



MINUTES OF MEETING OF WHITCHURCH-ON-THAMES PARISH COUNCIL

At the Village Hall at 20:00 Thursday, December 9, 2021

Members Present

Chairman Jim Donahue

Members Nick Brazil
Katherine Higley
Paul O'Grady
Diana Smith

Officers Present:

Clerk Jane Yamamoto

Public and Press: 3 residents, Henley Standard, Cllr Dragonetti sent his apologies.

The meeting started at 20:00.

- 1 **Apologies for absence & Mission Statement** 20:00
Cllr Steward sent apologies for his absence.
- 2 **Declaration of Interests**
Cllr Higley declared an interest in the playground as her children use it.
- 3 **Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda.**
- 3.1 A resident expressed their strong opposition to the replacement rather than the maintenance of equipment in the Manor Road playground. They also reported that they saw teenagers/adults drinking in the playground around dusk/evening time and felt that this was inappropriate use of this area. They felt the climbing frame was safe for use, but they saw children falling from it while wearing inappropriate footwear, e.g., flip-flops. Finally, they felt that the Parish Council should consider carefully what they were proposing to any children because they would say yes to anything 'new and shiny' shown to them. Cllr Leadbeater-Hart responded by saying that their opinion mattered and any action taken would look at both maintaining and replacing as appropriate. She also said that any survey and possible options would be considered carefully first before any presentation to children.
- 4 **Chairman's Announcements** 20:10
Discussion with Greyhound Owners about Flooding improvements and Pedestrian Safety High Street Crossing:

- **Flooding alleviation measures:**

Following up from the OCC drainage work on the High Street, it was recommended that one of the man hole covers in front of the Greyhound have its cover replaced with a slotted cover to act as a back-up drain into the culvert under Eastfield Lane. As a reminder:

- In addition to the new drainage pipe under the High Street, OCC had also looked at a solution to improve access to the Eastfield Lane culvert that runs under the Greyhound as a back-up/overflow but recently concluded that it was not practical.
- OCC still recommend that the cover is slotted to enable overflow and I have been pushing OCC to address this but they are now saying that they don't have the capability to make this change and recommend we use a specialist supplier.

Based on advice from the Flooding and Drainage Team, I forwarded Oak Taverns a recommended supplier and offered help from the Parish Council if they needed it.

As agreed at the November PC meeting, Cllr Leadbeater-Hart and I spoke to the Oak Taverns owner, Simon Collinson, and Manager, Jason, about the following two options:

1. Replacing the culvert drain cover with a slotted cover
2. A French drain design along the top of the car park to prevent water from getting to the entrance to the pub.

The Oak Taverns owner believes it make sense to implement both options, if feasible, and would ask for advice from the drainage supply the Parish Council recommended:

- The slotted cover option seems to be something that could be done relatively quickly and Oak Taverns would be happy to fund if it was less than approximately £1,000
- The French drain solution appears to be more involved and expensive and depending upon the quote for this they may ask the Parish Council to support it financially.

- **Regarding pedestrian crossing to Eastfield Lane:**

The Oak Taverns are generally supportive of a crossing across the High Street to address clear pedestrian safety concerns, however they wish to maintain the existing parking arrangements directly outside the Greyhound.

We discussed three options for the crossing location:

1. A crossing from the existing dropped curb directly across from the Greyhound which is roughly in line with the saloon door.
2. A crossing to the garage which was the old fire station by the Greyhound sign post which would not directly cross into parked cars.
3. A crossing by Prospect House to the south side of Eastfield Lane.

Option 2 – a crossing across from the old fire station garage is the preferred option for Oak Taverns. The advantage to this option, from a pedestrian safety perspective, is that pedestrians crossing the street could focus on crossing the High Street, where the option of crossing directly to the car park would require pedestrians to be aware simultaneously of movements within the Greyhound car park as well as cars turning at nearby Eastfield Lane. We request that TAPWG to look into these options as part of their High Street traffic assessment as the recommended option will impact parking locations on the High Street.

It was also discussed there may be some merit in defining what side of Eastfield Lane pedestrians would prefer to walk down i.e. broadening a walkway down one side.

I would also note that the Greyhound owners seemed very committed to making a success of the pub in the village. They indicated that they have focussed in their strengths with serving beer and other beverages as opposed to food, which they felt other pubs such as The Ferry boat Inn were better positioned to do. This has worked well in the other pubs they run and selected the Greyhound situation for purchase as it fit well with their strengths.

20 mph update

OCC provided the results of the two speed surveys undertaken in Whitchurch on the High St. and Hardwick Road. Mean Speeds (7 Day) – week of 8th November:

- High St Northbound: 23.87mph
- High St Southbound: 22.32 mph
- Hardwick Road Eastbound: 25.8mph
- Hardwick Road Westbound: 24.69mph

In general, we have really good compliance with the current 30mph speed limit. Average speeds are slightly higher on Hardwick Road than on the High Street. OCC highlighted that national research has found: Where existing mean speeds are at or below 24mph the introduction of a 'signs only' speed limit should be enough to see compliance with a new 20mph speed limit. So, the results of Hardwick Road are already showing mean speeds above this level so, compliance may not be achieved without the introduction of other measures, for example, an enhanced entrance gateway feature and/or some suitable vehicle activated signs.

Based on these results, OCC Traffic Survey Officers invited us to apply formally to the new 20mph scheme to ascertain which schemes can be done as part of a tranche 1 programme in the early part of the 2022/2023 financial year. Cabinet is due to agree the budget to support the programme in February 2022. Until this time, officers are working on the prioritisation of the schemes.

They anticipate a high level of demand, and recommend we can demonstrate that we've consulted their residents into the decision-making process. I have formally applied to have 20mph in the village and forwarded them:

- 2019 Village Plan recommendations for 20mph and traffic safety following village survey – 90% supported it
- Feedback from 2021 TAPWG survey in which reduced speeds was overwhelmingly listed as a key concern.

My understanding is that the scheme will not require traffic calming measures as a prerequisite to moving to 20mph signs, I also understand that this initial phase is included in OCC budget, although it would not include budget for subsequent traffic calming measures. You may have seen in the Henley Standard that a pilot scheme was completed in the village of Cuxham, outside of Watlington. They had a village consultation in which 82% of residents were in favour.

Residents Issues:

- A resident requested support to have the pavements by the Toll Bridge cleaned as they thought it was slippery with the leaves and they were recovering from surgery.
 - o FixMyStreet said we needed to raise to SODC. I escalated to SODC Councillor Peter Dragonetti who accepted that it was SODC's responsibility.
- A resident asked that we contact to Bridge Company about repairing the streetlight that was flickering on the Pangbourne side of the toll bridge.
 - o I contacted the Bridge company requesting that they repair the light.

A Councillor raised the question if the Greyhound Pub had consulted their insurance to cover the costs of flooding improvements.

Concerning a pedestrian crossing, a Councillor asked if a lollipop person had been considered. This idea is worth raising to the school but in the past, they had trouble getting volunteers or paying for someone to do this. This proposal would also only address crossing during school run periods.

A councillor recommended that the Parish Council should not be too heavy-handed about the land ownership in front of the pub and should support the pub as much as it can. A councillor confirmed that TAPWG was a working group and would only make recommendations to OCC that were approved by the Parish Council. They stated that it was also not TAPWG's role or even the Parish Council's role to make any recommended changes on land ownership. Oak Taverns has stated that they are supportive of addressing pedestrian safety. The only proposal being discussed involved a virtual pavement at the bottom of the car park.

5 To approve minutes of the meeting of November 11, 2021. 20:15

Resolution: The Council voted to approve the minutes.

6 Planning Applications – to discuss and agree Council's response to the following: 20:20

6.1 P21/S3445/HH

Venn Cottage, Hardwick Road, Whitchurch-on-Thames RG8 7HH

Planning amendment for proposed ground floor side extension to existing garage. Proposed insertion of new pedestrian gates and walling to front of site.

Resolution: The Council voted to support the application.

6.2 P21/S4740/AG

Path Hill Farm, Path Hill Goring Heath

Proposed agricultural building for Hardwick Estate

Resolution: The Council voted to support the application.

6.3 P21/S4904/FUL

Uplands Cottage, Hardwick Road, Whitchurch-on-Thames RG8 7HH

Demolition of existing and erection of new dwelling.

Resolution: The Council voted to support the application.

7 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council

7.1 SODC District Councillor Report – Cllr Dragonetti (Attachment 1) 20:35

8 **Finance:** 20:40

8.1 To approve the payment schedule for December:

Payment	Amount
Clerk salary (December 2021)	TBC
SODC (monthly rental of Polish Church Memorial site)	£27
Resident expense for topsoil for VG	£94.80
Environment Agency (frontage Toll)	£65.56
Community Heartbeat	£55.20
Asset Heritage (Conservation Area Appraisal)	£6,720.00
OALC (Training JD)	£66.00
Scofell (grass cutting and maintenance)	£5,594.56

8.2 Bank reconciliations and reports 20:45

- Resolution:** The Council voted to approve the reports.
- 8.3 CIL Annual Report (Attachment 2)
- Resolution:** The Council voted to approve the CIL report.
- 8.4 Budget 2022-2023 20:55
- Action 181– Cllr Donahue to enquire if the printer of the Pangbourne Magazine could also write the village Bulletin.
- Action 182– Clerk to ask the Village Green Group to get quotes to repair the car park.
- Resolution:** The Council voted to approve the budget.
- 8.5 Precept for 2022-2023 (Attachment 3)
- Resolution:** The Council voted to approve the Precept for next year.
- 9 Motion: -to carry out the recommendations in the RoSPA report for the Manor Road playground 21:30
- to carry out other maintenance (e.g. benches, restoration of the signs etc.) in the Manor Road playground;
- to agree the setting up of a Manor Road Playground Working Group who will be responsible for on-going maintenance in the Manor Road Playground;
- to agree to monthly inspections (as per the Parish Council’s insurance).
- to agree to an initial budget for £10,000 for this work. Cllr Higley seconded by Cllr Smith. (Attachment 4)
- 9.1 Cllr Leadbeater-Hart questioned how much a Working Group could do in the long-term to maintain the equipment. It was recommended that a WG be led by 1 or 2 Councillors and regular inspections and maintenance were carried out and short-term and long-term strategies be developed. One Councillor also recommended that equipment not be placed under trees for wild birds to spread avian flu. It was agreed that Cllrs Leadbeater-Hart and O’Grady would work together to develop a survey. A resident has agreed to take the plaques and boards to be restored.
- Action–180:** Cllr Leadbeater-Hart will work with Cllr O’Grady to develop a survey and lead the strategy to define which parts of the playground should be repaired vs. replaced longer-term and to identify repairs that should be done as a priority in the short-term.
- Resolution:** The Council approved a £10,000 budget for the playground for next year. Grants would be required if additional funds are required.
- 10 Motion to continue the maintenance and improvement of the Manor Road Conservation Area as recommended by SODC Tree Officers, specifically to remove the sycamores and re-plant yew trees. SODC Tree Officers would like to be involved in the development of this plan. To include a budget of £6,000 for the completion of this work. Cllr Higley seconded by Cllr Smith. 21:40
- 10.1 Cllr Higley advised that she had not received a final quotation. It may be less costly and there may be grants to apply for this work to plant trees rather than the work to take out the sycamores. Cllr Smith also suggested that residents may want to dedicate a tree.

Resolution: The Council agreed to budget £4,000 for FY 22/23 on removal of ash and sycamores as a priority. Grants and donations to be sought for new yew trees if required.

11 Motion: To amend Standing Order 'Number 27 Standing Orders' generally by inserting the following words: "The Parish Council will consider each motion and ensure that any decision (except planning permissions) they take is scrutinized in terms of its sustainability, the amount of waste created and its contribution to a low carbon future'
Cllr Higley seconded by Cllr Brazil

Resolution: The Council voted to defer the motion to January 2022.

12 To review progress on any open actions from previous Parish Council meetings and agree 21:55
any revision of actions on the action list.

13 To confirm the date and time of the next meeting on Thursday, January 13, 2022 at
20:00.

14 Confidential discussion for thank you notes from the Parish Council

15 Meeting closed.

22:00

Attachment 1

Report to Whitchurch on Thames Parish Council November 2021

Council Operations

Over last few months, a review has been conducted on planning enforcement, as there has been concern about the large number of cases that the enforcement team has to handle.

The team currently has a backlog of complaints to process (there was a significant increase during Covid lockdowns) and the methodology used had been labour-intensive and does not adequately prioritise the most serious breaches.

The new system is based around a triage system, whereby trivial or irrelevant complaints are identified, and then other reports are scored based on urgency and planning harm.

There is now an updated **Planning Enforcement Statement**, which sets out the new approach which should improve efficiency, transparency and communication. In future, clear information will be provided on the SODC website. and there will be an information pack for Parish Councils.

It is worth saying that SODC is in the top 4% of Councils in terms of planning enforcement action taken already and that it is not a statutory duty and is rather resource-intensive. The Planning Enforcement Statement hasn't been updated since 2016 and there have been a number of changes to the NPPF since then which also need to be taken into account

<http://democratic.southoxon.gov.uk/documents/s25211/Appendix%201%20-%20Planning%20Enforcement%20Statement.pdf>

Q2 2021/22 Corporate Plan Performance Report

The Council publishes a quarterly performance report indicating progress made towards achieving the objectives set out in our Corporate Plan. The report for the 2nd Quarter (Jul-Sept) has now been published and can be found on our website at <https://www.southoxon.gov.uk/corporateplan>

Successful Prosecution for Noise Nuisance

A wedding venue in Kidmore End has been prosecuted by SODC for breaching noise abatement notices and ordered to pay nearly £16000 in fines and costs. The offences took place over repeated weekends in 2019, and the case was heard in Oxford magistrates court last month.

Free Car Parking to support local businesses at Christmas

As usual, the SODC car parks in Wallingford will be free on three Thursdays in the run-up to Christmas (9th, 16th and 23rd December) to encourage shoppers to buy their gifts and festive food from local businesses, and similarly in Goring on Saturday 4th, 11th and 18 December and In Henley on Fridays 10th, 17th and 24th December

Grants

Don't forget the grant schemes, check with the SODC website [southoxon.gov.uk/grants](https://www.southoxon.gov.uk/grants)

Peter Dragonetti

ATTACHMENT 2

Community Infrastructure Levy (CIL) Annual Report

Name of Local Council:

Financial Year:

2020-2021

This report is to be completed in line with the following legislation:

Regulation 121B (a re-enactment of regulation 62A inserted by the 2019 Regulations) of The Community Infrastructure Levy Regulations 2010 (as amended) Section 151 of the Local Government Act 1972 Accounts and Audit (England) Regulations 2011.

A town or parish council must prepare a report for any financial year ("the reported year") in which it received CIL receipts.

Town or parish councils that have retained CIL funds from previous years must also provide a report, this should confirm if the funds have been retained for a further year or details of expenditure of the funds.

Reports must be produced and submitted to South Oxfordshire District Council by 31st December 2021 latest.

Total CIL retained from previous years: £2,171.26 (A)

Expenditure this financial year of CIL retained from previous years
Item of expenditure

Expenditure Amount:

£0.00 (B)

Total (Calculates automatically if figures input electronically)

Total CIL Received this financial year:

£ 1,464.74 (C)

Expenditure of CIL which was received this financial year
Item of expenditure

Expenditure Amount:

£0.00 (D)

Total:

Details of any notices received in accordance with Regulation 59E (see notes below)

Value of CIL receipts subject to notices served in the financial year:

£0.00 (E)

Value of CIL receipts subject to notices which has been repaid to the charging authority during the financial year:

£0.00 (F)

Value of CIL receipts subject to notices which have not been paid to the charging authority:

£0.00 (G)

Current financial year CIL receipts retained at year end:
(H = C minus D).

£ 1,464.74 (H)

CIL receipts from previous years retained at year end:
(I = A minus B).

£2,171.26 (I)

Total value of CIL receipts retained at year end:
(J = H plus I minus F).

£ 3,636.00 (J)

Signed:

J.M. Yamamoto

Name:

JANE - M. YAMAMOTO

Position:

RFO/Clerk

Date:

December 9, 2021

Whitchurch on Thames Parish Council

PRECEPT FORM 2022/23

To: South Oxfordshire District Council
(being the Council of the district in which the above named Town/Parish is situated)

You are hereby directed to pay Whitchurch on Thames Parish Council,

to meet the expenses payable by the Town/Parish Council, the sum of £ 27,172.00
(amount in words: twenty-seven thousand and one hundred and seventy-two pounds — pounds)

Or tick this box if no precept is required

Please note all amounts requested will be rounded to the nearest whole pound

Payment to be made (PLEASE ADD OR AMEND AS REQUIRED):

Bank Name: Lloyds Bank
Sort Code: 30-96-96 ✓
Account Number: 50307360

AUTHORISED at the Town/Parish Council meeting held on 9/12/21 (date)

Signed [Signature]

Designation RFO / Clerk

Parish Name Whitchurch on Thames Parish Council
Clerk Contact Details J Yamamoto
11 Hillside
Hardwick Road
Whitchurch on Thames
RG8 7HL

Telephone no. 07876 714906
E-mail parishclerk.whitchurchonthames@gmail.com

Please return the completed form by email to parish.precepts@southandvale.gov.uk
or by post to: Finance Team, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Abingdon OX14 4SB no later than 14 January 2022.

Attachment 4

Manor Road playground

1. Please note: the quotes secured are for illustrative purposes for the budget. If the work is to be taken forward additional quotes will need to be secured alongside these initial quotes. The maintenance work needs to be completed on a regular basis. If no Working Party is formed then the work will need to be funded via a contract from suitable suppliers which will increase costs.

2. Note on the surfacing – the current wet pour is estimated to be 15-20 years old. It has not been cleaned on a regular basis. There is now a high degree of moss covering the surfacing particularly under the slide. Given its age and damage in certain areas a complete re-lay of wet pour has been recommended (by a company providing such a service) instead of repair. The quote below is for re-surfacing and a new surface under the climbing frame/monkey bars. Please note that the existing wet pour must be removed by an appropriately licenced contractor and disposed of in the appropriate way.

3. The Parish Council could also consider changing from wet pour to woodchips although this would need regular maintenance and cleaning. The wood chips would need to be replenished approximately every three years.

4. Before a decision on taken the Parish Council should wait for advice from SODC Tree Officers. I have asked for advice on two key points:

- Any change to the ground surfacing can affect the transfer of gases between the air and the roots. After 15 - 20 years the ecosystems of the trees could be detrimentally harmed if the existing surface is removed.
- The installation of impermeable surface can lead to a decline in tree health due to the lack of water. I have asked if removing the existing surface is appropriate and what surface might be most appropriate for the trees in the playground.

5. I will inform the Parish Council of the SODC Tree Officer's reply.

6. You will also note that some of these figures contain VAT and some do not. In some cases, VAT is not chargeable.

RoSPA recommendations

7. Benches – there are four traditional benches in the playground. None of them have been treated with preservative for some considerable time (anecdotal evidence suggests they were last treated in the early 2000s). Some of the slates are rotten and need to be replaced. Two of the benches have painted arm rests which require re-painting. This was highlighted in the 2017 and 2018 RoSPA report. The current quote is £1,203.50. The benches will then need re-treating on a regular basis to increase the longevity and to reduce the cost of continually needing to replace the slats. The Working Group could carry out this work. An

estimated cost of raw materials (based on internet search) - £100.00 per annum (it may not be necessary to carry this task out every year).

Total £1,303.50

8. Railings – damaged possibly by car impact – requires straightening. This was highlighted in the 2018 and 2019, RoSPA report. This task could be carried out by the Working Group at no cost.

9. Gate to be secured in closed position. This was highlighted in the 2020 RoSPA report. I have partially addressed as I have tightened the chain and pulled the gate closed. However, the gate itself needs to be lifted and closed properly and the ground around the gate needs attention; this work could be carried out by the Working Group. The Parish Council do need to keep this gate in working order so that access to emergency vehicles be given if ever required. An estimated cost of grass seed (based on internet search) – between £5.00 - £10.00.

Total £5.00 - £10.00

10. Climbing frame/monkey bars – maintenance work to address corrosion (to include sand blasting, repainting and capping ends). An estimated cost of raw materials (based on an internet search) - £50.00. The Working Group could carry out the work to restore the climbing frame/monkey bars. A protective surface is required; this has been included in the surfacing quote of £28,645.02. All this work was highlighted in the 2017, 2018, 2019 and 2020 and 2021 RoSPA reports.

Total £28,695.02

11. Multiplay Junior – maintenance work to address corrosion. An estimated cost of raw materials (based on an internet search) - £25.00. The surface needs repairing; this has been included in the surfacing quote in paragraph 10. All this work was highlighted in the 2017, 2018, 2019 and 2020 and 2021 RoSPA reports. Additionally, in 2021 moss was noted on the surface by this piece of equipment and its removal was recommended. We could replace some of the grips etc on this piece of equipment. An estimated cost (based on an internet search) - £250.00.

Total £275.00

12. Multiplay Toddler – decay in the timber components noted in the 2019 and 2020 RoSPA reports. Part of this equipment was replaced in 2020. The surface needs repairing; this has been included in the surfacing quote in paragraph 10. This was highlighted in the 2020 and 2021 RoSPA reports.

13. Junior swing – the swing chain attachment recommended to be replaced when wear reaches 40%. The surface needs repairing; this has been included in the surfacing quote. Regular inspection of this piece of equipment was also recommended in the 2017, 2018, 2019, 2020 and 2021 RoSPA reports. In addition, in the 2020 RoSPA report it was recommended that the swing seat was

replaced. In 2021 moss was noted on the surface by the swings and removal was recommended. Estimated cost of seats, chains and bushes etc on both seats - £350.00. The Working Party could also repaint the swing surrounds to freshen up the swings. Estimated cost of replacement seats (based on internet search) – £350.00. Estimated costs of paint (based on internet search) - £50.00.

Total £400.00 (inc VAT)

14. Swing Toddler – the recommendation was to remove the shackle bolt and to check the bush and shackle pin wear, replacing if necessary. The surface needs repairing; this has been included in the surfacing quote in paragraph 10. This was highlighted in 2017, 2018, 2019, 2020 RoSPA reports. The Working Party could also repaint the swing surrounds to freshen up the swings. Estimated cost of replacement seats (based on internet search) – £400.00. Estimated costs of paint (based on internet search) - £50.00.

Total £450.00 (inc VAT)

15. Rocker Elephant – the surfacing needs repairing; this has been included in the surfacing quote in paragraph 10. This was highlighted in 2020 and 2021 RoSPA reports.

16. Rocker Horse – the surfacing needs repairing; this has been included in the surfacing quote in paragraph 10. This was highlighted in the 2020 and 2021 RoSPA report.

17. Slide – the surface needs repairing; this has been included in the surfacing quote in paragraph 10. This was highlighted in the 2017, 2020 and 2021 RoSPA reports. In 2021 moss was noted on the surface by the slide and removal was recommended.

18. Litter bin – replacement liner (this was highlighted in the 2020 RoSPA report). Cost of liner £540.00 (inc VAT). A replacement bin would cost £720.00 (or more) plus an additional £84.00 delivery. We would also need to pay the cost of removing the existing bin and have the new bin set in place so having a liner custom made is the best option in terms of cost, sustainability and producing as little waste as possible. It should be noted that there is nothing wrong with the bin itself and it is of a robust design.

Total £540.00 (inc VAT)

19. Trees - A Duty of Care programme of work was carried out on the trees in the playground in 2021. This will need to be reviewed in 2022; it is not likely work will be required until 2025. It is worth noting that RoSPA state that older children

'want places want places where they can sit and talk - that is one of the most popular playground activities' and that 'they like planting and trees.' Furthermore, the trees provide the children shade which is critical given climate change. Without the trees we would have to consider installing and maintaining shade sails. The mature trees are also culturally important to the village as they are the remnants of Repton's design for Coombe Park.

20. The plaques to Ruth Popper/Parish Clerk need urgent restoration. The plaques have been taken down to prevent further deterioration. The current quote for this is £100.00. The mounting boards will also need to be restored. The current quote for this is £213.00. The 2017 RoSPA report indicated that the wording on the plaque was adequate (it lists the Parish Clerk as the contact point on the reverse).

Total £313.00

21. The equipment in the playgrounds needs to be cleaned on a regular basis. This was mentioned in the 2021 RoSPA report.

22. Leaves – to be raked up. This was mentioned in the 2020 RoSPA report.

Other items

23. The Rospa report also recommends the following tasks.

- • The establishment of appropriate safety systems.
- • Record keeping.
- • Accident recording.
- Inspections: a. Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection).
- b. Operational inspection: every 1-3 months or as recommended. Checks operation, stability, wear etc.
- c. Annual main inspection - checks long-term levels of safety.

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

25. Appropriate action should be taken if defects are noted.

26. The Parish Council's insurance policy sets out clear requirements in regard to these in that a visual check of all play areas should be carried out by an appointed person (no qualifications are necessary but they should be deemed competent by the Parish Council) and recorded in writing, every four weeks at least. A full safety check must be carried out once a year by an independent specialist like RoSPA or Play Inspection Company. Again, any defects or issues

identified at any point should be acted on as soon as possible and checks following a period of bad weather are recommended.

27. There are two options – we could take a contract out for the routine and operational inspections – cost unknown but assuming £100.00 is the cost of the annual inspection – it could cost £1,500 or more per annum for both the routine and operational inspections. The other would be to train a member of the Working Party to carry out these inspections. The appropriate training for this is detailed here:

<https://www.rospa.com/safety-training/play/routine-playground-inspection-course-one-day>

Course Fee non-client £295 plus VAT

Course Fee RoSPA Playsafety client £270 plus VAT

RPII examination fee (Optional) £105 (No VAT)

<https://www.rospa.com/safety-training/play/operational-playground-inspection-course-two-day>

Course Fee non-client £535 plus VAT

Course Fee RoSPA Playsafety client £485 plus VAT

RPII examination fee (Optional) £210 (No VAT)

Other maintenance – could be carried out by a Working Group

28. Railings – to be cleaned.

29. The plaques will need regular cleaning and polishing once they are restored.

30. Cleaning of wet pour (if this is the new surface) every six months/cleaning of other surfacing at recommended intervals.

31. Estimate annual cost of cleaning equipment –

- • Brasso £5.00
- • Cleaning fluid £40.00
- • Cleaning wipes £10.00
- • Gloves £10.00

Total £65.00

32. Total indicative budget - £32,149.52.

33. This excludes the cost of the RoSPA training and excludes the cost of the routine and operational inspections. It does include the £100.00 currently paid for the annual RoSPA inspection. Including the routine and operational inspections would increase the budget further.

Other points to note

34. The Parish Council does not own all of the playground; we rent part of it. This needs to be taken account of in any future plans.

35. The Parish Council need to be aware of the standard of the equipment required for a public playground (which should be confirmed with our insurance company).

36. The Parish Council need to be aware of the recommendations for what type of equipment can be placed where etc – covered by Standard EN 1176.

37. The tree roots need to be taken account of – more information can be found here in the BS 5837. A Tree Constraints Plan will need to be developed. In particular it will be necessary to protect the tree roots as these are just important as the trunk, branches and leaves. Every effort should be made to ensure that the roots of trees are not damaged during the construction process. Root problems can lead to a decline in a tree's health resulting in the need for a tree to be removed or even structural collapse.

38. Tree roots can be easily damaged by:

- Abrasion.
- Crushing by vehicles/plant equipment and/or storage of building materials or soil.
- Compaction of the surrounding soil leading to root death by asphyxiation (lack of oxygen) or drought (inability to obtain water).
- Severing and removal of roots by excavation.
- Poisoning from spillage or storage of fuel, oil, chemicals etc.
- Changes in soil levels around trees resulting in root death because of exposure or asphyxiation.
- Installation of impermeable surfaces leading to a decline in tree health due to lack of water.
- It is vital therefore that the Tree Constraints Plan should also clearly show the Root Protection Area of each tree.

39. A tree's Root Protection Area can be equated to a circle, using the tree as the centre-point, with a radius that is twelve times the tree's Diameter at Breast Height for a single stemmed tree, or alternatively ten times its basal diameter measured above the root flare for a multi-stemmed tree.

40. It is possible that planning permission would be needed for any new play equipment.

41. The Parish Council should the impact of increased traffic and therefore the potential for an increase in people attempting to park in Manor Road. There are already severe traffic pressures in Manor Road and local residents views will need to be considered in this regard.

42. Future climate conditions also need to be considered as part of selecting any future equipment.

43. Any replacement of equipment also needs to consider the release of embodied carbon. Repairing and maintaining the existing equipment will mean that far less carbon is released. Although small scale – any changes to the equipment will result in a release of carbon. Although this relates more closely to housing construction it offers a good explanation of what embodied carbon is:

<https://www.ucl.ac.uk/engineering-exchange/sites/engineering-exchange/files/fact-sheet-embodied-carbon-social-housing.pdf>

44. Any survey involving children needs to ensure (that if appropriate) it complies with GDPR. The ICO have published extensive guidance:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-uk-gdpr/>

45. The Parish Council will also need to be mindful of the relationship between data controllers and data processors should they choose to ask a third party to undertake some of the data collection on their behalf.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/controllers-and-processors/>