matting

Standards:

EN 1176-1:2017+A1:2023

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. There is an obstacle in the falling space or minimum space.
2. Finger entrapment.

Standard Compliance Findings
1. The unit does not meet the requirements of the standard.

The item has the following maintenance findings:
1. Timber is not in good condition.
2. Fixtures loose or missing.
3. Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.
4. There are splinters or the potential for splinters.
5. Surface needs repair.

Standard Compliance Finding

Description

There is an obstacle in the falling space or minimum space.

Tasks

No reasonably practicable action is identified.

Risk level:

Low

Risk score:

7

Finding Photos

Standard Compliance Finding

Description

Finger entrapment.

Tasks

Eliminate the entrapment.

Note

Log gaps.

Risk level:

Low

Risk score:

6

Finding Photos

Standard Compliance Finding

Description

The unit does not meet the requirements of the standard.

Tasks

No reasonably practicable action is identified.

Note

Entrapments throughout unit.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Timber is not in good condition.

Tasks

Read the notes for further action., Replace.

Note

Several older logs on bridge, balance beams and ramp section are not in good condition. Consider replacing all affected parts.
Older small tower support posts are decayed through at ground level. Replace.
Strimmer damage is present. Prevent further damage.

Risk level:

Medium

Risk score:

10

Finding Photos





Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten/replace.

Note

Several connectors on up & over as well as bridge.
Log climbers.
Post shoe bolts to supports.
Overhead ladders and rung top bars/frames. Tighten all loose fixings.

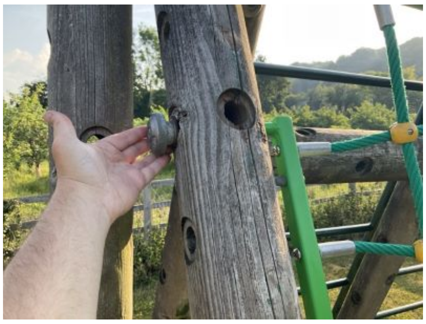
Risk level:
Medium

Risk score:
9

Finding Photos





Maintenance Finding

Description

Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.

Tasks

The protective surface under all bars and rings must be kept in good condition.

Risk level:

Medium

Risk score:

8

Finding Photos

Maintenance Finding

Description

There are splinters or the potential for splinters.

Tasks

Sand the timber down to remove the splinters and/or the places liable to give splinters.

Risk level:

Low

Risk score:

6

Finding Photos




Maintenance Finding

Description

Surface needs repair.

Tasks

Read the notes for further action.

Note

Edges of matting have not been covered over, creating trip points around perimeters.
Damaged areas. Repair/replace.

Risk level:

Low

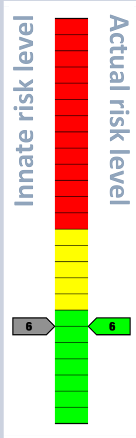
Risk score:

5

Finding Photos

Carousel

Manufactured by Kompan Ltd



Risk level:

Low

Risk score as low as possible

Remedial tasks:

1

Surface: Grass Matting

Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Risk level:

Low

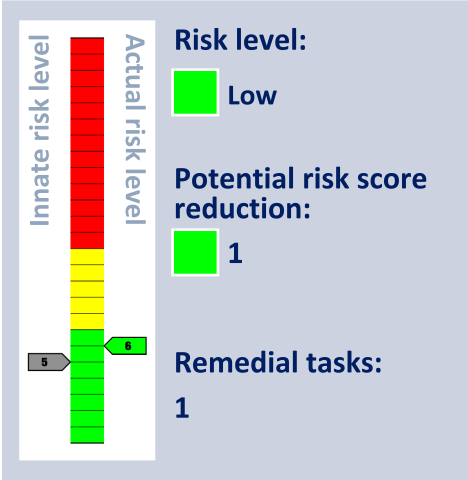
Risk score:

5

Finding Photos

Slide - Embankment

Manufactured by Wicksteed Leisure Ltd



Surface: Grass Matting

Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

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

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Risk level:

Low

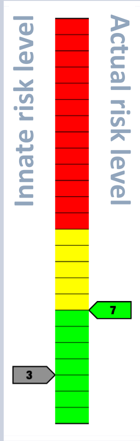
Risk score:

6

Finding Photos

Play Car - Static

Manufactured by (Unknown)



Risk level:

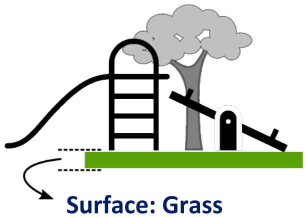
Low

Potential risk score reduction:

4

Remedial tasks:

2



Surface: Grass

Standards:

EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Steering wheel and seat bolts.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

Item has concrete base revealed.

Tasks

Repair.

Note

Cover over with top soil.

Risk level:

Low

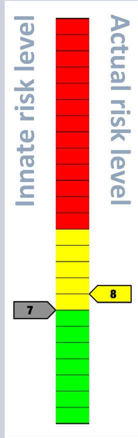
Risk score:

6

Finding Photos

Climber - Tower

Manufactured by Playdale Playgrounds Ltd



Risk level:

Medium

Potential risk score reduction:

1

Remedial tasks:

12

Surface: Rubber - Tile

Standards:

EN 1176-1:2017+A1:2023

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. Horizontal guard rails without vertical or solid infill.
2. Impact attenuating surfacing is required as the free height of fall exceeds 1000 mm between adjacent platforms.
3. The climbing rope is not anchored at both ends.
4. Finger entrapment.
5. Access fails the entrapment requirements.

The item has the following maintenance findings:
1. Trip points on the surface.
2. Item is not secure.
3. There is wear on the platform.
4. Cap missing.
5. Overhanging tree branches are present.

Standard Compliance Finding

Description

Horizontal guard rails without vertical or solid infill.

Tasks

Refer to manufacturer for comment., Read the notes for further action.

Note

Barriers around platform access. Allows users to climb up and over increasing the free height of fall to around 3 m.

Risk level:

Medium

Risk score:

8

Finding Photos

Standard Compliance Finding

Description

Impact attenuating surfacing is required as the free height of fall exceeds 1000 mm between adjacent platforms.

Tasks

Add a surface., Refer to manufacturer for comment.

Note

1.22 m to bottom platform.

Risk level:

Low

Risk score:

7

Finding Photos

Standard Compliance Finding

Description

The climbing rope is not anchored at both ends.

Tasks

Modify.

Risk level:

Low

Risk score:

6

Finding Photos

Standard Compliance Finding

Description

Finger entrapment.

Tasks

Eliminate the entrapment.

Note

Platform gaps are greater than 8 mm wide.

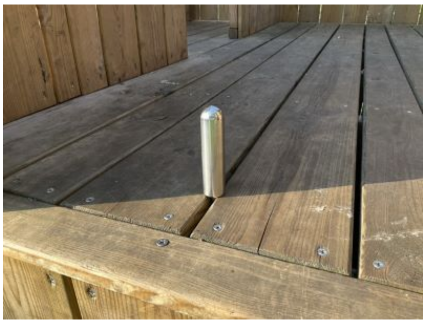
Risk level:

Low

Risk score:

6

Finding Photos



Standard Compliance Finding

Description

Access fails the entrapment requirements.

Tasks

Modify to remove the entrapment potential.

Note

Ladder openings between 130 mm to 230 mm.

Risk level:

Low

Risk score:

5

Finding Photos

Maintenance Finding

Description

Trip points on the surface.

Tasks

Build up surface level to remove trip points.

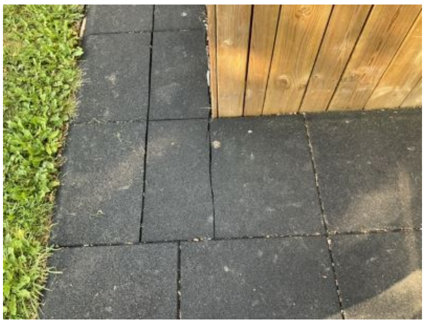
Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Item is not secure.

Tasks

Secure.

Note

Ladder to platform, creating pinch points either side.
Slide bar loose. Secure.

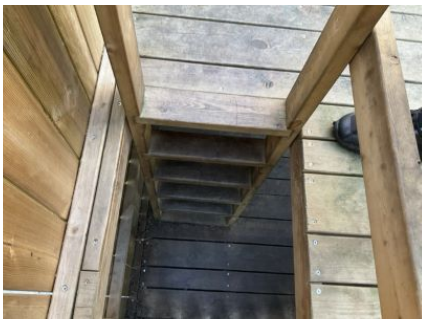
Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

There is wear on the platform.

Tasks

Repair.

Note

Exposing raised screws heads.

Risk level:

Low

Risk score:

5

Finding Photos

Maintenance Finding

Description

Cap missing.

Tasks

Replace.

Risk level:

Low

Risk score:

5

Finding Photos

Maintenance Finding

Description

Overhanging tree branches are present.

Tasks

Cut back.

Note

Cut back regularly.

Risk level:

Very low

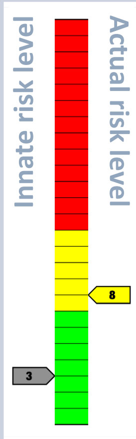
Risk score:

3

Finding Photos

Rocker - Frog

Manufactured by Wicksteed Leisure Ltd



Risk level:

Medium

Potential risk score reduction:

5

Remedial tasks:

3

Surface: Grass Matting

Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

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

Maintenance Finding

Description

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

Tasks

De-scale back to good base material and coat with lead free paint, using appropriate precautions., Replace.

Risk level:

Medium

Risk score:

8

Finding Photos

Maintenance Finding

Description
Bolt(s) loose.

Tasks
Tighten.

Note
Rocker body bolts to seat and spring.

Risk level:

Low

Risk score:

6

Finding Photos

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
   a. 1 = Rare
   b. 2 = Unlikely
   c. 3 = Moderate
   d. 4 = Likely
   e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
   a. 1 = Insignificant
   b. 2 = Minor
   c. 3 = Moderate
   d. 4 = Major
   e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of 1 x 5 = 5 = low risk. Similarly, a certain event for which the consequence is insignificant will present a score of 5 x 1 = 5 = low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity					
Likelihood		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

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

Compliance with Standards

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

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

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

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

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

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

General Notes

What We Inspect

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

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

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

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

What We Don't Inspect

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

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

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.
We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.
The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

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

Ownership
There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.
Contemporaneous Findings
Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber
Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.
We can undertake more in-depth testing of your playground timbers using resistance penetration.
Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.
The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.
Please contact us for pricing and further information.

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

General Notes

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

Inspection Recommendations of relevant standards **These form the Annual Main Inspection**	**Included in RoSPA Inspection?**
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard. Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE
* No obstacles in the minimum space (other than structures to assist or safeguard the user)
* Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE
* Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT
* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS
* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

DESIGN AND MANUFACTURE
* The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (e.g. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
* Requirements for easily accessible equipment

FINISHING
* Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
* Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES
* Conform to EN 701 or 919 or have a material and load certificate
* Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES
* Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS
* Maximum opening of individual links: 8.6mm in any one direction.
* Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES
* Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES
* Anchored at both ends and movement less than 20% of rope length
* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS
* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES
* The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS
* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
* There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS
These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
* Tube ends should be securely enclosed and removable only with tools
* Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS
* Handrail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS
* Where required they should be between 600 and 850mm above the standing surface

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

NOT EASILY ACCESSIBLE EQUIPMENT
* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS
All means of access should have no entrapments; be securely fixed; be level to ± 3°(ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS
REQUIREMENTS
* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.
DIMENSIONS
* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)
SITING
* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic
SURFACING REQUIREMENTS
Forward and Back
* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m
Side width
* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
* Areas for two seats in one bay may overlap providing the distance between seats is correct
Single point swings
* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES
SAFETY REQUIREMENTS
* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.
N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm
Sliding sections
* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm
RUN -OUTS
* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)
* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum
* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS
Normal distances except for the run-out which should be: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 1m each side and 1m beyond

CABLE RUNWAYS
SAFETY REQUIREMENTS
* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m
IMPACT AREAS
* 2m either side of main cable

ROTATING ITEMS
NOTE: Rotating items under 500mm diameter are excluded from these requirements
SAFETY REQUIREMENTS
* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm
SPECIFIC REQUIREMENTS
There are specific requirements for different types of roundabout. The two most common ones are:
Platform roundabouts:
* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

Giant revolving discs
* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded,

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below
* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible
* Information on accidents should be kept
* Staff and users should be safe during maintenance operations

INSPECTION

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

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety
* An inspection schedule should be prepared for each playground, listing components and methods
* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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

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Safety Inspection Report

Annual Inspection

The Iron Room

Aldbury Parish Council

27 May 2026

Safety Inspection Report

Annual Inspection

Site name:	**The Iron Room**
Date of inspection:	**27 May 2026**
Inspector:	**Lewis Heath**

Seating - Various

Innate risk score:

3

Description	Tasks	Risk score
Loose in ground.	Read the notes for further action.	7
Encroaching vegetation or trees.	Remove.	4
Portable equipment must remain outside the minimum space of the permanently installed items. Free movement of children within the play area may be affected. Without effective control the risks will increase. The risks associated with portable	Monitor and control the placement of portable items.	4

Natural Play - Balance Logs - Y-Shaped

Innate risk score: 5

Description	Tasks	Risk score
There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact	Replace decayed components where possible and plan replacement of item. Check on a routine basis, especially at ground or foundation level.	11
There is an obstacle in the falling space or minimum space.	No reasonably practicable action is identified.	7
Hard or sharp projections.	Read the notes for further action.	5

Natural Play - Balance Logs - Curved

Innate risk score: 5

Description	Tasks	Risk score
There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact	Replace decayed components where possible and plan replacement of item. Check on a routine basis, especially at ground or foundation level.	11
There is an obstacle in the falling space or minimum space.	No reasonably practicable action is identified.	7
Hard or sharp projections.	Read the notes for further action.	5

Play Feature - Signal Pole

Innate risk score: 4

Description	Tasks	Risk score
Bolt(s) loose.	Tighten.	7
Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	6

Play Train

Innate risk score: 4

Description	Tasks	Risk score
There is an obstacle in the falling space or minimum space.	No reasonably practicable action is identified.	7

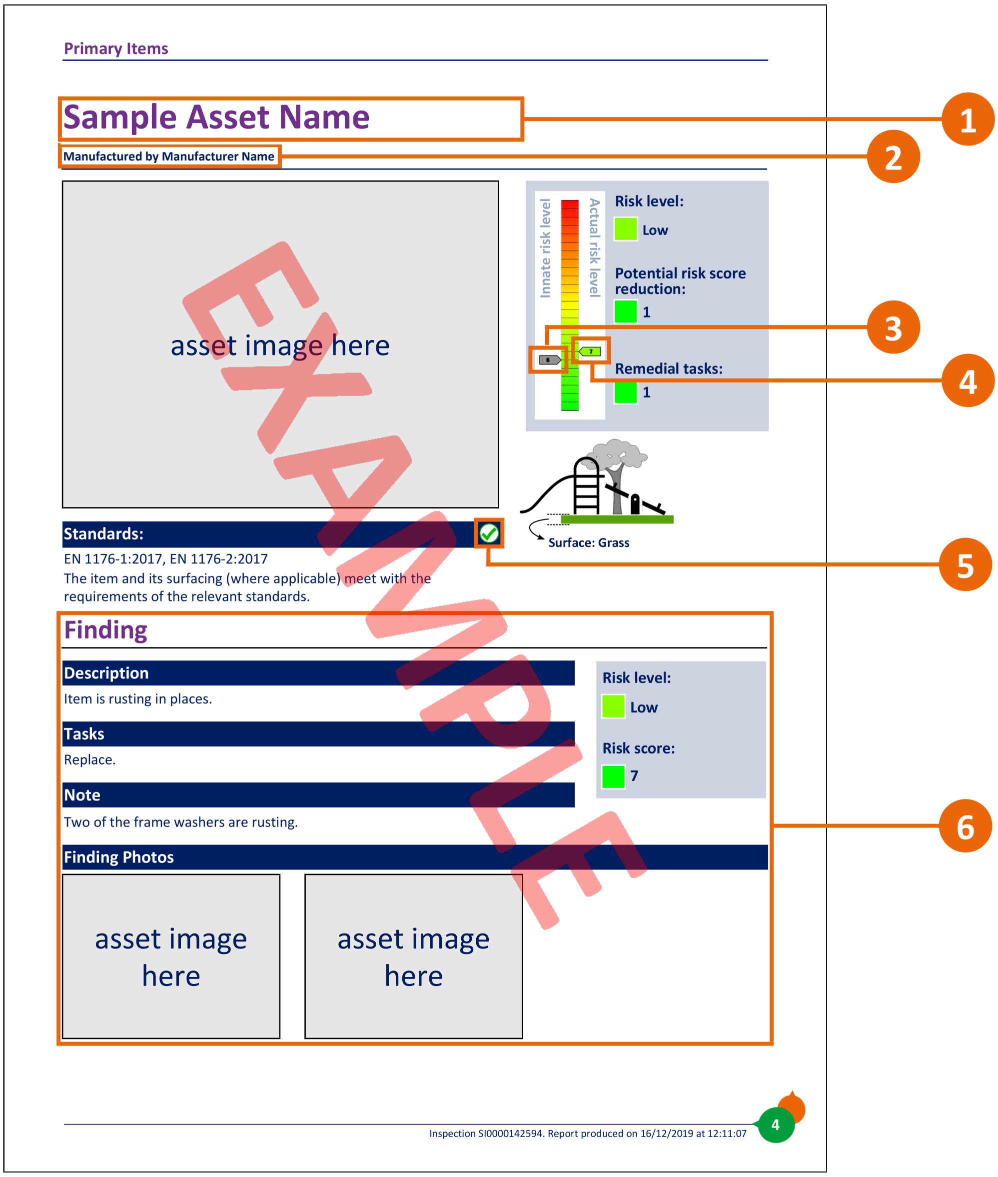
Primary Items Summary – FULL DETAILS BELOW with Photographs

The critical fall height of the surface is less than the free height of fall of the equipment.	No reasonably practicable action is identified.	7
The equipment lacks structural integrity and stability.	Read the notes for further action.	7
Fixtures loose or missing.	Tighten.	6
Item is damaged.	Repair., Replace.	6

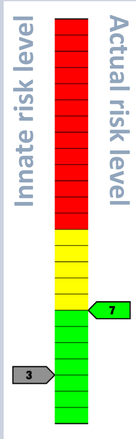
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

1) The name of the asset
2) The manufacturer of the asset, if known,
3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



Seating - Various



Risk level:

Low

Potential risk score reduction:

4

Remedial tasks:

3

Maintenance Finding

Description

Loose in ground.

Tasks

Read the notes for further action.

Note

Bench supports.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

Encroaching vegetation or trees.

Tasks

Remove.

Note

Cut back regularly.

Risk level:

Low

Risk score:

4

Finding Photos

Maintenance Finding

Description

Portable equipment must remain outside the minimum space of the permanently installed items. Free movement of children within the play area may be affected. Without effective control the risks will increase. The risks associated with portable equipment will vary depending upon where the unit is placed.

Tasks

Monitor and control the placement of portable items.

Risk level:

Low

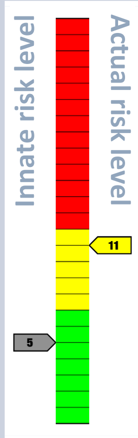
Risk score:

4

Finding Photos

Natural Play - Balance Logs - Y-Shaped

Manufactured by Wildwood UK



Risk level:

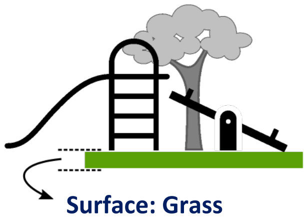
Medium

Potential risk score reduction:

6

Remedial tasks:

3



Surface: Grass

Standards:

EN 1176-1:2017+A1:2023

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. There is an obstacle in the falling space or minimum space.

The item has the following maintenance findings:
1. There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.
2. Hard or sharp projections.

Standard Compliance Finding

Description

There is an obstacle in the falling space or minimum space.

Tasks

No reasonably practicable action is identified.

Note

Train and signal pole are within the minimum required 1500 mm falling space.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

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

Tasks

Replace decayed components where possible and plan replacement of item.
Check on a routine basis, especially at ground or foundation level.

Note

Several support logs and posts are decayed and loose. Replace.
Fungus growing on logs. Remove.
Sapwood decay present on logs.

Risk level:

Medium

Risk score:

11

Finding Photos

Maintenance Finding

Description

Hard or sharp projections.

Tasks

Read the notes for further action.

Note

Bark on logs leaving splinters and projections. Consider removing and smoothing off.

Risk level:

Low

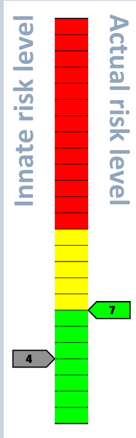
Risk score:

5

Finding Photos

Play Feature - Signal Pole

Manufactured by Wildwood UK



Risk level:

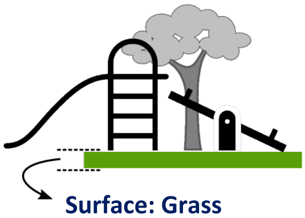
Low

Potential risk score reduction:

3

Remedial tasks:

2



Surface: Grass

Standards:

EN 1176-1:2017+A1:2023

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

Maintenance Finding

Description

Bolt(s) loose.

Tasks

Tighten.

Note

Excess movement of panel sections.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.

Tasks

Prevent further damage.

Risk level:

Low

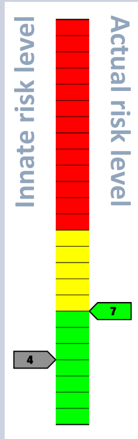
Risk score:

6

Finding Photos

Play Train

Manufactured by Wildwood UK



Risk level:

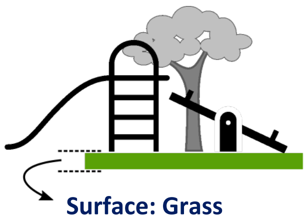
Low

Potential risk score reduction:

3

Remedial tasks:

6



Surface: Grass

Standards:

EN 1176-1:2017+A1:2023

Neither the equipment nor the surfacing are compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. There is an obstacle in the falling space or minimum space.
2. The equipment lacks structural integrity and stability.

Surfacing Standard Compliance Findings
1. The critical fall height of the surface is less than the free height of fall of the equipment.

The item has the following maintenance findings:
1. Fixtures loose or missing.
2. Item is damaged.

Standard Compliance Finding

Description

There is an obstacle in the falling space or minimum space.

Tasks

No reasonably practicable action is identified.

Note

Equipment surrounding play train.

Risk level:

Low

Risk score:

7

Finding Photos

Standard Compliance Finding

Description

The critical fall height of the surface is less than the free height of fall of the equipment.

Tasks

No reasonably practicable action is identified.

Note

Foundations are exposed and it is possible for roof to be scaled taking the fall height above 1500 mm. Well maintained grass is suitable up to 1500 mm.

Risk level:

Low

Risk score:

7

Finding Photos

Standard Compliance Finding

Description

The equipment lacks structural integrity and stability.

Tasks

Read the notes for further action.

Note

Roof is a flimsy design and would be easily damaged by misuse.
Roof panels lifting. Repair.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Logs. Secure.
Steering wheel and roof timbers are very loose. Secure.

Risk level:

Low

Risk score:

6

Finding Photos

Maintenance Finding

Description

Item is damaged.

Tasks

Repair., Replace.

Note

Front of train section potentially due to being stood on.

Risk level:

Low

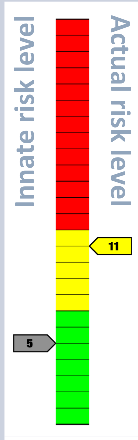
Risk score:

6

Finding Photos

Natural Play - Balance Logs - Curved

Manufactured by Wildwood UK



Risk level:

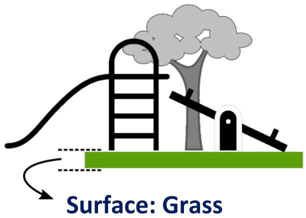
Medium

Potential risk score reduction:

6

Remedial tasks:

3



Surface: Grass

Standards:

EN 1176-1:2017+A1:2023

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings
1. There is an obstacle in the falling space or minimum space.

The item has the following maintenance findings:
1. There is decay to timber components which may affect structural integrity. We do not recommend replacing rotten supports with timber posts which are directly set in the ground due to the increased problem of timber rot, especially in posts in contact with the ground.
2. Hard or sharp projections.

Standard Compliance Finding

Description

There is an obstacle in the falling space or minimum space.

Tasks

No reasonably practicable action is identified.

Note

Adjacent seating and the play train are within the minimum required 1500 mm falling space.

Risk level:

Low

Risk score:

7

Finding Photos

Maintenance Finding

Description

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

Tasks

Replace decayed components where possible and plan replacement of item.
Check on a routine basis, especially at ground or foundation level.

Note

Several support logs and posts are decayed and loose. Replace.
Fungus growing on logs. Remove.
Sapwood decay present on beam.

Risk level:

Medium

Risk score:

11

Finding Photos

Maintenance Finding

Description

Hard or sharp projections.

Tasks

Read the notes for further action.

Note

Bark on logs leaving splinters and projections. Consider removing and smoothing off.

Risk level:

Low

Risk score:

5

Finding Photos

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
   a. 1 = Rare
   b. 2 = Unlikely
   c. 3 = Moderate
   d. 4 = Likely
   e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
   a. 1 = Insignificant
   b. 2 = Minor
   c. 3 = Moderate
   d. 4 = Major
   e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of 1 x 5 = 5 = low risk. Similarly, a certain event for which the consequence is insignificant will present a score of 5 x 1 = 5 = low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

	Severity					
Likelihood		1 Insignifi-cant	2 Minor	3 Moderate	4 Major	5 Catastro-phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

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

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

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

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

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

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

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

General Notes

What We Inspect

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

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

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

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

What We Don’t Inspect

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

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

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.
We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.
The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

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

Ownership
There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.
Contemporaneous Findings
Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber
Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.
We can undertake more in-depth testing of your playground timbers using resistance penetration.
Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.
The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.
Please contact us for pricing and further information.

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

General Notes

How This Inspection Contributes to Your Annual Main Inspection

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

Table 1

Inspection Recommendations of relevant standards **These form the Annual Main Inspection**	**Included in RoSPA Inspection?**
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard. Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE
* No obstacles in the minimum space (other than structures to assist or safeguard the user)
* Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE
* Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT
* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS
* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

DESIGN AND MANUFACTURE
* The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (e.g. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
* Requirements for easily accessible equipment

FINISHING
* Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
* Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES
* Conform to EN 701 or 919 or have a material and load certificate
* Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES
* Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS
* Maximum opening of individual links: 8.6mm in any one direction.
* Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES
* Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES
* Anchored at both ends and movement less than 20% of rope length
* Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS
* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES
* The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS
* Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
* There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS
These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
* Tube ends should be securely enclosed and removable only with tools
* Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS
* Handrail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS
* Where required they should be between 600 and 850mm above the standing surface

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

NOT EASILY ACCESSIBLE EQUIPMENT
* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS
All means of access should have no entrapments; be securely fixed; be level to ± 3°(ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

REQUIREMENTS

* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)

SITING

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

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only)
* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum
* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

Giant revolving discs
* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded,

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below
* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible
* Information on accidents should be kept
* Staff and users should be safe during maintenance operations

INSPECTION

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

Frequency
Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety
* An inspection schedule should be prepared for each playground, listing components and methods
* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

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

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DACORUM BOROUGH COUNCIL

CODE OF CONDUCT FOR COUNCILORS - COMPLAINTS PROCEDURE

1. Introduction

1.1 This Complaints Procedure sets out how you can make a complaint that a Member or Co-opted Member of Dacorum Borough Council has failed to comply with the Borough Council's Code of Conduct For Councillors, and explains how the complaint will be dealt with. It also sets out how you can make a complaint that a Member or Co-opted Member of a Town or Parish Council within the Borough has failed to comply with their own Council's Code of Conduct For Members.

1.2 Under Section 28(6) and (7) of the Localism Act 2011, the Borough Council must have in place "arrangements" under which allegations that a member or co-opted member of the Borough Council, or of a Parish or Town Council within the Council's area, has failed to comply with the Code of Conduct can be investigated and decisions made on such allegations.

1.3 Such arrangements must provide for the Borough Council to appoint at least one Independent Person, whose views must be sought by the Council before it takes a decision on an allegation which it has decided shall be investigated, and whose views can be sought by the Council at any other stage, or by the member or co-opted member against whom an allegation has been made.

2. The Members' Code of Conduct

2.1 The Borough Council has adopted a Code of Conduct for Councillors, which is available for inspection on the Council's website and on request from the Council's Monitoring Officer (see below).

2.2 Each Parish and Town Council has also adopted their own Code of Conduct. If you wish to inspect a Parish or Town Council's Code of Conduct, you should inspect any website operated by the Parish or Town Council or request the Parish or Town Clerk to allow you to inspect their Code of Conduct.

3. Making a Complaint

3.1 If you wish to make a complaint, please write or email to:

Mark Brookes
Monitoring Officer
Dacorum Borough Council

Civic Centre, Marlowes
Hemel Hempstead, HP1 IDN

mark.brookes@dacorum.gov.uk

Tel: 01442 228236

3.2 The Monitoring Officer is a senior officer of the Borough Council who has statutory responsibility for maintaining the Register of Members' Interests and who is responsible for administering the system in respect of complaints of member misconduct.

3.3 In order to ensure that we have all the information which we need to be able to process your complaint, please complete and send us the relevant complaint form, which can be downloaded from the Council's website, next to the Code of Conduct, or is available on request from the Monitoring Officer.

3.4 Please provide us with your name and a contact address or email address, so that we can acknowledge receipt of your complaint and keep you informed of its progress. If you want to keep your name and address anonymous under category 2 described below, please indicate this in the space provided on the complaint form. There are two types of anonymity. The first is that you submit your request without your name on the complaint at all (category 1 anonymity) and the second is that you submit your complaint requesting anonymity from the councillor you have complained about and the standards committee members. Your name will still be known to the Monitoring Officer and any investigating officers so that the complaint can be investigated (category 2 anonymity).

Further guidance regarding the process for assessing anonymous complaints is set out in Appendix 4.

3.5 The Council will not normally investigate category 1 anonymous complaints, unless there is a clear public interest in doing so and there is verifiable evidence provided.

3.6 The Council may consider investigating category 2 anonymous complaints if there is a clear public interest in doing so and the Monitoring Officer in consultation with the Independent Person is satisfied that a fair investigation and hearing can be carried out balancing the rights of the complainant to remain anonymous and the subject member's right to respond to the complaint.

3.7 The Monitoring Officer will consider your anonymity request and consult the Council's Independent Person and the Monitoring Officer's decision to grant anonymity under category 1 or 2 shall be final.

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3.8 The Monitoring Officer will acknowledge receipt of your complaint within five working days of receiving it and will keep you informed of the progress of your complaint. Unless there are exceptional circumstances, the Monitoring Officer will also immediately inform the member concerned that a complaint has been made about them and provide them with a copy of the complaint or a summary.

3.9 The Complaints Procedure Flowchart is annexed at Appendix 1 for your assistance.

4. Will your Complaint be Investigated?

4.1 The Monitoring Officer will review every complaint received and, will consult with the Independent Person before taking a decision as to whether it:

4.1.1 Merits no further investigation

4.1.2 Merits further investigation

4.1.3 Should be referred to the Standards Committee

The decision will normally be taken within 20 working days of receipt of your complaint. Your complaint will be considered in accordance with the Assessment Criteria at Appendix 2. Where the Monitoring Officer has taken a decision, he/she will inform you of his/her decision and the reasons for that decision.

4.2 Where the Monitoring Officer requires additional information in order to come to a decision, he/she may come back to you for such information, and may request information from the member against whom your complaint is directed. Where your complaint relates to a Parish or Town Councillor, the Monitoring Officer will also inform the Clerk of the Parish or Town Council of your complaint.

4.3 In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. Such informal resolution may involve the member accepting that his/her conduct was unacceptable and offering an apology, or other remedial action by the Council. Where the member or the Council make a reasonable offer of informal resolution, but you are not willing to accept the offer, the Monitoring Officer will take account of this in deciding whether the complaint merits further investigation.

4.4 If your complaint identifies potential criminal conduct or breach of other regulations by any person, the Monitoring Officer has the power to call in the Police or other regulatory agencies.

5. How is the Investigation Conducted?

5.1 If the Monitoring Officer decides that a complaint merits further investigation, he/she may appoint an Investigating Officer, who may be another senior officer of the Council, an officer of another authority or an external investigator. The Investigating Officer or Monitoring Officer will decide whether he/she needs to meet or speak to you to understand the nature of your complaint and so that you can explain your understanding of events and suggest what documents need to be seen and who needs to be interviewed.

5.2 The Investigating Officer or Monitoring Officer will normally write to the member against whom you have complained and provide him/her with a copy of your complaint, and ask the member to provide his/her explanation of events and to identify what documents he/she needs to see and who he/she needs to interview. In exceptional cases, where it is appropriate to keep your identity anonymous or disclosure of details of the complaint to the member might harm the investigation, the Monitoring Officer can delete your name and address from the papers given to the member or delay notifying the member until the investigation has progressed sufficiently.

5.3 At the end of his/her investigation, the Investigating Officer or Monitoring Officer will produce a Draft Investigation Report and will send copies of that draft report, in confidence, to you and to the member concerned, to give you both an opportunity to identify any matter in that draft report which you disagree with or which you consider requires more consideration.

5.4 The Investigation Report will:

- set out the full particulars of the complaint, with advice as to how the complaint engages the Code of Conduct
- Set out the details of the subject Member's response to each element of the complaint
- Set out the relevant facts which are agreed and indicate where facts are in dispute
- Provide a list of issues (ie disputed relevant facts or areas where the committee must decide upon the consequences of agreed / determined facts) for the subcommittee to decide
- Provide the sub-committee with, or refer to, all the evidence relied upon by each party to the dispute from which the committee is to reach its decision, and provide advice as to the legal position where appropriate.

If the Monitoring Officer concludes that the complaint requires adjudication by the sub-committee, the investigator should help the committee reach its decision but should not reach that decision for them. It is for the sub-committee, and not the investigator, to decide whether the complaint succeeds

5.5 Having received and taken account of any comments which you may make on the draft report, where an Investigating Officer has been appointed, the Investigating Officer will send his/her Final Investigation Report to the Monitoring Officer.

6. What happens if the investigating officer or monitoring officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

6.1 If an Investigating Officer has been appointed, the Monitoring Officer will review the Investigating Officer's report and, after consulting the Independent Person, he/she is satisfied that the Investigating Officer's report is sufficient, the Monitoring Officer will write to you and to the member concerned (and to the Parish or Town Council where your complaint relates to a Parish or Town Councillor), notifying you that he/she is satisfied that no further action is required, and give you both a copy of the Final Investigation Report. Alternatively, the Monitoring Officer may refer the Investigating Officer's report to the Standards Committee if he/she considers it appropriate to do so.

6.2 If an Investigation Officer has been appointed and if the Monitoring Officer is not satisfied that the investigation has been conducted properly, he may ask the Investigating Officer to reconsider his/her report.

7. What happens if the Investigating Officer or Monitoring Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

7.1 If an Investigating Officer has been appointed, the Monitoring Officer will review the Investigating Officer's Final Investigation Report and will then either send the matter for a hearing before the Standards Sub-Committee or, in consultation with the Independent Person, seek an informal resolution.

7.1.1 Informal Resolution

The Monitoring Officer may consider that the matter can reasonably be resolved without the need for a hearing. In such a case, he/she will consult with the Independent Person and with you as complainant and seek to agree what you consider to be a fair resolution which also helps to ensure higher standards of conduct for the future. Such resolution may include the member accepting that his/her conduct was unacceptable and offering an apology, and/or other remedial action by the Council. If the member complies with the suggested resolution, the Monitoring Officer will report the matter to the Standards Committee (and the Parish or Town Council where appropriate) for information, but will take no further action.

7.1.2 Hearing

If the Monitoring Officer considers that informal resolution is not appropriate, or the councillor concerned is not prepared to undertake any proposed remedial action, such as giving an apology, then the Monitoring Officer will refer the Final Investigation Report to the Standards Sub-Committee which will conduct a hearing before deciding whether the member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the member.

The Council has agreed a procedure for hearing complaints, which is attached as Appendix 3 to this Complaints Procedure.

At the hearing, the Investigating Officer or the Monitoring Officer will present his/her report and call such witnesses as he/she considers necessary. For this purpose, the Investigating Officer or Monitoring Officer may ask you as the complainant to attend and give evidence to the Sub-Committee. If the Monitoring Officer has agreed that your complaint should progress as a category 2 anonymous complaint you may appoint a representative to attend any standards hearing on your behalf. The member will then have an opportunity to give his/her evidence, to call witnesses and to make representations to the Sub-Committee as to why he/she considers that he/she did not fail to comply with the Code of Conduct.

The Sub-Committee, with the benefit of any representations from the Independent Person, may conclude that the member did not fail to comply with the Code of Conduct and dismiss the complaint. If the Sub-Committee concludes that the member did fail to comply with the Code of Conduct, the Chair will inform the member of this finding and the Sub-Committee will then consider what action, if any, the Sub-Committee should take as a result of the member's failure to comply with the Code of Conduct. In doing this, the Sub-Committee will give the member an opportunity to make representations to the Sub-Committee and will consult the Independent Person, but will then decide what action, if any, to take in respect of the matter.

8. What action can the Standards Sub-Committee take where a member has failed to comply with the Code of Conduct?

8.1 The Council has delegated to the Sub-Committee such of its powers to take action in respect of individual members as may be necessary to promote and maintain high standards of conduct. Accordingly, the Sub-Committee may:-

8.1.1 Publish its findings in respect of the member's conduct;

8.1.2 Report its findings to Council (or to the Parish/Town Council) for information but recommending that no sanction be applied;

8.1.3 Recommend to Council (or to the Parish/Town Council) that he/she be issued with a formal censure or be reprimanded;

8.1.4 Recommend to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;

8.1.5 Recommend to the Leader of the Council that the member be removed from the Cabinet, or removed from particular Portfolio responsibilities;

8.1.6 Instruct the Monitoring Officer to (or recommend that the Parish/Town Council) arrange training for the member;

8.1.7 Recommend to Council (or recommend to the Parish/Town Council) that the member be removed from all outside appointments to which he/she has been appointed or nominated by the Council (or by the Parish/Town Council)

8.1.8 Recommend to Council (or recommend to the Parish/Town Council) that it withdraws facilities provided to the member by the Council, such as a computer, website and/or email and internet access; or

8.1.9 Recommend to Council (or recommend to the Parish/Town Council) that it excludes the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

8.1.10 Recommend to Council (or recommend to the Parish/Town Council) that it prevents the member from having access to a particular officer or officers.

8.2 The Sub-Committee has no power to suspend or disqualify the member or to withdraw members' or special responsibility allowances.

9. What happens at the end of the hearing?

9.1 At the end of the hearing, the Chair will state the decision of the Standards Sub-Committee as to whether the member failed to comply with the Code of Conduct and as to any actions which the Sub-Committee resolves to take.

9.2 As soon as reasonably practicable thereafter, the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Sub-Committee, and send a copy to you, to the member (to the Clerk of the Parish/Town Council if applicable), make that decision notice available for public inspection and report the decision to the next convenient meeting of the Council.

10. Who are the Standards Sub-Committee?

10.1 It is a Sub-Committee comprising of Members sitting on the Council's Standards Committee.

10.2 The Standards Committee has decided that the Sub-Committee will comprise five Members of the Standards Committee. If the Councillor complained about is a member of a Parish or Town Council, one of the five members of the Sub-Committee will be a Parish or Town Councillor member of the Standards Committee.

10.3 The Independent Person will attend all meetings of the Sub-Committee and their views are sought and taken into consideration before the Sub-Committee takes any decision on whether the member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

11. Who is the Independent Person?

11.1 The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and is appointed by a positive vote from a majority of all the members of the Council.

11.2 A person cannot be "independent" if he/she:

11.2.1 is, or has been within the past 5 years, a member, co-opted member or officer of the Council;

11.2.2 is or has been within the past 5 years, a member, co-opted member or officer of a Parish or Town Council within the Borough), or

11.2.3 Is a relative or close friend of a person within paragraph 11.2.1 or 11.2.2 above. For this purpose a "relative" means:

11.2.3.1 Spouse or civil partner;

11.2.3.2 Living with the other person as husband and wife or as if they were civil partners;

11.2.3.3 Grandparent of the other person;

11.2.3.4 A lineal descendent of a grandparent of the other person;

11.2.3.5 A parent, sibling or child of a person within paragraphs 11.2.3.1 or 11.2.3.2; or

11.2.3.6 A spouse or civil partner of a person within paragraphs 11.2.3.3, 11.2.3.4 or 11.2.3.5; or

11.2.3.7 Living with a person within paragraphs 11.2.3.3, 11.2.3.4 or 11.2.3.5 as husband and wife or as if they were civil partners.

12. Revision of this Complaints Procedure

The Standards Committee may agree to amend this Complaints Procedure and has delegated to the Chair of the Sub-Committee the right to depart from these arrangements where he/she considers that it is expedient to do so in order to secure the effective and fair consideration of any matter.

13. Appeals

13.1 There is no right of appeal for you as complainant or for the member against a decision of the Monitoring Officer or of the Sub-Committee.

13.2 If you feel that the Council has failed to deal with your complaint properly, you may make a complaint to the Local Government Ombudsman.

Appendix 1
Complaints Procedure Flowchart

Complaint received by Monitoring Officer

Monitoring Officer acknowledges complaint within 5 working days

Complaint considered by Monitoring Officer /Independent Person

Preliminary tests:

- Acting in capacity as a member?
- In office at time of alleged misconduct?
- Very minor or trivial matter?
- Vexatious or malicious?
- Historical?
- Potential breach of the Code?
- What to do with it?
- Assessment of public interest?
- Decision within 20 working days of receipt
- Or seek additional information as required prior to making a decision

Complaint rejected with reasons

Informal Resolution (Mediation, apology etc)

Potentially criminal conduct/breach of other regulations

Referral to Standards Committee for consideration

Appointment of Investigating Officer and Investigation or Monitoring Officer investigates

Investigation Report to include all matters noted in paragraph 5.4 of the procedure:

Complaint referred to Sub-Committee or Informal Resolution

Sub-Committee to arbitrate on facts and conclude whether a breach of the Code of Conduct has occurred.

Any decision is made in consultation with the Independent Person

In consultation with the Independent Person:

1. No further action
2. Informal Resolution
3. Formal Decision/Action

APPENDIX 2

STANDARDS COMPLAINTS ASSESSMENT CRITERIA

Complaints which would not normally be referred for investigation

1. The complaint is not considered sufficiently serious to warrant investigation or

2. The complaint appears to be simply motivated by malice or is "tit-for-tat" or,

3. The complaint appears to be politically motivated, or

4. It appears that there can be no breach of the Code of Conduct; for example, that it relates to the Councillor's private life or is about dissatisfaction with a Council decision; or

5. It is about someone who is no longer a Councillor

6. There is insufficient information available for a referral for investigation; or

7. The complaint has not been received within 3 months of the alleged misconduct unless there are exceptional circumstances eg, allegation of bullying, harassment etc

8. The matter occurred so long ago that it would be difficult for a fair investigation to be carried out; or

9. The same, or similar complaint has already been investigated and there is nothing further to be gained by seeking the sanctions available to the Standards Committee; or

10. It is an anonymous complaint, unless it includes sufficient documentary evidence to show a significant breach of the Code of Conduct

11. Where the member complained of has apologised and/or admitted making an error and the matter would not warrant a more serious sanction

Complaints which may be referred for investigation

1. It is serious enough, if proven, to justify the range of actions available to the Standards Committee; or

2. There are individual acts of minor misconduct which appear to be part of a continuing pattern of behaviour that is unreasonably disrupting the business of the Council and there is no other avenue left to deal with it other than by way of an investigation

Complaints which may be referred to the Standards Committee for a decision on whether it should be investigated

1. The complaint is about a high-profile Member, such as the Leader of the Council, and it would be difficult for the Monitoring Officer to make a decision as to whether or not it should be investigated.

2. Such other complaints as the Monitoring Officer considers it would not be appropriate for him/her to make a decision as to whether or not it should be investigated.

Whilst complainants must be confident that complaints are taken seriously and dealt with appropriately, deciding to investigate a complaint or to take further action will cost both public money and officers' and members' time. This is an important consideration where the complaint is relatively minor. The complaint must be serious enough to justify the public expense and Council resources in investigating it.

APPENDIX 3

STANDARDS SUB COMMITTEE HEARING PROCEDURE

Item No	Procedure
1.	**Quorum** 1.1 Three Members must be present throughout the hearing to form a quorum. 1.2 Where the complaint refers to a Parish/Town Councillor, a non-voting Parish/Town member of the Standards Committee must be present 1.3 In the absence of the Chair of he Sub-Committee shall nominate a Chair for the meeting
2.	**Opening** 2.1 The Chair explains the procedure for the hearing and reminds all parties to turn off mobile phones, 2.2 The Chair asks all present to introduce themselves
3.	**The Complaint** 3.1 The Investigating Officer shall be invited to present their report including any documentary evidence or other material (and to call witnesses as required by the Investigating Officer). This report and documentary evidence must be based on the complaint made to the Council – no new points will be allowed. 3.2 If the Complainant has a representative present (because they have been granted anonymity) they shall be entitled to clarify any matters in the Investigating Officer's evidence but no new points shall be allowed which are not in the submitted evidence. 3.2 The Councillor against whom the complaint has been made (or their representative) may question the Investigating Officer, and the Complainant's representative (if applicable) upon the content of their report and any witnesses called by the Investigating Officer. (This is the Councillor's opportunity to ask questions rising from the Investigator's report and not to make a statement) 3.3 Members of the Sub-Committee may question the Investigating Officer, and the Complainant's representative (if applicable) upon

	the content of their report and/or any witnesses called by the Investigating Officer.

Item No	Procedure
4.	**The Councillor's Case** 4.1 The Councillor against whom the complaint has been made (or their representative) may present their case (and call any witnesses as required by the Councillor or their representative) 4.2 The Investigating Officer, and the Complainant's Representative (if applicable), may question the Councillor and/or any witnesses 4.3 Members of the Sub-Committee may question the Member and/or any witnesses
5.	**Summing Up** 5.1 The Investigating Officer may sum up the Complaint 5.2 The Member (or their representative) may sum up their case.
6.	**Decision** 6.1 Members of the Sub-Committee will deliberate in private to consider the complaint in consultation with the Independent Person prior to reaching a decision 6.2 Upon the Sub-Committee's return the Chair will announce the Sub-Committee's decision in the following terms:- 6.2.1 The Sub-Committee decides that the Member has not failed to follow the Code of Conduct or 6.2.2 The Sub-Committee decides that the Member has failed to follow the Code of Conduct 6.2.3 The Sub-Committee will give reasons for their decision 6.3 If the Sub-Committee decides that the Member has failed to follow the Code of Conduct it will consider any representations from the Investigator and/or the Member as to: 6.3.1 Whether any action should be taken, and 6.3.2 What form any action should take 6.4 The Sub-Committee will then deliberate in private to consider what action if any should be taken in consultation with the Independent Person 6.5 On the Sub-Committee's return the Chair will announce the Sub-Committee's decision (in relation to a Parish/Town Councillor a recommendation to the Parish/Town Council)

Item No	Procedure
6.6	The Sub-Committee will consider whether it should make any recommendations to the Council or in relation to a Parish/Town Councillor to the Parish/Town Council with a view to promoting high standards of conduct among Members
6.7	The Chair will confirm that a full written decision shall be issued within 7 working days following the hearing and that the Sub-Committee's findings to be published.

APPENDIX 4

DACORUM BOROUGH COUNCIL – CONFIDENTIALITY IN HANDLING COMPLAINTS UNDER THE MEMBERS CODE OF CONDUCT

Introduction

1. Under the Localism Act 2011 Dacorum Borough Council is under an obligation to handle complaints that a member may have breached the Code of Conduct. It is also responsible for handling similar complaints against members of parish councils in the area.

2. There are no specific requirements set out in the legislation as to how a complaint should be handled (other than a statutory duty to appoint an Independent Person or IP to support the Council in the process) so it is up to Dacorum Borough Council to put appropriate arrangements in place. Dacorum has chosen to delegate the function to its Monitoring Officer (MO) who is responsible for assessing whether a complaint warrants any further action and then, if so, either seeking an informal resolution of the complaint or overseeing a formal investigation.

3. If a formal investigation is carried out and the Monitoring Officer concludes there is in their view a breach of the Code, the matter would be referred to a hearing of a sub-committee drawn from elected members of the Council's Standards Committee.

4. This note is to set out the process to be followed by the Council where a complainant has requested that their identity be kept anonymous through the process. Similar considerations would apply where a witness requests anonymity.

Principles of investigation

5. Any consideration of a complaint made under the Code of Conduct must comply with the principle of fairness. That is, that a balance must be struck between the rights of the complainant and the rights of the member who is subject of the complaint (the 'subject member'). There will be no presumption made at the start of an investigation as to whether or not the Code has been breached. It is up to an investigator to establish the agreed facts and for the Standards Committee to decide any disputed facts and decide whether the facts would amount to a breach of the Code of Conduct, and the subject member has the right to challenge any assertions made by the complainant or witnesses. This means that it must be clear to the subject member what the charges against them are and to see any relevant evidence gathered by the investigator.

Confidentiality

6. A general point to make is that the complaints process is a confidential process, at least until the matter is referred for a hearing or the outcome of the case has been concluded. An investigator must treat any information they receive during the course of an investigation as confidential to the investigative process until the investigation is completed unless there is a statutory requirement to disclose it, for example when there are parallel criminal investigations being undertaken. Similarly, all parties involved in the conducting of the investigation should be advised of the confidential nature of the proceedings, so both the complainant and the subject member should be clear that they should not make public details relating to the complaint.

7. In addition to the general confidentiality of the process, however, the complainant may request anonymity – that is that their identity be withheld from the subject member and Standards Committee (Category 2 anonymity – see para 3.4 above). If such a request is made it must be considered very carefully to ensure that it does not compromise the fairness of the investigation by limiting the ability of the subject member to defend themself.

8. Where a complainant requests anonymity therefore, they will be asked to give reasons why it is important that their identity is protected. Reasons may include genuine fear of intimidation or that it may impact on their employment, for example. The request must be made when the complaint is first made so that it can be weighed up at the start of the process, as the subject member will normally be notified that there is a complaint against them and the nature of the complaint so good practice would say that the complaint form asks if the complainant wishes to be treated as anonymous and if so that they should state the reasons.

9. Where a request for anonymity is received the MO will consider the request with the IP balancing the concerns expressed by the complainant against the need to maintain fairness of the process. If the MO decides that anonymity should not be granted they should inform the complainant and ask if they still wish to proceed with the complaint, stressing that the process itself will remain

confidential until the case is disposed of and that, even at the end of the process the complainant's identity may be withheld from the public if necessary.

10. When considering the request, the MO and IP will consider factors such as whether there is genuine evidence that there might be fear of intimidation or an adverse impact on the complainant, and whether the subject member's ability to defend themselves would be adversely impacted. For example, if it is an allegation that the complainant has been spoken to in an offensive manner it is more difficult to grant anonymity as the subject member will need to know what the incident was to defend themselves. On the other hand, if the complaint is that a member may have failed to declare an interest, that is a more objective matter based on the facts so the identity of the complainant may be less relevant.

11. It should also be made clear to both the complainant and the subject member that any attempts to intimidate the complainant, put undue pressure on them or breach the overall confidentiality of the case handling process could of itself be further breaches of the Code of Conduct.

12. Where a matter proceeds to a hearing the complainant may be asked to give evidence. It will be up to the Committee acting under advice from the MO, to consider whether such evidence can be given in 'closed session'. That is, that the Committee would exclude the press and public in line with provisions for consideration of exempt information though the subject member and their representative may still be present in order to challenge any evidence if necessary. Where there are concerns, the Committee would need to ensure that any questioning is relevant and does not become over-bearing or intimidatory and therefore may instruct that any questions be directed through the chair.

13. Any decision as to whether to hold all or part of the hearing in closed session will be agreed in advance by the Committee and communicated to all parties.

14. If the complaint has proceeded on the basis of category 2 anonymity, the Chair in consultation with the Monitoring Officer has discretion to amend the hearing procedures and agree any appropriate means for the complainant to be heard, either in person or by remote means, as the Chair deems reasonable balancing the need for a fair hearing for all parties.

15. Where either the complainant or the subject member decline to attend to give evidence, this shall be drawn to the Committee's attention together with any reasons and may impact upon the weight the Committee place on any written evidence.

Agreed by Standards Committee on 26th March 2026.

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Unity Trust A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust A/C	30/06/2026		47,884.88
			47,884.88

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		47,884.88

Unpresented Receipts (Plus)		
	0.00	
		0.00
		47,884.88

Balance per Cash Book is :-	**47,884.88**
Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	General Income							
1076	Precept	35,638	35,638	(0)			100.0%	
1080	Interest Received	430	1,150	720			37.4%	
	General Income :- Receipts	**36,068**	**36,788**	**720**			**98.0%**	**0**
	Net Receipts	**36,068**	**36,788**	**720**				
200	Precept Expenses							
4000	Clerk's Salary	3,497	14,997	11,500		11,500	23.3%	
4002	Clerk's WFH Allowance	72	288	216		216	25.0%	
4005	PAYE/NI/HMRC (EE & ER)	535	1,978	1,443		1,443	27.0%	
4010	Pension (EE & ER)	973	3,564	2,591		2,591	27.3%	
4055	Payroll Provider	60	300	240		240	20.0%	
4060	Staff Training	0	50	50		50	0.0%	
4065	Councillor Training	0	100	100		100	0.0%	
4070	Stationery	202	50	(152)		(152)	404.0%	
4075	IT Support	864	900	36		36	96.0%	
4080	Website	0	100	100		100	0.0%	
4085	Expenses	101	600	499		499	16.8%	
4090	Audit Fees	361	600	239		239	60.1%	
4095	Bank Charges	21	84	63		63	25.0%	
4100	Room Hire	0	300	300		300	0.0%	
4105	Insurance	1,261	1,261	0		0	100.0%	
4110	Subscriptions	622	660	38		38	94.3%	
4130	Playground Inspection	186	200	14		14	93.0%	
4145	Street Light Power	415	1,900	1,485		1,485	21.9%	
4150	Street Light Maintenance	76	0	(76)		(76)	0.0%	76
	Precept Expenses :- Indirect Payments	**9,244**	**27,932**	**18,688**	**0**	**18,688**	**33.1%**	**76**
	Net Payments	**(9,244)**	**(27,932)**	**(18,688)**				
6000	plus Transfer from EMR	76	0	(76)				
	Movement to/(from) Gen Reserve	**(9,169)**	**(27,932)**	**(18,763)**				
300	Special Projects							
4200	Sinking Fund Playground	0	1,000	1,000		1,000	0.0%	
4210	Sinking Fund Pond	0	1,000	1,000		1,000	0.0%	
4270	Trees	625	1,000	375		375	62.5%	
4275	Allotment Maintenance	809	2,000	1,191		1,191	40.5%	
	Special Projects :- Indirect Payments	**1,434**	**5,000**	**3,566**	**0**	**3,566**	**28.7%**	**0**
	Net Payments	**(1,434)**	**(5,000)**	**(3,566)**				

Continued over page

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400	Concurrent Services							
1100	Concurrent Services	7,066	7,066	(0)			100.0%	
1110	Village Warden Grant	591	591	0			99.9%	
1130	Allotment Rent	64	1,650	1,586			3.9%	
1140	Tennis Club	60	100	40			60.0%	
1150	Sports Club Rent	0	1,900	1,900			0.0%	
1180	Wayleave	0	40	40			0.0%	
	Concurrent Services :- Receipts	**7,781**	**11,347**	**3,566**			**68.6%**	**0**
4300	Grants (S137)	500	700	200		200	71.4%	
4305	Churchyard	0	600	600		600	0.0%	
4310	Open Spaces Grass	1,470	6,100	4,630		4,630	24.1%	
4315	Open Spaces	560	900	340		340	62.2%	
4320	Rec & Allotment Rent	675	1,850	1,175		1,175	36.5%	
4325	Playground Maintenance	0	500	500		500	0.0%	
4330	Village Warden	0	2,000	2,000		2,000	0.0%	
4335	Pond	0	250	250		250	0.0%	
4340	Parish Grants (s133)	0	1,400	1,400		1,400	0.0%	
	Concurrent Services :- Indirect Payments	**3,205**	**14,300**	**11,095**	**0**	**11,095**	**22.4%**	**0**
	Net Receipts over Payments	**4,576**	**(2,953)**	**(7,529)**				
999	VAT Data							
115	VAT on Receipts	4,719	0	(4,719)			0.0%	
	VAT Data :- Receipts	**4,719**	**0**	**(4,719)**				**0**
515	VAT on Payments	1,012	0	(1,012)		(1,012)	0.0%	
	VAT Data :- Indirect Payments	**1,012**	**0**	**(1,012)**	**0**	**(1,012)**		**0**
	Net Receipts over Payments	**3,707**	**0**	**(3,707)**				
	Grand Totals:- Receipts	**48,568**	**48,135**	**(433)**			**100.9%**	
	Payments	**14,896**	**47,232**	**32,336**	**0**	**32,336**	**31.5%**	
	Net Receipts over Payments	**33,672**	**903**	**(32,769)**				
	plus Transfer from EMR	**76**	0	(76)				
	Movement to/(from) Gen Reserve	**33,748**	**903**	**(32,845)**				

Aldbury Parish Council

Summary Receipts and Payments for Year Ended 30 June 2026

Last Year Ended 31st March 2026		Current Year Ended 30 June 2026
	Operating Income	
36,617.21	General Income	36,068.01
24,893.79	Concurrent Services	7,780.78
1,853.72	VAT Data	4,719.06
63,364.72	Total Receipts	**48,567.85**
	Running Costs	
39,625.80	Precept Expenses	9,244.20
9,022.50	Special Projects	1,434.16
18,456.38	Concurrent Services	3,205.17
4,719.06	VAT Data	1,012.01
71,823.74	Total Payments	**14,895.54**
	Receipts and Payments Summary	
69,943.07	**Opening Balance**	**61,484.05**
63,364.72	Add Total Receipts(As Above)	48,567.85
133,307.79		110,051.90
71,823.74	Less Total Payments(As Above)	14,895.54
61,484.05	**Closing Balance**	**95,156.36**
	These cumulative funds are represented by:	
16,212.57	Unity Trust A/C	47,884.88
45,271.48	CCLA Investment Managment Ltd	45,271.48
61,484.05		**93,156.36**
	Reserve Balances are represented by:	
-8,459.02	Current Year Fund	33,672.31
39,680.35	General Reserves	26,296.97
1,180.81	EMR - Playground Project	1,180.81
1,000.00	EMR - Parish Paths	1,000.00
20,446.91	EMR Community Projects	20,371.27
3,000.00	EMR - Playground Sinking Fund	4,000.00
2,825.00	EMR - Pond Sinking Fund	3,825.00
1,000.00	EMR - Streetlight Sinking Fund	1,000.00
150.00	EMR - Allotment deposit	150.00
660.00	EMR - Tree Maintenance Sinking	1,660.00
61,484.05		**93,156.36**

Signed : ________________________________ (Chairman) ___________________________________ (RFO)

Date 30/06/2026 **Current Year** **Journal Ref: 20**

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
310	General Reserves	0		Top up EMR	1,000.00	
370	EMR - Playground Sinking Fund	0		Top up EMR		1,000.00
310	General Reserves	0		Top up EMR	2,000.00	
4275	Allotment Maintenance	300	Special Projects	top up		2,000.00
310	General Reserves	0		Top up EMR	1,000.00	
376	EMR - Tree Maintenance Sinking	0		Top up EMR		1,000.00
310	General Reserves	0		Top up EMR	1,000.00	
371	EMR - Pond Sinking Fund	0		Top up EMR		1,000.00
				Journal Totals	**5,000.00**	**5,000.00**

Narrative: As agreed by the full council at January 2026 meeting during budget approval.

BACS/DD/SO presented for payment at the meeting on 6 July 2026:

PAYEE	DESCRIPTION	AMOUNT including VAT where applicable
M Turczyn (Clerk)	Salary and HCC Pension contributions – June (Salary paid on 26.06.2026)	£1,439.17
HMRC Cumbernauld	Clerk's PAYE/NI June	£184.28
Bidwells	Recreation Ground rent	£250.00
RoSPA	Playgrounds annual inspection (paid on 04.06.2026)	£223.20
Lamps and Tubes Illuminations Ltd	Installation of 2 heritage lights on Maltings Lane, conversion to LED.	£3,196.30
Keith Simkin	Parish warden hours	£496.00
AJG Insurance	Cyber Package (paid on 24.06.2026)	£477.44
N Power (DD)	Streetlights power (paid on 19.06.2026)	£118.83
M W Agri Ltd (SO)	Grass cutting (paid on 25.06.2026)	£595.70
M Turczyn	Clerk's mileage expenses	£35.20

Income received in June 2026:

- CCLA Investment – Interest £145.94
- Tennis Club - £20.00
- VAT Return - £4,719.06