



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288
council@leighonseatowncouncil.gov.uk | www.leighonseatowncouncil.gov.uk

Chairman: Cllr Bernard Arscott | **Vice Chairman:** Cllr Sandra McCurdy

Town Clerk: Helen Symmons PSLCC



**Members are summoned to attend a meeting of the
Community & Culture Committee
To be held on Tuesday 13 February 2024 at 7.00 pm.
at Leigh-on-Sea Community Centre, 71-73 Elm Road SS9 1SP
in order to transact the following items of business**

Committee Membership:

Cllrs: Murat Agdeve, Bernard Arscott, Rosemary Arscott, Mark Flewitt (Chairman), Carol Lambert, John Lloyd, Sandra McCurdy, Anne Robinson, Craig Watt (Vice Chairman)

B. Lopes

Locum Clerk
6 February 2024

(Any member who is unable to attend should send their apologies to the Locum Town Clerk)

AGENDA

1) Chairman's Welcome & Housekeeping Announcements

2) Apologies For Absence

3) Declarations Of Members' Interests

Members should declare personal or prejudicial interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared, the member must disclose the interest and withdraw from the meeting when the item is discussed.

4) Minutes of the Committee meeting 12 December 2023 – for resolution

5) Public Participation (Maximum Time 15 Minutes)

The Chairman to invite members of the public to speak

6) Reports

- a) Skate Park Inspection Report – for consideration
- b) DEC 2023-24 Certificate & Recommendation Report 2023-30 Leigh Community Centre – for consideration
- c) Community Centre expenditure – Chairman of F&G Committee to report
- d) Hire rates – report from Booking staff – for consideration

7) Items for discussion

- a) Strand Wharf Lighting
- b) Suggested Mosaic display by Leigh Library
- c) Bench on Strand Wharf
- d) Over 60's computing tuition
- e) Allotments

8) Correspondence

- a) Veolia and Southend CC Campaign - One Black Bag a Week Challenge
- b) any other urgent correspondence

9) Date Of Next Meeting

16 April 2024

10) Exclusion of the Press & Public

Resolution to exclude the press & public – The Public Bodies (Admission to Meetings) Act 1960 - in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw

11) Confidential matter – unpaid debt



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**Minutes of the meeting of the Community & Culture Committee
Held on Tuesday 12 December 2023 commencing at 6.00 pm.
at Leigh-on-Sea Community Centre, 71-73 Elm Road, Leigh-on-Sea, SS9 1SP**

Present:

	Cllr Flewitt - presiding	
Cllr Agdeve	Cllr B Arscott	Cllr C Watt
Cllr S McCurdy	Cllr A Robinson	

In attendance:

G Lopes (Locum Clerk & minute taker)
10 x public

1) Chairman's Welcome & Housekeeping Announcements

The Chairman welcomed all to the meeting.

2) Apologies For Absence

Apologies for absence were received and accepted from the following members:

Cllr Rosemary Arscott
Cllr John Lloyd
Cllr C Lambert

3) Declarations Of Members' Interests

Declarations of non-pecuniary interest were received from the following members –

Cllr Flewitt	Cllr Agdeve	Cllr B Arscott
Cllr C Watt	Cllr S McCurdy	Cllr A Robinson

(Cllr Mulroney was also in attendance and asked for her declaration of interest to be noted as a Southend City Councillor)

4) Minutes of The Community & Culture Committee 31 October 2023

On the motion of Cllr Arscott. seconded by Cllr Watt, it was

RESOLVED to accept and approve the Minutes of the Community & Culture Committee meeting held 31 October 2023 as a true and accurate record.

5) Public Participation

On the motion of Cllr Agdeve. seconded by Cllr McCurdy, it was

RESOLVED to suspend the meeting to invite members of the public to speak – see Public Participation notes

6) Hire rates for 2024/25

On the motion of Cllr Arscott, seconded by Cllr McCurdy, it was **RESOLVED** to accept and approve an increase in hire rates at the Community Centre of £2 per session for the financial year 2024 to 2025.

ACTION: RFO/BOOKINGS OFFICER

7) Draft Budget 2024/25

On the motion of Cllr Arscott, seconded by Cllr Watt, it was **RESOLVED** to accept and approve the draft budget presented which was a static budget from the previous year, with the exception of a 5% increase to the staffing budget.

ACTION: RFO/ALL CLLRS

8) Correspondence

Allotment Holders – A letter from the Manchester Drive Allotment Society was discussed and considered. It was agreed to have a meeting with the Society to discuss matters further and before committing to an increased grant of £6,000 as requested. To be reviewed later in the year.

ACTION: CLLR FLEWITT

Vending machine operative – Correspondence from Prestige Vending was considered and discussed.

On the motion of Cllr Agdeve, seconded by Cllr Robinson, it was **RESOLVED** to accept and approve the installation of further vending machines at the Community Centre as outlined by Prestige Vending's correspondence.

ACTION: CLERK/RFO

9) Date Of Next Meeting

To be confirmed

Meeting closed at 6.30pm

Public Participation Notes

The Chairman invited members of the public to speak and points raised included the following -

- Cllr Hart was in attendance and asked why he had not been sent a copy of the Agenda – advised he was not a Committee member and therefore was not legally required to receive the Summons, however, Agendas were available on the Council website
- Cllr Mulroney was in attendance and wanted to sit with Committee members – advised she was not a Committee member and in attendance as a member of the public
- Queries regarding budget figures – confirmed the budget papers had been made available on the Council website in advance of the meeting and advised a standstill budget was being proposed with an increase only for staffing costs
- Query regarding comment in local newspaper regarding a statue and funding, felt it was incorrect – The Chairman advised he was able to state his opinion
- Query regarding funding for mosaic in library gardens – Advised this suggested project needs further review and the original application will be sought



the **play inspection** company

Annual Inspection

Leigh On Sea Town Council

Skate Park Youth Site

Castle Drive, Leigh- On-Sea, Essex, SS9 2ET



API Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
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Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. 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, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

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

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment
BS EN 14974 Skateparks
BS EN 16630 Permanently installed outdoor fitness equipment
BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these 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 three 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 relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do 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. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

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 the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); 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); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

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.

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. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

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The 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 facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation 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]
6.1 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	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. 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.

[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 or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.


[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 RPII annual inspections.

[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.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

Equipment has been assessed to the following standards where relevant:

- BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
- BS EN 14974 (Facilities for users of roller sports equipment)
- BS EN 15312 (Free access multi-sports equipment)
- BS EN 16899 (Parkour Equipment)
- BS EN 16630 (Outdoor Fitness Equipment).



The Play Inspection Company Ltd
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Blackhill Road
Poole
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Skate Park Youth Site

Inspection Ref: 2246868

Site Ref: 36237

Inspected: 15-December-2023 - 08:15 by Alan Lingley (RPII Annual Inspector)

Risk Assessment: **15 Moderate Risk**



Location:

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

Disabled Access:

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



 10 - Low Risk

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

Total Findings: 1



Finding 1

A bollard is unsecured - Secure



! 15 - Moderate Risk

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

Total Findings: 14



Finding 1
 A section of surfacing was incomplete at time of inspection - Complete the installation

Finding 2
 Home-made portable skate ramps are present on site - Remove

Finding 3
 There is what appears to be a self made jump ramp which may encourage users to jump the fence - Remove

Finding 4
 The fence is within close proximity to the area - Monitor use and review risk assessment regularly

Finding 5
 There is weed / vegetation growth on, between, or around the edges of the surfacing - Remove weed / vegetation growth

Finding 6
 The fence is severely damaged in places - Repair or replace all affected sections

Finding 7
 There is litter/debris in the area - Remove litter/debris from the area and maintain

Finding 8
 There is a lighting post in area - Remove

Finding 9
 There are boulders at the base of the mound - Relocate to the correct location and secure

Finding 10
 Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Finding 11
 The rolling surface of the area is severely damaged - Repair all damaged surfaces

Finding 12
 The skate safety zone shall be a bound uniform and loose fill shall not be used - Remove loose fill and provide a bound surface

Finding 13
 The surface has eroded in some areas expsing large rocks and may be slippery in wet conditions - Remove rocks and reinstate the surface

Finding 14
 There is the potential for users to become out of control when descending the mound and impact the fence - Monitor and review the risk assessment regularly



8 - Low Risk

Item: Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

There is some graffiti present - Remove the graffiti

Finding 2

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

Finding 3

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

12 - Moderate Risk

Item: Fence - Bow Top
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 4

Finding 1

There is a protruding redundant connection - Remove

Finding 2

A section of fence is damaged and unsecured - Repair and secure

Finding 3

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

Finding 4

There is some damage to the fence - Repair



10 - Low Risk

Item: Boulders
Manufacturer: Natural Feature
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

The rocks and/or boulders have moss/algae growth apparent - Clean and maintain

Finding 2

The boulders are not secured into position - Secure the boulders

6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

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



2 - Very Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is no liner present in the litter bin - Provide as required



8 - Low Risk

Item: Multi Use Games Area (MUGA)
Manufacturer: Not Identified
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A



Total Findings: 7

Finding 1

There is some graffiti present - Remove the graffiti

Finding 2

A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident - Provide signage to BS EN 15312

Finding 3

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

Finding 4

The net is damaged - Replace

Finding 5

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

Finding 6

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

Finding 7

There is/are finger entrapments in the panels and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers - Monitor - No remedial work recommended



4 - Very Low Risk

Item: Perch Seat
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 5
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Shelter
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

There is some graffiti present - Remove the graffiti

Finding 2

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



6 - Low Risk

Item: Cycle Rack
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

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

10 - Low Risk

Item: Fun Box
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

The riding surface of the ramp is damaged - Repair all damaged surfaces

Finding 2

Height differences between the riding surfaces should not be greater than 3mm in height to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 3mm

Finding 3

Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm



8 - Low Risk

Item: Grind Box
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 2

Finding 1

There is damage to the grind box - Repair the box

Finding 2

Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm

10 - Low Risk

Item: Concrete Bowl
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 2

Finding 1

There is standing water within the bowl and the drain cover is damaged - Replace the drain cover and ensure the water drains freely


Finding 2

The riding surface of the ramp has some cracks apparent - Monitor for any further deterioration and repair as required



10 - Low Risk

Item: Grind Box
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes




Total Findings: 4

Finding 1 There are cracks within the surface - Repair	Finding 2 The riding surface of the ramp is severely damaged - Repair all damaged surfaces
Finding 3 Height differences between the riding surfaces should not be greater than 3mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 3mm	Finding 4 The sides of the ramp are damaged - Repair all damaged surfaces

10 - Low Risk

Item: Quarter Pipe
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 3

Finding 1 The sealant is missing on the platform - Replace	Finding 2 The riding surface of the ramp is damaged - Repair all damaged surfaces
Finding 3 Height differences should not be greater than 3mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 3mm	



10 - Low Risk

Item: Volcano
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 4

Finding 1

Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Finding 2

The riding surface of the ramp is damaged - Repair all damaged surfaces

Finding 3

Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Finding 4

Height differences between the riding surfaces should not be greater than 3mm to meet the requirements of BS EN 14974 - Take corrective action to ensure that the gaps between the joints do not exceed 3mm

6 - Low Risk

Item: Grind Box
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1


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



10 - Low Risk

Item:	Bank/ Wedge Ramp
Manufacturer:	Not Identified
Surface Type:	Concrete
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	No

Total Findings: 6




Finding 1	Finding 2
The item has insufficient safety zone allowed as required by BS EN 14974. This should equal at least 2.0 metres on most items. - Monitor - No remedial work recommended	There is minor damage to the side - Monitor for any further deterioration and repair as required
Finding 3	Finding 4
The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint	The riding surface of the ramp has some damage apparent - Repair as required
Finding 5	Finding 6
There is / are sheared fixing/s present - Replace	The riding surface of the ramp has some damage apparent - Repair

4 - Very Low Risk

Item:	Bumps
Manufacturer:	Not Identified
Surface Type:	Concrete
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes

Total Findings: 1



Finding 1
This item is satisfactory - no work required -



4 - Very Low Risk

Item: Misc. Item
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Grind Rail
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

This item is satisfactory - no work required -



! 15 - Moderate Risk

Item: Bank
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 6

Finding 1

The surface has eroded in areas around the item - Reinstate the surface

Finding 2

The ends of all coping rails should be sealed to meet the requirements of BS EN 14974 - Ensure all coping ends are sealed

Finding 3

It is foreseeable that users will attempt to jump over the fence and into the MUGA, or any accidental loss of control may result in impacting the side panels (fence) - Refer to the contractor / designer

Finding 4

The surface has eroded in some areas exposing the concrete foundations - Reinstate the surface

Finding 5

The adjacent rolling surface does not meet with the requirements of BS EN 14974 - Monitor - No remedial work recommended

Finding 6

The item has insufficient safety zone allowed as required by BS EN 14974. This should equal at least 2.0 metres on most items. - Monitor - No remedial work recommended

i 8 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 3
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

The bench is secured via cable ties - Secure with a permanent fixing

Finding 2

The area around the item has eroded and may become slippery - Reinstate eroded area

Finding 3

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



6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Crushed Stone
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The litter bin is full - Empty and review the collection routine

4 - Very Low Risk

Item: Shelter
Manufacturer: Not Identified
Surface Type: Crushed Stone
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is offensive graffiti present - Remove as soon as practicable



4 - Very Low Risk

Item: Grind Rail
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Grind Rail
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The ends of all coping rails should be sealed to meet the requirements of BS EN 14974 - Ensure all coping ends are sealed

Findings information

10 - Low Risk (Finding 1)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A




Finding: A bollard is unsecured **Action:** Secure

10 - Low Risk (Finding 1)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A




Finding: A section of surfacing was incomplete at time of inspection **Action:** Complete the installation



 12 - Moderate Risk (Finding 2)

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

Risk Level: M - Moderate Risk
Surface: N/A



Finding: Home-made portable skate ramps are present on site **Action:** Remove



15 - Moderate Risk (Finding 3)

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

Risk Level: M - Moderate Risk
Surface: N/A



Finding: There is what appears to be a self made jump ramp which may encourage users to jump the fence

Action: Remove

9 - Low Risk (Finding 4)

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

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





Finding: The fence is within close proximity to the area

Action: Monitor use and review risk assessment regularly



6 - Low Risk (Finding 5)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A



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

8 - Low Risk (Finding 6)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A



Finding: The fence is severely damaged in places **Action:** Repair or replace all affected sections



6 - Low Risk (Finding 7)

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

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



Finding: There is litter/debris in the area

Action: Remove litter/debris from the area and maintain

10 - Low Risk (Finding 8)

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

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



Finding: There is a lighting post in area

Action: Remove



10 - Low Risk (Finding 9)



Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A



Finding: There are boulders at the base of the mound **Action:** Relocate to the correct location and secure

8 - Low Risk (Finding 10)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A





Finding: Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 **Action:** Take corrective action to ensure that the gaps between the joints do not exceed 5mm



12 - Moderate Risk (Finding 11)

Item:	Ancillary Items - Site General	Risk Level:	M - Moderate Risk
Manufacturer:	Owner/Operator	Surface:	N/A






Finding: The rolling surface of the area is severely damaged

Action: Repair all damaged surfaces

10 - Low Risk (Finding 12)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A

Finding: The skate safety zone shall be a bound uniform and loose fill shall not be used

Action: Remove loose fill and provide a bound surface



8 - Low Risk (Finding 13)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A





Finding: The surface has eroded in some areas exposing large rocks and may be slippery in wet conditions

Action: Remove rocks and reinstate the surface

8 - Low Risk (Finding 14)

Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A



Finding: There is the potential for users to become out of control when descending the mound and impact the fence

Action: Monitor and review the risk assessment regularly

0 - Risk Assessment not Undertaken (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator

Risk Level: N - Risk Assessment not Undertaken
Surface: N/A



Finding: There is some graffiti present

Action: Remove the graffiti

8 - Low Risk (Finding 2)

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator

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





Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap



6 - Low Risk (Finding 3)

Item:	Ancillary Items - Sign	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A

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

Action: Treat affected areas and repaint

8 - Low Risk (Finding 1)


Item:	Fences - Fence - Bow Top	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	N/A




Finding: There is a protruding redundant connection

Action: Remove



 12 - Moderate Risk (Finding 2)

Item: Fences - Fence - Bow Top
Manufacturer: Unknown

Risk Level: M - Moderate Risk
Surface: N/A



Finding: A section of fence is damaged and unsecured

Action: Repair and secure



6 - Low Risk (Finding 3)

Item: Fences - Fence - Bow Top
Manufacturer: Unknown

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



Finding: There is some damage to the fence sections

Action: Monitor for any further deterioration and repair as required



8 - Low Risk (Finding 4)

Item: Fences - Fence - Bow Top
Manufacturer: Unknown

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



Finding: There is some damage to the fence

Action: Repair

10 - Low Risk (Finding 1)

Item: Ancillary Items - Boulders
Manufacturer: Natural Feature

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



Finding: The rocks and/or boulders have moss/algae growth apparent

Action: Clean and maintain



8 - Low Risk (Finding 2)

Item: Ancillary Items - Boulders
Manufacturer: Natural Feature

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



Finding: The boulders are not secured into position

Action: Secure the boulders

6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

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



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

Action: Secure all loose fixings



2 - Very Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: N/A



Finding: There is no liner present in the litter bin

Action: Provide as required

0 - Risk Assessment not Undertaken (Finding 1)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Bitmac



Finding: There is some graffiti present

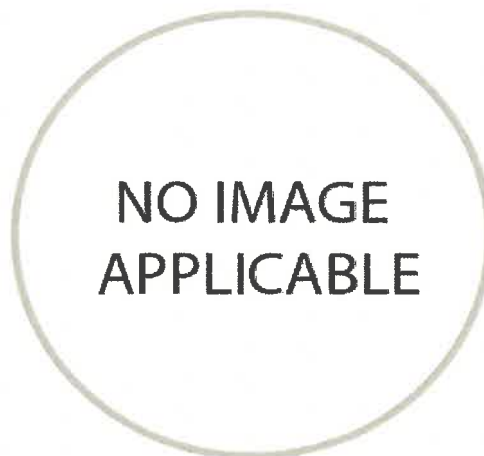
Action: Remove the graffiti



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5 - Very Low Risk (Finding 2)

Item: Multi Use Games Area - Multi Use Games Area (MUGA) **Risk Level:** V - Very Low Risk
Manufacturer: Not Identified **Surface:** Bitmac



Finding: A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident **Action:** Provide signage to BS EN 15312



6 - Low Risk (Finding 3)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac



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

8 - Low Risk (Finding 4)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac



Finding: The net is damaged
Action: Replace



8 - Low Risk (Finding 5)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac



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

6 - Low Risk (Finding 6)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac



Finding: A number of fixing(s) have worked loose
Action: Secure all loose fixings

5 - Very Low Risk (Finding 7)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Not Identified
Risk Level: V - Very Low Risk
Surface: Bitmac



Finding: There is/are finger entrapments in the panels and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers
Action: Monitor - No remedial work recommended

0 - Risk Assessment not Undertaken (Finding 1)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified
Risk Level: N - Risk Assessment not Undertaken
Surface: N/A



Finding: There is some graffiti present
Action: Remove the graffiti



6 - Low Risk (Finding 2)

Item: Ancillary Items - Shelter	Risk Level: L - Low Risk
Manufacturer: Not Identified	Surface: N/A

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

Action: Treat affected areas and repaint

6 - Low Risk (Finding 1)

Item: Ancillary Items - Cycle Rack	Risk Level: L - Low Risk
Manufacturer: Not Identified	Surface: Grass

Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required



10 - Low Risk (Finding 1)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The riding surface of the ramp is damaged

Action: Repair all damaged surfaces

8 - Low Risk (Finding 2)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: Height differences between the riding surfaces should not be greater than 3mm in height to meet the requirements of BS EN 14974

Action: Take corrective action to ensure that the gaps between the joints do not exceed 3mm



8 - Low Risk (Finding 3)

Item: Wheeled Sports - Fun Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974
Action: Take corrective action to ensure that the gaps between the joints do not exceed 5mm

8 - Low Risk (Finding 1)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is damage to the grind box

Action: Repair the box



8 - Low Risk (Finding 2)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974
Action: Take corrective action to ensure that the gaps between the joints do not exceed 5mm



10 - Low Risk (Finding 1)

Item: Wheeled Sports - Concrete Bowl
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is standing water within the bowl and the drain cover is damaged

Action: Replace the drain cover and ensure the water drains freely



6 - Low Risk (Finding 2)			
Item:	Wheeled Sports - Concrete Bowl	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete
			
Finding: The riding surface of the ramp has some cracks apparent		Action: Monitor for any further deterioration and repair as required	



8 - Low Risk (Finding 1)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: There are cracks within the surface

Action: Repair



10 - Low Risk (Finding 2)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The riding surface of the ramp is severely damaged

Action: Repair all damaged surfaces



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8 - Low Risk (Finding 3)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: Height differences between the riding surfaces should not be greater than 3mm to meet the requirements of BS EN 14974
Action: Take corrective action to ensure that the gaps between the joints do not exceed 3mm



8 - Low Risk (Finding 4)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Concrete



Finding: The sides of the ramp are damaged
Action: Repair all damaged surfaces

8 - Low Risk (Finding 1)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Concrete





Finding: The sealant is missing on the platform
Action: Replace



10 - Low Risk (Finding 2)



Item:	Wheeled Sports - Quarter Pipe	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete



Finding: The riding surface of the ramp is damaged **Action:** Repair all damaged surfaces

8 - Low Risk (Finding 3)

Item:	Wheeled Sports - Quarter Pipe	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete



Finding: Height differences should not be greater than 3mm to meet the requirements of BS EN 14974 **Action:** Take corrective action to ensure that the gaps between the joints do not exceed 3mm



8 - Low Risk (Finding 1)

Item: Wheeled Sports - Volcano
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete





Finding: Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 **Action:** Take corrective action to ensure that the gaps between the joints do not exceed 5mm



10 - Low Risk (Finding 2)



Item:	Wheeled Sports - Volcano	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete



Finding: The riding surface of the ramp is damaged **Action:** Repair all damaged surfaces

8 - Low Risk (Finding 3)

Item:	Wheeled Sports - Volcano	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete



Finding: Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974 **Action:** Take corrective action to ensure that the gaps between the joints do not exceed 5mm



8 - Low Risk (Finding 4)

Item: Wheeled Sports - Volcano
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: Height differences between the riding surfaces should not be greater than 3mm to meet the requirements of BS EN 14974
Action: Take corrective action to ensure that the gaps between the joints do not exceed 3mm

6 - Low Risk (Finding 1)

Item: Wheeled Sports - Grind Box
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item:	Wheeled Sports - Bank/ Wedge Ramp	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete




Finding: The item has insufficient safety zone allowed as required by BS EN 14974. This should equal at least 2.0 metres on most items.

Action: Monitor - No remedial work recommended

6 - Low Risk (Finding 2)

Item:	Wheeled Sports - Bank/ Wedge Ramp	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete




Finding: There is minor damage to the side

Action: Monitor for any further deterioration and repair as required



6 - Low Risk (Finding 3)

Item: Wheeled Sports - Bank/ Wedge Ramp
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



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

6 - Low Risk (Finding 4)

Item: Wheeled Sports - Bank/ Wedge Ramp
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete




Finding: The riding surface of the ramp has some damage apparent
Action: Repair as required



10 - Low Risk (Finding 5)

Item:	Wheeled Sports - Bank/ Wedge Ramp	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete



Finding: There is / are sheared fixing/s present **Action:** Replace

8 - Low Risk (Finding 6)

Item:	Wheeled Sports - Bank/ Wedge Ramp	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete



Finding: The riding surface of the ramp has some damage apparent **Action:** Repair

10 - Low Risk (Finding 1)

Item:	Wheeled Sports - Bank	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete




Finding: The surface has eroded in areas around the item **Action:** Reinstate the surface

8 - Low Risk (Finding 2)




Item:	Wheeled Sports - Bank	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Concrete




Finding: The ends of all coping rails should be sealed to meet the requirements of BS EN 14974 **Action:** Ensure all coping ends are sealed



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 15 - Moderate Risk (Finding 3)			
Item:	Wheeled Sports - Bank	Risk Level:	M - Moderate Risk
Manufacturer:	Not Identified	Surface:	Concrete
			
Finding: It is foreseeable that users will attempt to jump over the fence and into the MUGA, or any accidental loss of control may result in impacting the side panels (fence)		Action: Refer to the contractor / designer	



9 - Low Risk (Finding 4)

Item: Wheeled Sports - Bank
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The surface has eroded in some areas exposing the concrete foundations

Action: Reinstate the surface



8 - Low Risk (Finding 5)

Item: Wheeled Sports - Bank	Risk Level: L - Low Risk
Manufacturer: Not Identified	Surface: Concrete

Finding: The adjacent rolling surface does not meet with the requirements of BS EN 14974
Action: Monitor - No remedial work recommended

6 - Low Risk (Finding 6)

Item: Wheeled Sports - Bank	Risk Level: L - Low Risk
Manufacturer: Not Identified	Surface: Concrete

Finding: The item has insufficient safety zone allowed as required by BS EN 14974. This should equal at least 2.0 metres on most items.
Action: Monitor - No remedial work recommended



8 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The bench is secured via cable ties

Action: Secure with a permanent fixing

8 - Low Risk (Finding 2)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The area around the item has eroded and may become slippery

Action: Reinstate eroded area



6 - Low Risk (Finding 3)

Item: Ancillary Items - Bench
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass



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

Action: Treat affected areas and repaint

6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Crushed Stone



Finding: The litter bin is full

Action: Empty and review the collection routine

4 - Very Low Risk (Finding 1)

Item: Ancillary Items - Shelter
Manufacturer: Not Identified
Risk Level: V - Very Low Risk
Surface: Crushed Stone



Finding: There is offensive graffiti present
Action: Remove as soon as practicable

8 - Low Risk (Finding 1)

Item: Wheeled Sports - Grind Rail
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Concrete



Finding: The ends of all coping rails should be sealed to meet the requirements of BS EN 14974
Action: Ensure all coping ends are sealed

Display energy certificate (DEC)



HM Government

Leigh Community Centre 71-73 Elm Road LEIGH-ON-SEA SS9 1SP	Operational rating	Certificate number:	3294-2517-6592-7300-9096
	C	Valid until:	31 August 2024
		Total useful floor area:	1,271 square metres

Energy performance operational rating

The building's energy performance operational rating is based on its carbon dioxide (CO₂) emissions for the last year.

It is given a score and an operational rating on a scale from A (lowest emissions) to G (highest emissions).

The typical score for a public building is 100. This typical score gives an operational rating of D.

Score	Operational rating	This building	Typical
0-25	A		
26-50	B		
51-75	C	60 C	
76-100	D		100
101-125	E		
126-150	F		
150+	G		

This building's energy use

Energy use	Electricity	Other fuels
Annual energy use (kWh/m ² /year)	31.63	67.88
Typical energy use (kWh/m ² /year)	40	149.79
Energy from renewables	0%	0%

Previous operational ratings

Date	Operational rating
September 2023	60 C
September 2022	63 C
September 2021	49 B

Total carbon dioxide (CO₂) emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO₂.

Date	Electricity	Heating	Renewables
September 2023	22	17	0
September 2022	22	18	0
September 2021	13	20	0

Assessment details

Assessor's name	Matthew Frost
Employer/Trading name	M. Frost & Associates Ltd.
Employer/Trading address	www.mfrostassociates.co.uk
Assessor's declaration	Not related to the occupier.
Accreditation scheme	Elmhurst Energy Systems Ltd
Issue date	30 December 2023
Nominated date	1 September 2023

Display energy certificate (DEC) recommendation report

Leigh Community Centre
71-73 Elm Road
LEIGH-ON-SEA
SS9 1SP

Report number
9006-8273-2267-7272-5790

Valid until
29 December 2030

Operational rating and DEC

This building's operational rating is C.

For more information on the building's energy performance, [see the DEC for this building \(/energy-certificate/3294-2517-6592-7300-9096\)](#).

Recommendations

Changes that may pay for themselves within 3 years

Recommendation	Potential impact on carbon emissions
It is recommended that energy management techniques are introduced. These could include efforts to gain building users commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring.	Medium
Consider engaging with building users to economise equipment energy consumption with targets, guidance on their achievement and incentives.	Low
Enable power save settings and power down management on computers and associated equipment.	Low
Consider with chefs and kitchens managers implementing an energy efficiency plan including maintenance and servicing provisions and operational targets, monitoring and incentives.	Low
Consider introducing or improving loft insulation.	High
Consider how building fabric air tightness could be improved, for example sealing, draught stripping and closing off unused ventilation openings, chimneys.	Low
Boiler plant should be regularly tested and adjusted by experts for optimum operating efficiency.	Medium
Engage experts to review the HVAC control systems settings and propose alterations and/or upgrades and adjust to suit current occupancy patterns.	Medium
Consider fitting zone controls to reduce over and under heating where structure, orientation, occupation or emitters have different characteristics.	Medium
Consider installing weather compensator controls on heating and cooling systems.	Medium
Consider upgrading major time controls to include optimum start/stop.	Medium
Consider introducing variable speed drives (VSD) for fans, pumps and compressors.	Low
Consider fitting 24 hour/7 day time controls onto electric HWS cylinders.	Low
Consider with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme.	Low
Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste.	Low

Changes that may pay for themselves within 3 to 7 years

Recommendation	Potential impact on carbon emissions
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Recommendation	Potential impact on carbon emissions
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Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths.	Low
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Consider introducing or improving wall insulation (internal lining) to solid single skin structures.	High
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Engage experts to propose specific measures to reduce hot water wastage and plan to carry this out.	Low
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Changes that may pay for themselves in over 7 years

Recommendation	Potential impact on carbon emissions
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Consider replacing or improving glazing.	High
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Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions.	High
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Consider installing building mounted photovoltaic electricity generating panels.	High
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Consider installing building mounted solar water heating.	Medium
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Additional recommendations

Recommendation	Potential impact on carbon emissions
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If window upgrades are not possible, e.g. if protected by conservation laws, consider internal secondary glazing as an alternative to direct replacement.	Medium
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Consider upgrading lighting to LED with automatic controls (occupancy, daylight sensors, timers) where appropriate.	Medium
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Consider upgrading manual HWS taps / showers to push or sensor taps to reduce hot water wastage.	Low
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Consider switching to a low carbon / renewable heating system (e.g. Ground Source Heat Pumps – GSHP / Air Source Heat Pumps - ASHP).	High
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Building and report details

Building occupier

Building type	Schools And Seasonal Public Buildings
Building environment	Heating and Natural Ventilation
Electricity used	40197 kW h
Gas used	86274 kW h
Total useful floor area	1,271 square metres
Building reference	UPRN-010024289336
Report issued on	30 December 2023
Calculation tool	CLG, ORCalc, v4.0.4
Type of inspection	Physical

Assessor's details

Assessor's name	Matthew Frost
Employer's name	M. Frost & Associates Ltd.
Employer's address	www.mfrostassociates.co.uk
Assessor ID	EES/028099
Accreditation scheme	Elmhurst Energy Systems Ltd

Room Hire raise from 1st April 2024

Bookings team report

This report provides an overview of the current room hire rates, focusing on the hourly charges for room bookings. Two years ago, the rates experienced an increase ranging from 20p to 70p. Presently, the room hire rates are considered reasonable, though slightly higher than a comparable venue, LRBC. The proposal to raise the rates by £2 per hour as discussed on C&C meeting on 12th December 2023, with considerations for potential consequences on regular and one-off hirers. Additionally, adjustments for room hires paid by bursaries are suggested, taking into account the impact of a Grant Award received based on the current rates.

1. Previous room hire rate increase:

Two years ago, the room hire rates were increased by varying amounts, ranging from 20p to 70p per hour. This adjustment aimed at covering rising costs for maintenance of the building, staff and upgrading the overall quality of the facilities, such as purchasing a screen for the Lower Hall, PA, etc.

2. Current Room Hire Rates:

Currently, the room hire rates are in acceptable level, but slightly higher when compared to other venues locally, such as LRBC. (Room hire rates provided below) As Leigh is a very popular area for families to live in, the local venues are in high demand for party hire. It is essential to understand the market and make considered decisions regarding pricing.

3. Proposal to Raise Rates:

The suggestion to raise room hire rates by £2 per hour is being considered. However, it is vital to assess the potential impact on both regular and one-off hirers. A mindful balance between generating additional revenue and retaining clients needs to be maintained.

5. Grant Award implications:

It is important to note that the current room hire rates have been taken in consideration into a Grant Award applications. Therefore, any adjustments to the pricing may require corresponding modifications to the Bursaries. This ensures that the fairness and consistency in the distribution of funds is considered.

In conclusion, the proposal to increase the room hire rates may lead to the potential loss of hirers, especially the regular ones, due to an increased invoice to several hundred pounds. A balanced approach to ensure that the competitive pricing, customer satisfaction and financial sustainability is recommended.

Before resolving the room hire rate increase, it is recommended that a detailed analysis be taken in action to make sure that a fair and market efficient pricing can be provided to our regular hirers and any future bookings.

References:

All rates are inclusive of VAT

VAT prices for **One-Off Hire** (per hour)

Room Size	Rate 1 (Before 6pm Mon- Fri)	Updated rates since 2022	Rate 2 (After 6pm & weekends)	Updated rates since 2022
Small 3,5,6 & 8	10.80	11.50	16.80	17.50
Medium 1	12.00	12.00	17.52	19.00
Large 4 & 7	18.00	18.00	24.00	26.00
Lower Hall	24.00	24.00	34.80	36.50
Café	22.80	23.00	31.20	31.50

Room Size	Community Rate 1 (Before 6pm Mon- Fri)	Updated rates since 2022	Community Rate 2 (After 6pm & weekends)	Updated rates since 2022
Small 3,5,6 & 8	10.08	£10.50	15.60	£16.00
Medium 1	10.80	£11.00	16.32	£17.00
Large 4 & 7	14.40	£15.00	22.80	£23.50
Lower Hall	20.40	£21.00	32.40	£33.00
Café	18.00	£19.00	26.40	£27.00

VAT prices
for **Regular
Hire** (per
hour)

WEDDING CEREMONIES £200

NEW RATE since 2022 £240

Available at:

<https://www.leighonseatowncouncil.gov.uk/content/uploads/assets/council/meetings/agendas/2021-22/c&c/c&c%20agenda%2014-12-21.pdf>

Room hire rates in local venues in Leigh-on-Sea:

Venue Name	Room hire rate
Strictly Smartz	£150 for 3 hour afternoon hall hire £300 for evening adult party with bar staff

Available at: <https://www.strictlysmartz.com/birthday-party-venue/>

LRBC

Room	Commercial Rate	Charity/Church Rate
The Lounge	£29.00ph	£16.50ph
The Loft	£29.00ph	£16.50ph
The Hall	£34.00ph	£19.50ph
Small Room 1	£13.00ph	£8.40ph
Small Room 3	£12.00ph	£7.20ph
The Sanctuary/Auditorium	see below	see below

Table showing the hiring costs per hour for rooms at Leigh Road Baptist Church

Hiring The Sanctuary/Auditorium

Rates for the standard chair layout will be charged on half day (4 hours), day rate (8 hours) and evening rates (after 5pm, 4 hours). Suggested rates are £130 half day (£32.50 ph), £220 full day (£27.50 ph), and £140 evening (£35.00 ph).

Available at: <https://www.lrbc.org.uk/about/room-hire.php>

Computer training?

Cllr Gilson

Good morning all.

At the recent over 60's lunch I engaged in conversation with some of the residents there. What came over in those conversations was the lack of computing skills in this generation. I asked what if we ran tablet/computer lessons for this group at the community centre. This was very well received, but a down side was the difficulties of attending any event at the community centre. They do run these type of sessions at the Leigh Library and after speaking to a member of staff at the library they have people who would do this for us at the C&C.

My request from community and culture is, Can I ask at the next over 60's lunch how many people would be interested in taking part in computing tuition at C&C. We do have access to transport so I would ask within my question about getting to the centre if we could provide transport for them.

01 February 2024

Subject: Re: MDAS: Use of recycled materials for shoring up the tracks

The question I posed was very open ended, and I had agreed to come back with a specific ask, so there are no concerns or perceived delays from our side.

All costs will be covered by MDAS, so we are not asking for approval from LTC for this expense. The only outstanding point for us to cover is any concern that the Council may have with the suitability of the material, in that this is a recycled concrete material rather than natural stone.

Best Regards

Manchester Drive Allotment Society

01 February 2024

Over the last few years we have been purchasing bags of MOT Type 1 roadfill, which is clean crushed natural rock. This is relatively expensive for our use at £50-70 per tonne bag. We would like to make use of Recycled materials on the tracks, and when discussed within the MDAS Committee, it was raised that LTC may in the past have held a view on this. So, as you may remember we raised the question to you last year regarding the use of recycled materials on the tracks at the Manchester Drive allotments.

We acknowledge that this question may have been rather open-ended. To try to narrow the scope, we have researched a number of suppliers, and chosen a product which we believe would be acceptable for our intended useage.

A local firm <https://prbates.co.uk/> provide large quantities of crushed concrete in various mediums. The recycled equivalent product that we are interested in using is produced to the same standard as the MOT Type 1 that we have used previously, and is made out of clean concrete. The product costs £14 delivered to site, which is a considerable saving over the natural product. P.R. Bates are also registered recyclers.

This is some of the information from their website:

At PR Bates Services, we recycle pure concrete to make our type 1 crushed concrete and use hardcore to make 6F2 (crushed & run). Recycling is of the utmost importance to us and we strive to reduce our carbon footprint. We are registered concrete recyclers in Essex and recycle over 80000 tons of material every year.

As we care for the environment, we are also members of the Essex wildlife Trust

There are a variety of benefits in recycling concrete rather than dumping it or burying it in a landfill.

- Keeping concrete debris out of landfills saves landfill space.

- Using recycled concrete can conserve natural resources by reducing the need for gravel mining, water, coal, oil and gas.
- Using recycled concrete as the base material for roadways reduces the pollution involved in trucking material.
- Recycling concrete can create more employment opportunities.
- Recycling concrete drag down the cost for buying raw materials and transporting the waste to landfill sites.

We would appreciate your feedback on this proposal, and to understand any concerns you may have.

Manchester Drive Allotment Society

Are you ready to take the **ONE BLACK BAG A WEEK** challenge?



Find out more today!

