



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Council
Environment and Recreation Committee
Main Road,
Shavington, Crewe
CW2 5DP
www.shavingtononline.co.uk

9 November 2023

To: **Members of the Environment and Recreation Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Environment and Recreation Committee** to be held at **7:30PM** on **Wednesday 15 November 2023** at **Shavington-cum-Gresty Village Hall, upstairs office room, Main Rd, Shavington, CW2 5DP.**

Please note: any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email clerk@shavingtononline.co.uk or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Environment and Recreation Committee Meeting held on 12 July 2023 (attached)
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	To receive and consider the YTD financial position of the Environment and Recreation Committee (attached)
6	To receive and consider an update on the Gresty Lane Allotments. To receive and consider a proposal to issue a “Non-Cultivation Notice” to Plot 9 as per Shavington-cum-Gresty Parish Council Allotment Policy s7.5. And to consider delegate the Clerk, in consultation with the Chair of the Committee, to issue a ‘Notice-to-Quit’ on behalf of Shavington-cum-Gresty Parish Council if the plot is not found to be under cultivation within the 28 days period, as per s 7.5 of the policy. (circulated)
7	To receive and consider an update on the skip provided to the Gresty Lane Allotments side, and feedbacks from tenants (circulated)
8	To receive and consider an update with regards to the Vine Tree play area. To receive and consider the annual inspection report for Vine Tree playground (attached)
9	To receive proposals for the regular ground maintenance service for 2024/25 and to consider making a recommendation to Full Council to appoint the selected gardener from 1 April 2024 (circulated)
10	To consider and inform the budget setting process for 2024/25 financial year (attached)
11	To receive and consider an update on IMPACT – Every Leaf Counts
12	To note the date of the next Environment and Recreation Committee Meeting – 20 March 2024 2023 7:30PM

Shavington-cum-Gresty Council
Environment and Recreation Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 12 July 2023**

In attendance: Cllrs Ferguson, Buchanan, K Gibbs, Cruickshank, McHugh, Randle

Mr Davis

ScG R&E/23/1/1	To elect the Chair and Deputy Chair
	RESOLVED: that Cllr Ferguson and Cllr Randle were elected Chair and Deputy Chair of the Committee respectively
ScG R&E/23/1/2	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs S Jones and R Jones
ScG R&E/23/1/3	To note declarations of Members' interests¹
	Cllr McHugh declared an interest in item 12. Cllr Cruickshank declared an interest in items 9 and 11.
ScG R&E/23/1/4	To note the terms of reference for the Environment & Recreation committee
	Councillors NOTED the terms of reference for the Environment & Recreation Committee .
ScG R&E/23/1/5	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
	Mr Davis was appointed as non-Parish Councillors Member to the Committee

¹ Cllr Buchanan joined the meeting at 19:32hrs

	as representative of Gresty Lane Allotments.
ScG R&E/23/1/6	To confirm and sign the minutes of the Engagement and Recreation Committee Meeting hold on 16 November 2022
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG R&E/23/1/7	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No question was raised.
ScG R&E/23/1/8	To receive and consider the YTD financial position of the Environment and Recreation Committee
	Members NOTED the YTD financial position of the Committee.
ScG R&E/23/1/9	To receive and consider an update on the Gresty Lane Allotments. To receive and consider representations from the plot holders at Gresty Lane allotments. And to consider nominations for a Gresty Lane Allotments representative.
	<p>The Chair updated Councillors with regards to the Gresty Lane Allotments site visit.</p> <p>It was NOTED that Cllr Cruickshank declared an interest in the item and abstained from the vote.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that Standing Orders were suspended for the discussion of item 9 to allow plot holders to make representations for Councillors consideration.</p> <p>RESOLVED: that a skip will be provided at the end of the season to clean the site from any residual waste</p> <p>It was NOTED that Cllr McHugh voted against the motion.</p> <p>RESOLVED: that, due to the current state of the plots, plots 13 and 3 are offered at 50% of annual rate for the first year of tenancy</p> <p>RESOLVED: subject to clarification around any TPOs, plot holders are delegated to progress with remedial works needed on the oak tree (near plot</p>

	6)
ScG R&E/23/1/10	To receive and consider an update from the Ground Maintenance service provider Mr Beckett
	Mr Beckett updated Councillors on plans for this year. Members NOTED the update ² RESOLVED: that the Ground Maintenance Provider is instructed to progress with the removal of the plant next to the bus stop in Crewe Road
ScG R&E/23/1/11	To receive and consider a request for a tenancy transfer under s 2.7 of the Shavington-cum-Gresty Allotment Policy made for plot 14
	The Chair updated Members on the item. Members NOTED the update. RESOLVED: that Standing Orders were suspended for the discussion of item 11 to allow plot holder to make representations for Councillors consideration. RESOLVED: that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1 It was NOTED that Cllr Randle abstained from the vote
ScG R&E/23/1/12	To receive and consider an update on IMPACT – Every Leaf Counts
	Members NOTED the report. RESOLVED: that the Clerk is delegated to appoint a supplier for the refurbishment of the n.2 phone kiosks, in consultation with the Chair of the Committee RESOLVED: that the Clerk is delegated to proceed with works related to replacing the sleepers in Crewe Road (Hickory) and planting as per the Parish Council delivery plan approved on 7 June 2023 (up to £1,500 of budget)
ScG R&E/22/2/13	To receive and consider an update with regards to the Vine Tree play area

² Cllr Randle left the meeting 2049hrs and returned the meeting 2051hrs

	<p>The Clerk updated Councillors on ASB activities in the play area, and damages on the signs that had to be replaced.</p> <p>Councillors NOTED the update.</p>
ScG R&E/22/2/14	<p>To consider a proposal for a Call for Quotations for the Parish Ground Maintenance service for 2024/25</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Call for Quotations is approved subject to the following amendment being made:</p> <ul style="list-style-type: none"> a. P.1 : 23:59 instead of midnight b. P.1: Interested businesses instead of interesting businesses c. photo H is removed d. remove references to wood sleepers from location C, D e. location H refence to a series of tub planters instead of wooden sleepers f. Include maintenance of Cameron Avenue footpath <p>that the Clerk is requested to seek for three quotes to be considered by the Committee in its next meeting in November</p>
ScG R&E/22/2/15	<p>To consider and inform the budget setting process for 2024/25 financial year</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the DRAFT Environment and Recreation Committee budget 2024/25 is approved and recommended to F&S Committee, subject to the following amendments being made:</p> <ul style="list-style-type: none"> a. Allotment maintenance cost (32): £500
ScG R&E/22/2/16	<p>To note the date of the next Environment and Recreation Committee Meeting – 15 November 2023 7:30PM</p>
	<p>Councillors NOTED the date of the next Environment and Recreation Committee meeting</p>

Meeting closed at 2145 hrs

Chair: Cllr Ferguson

Clerk: S Garnero

Summary of Receipts and Payments

Cost Centre 4

Environment & Recreation Coi

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General				1,000.00	77.92	922.08	922.08 (92%)
28	Ground Maintenance- supplier				15,000.00	6,232.50	8,767.50	8,767.50 (58%)
29	Vine Tree Play area - mainten				1,000.00	208.64	791.36	791.36 (79%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00	758.34	38.34				38.34 (5%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
62	New Planters				1,500.00	672.47	827.53	827.53 (55%)
SUB TOTAL		720.00	758.34	38.34	19,700.00	7,191.53	12,508.47	12,546.81 (61%)

Summary

NET TOTAL	720.00	758.34	38.34	19,700.00	7,191.53	12,508.47	12,546.81 (61%)
V.A.T.					191.80		
GROSS TOTAL		758.34			7,383.33		



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Report Statement

Meeting: Environment & Recreation Committee,
15.11.2023

Report Purpose: To provide the annual inspection report for Vine Tree Playground

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Councillors with the annual inspection report for Vine Tree Playground

2. Background

Annually, the Vine Tree Playground undergoes inspection by an external auditor, and a comprehensive report is generated for the committee's review.

3. Position

Attached is the latest inspection report. The assessment has identified three elements with a medium risk level, as follows:

- a) Fencing - Sharp Edges Protections
- b) Gates - Sharp Edges Protections
- c) Multi play Unit (Junior) - Overhead

Councillors are requested to review these findings and provide guidance on any necessary actions.

4. Sustainability Impact

Positive: proper maintenance of the site will support longevity of the equipment and reduce risks of injuries from use

5. Community Impact

Positive: proper maintenance of the site will support a better use and experience from residents of the site

6. Governance

Shavington-cum-Gresty Parish Council Committees ToR

7. Financial Impact

To be defined



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8. Resource Impact

Clerk's time

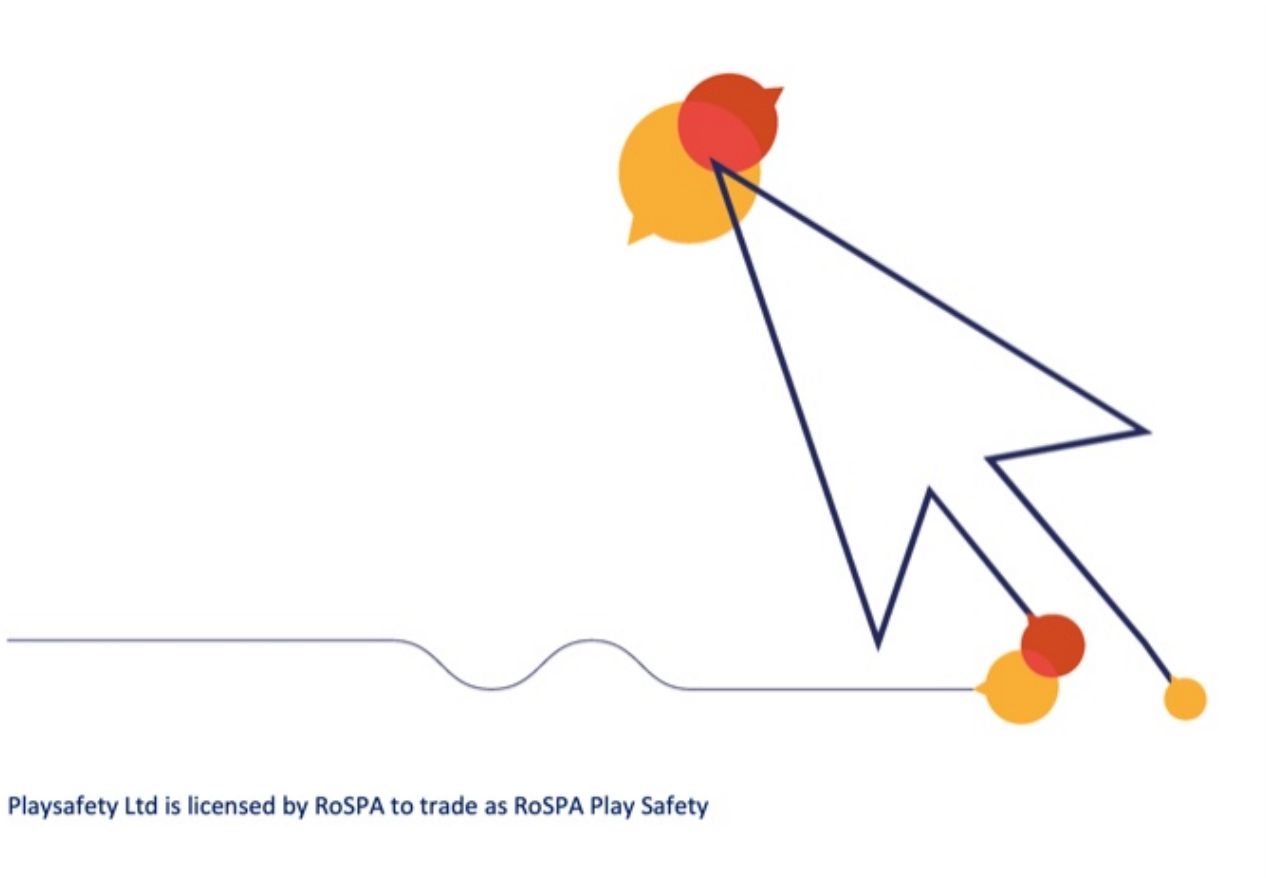
9. Conclusions

Councillors are asked to note the report and to instruct the clerk on any actions needed to address the report's findings.



Safety Inspection Report

Annual Inspection




Playsafety Ltd is licensed by RoSPA to trade as RoSPA Play Safety

Inspection Report

This report shows Findings and Tasks recorded during the Inspection(s) matching the selection criteria set in the Report Wizard. If no Findings or Tasks are shown, none were recorded.

Each Inspection includes a declaration signed by the Inspector stating that no defects were found other than those recorded.

Inspections included in this report


Site Name	Vine Tree Avenue	 18/10/2023
Provider	Play Areas	
Actual Date	18/10/2023 12:33:27	
Inspection Type	Playground-Annual	
Inspector	Zoe Masters	

Finding Summary

Vine Tree Avenue Findings

Asset	Finding Title	Risk Level
Fencing	Item - Sharp Edges Projections	Medium
Gates	Item - Sharp Edges Projections	Medium
Multiplay Unit - Junior	overhead	Medium
Rocker - Seesaw - Surface	Surface - Needs Repair	Low
Rocker - Seesaw	Item - Rusting in places	Low
Rocker - Rodeo Board	Fixtures - Loose or Missing	Low
Multiplay Unit - Junior	Item - Bent	Low
Multiplay Unit - Junior	Surface - Litter Present	Low
Site - Vine Tree Avenue	Surface - Needs Repair	Low

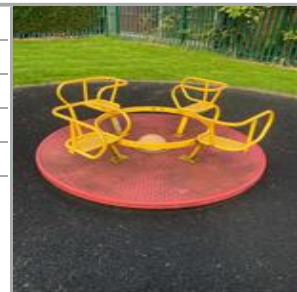
Inspection - Vine Tree Avenue - 18/10/2023 12:33:27

Site Name	Vine Tree Avenue	 18/10/2023
Provider	Play Areas	
Actual Date	18/10/2023 12:33:27	
Inspection Type	Playground-Annual	
Inspector	Zoe Masters	

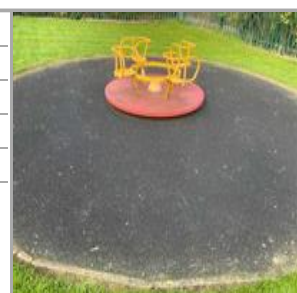
Site Name	Vine Tree Avenue
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Vine Tree Avenue Inspected Asset List (see Inspection Notes for exceptions)

Asset Name	Carousel - Roundabout
EN Compliant	Not Known
Manufacturer	
Risk Score	5
Risk Level	Low



Asset Name	Carousel - Roundabout - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Fencing
EN Compliant	
Manufacturer	
Risk Score	8
Risk Level	Medium



Asset Name	Gates
EN Compliant	
Manufacturer	
Risk Score	8
Risk Level	Medium



Asset Name	Litter Bins
EN Compliant	
Manufacturer	
Risk Score	2
Risk Level	Very Low



Asset Name	Multiplay Unit - Junior
EN Compliant	No
Manufacturer	
Risk Score	6
Risk Level	Low



Asset Name	Multiplay Unit - Junior - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Rocker - Elephant
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



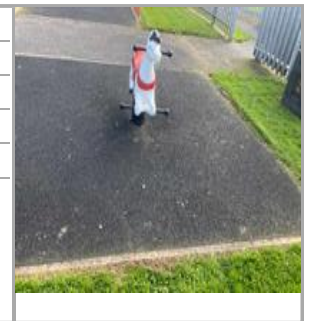
Asset Name	Rocker - Elephant - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Rocker - Horse
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Rocker - Horse - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



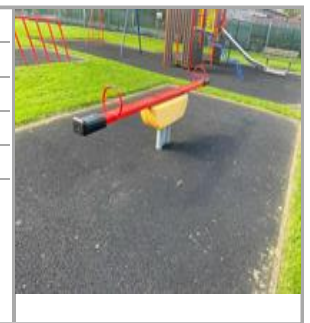
Asset Name	Rocker - Rodeo Board
EN Compliant	Yes
Manufacturer	
Risk Score	7
Risk Level	Low



Asset Name	Rocker - Rodeo Board - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Rocker - Seesaw
EN Compliant	Yes
Manufacturer	
Risk Score	4
Risk Level	Low



Asset Name	Rocker - Seesaw - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Seating
EN Compliant	
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Signage
EN Compliant	
Manufacturer	
Risk Score	2
Risk Level	Very Low



Asset Name	Site - Vine Tree Avenue
EN Compliant	
Manufacturer	
Risk Score	
Risk Level	



Asset Name	Swing - Junior - 1 Bay 2 Seat
EN Compliant	Yes
Manufacturer	
Risk Score	4
Risk Level	Low



Asset Name	Swing - Junior - 1 Bay 2 Seat - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Asset Name	Swing - Toddler - 1 Bay 2 Seat
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low




Asset Name	Swing - Toddler - 1 Bay 2 Seat - Surface
EN Compliant	Yes
Manufacturer	
Risk Score	3
Risk Level	Very Low



Findings and Tasks reported within the Inspection

Multiplay Unit - Junior - Findings

Asset	Multiplay Unit - Junior	
Finding Notes		
Finding Title	Surface - Litter Present	
Location		
Risk Level	Low	
Risk Score	7	
Standard Description	Surface with litter present	


Asset Photo

Finding Photos



Surface - Litter Present - Task

Task Title	Remove litter
Task Notes	

Asset	Multiplay Unit - Junior	
Finding Notes		
Finding Title	Item - Bent	
Location		
Risk Level	Low	
Risk Score	6	
Standard Description	Item is bent	


Asset Photo

Finding Photos



Item - Bent - Task

Task Title	Monitor
Task Notes	

Asset	Multiplay Unit - Junior	
Finding Notes		
Finding Title	overhead	
Location		
Risk Level	Medium	
Risk Score	8	
Standard Description	RoSPA is concerned by accidents on some types of overhead ladders and rings. There is, however, a strong development value in these items.	
		Asset Photo

Finding Photos



overhead - Task

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

Rocker - Rodeo Board - Finding

Asset	Rocker - Rodeo Board
Finding Notes	
Finding Title	Fixtures - Loose or Missing
Location	
Risk Level	Low
Risk Score	7
Standard Description	Fixtures loose or missing



Asset Photo

Finding Photos



Fixtures - Loose or Missing - Task

Task Title	Tighten loose fixtures & fittings
Task Notes	

Rocker - Seesaw - Finding

Asset	Rocker - Seesaw
Finding Notes	
Finding Title	Item - Rusting in places
Location	
Risk Level	Low
Risk Score	6
Standard Description	Item is rusting in places



Asset Photo


Finding Photos



Item - Rusting in places - Task

Task Title	De-rust and coat with paint meeting EN 1176 - 4.1.1 [1998]
Task Notes	

Rocker - Seesaw - Surface - Finding

Asset	Rocker - Seesaw - Surface	
Finding Notes		
Finding Title	Surface - Needs Repair	
Location		
Risk Level	Low	
Risk Score	7	
Standard Description	Surface needs repair	Asset Photo

Finding Photos



Surface - Needs Repair - Task

Task Title	Make good surface
Task Notes	

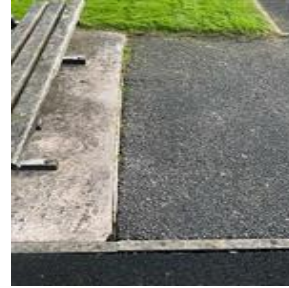
Site - Vine Tree Avenue - Finding

Asset	Site - Vine Tree Avenue
Finding Notes	
Finding Title	Surface - Needs Repair
Location	
Risk Level	Low
Risk Score	7
Standard Description	Surface needs repair



Asset Photo

Finding Photos




Surface - Needs Repair - Task

Task Title	Make good surface
Task Notes	

Previously Reported Findings and Tasks (unresolved at time of Inspection)

Fencing - Finding

Asset	Fencing	
Finding Notes	Palisade fencing is not recommended for a children's playground.	
Finding Title	Item - Sharp Edges Projections	
Location		
Risk Level	Medium	
Risk Score	8	
Standard Description	Item has sharp edges or projections	

Asset Photo


Finding Photos



Item - Sharp Edges Projections - Task

Task Title	Remove hard, pointed & sharp projections
Task Notes	

Gates - Finding

Asset	Gates	
Finding Notes	Palisades not recommended for a children's play area.	
Finding Title	Item - Sharp Edges Projections	
Location		
Risk Level	Medium	
Risk Score	8	
Standard Description	Item has sharp edges or projections	

Asset Photo

Finding Photos



Item - Sharp Edges Projections - Task

Task Title	Remove hard, pointed & sharp projections
Task Notes	

Previously Reported Findings Marked Complete During Inspection

None Recorded.

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:
 - 1 = Rare
 - 2 = Unlikely
 - 3 = Moderate
 - 4 = Likely
 - 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - 1 = Insignificant
 - 2 = Minor
 - 3 = Moderate
 - 4 = Major
 - 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,
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,

Scores 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.

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

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

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

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		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

Inspection Methodology

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

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.

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.

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.

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.

The inspection is non-dismantling, non-destructive and does not include for 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 standing surfaces as necessary on the equipment and assess all parts up to 2.5m 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. 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).

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 a resistograph. 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 a resistograph 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..

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 and 6.2 c) Inspect and maintain in accordance with the manufacturer's instructions (see note 1)	✗ [1]
6.2 a) Identify obvious hazards	✓
6.2 b) Check for operation, stability and wear (see note 2)	✓ [2]
6.2 b) Check sealed for life parts	✗
6.2 b) Check for cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) and structural integrity (see note 2)	✓ [2]
6.2 c) Overall levels of safety of equipment	✓
6.2 c) Overall levels of safety of foundations (see note 2)	✓ [2]
6.2 c) Overall levels of safety of surface (see note 3)	✓ [3]
6.2 c) Compliance with the relevant parts of the standard (see note 4)	✓ [4]
6.2 c) Undertaking the responsibility of the operator's periodic, systematic assessment of the effectiveness of all their safety measures (BS EN 1176-7, 8.2.1)	✗
6.2 c) Effects of weather	✓
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)	✓ [5]
6.2 c) Excavation/dismantling/additional measures	✗
6.3.1 Assessment of glass reinforced plastics (see note 6)	✓ [6]
6.3.2 Maintenance of one post equipment (see note 2)	✓ [2]
<p>N.B. The clause numbers above are taken from BS EN 1176-7. The content is equally applicable to all other relevant standards.</p> <p>Notes</p> <p>[1] Playgrounds contain 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 detailed in the relevant standards</p> <p>[2] 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</p> <p>[3] 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</p> <p>[4] 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</p> <p>[5] 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</p> <p>[6] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Environment & Recreation Committee,
15.11.2023

Report Purpose: To review the Committee's DRAFT budget 2024/25

Version Control: v1

Author: Clerk

1. Report Summary

The report provides the DRAFT budget 2024/25 for the Committee for members' revision.

2. Background

On 12 July 2023, Councillors approved the DRAFT budget 2024/25 for Environment & Recreation Committee.

3. Position

Following consideration of Item 9 in agenda, Councillors are invited to review the budget accordingly with their recommendation to Full Council.

4. Governance

Shavington-cum-Gresty Parish Council Finance Regulations

5. Financial Impact

TBC

6. Resource Impact

Clerk time

7. Conclusions

Councillors are asked to note the report, review the DRAFT budget accordingly as per budget setting process.

	A	B	C	D	E	F	G	H	I
11	Community and Engagement Committee								
12			2023/24			2024/25			
13	Code	Title	Receipts	Payments		Receipts	Payments	Staff hrs (average): CM	
14	20	Newsletter: design, printing and delivery		£ 12,400.00			£ 14,600.00	160	£8,000 design + £5,200 printing (£1,300 per newsletter) + £1,400 distribution (currently paying £319 but added 10% increase as this figure hasn't changed for more than 2 years)
15	21	General Parish Council design and print		£ 3,700.00			£ 3,600.00		£1,600 various design FN + £2,000 printing various
16	22	PC/VH subscription and ADV		£ 1,500.00			£ 1,600.00	144	£600 design for social media +£1,000 for paid services
17	23	Village Festival		£ 600.00			£ -	18	
18	24	Christmas/Winter event		£ 3,100.00			£ 3,900.00	50	£1,800 design + £2,100 for Christmas event as per 2023/24
19	25	Remembrance Service		£ 4,500.00			£ 4,500.00	52	£1,400 design + £3,100 for event delivery
20	26	Community events		£ 1,150.00			£ 2,500.00	77	Project on the idea of the mitigation land being a focus, following on from the #Queenbee and Impact projects to be environmental based. Nature talks educational opportunities with regards to the newts and bats that are protected on the area (maybe to include making more bat houses or newt areas) with mindfulness trail to coincide with the footpath around the area to encourage people to use it for recreation with potential encouragement for wildflower planting . The art/growing competitions to engage community .
21	49	Micro & Small Grant Scheme		£ 100.00			£ 1,000.00		£600 from Village event+ £100 from small grant scheme + £300 open to wider public
22	58	Engagement and promotion		£ 3,300.00					
23	61	Civic events		£ 2,600.00			£ 2,600.00	50	D Day
24									
25		SUB TOTAL	£ -	£ 32,950.00			£ 34,300.00		
26									
27									
28	Environment and Recreation Committee								
29	27	Ground Maintenance - General amenities		£ 1,000.00			£ 1,000.00		
30	28	Ground Maintenance- supplier		£ 15,000.00			£ 16,500.00	10%	
31	29	Vine Tree Play area - maintenance		£ 1,000.00			£ 1,000.00		
32	30	Vine Tree Play Area - Inspection		£ 400.00			£ 400.00		
33	31	Allotment fee	£ 720.00			£ 700.00			
34	32	Allotment maintenance cost					£ 500.00		Site maintenance
35	52	Defibrillator and kiosk		£ 800.00			£ 300.00		Maintenance defibrillator
36	54	CIL (ear marked)	£ -						
37	62	New planters		£ 1,500.00					
38									
39		SUB TOTAL	£ 720.00	£ 19,700.00		£ 700.00	£ 19,700.00		
40									
41									
42	Finance and Strategy Committee								
43	3	Staff Expenses		£ 150.00			£ 150.00		
44	4	Stationary		£ 500.00			£ 500.00		
45	5	Accountancy software		£ 750.00			£ 835.00		£780 +7%
46	6	ICT equipment		£ 750.00			£ 1,500.00		
47	9	Audit Fees		£ 1,000.00			£ 1,000.00		Paid 873 in 2022/23
48	10	Insurance		£ 3,300.00			£ 3,700.00		paid £3,400 in 2023 added 7%
49	11	Legal and professional fee		£ 1,500.00			£ 2,000.00		£780 GDPR (£700 +CPI increase) +£35 ICO + £1185 misc (H&S RA, ...)
50	12	Subscription (adobe/office/Chalc)					£3,500		ChALC (£1511 in 2023)£1,662+ Parish Online (£225) £248 + Adobe (£100) £110 + Adobe (£546*) £600 + Microsoft (£1,000) £1,430
51	13	Telephone		£ 743.40			£ 950.00		BT (£74/month) £950 (added 7%)
52	14	Website subscription		£ 2,400.00			£ 2,400.00		
53	15	Website transparency		£ 500.00			£ 500.00		
54	16	Misc/Expenses		£ 1,000.00			£ 1,000.00		

	A	B	C	D	E	F	G	H	I
55	17	Precept							
56	18	VAT reclaim							
57	19	Other income							
58	53	Acquisition projects		£ 4,000.00		£ 7,000.00			£6000 conveyancy costs + misc
59	59	Office costs		£ 6,000.00		£ 6,000.00			
60	NEW	IT support				£ 300.00			
61									
62									
63		SUB TOTAL	£ -	£ 26,593.40		£ 31,335.00			
64									
65									
66	Parish Council Projects								
67	50	S.137 Grant- Car Park		£ -					
68	51	PCSO funding		£ 37,958.00					
69									
70		SUB TOTAL	£ -	£ 37,958.00					
71									
72									
73	Staffing Committee								
74	1	Staff Salary		£ 74,000.00		£ 83,600.00			£83,502
75	2	Payroll Service		£ 800.00		£ 800.00			
76	7	Staff Training		£ 1,000.00		£ 1,000.00			
77	8	Members Training		£ 300.00		£ 300.00			
78	NEW	Contingency Staffing budget				£ 20,803.00			* part-time employee if council wish to deliver anything additional to what delive
79									
80		SUB TOTAL	£ -	£ 76,100.00		£ 106,503.00			
81									
82									
83	Village Hall Committee		Income	Expenditure		Income	Expenditure		
84	33	Suppliers		£ 300.00		£ 300.00			
85	34	Cleaning Service		£ 5,100.00		£ 5,400.00			£90*53 £40*12= £5250
86	35	Gas supply		£ 4,450.00		£ 4,800.00			40000kWh*10.57+365*60.82p + 7%
87	36	Power supply		£ 1,500.00		£ 1,600.00			3130kWh + 7%
88	37	Fire equipment		£ 300.00		£ 330.00			
89	38	Wi-Fi Service (+phone)							
90	40	Hygiene service		£ 700.00		£ 700.00			
91	41	Water supply		£ 3,000.00		£ 3,000.00			spent in 2021/22 £2,580 + 15%
92	42	Waste collection		£ 1,680.00		£ 1,000.00			£80 per month +7%
93	43	PPS/PRS		£ 250.00		£ 300.00			
94	47	General Maintenance		£ 1,500.00		£ 1,500.00			
95	48	Hall hire	£ 13,500.00			£ 15,000.00			
96	60	Office costs	£ 6,000.00			£ 6,000.00			
97	NEW	Parish Map frame				£ 800.00			
98	NEW	Roof maintenance				£ 3,000.00			
99									
100		SUB TOTAL	£ 19,500.00	£ 18,780.00		£ 21,000.00	£ 22,730.00		
101									
102		TOTAL	£ 20,220.00	£ 212,081.40		£ 21,700.00	£ 214,568.00		