

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 6th AUGUST 2026

COMMITTEE REPORT

Note the numbers below refer to the item number on the agenda:

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier

3. To receive any Declarations of Interest from Members of the Committee

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

5. Chairman's Announcements - For information and noting only.

Facilities in Amberley Close Recreation Ground

Two requests have been received by residents asking the Parish Council to install outside gym equipment and skating facilities in Amberley Close recreation ground. Before anything is brought to the Parish Council, both residents have been asked to gather support for each request to demonstrate that there is a need for these facilities.

Issues with Stream Bordering Earles Meadow

A resident in Earles Meadow has advised that straw bales have been fly-tipped, most likely via the culvert/drain at the end of the green strip that separates Earles Meadow from Amberley Road and ended up under their decking.

The resident has suggested a few things – Install a metal grill across the stream at the entrance to their property, have a grounds maintenance team remove the overgrowth that hides the stream between the culvert and their property and install a sign advising of the penalties of fly-tipping.

The Deputy Clerk has contacted the relevant departments at WSCC and HDC to ask for their help with this matter and historic documents suggested that the land in question did not belong to the Parish Council. However, after investigation, it has come to light that the Parish Council are responsible for the culvert and surrounding area.

This matter is therefore being investigated further and any necessary quotations are being obtained and will be brought back to the Committee for consideration.

It would be beneficial if one Member of the Property Committee could meet with the Facilities Officer to view the area ahead of the next meeting.

Resident Request for a Litter Bin

During the Parish Councillors Surgery, recently held outside the shops in Fitzalan Rd, a resident requested to have a litter bin installed by the bus shelter on Lambs Farm Rd, near the junction of Greenfields Way.

This area is included in the Litter Warden's litter round and the Litter Warden's report that there is sometimes a small amount of rubbish around the bus shelter. Permission for any bins on highways would need a licence issued by WSCC. Members are asked if they would like this on a future agenda item to consider?

Boiler at Roffey Millennium Hall (RMH)

The previous heating engineers were asked to give the estimated lifespan of the current boiler at RMH, minute no PR/011/24 refers. They advised the estimated lifespan in 2024 was 3 to 5 years and it was agreed that this issue be returned to the Committee in the next 12 to 24 months from that meeting, unless events required earlier discussion.

Given that the time is approaching to bring the matter back to a meeting for discussion and that there have been no issues with the current boiler, an updated lifespan estimation will be obtained when the boiler is serviced in August 2026 by the new heating engineers, which will be reported back to Members.

7. Completed Works

Members are asked to note the following works and ratify any detailed expenditure that has been completed since the last meeting.

(a) Roffey Millennium Hall (RMH) and surrounding area

- (i) Kitchen tap replaced
- (ii) Front door system serviced
- (iii) Fire extinguisher test & service
- (iv) Lift serviced

(b) North Heath Hall (NHH) and surrounding area

- (i) Light repair

(c) Holbrook Tythe Barn (HTB) and surrounding area

- (i) Periodic Electrical Testing (EICR) carried out
- (ii) Dishwasher replaced irreparable one
- (iii) Tap replaced in kitchen

(d) All buildings

- (i) Alarm system service and upgrade of control panels at HTB & RMH

(e) Play Areas

- (i) Small wet pour repairs that have become trip hazards

- (ii) Large wet pour repair at HTB play area that has become a trip hazard, totalling **£250.00** to be funded from the 'Play Area & M Crts Maintenance' budget - authorised by the Clerk due to health & safety under delegated authority, as per clause 5.18 of the Financial Regulations.
- (f) **Multicourts**
 - (i) No climbing sign installed
- (g) **Tree Work**
 - None
- (h) **Open Spaces**
 - None
- (i) **Bus Shelters**
 - (i) 2 x bus shelters painted as part of the 26/27 bus shelter maintenance programme
 - (ii) 1 x bus shelter installed with new metal panels installed as part of the 26/27 bus shelter maintenance programme
- (j) **Allotments**
 - None
- (k) **Streetlights**
 - None

Decision: To note the completed works and ratify any detailed expenditure including the wet pour repair, authorised by the Clerk under delegated authority, as per clause 5.18 of the Financial Regulations.

8. On-going and Planned Works

Members are asked to note that the following works are on-going and ratify any detailed expenditure: (**NEW** = since last meeting)

- (a) **Roffey Millennium Hall and surrounding area**
 - (i) Several non-working lights to be replaced
 - (ii) **NEW** – Flagpole to be repaired
 - (iii) **NEW** – Lift Inspection
- (b) **North Heath Hall**
 - (i) A new worktop to be supplied and installed in room 9
 - (ii) Front soffits to be painted
 - (iii) **NEW** – Gates to be installed outside room 9 & kitchen
 - (iv) **NEW** – Boiler isolation system to be installed
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) Works required to end flowerbed
- (d) **Play Areas**
 - (i) Recommended works from playground inspections
- (e) **Multicourts**
 - None
- (f) **Tree Work**
 - (i) Leaning Silver Birch between Earles Meadow & Whitehorse Rd to be reduced, totalling **£560.00** to be funded from the 'Open Spaces' budget - authorised by the Clerk due to health & safety under delegated authority, as per clause 5.18 of the Financial Regulations.
- (g) **Open Spaces**
 - None

(h) All Buildings

- (i) Decorating rolling programme – HTB Complete
- (ii) **NEW** - PAT to be carried out
- (iii) **NEW** - Floor machine services at NHH & RMH
- (iv) **NEW** - Boiler services due in August
- (v) **NEW** – Workplace Environmental Assessments due

(i) Bus shelters

None

(j) Allotments

None

(k) Streetlights

None

Decision: To note the on-going and planned works and ratify any detailed expenditure, including tree works, authorised by the Clerk under delegated authority, as per clause 5.18 of the Financial Regulations.

9. End Flowerbed at HTB

- (i) Following on from the last Property meeting, minute no PR/011/26 refers. The Facilities Officer met with a representative from the Horticultural Society and from that meeting a list of recommendations was made as follows:

- Remove damaged box hedging and replace with either **Lonicera nitida 'Garden Clouds Green Breeze'** - Honeysuckle, hardy shrubs or continue wooden birds mouth fence to sides – the fence posts have been quoted for below (9. (ii))
- Remove dead Lilac tree and cut away dead parts of Choisya.
- Remove weed barrier, fork soil and add fertiliser/manure - leave for a couple of months before planting (Quoted for below 9. (ii)).
- Add large shrub at back wall next to Choisya, suggested Red Robin as will grow quickly and fill back area. (A Red Robin is in one of the other beds and has grown well).
- If we plant a tree to replace lilac, ideally reduce the size of Liquidambar tree, plant new tree as far away from it as is possible and choose a dwarf drought tolerant tree. Option is to have the memorial tree in between the metal benches on the recreation ground – see photo.



- If not replacing tree put two or three smaller shrubs along middle of bed.
- Take out box hedging at front door area, these do not need replacing as no beneficial reason to have anything there at all.
- Install tap within patio area to make it easier to water this end of the flowerbed.

Members are asked to note these recommendations and decide on further action to improve the flowerbed. Costs can then be obtained and added to the next agenda for consideration or a maximum budget for this project can be set.

Decision: To note the recommendations from the meeting with the Facilities Officer and the representative of the Horticultural Society and decide on further actions to improve the flowerbed.

- (ii) Regardless of the planting decisions made for the end flowerbed, the flowerbed will need to be prepared, and the dead box hedging removed and so a quotation has been obtained for the following works:

- Gardening side bed, remove dead tree, cut back over-hanging tree branches, remove 4x box hedges and membrane.
- Dig over bed and by front door (where dead box hedging removed), dig in manure.
- Trim up box hedge being kept and jasmine.
- Erect 2 bays bird-mouth fence at side entrance towards Wallace room fire exit door where box hedging removed.
- Remove waste to dump site
- Labour and materials (manure) Cost = £320.00
- Bird-mouth fences:
4 posts, 2 rails, 4 bird-mouth straps, 4 post mix and install Cost = £250.00

Members are asked to consider this quotation, which would be funded from the 'Open Spaces' budget.

Decision: To consider preparing the end flowerbed for future planting as detailed, totalling £570.00 to be funded from the 'Open Spaces' budget.

10. Playground Inspection Works

See Playground Inspection Reports circulated via email with the agenda and Appendix B & C.

- (i) Firstly, Members are asked to note the inspection reports and recommendations, emailed separately with the agenda.

Members are then asked to consider carrying out the works in the collated reports as shown in Appendix B & C, £2435.54 + vat on materials & £3765.00 for labour, totalling £6200.54 + vat on materials, to be funded from the 'Play Area & M Crts Maintenance' budget.

Decision: To note the inspection reports and consider carrying out the works

in the collated reports, totalling £6200.54 + vat on materials, to be funded from the 'Play Area & M Crts Maintenance' budget.

- (ii) For two of the recommendations there are options to decide between as follows:

Wooden Bench at Earles Meadow Play Area:

Option 1 – Refurb existing with new slats, totalling £575.00, to be funded from the 'Play Area & M Crts Maintenance' budget.

Option 2 – Take out old bench and install new recycled material bench, £725.00 for labour & £496.63 + vat for the bench, totalling £1221.63 + vat on materials, to be funded from the 'R&R' EMR.

Cone Climber at Amberely Rd Play Area

Option 1 – Replace entire rope net & repair surfacing, £1025.00 for labour & £6500.00 + vat for the rope replacement, totalling £7525.00 + vat on materials, to be funded from the 'R&R' EMR

Option 2 – Accessible roundabouts have now been installed at Birches Rd & HTB play area and are very popular. So, Officers would like to suggest using some of the remaining 'Playground Upgrade' EMR for installing an accessible roundabout in Amberely Rd and taking out the cone climber, which is very old and the surfacing is very worn. The quotation for the roundabout includes safer surfacing as per regulations for the roundabout. This would cost £15,372.47 + vat, to be funded from the 'Playground Upgrade' EMR and would need to be recommended to Full Council.

Decision: To consider the options for repair or replacement as detailed above.

- (iii) Members are asked to note that the small wet pour repairs in the middle of the playground surfaces have been quoted for and are on the collated report, however there are a few areas at the edges that require repair that have not been quoted for as these will be re-assessed in September 2026 when it is cooler as the hot weather affects the size of the gaps. These areas have low risk trip hazards.

Members are also asked to note that emergency wet pour repairs, which have occurred since the inspection, are required at HTB play area and Birches Rd play area as they are causing a trip hazard. A quotation has been obtained to repair the wet pour, with materials already in stock, totalling £250.00, which the Clerk has authorised due to health & safety under delegated authority, as per clause 5.18 of the Financial Regulations. This will be funded from the 'Play Area & M Crts Maintenance' budget.

Decision: To note the update regarding wet pour repairs.

11. Blind at HTB

Whilst conducting the decorating audit at HTB, it was noted that the fabric roller blind, in the main barn hall, is very worn and stained and in the last twelve months we have had to have the roller mechanism repaired a couple of times. The current blind is 10 years old.

Officers would, therefore, like to suggest a new remote-control blind is installed, like

the ones at RMH. A quotation has been obtained totalling £803.73 + vat, which if agreed, would be funded from the 'R&R' EMR.

Members are asked to consider this quotation.

Decision: To consider installing a remote-controlled blind in the main hall at HTB, totalling £803.73 + vat, to be funded from the 'R&R' EMR.

12. Goat Willow Tree

The Earles Meadow Conservation Group advised that a branch had broken from a Goat Willow tree in Earles Meadow. Our Tree Surgeon cut the branch down as it was dangerous.

After removing the branch, it left a long tear and whilst it doesn't represent an imminent danger, the Tree Surgeon recommended that the tree be felled because it is multi-stemmed and half of it has split out. A quotation for felling the tree has been obtained totalling £120.00, which would be funded from the 'Open Spaces' budget.

Decision: To consider felling the remainder of a Goat Willow tree in Earles Meadow, totalling £120.00, to be funded from the 'Open Spaces' budget.

13. Boiler & Hot Water System at North Heath Hall (NHH)

In December 2024, Members approved the recommended works to the boiler and water heater wiring at NHH, minute no. PR/071/24 refers to allow the water to heat independently from the boiler, however the contractor then advised that they did not wish to carry out these works when a new boiler was installed, by a different contractor, as the recommended works would have fixed the old boiler problem, but they will not make the changes on a new boiler. Therefore, these works did not proceed.

Since then different methods have been tried to enable the hot water to heat independently from the boiler, but nothing has worked and although the boiler can be turned down, the underfloor pipes still carry some heat to warm the water up, so it remains very warm in the building during the summer.

When the new service engineer was visiting the building, we explained this issue and he has provided a quotation to supply and install a boiler isolation system, to allow the immersion heaters to work independently. The quotation totals £435.00 + vat.

Members are asked to consider this quotation, which would be funded from the 'R & R' EMR.

Decision: To consider a boiler isolation system at NHH, totalling £435.00 + vat, to be funded from 'R&R' EMR.

14. Patio at HTB

There are 19 small bars along a strip of patio outside the double doors of the main barn hall, these could be a previous metal fence line, but it is uncertain. This strip of the patio slabs has sunk and the concrete in between the slabs is crumbling, and so the metal bars are now protruding, causing major trip hazards – see photos.



A quotation for labour and materials has been obtained to take up the slabs, angle grind the metal bars, cement in the 19 holes and repoint 64 2x2ft slabs (the same or new slabs, depending on the old slabs being usable), totalling £1110.00, which would be funded from the 'R&R' EMR.

Decision: To consider repairing a strip of the patio area, totalling £1110.00, to be funded from 'R&R' EMR.

**Lisa Underwood - Deputy Clerk
30th July 2026**

1. Finance Report to show income, expenditure and reserves to 30th June 2026

Funding at 30th June 2026

Precept (half year)	208,395
Environmental Grant	6,618
CIL Funding	8,347
Total	223,360

Income to 30th June 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th June*
Admin	4,999	20,000	5,000
Allotments**	1,134	1150	1,150
North Heath Hall	20,950	88,000	22,000
Holbrook Tythe Barn	10,957	44,000	11,000
Multi Court Lettings	4,594	26,000	6,500
Roffey Millennium Hall	20,009	78,000	19,500
Total	62,643	257,150	65,150

Expenditure to 30th June 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th June*
Admin	15,019	63,890	15,973
Grants	850	12,000	3,000
Burial***	1,865	7,900	1,975
Personnel	92,703	389,200	97,300
Allotments	438	2,005	501
Amenity, Recs and Open Spaces	13,129	71,913	17,978
North Heath Hall	5,333	43,210	10,803
Holbrook Tythe Barn	7,289	32,286	8,072
Roffey Millennium Hall	9,447	57,968	14,492
Total	146,073	680,372	170,094

*Total cost centre budget for 2026/27 divided by 3/12th.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

*** Paid quarterly in Months 2,5,8 & 11

Income

The income is currently 4% lower than is budgeted at the end of Month 3 of the 2026/27 year, an improvement on the 7% below budget at the end of Month 2. The income stream that is the most below target is for the Multicourts but this is because the majority of income comes in the winter months.

Expenditure

Expenditure is just around under 14% lower than would be expected at the end of month 3, a greater difference than at the at the end of May when the difference was 10% below budget.

Reserves

As at 30th June 2026 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £396,206.

In addition, there are Earmarked Reserves of £262,963, a reduction of £748 from the previous month due to expenditure of £490 from the Tree Surgery EMR for works arising from the triennial survey and £258 from the R&R EMR for a replacement dishwasher at Holbrook Tythe Barn.

Summary

As mentioned above, there is £2,507 less income than budgeted for at the end of month 3 but this is more than offset by expenditure being £24,020 less than anticipated.

(Only works identified as needed doing/monitoring entered onto this spreadsheet - see full report for full findings.)

EARLES MEADOW					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)
Surface/General	Low	Weed/vegetation growth within the surface	Remove weed/vegetation growth within the surface	Email Grasstex 19.05.26 - Done	
Surface/General	Low	Some tree debris on the surfacing	Remove and maintain	Email Grasstex 19.05.26 - Done	
Surface/General	Low	The bitumen surface is worn or damaged	Repair the bitumen to provide a uniform surface	DL to assess & report back No Worse - Monitor	
Surface/General	Low	The safety surface around the area is beginning to wear	Monitor for any further deterioration	DL to monitor - Monitor	
Surface/General	Low	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	DL to assess & report back - Monitor	
Gate - self closing	Low	The paint is flaking	Rub down and re-paint	DL to assess & report back - Paintwork fading and chipped - not urgent	
Fencing	Low	A number of posts have rotted	Replace	DL to assess & report back - 2 posts loose in ground on swing side and 1 on multiplay side - tom to replace or spur	
Fencing	Low	Adjacent foliage is overhanging	Cut back & maintain	Email Grasstex 19.05.26 - Done	
Bench	Low	Parts of the timber have rotted	Replace all affected timber	DL to assess & report back - on last year, but didn't seem too bad - all timber needs replacing now or new bench . Bench cost shown. Cost to refurb old incl slats = £575.00. Property to decide	
				Cost to take out old bench and install new = £725.00 + bench £496.63. Property to decide	
1 Bay Mixed Seat Swings	Low	There are gaps opening between the surfacing and edging surround or between the joints in the surfacing	Monitor for any further deterioration	DL to monitor - Repairs by Tom	
1 Bay Mixed Seat Swings	Low	The seat has minor damage or wear	Monitor for any further deterioration	DL to monitor - Flat seat needs replacing -	
1 Bay Mixed Seat Swings	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - Chains are very rusty - would be good to replace . Price shown is for shackles/links/chains and 2 seats	£306.49
1 Bay Mixed Seat Swings	Low	The bush/bushes and shackles are showing signs of wear	Monitor for any further deterioration	DL to monitor - Could replace whilst doing chains .	
1 Bay Mixed Seat Swings	Low	Paintwork has been damaged or worn, exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - lots of areas where paintwork is flaking and metal exposed - needs rubbing down and painting	
Multi Play (Toddler)	Low	Finger entrapments in the frame due to missing inserts	Replace all missing inserts	DL to action if possible - not in area where fingers would get trapped- only 1 missing	
Bin	Low	Not on report but awkward to empty		Replace with small weighted bin	£140.92

HOLBROOK TYTHE BARN					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	
General	Low	There are gaps opening between the surfacing and edging surround or between the joints in the surfacing	Monitor for any further deterioration	DL to monitor - Monitor	
General	Low	There is weed/vegetation growth within the surface	Remove	DL or Tom???? - DL to respray this area	
General	Low	The safety surface around the area is beginning to wear	Monitor for any further deterioration	DL to monitor - monitor	
Sign	Low	The paintwork has been damaged or worn exposing the metal underneath	Treat affected areas and repaint	Tom to quote - It can wait another year	
Sign	Low	There are protecting bolt threads present	Remove excess thread length and deburr or provide cap	DL to assess & report back - Nothing to worry about	
Sign	Low	There is some graffitti present	Remove the graffitti	DL to action if possible - someone has sprayed big black cross on back - would take ages to get off and not doing any harm	
Gate - self closing	Low	Paint is flaking	Rub down and repaint	Tom to quote - It can wait another year	
Gate - self closing	Low	The area under the gate has eroded, leaving uneven areas	Re-instate to level with surrounding surface	Tom already given go ahead to proceed - 17.04.26 -	£475.00
Gate - self closing	Low	Insert Missing or damaged -is this fixings?	Replace	DL to assess & report back - its fine	
Fencing - Timber	Low	Evidence of rot in the timber	Monitor for further deterioration	DL to monitor - not noticeable	
Litter Bin	Low	The liner of the bin is not secured and can be easily removed	Ensure the liner is secured	DL to assess & report back - does this matter? - always been like this	
Football Goal	Low	The area around the item has eroded and may become slippery	Reinstate eroded area	Tom to quote - re top soil and seed in september	
Football Goal	Low	The paintwork has been damaged or worn exposing the metal	Treat affected areas and repaint	DL to assess & report back - Tom to paint	
Football Goal	Low	The item is slightly loose in it's foundations	Monitor for any further deterioration	DL to monitor - Tom can re concrete but due to wet area I think it will always fail - leave for now as rated low risk - continue to monitor	
Football Goal	Low	There are projecting bolt threads present	Remove excess thread length and deburr or provide cap	DL to assess & report back - Nothing to worry about	

Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)
Multi Play (Junior)	Low	Moderate damage to the surface	Repair the damaged areas of surfacing	Tom to quote - yes	
Multi Play (Junior)	Low	There is some graffitti present	Remove the graffitti	DL to action if possible - has been removed but due to uneven surface you can still see it	
Multi Play (Junior)	Low	A number of fixings have worked loose	Secure all fixings	DL to action if possible - Its Fine	
Cable Runway	Low	Annual dismantle & inspect equipment according to manufacturers instructions (including seat)	Inspect & dismantle	Playdale to quote - last done 01.07.25 - Playdale to quote in June 2026 (LU). Emailed 09.06.26 - chased 17.06.26. Quote received, going ahead as part of annual inspection. Cost to 4251	£295.00
Cable Runway	Low	Splits in timber	Monitor stability of fixings	Part of Playdales inspection - to include in email to Playdale. Emailed 09.06.26 - chased 17.06.26	
Cable Runway	Low	Seat connection cannot be inspected	Dismantle the seat to inspect the seat connection fo wear	Part of Playdales inspection - to include in email to Playdale. Emailed 09.06.26 - chased 17.06.26	
Cable Runway	Low	The free height of fall from the seat to the ramp is in excess of 1.0m and the ramp has no impact attenuating surface provided	Adjust as required	Part of Playdales inspection - to include in email to Playdale- We would need a new chain - once weight on seat would lower it anyway - Ramp has always been in same place and new one is not any higher	
Cable Runway	Low	One of the ramp reads is missing	Replace	DL to action if possible - need to locate tread - but does not affect use or create any problems	
Cable Runway	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	Part of Playdales inspection	
1 bay 2 Seat (Flat)	Low	Wear to shackles	Monitor for further deterioration & replace when 40% worn	DL to monitor - Monitor	
1 bay 2 Seat (Flat)	Low	Swing seat connectors are worn more than 40%	Replace swing seat connectors if possible or replace seat	Playdale or Sutcliffe Play to quote - Price shown for 2 x seats	£194.88
1 bay 2 Seat (Flat)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - Monitor	
1 Bay 2 Seat (Flat)	Low	Seat has minor damage or wear	Monitor	DL to monitor - Replacing seat - including in price stated	
1 Bay 2 Seat (Cradle)	Low	Wear to shackles	Monitor for further deterioration & replace when 40% worn	DL to monitor - Monitor	
1 Bay 2 Seat (Cradle)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - monitor	
1 Bay 2 Seat (Cradle)	Low	There are caps missing from the underside of the seats	Replace missing caps	DL to assess & report back -price for u bolt assembly incl caps	£20.00
Multi Play (Toddler)	Low	There are projecting bolt threads present	Remove excess thread length and deburr or provide cap	DL to assess & report back - not in any way affecting play or causing harm	
Multi Play (Toddler)	Low	There are finger entrapments in the frame due to missing inserts	Replace all missing inserts	DL to obtain quote for parts and Tom to install? - not in areas where it could happen	
BIRCHES ROAD					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	
Sign	Low	Paintwork has been damaged or worn, exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - Very Minor- could be done next year	
Sign	Low	Post or end caps missing/damaged	Replace all missing fixings	Do we need to replace these - DL to assess - Needs Replacing. Debbie to obtain	
Gate - self closing	Low	Cable ties present and sharp projecting ends	Remove	DL to remove - DL to take cutters next time out DONE	
Gate - self closing	Low	There are fixings missing	Replace all missing fixings	Tom to quote - n.b - Tom did this on 19.08.25, but presumably others missing - ones missing are not noticeable and do not affect anything	
Gate - self closing	Low	Shear nuts have not been fully tightenined and are still present on fixings	Tighten heads on nuts to shear off and secure	Tom to quote - not causing a problem	
Fence - Bow Top	Low	Cable ties present and sharp projecting ends	Remove	DL to remove - DL to take cutters next time out DONE	
Bench	Low	The item is slightly loose in its foundations	Monitor for further deterioration	DL to monitor - Seems secure - will monitor when ground is dry	
Bench	Low	The paintwork has been damaged or worn exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - Not affecting use	
Bench	Low	The item has been damaged	Monitor for any further deterioration	DL to monitor - Not affecting use	
Bin - wooden	Low	The liner of the bin is not secured and can be easily removed	Ensure the liner is secured	DL to assess & report back - does this matter? - Would suggest a new bin with lid like other plastic one -. Price from Glasdon	£234.12
Bin - plastic	Low	The lid or door of the litter bin is not secure	Ensue the lid or door is kept locked	DL to assess & report back - does this matter? - Its Fine	
Bin - plastic	Low	The item has been damaged	Monitor for further deterioration	DL to monitor - Its fine	
2 Bay (2 Flat, 2 Cradle)	Low	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	DL to assess & report back - Monitor as may lift when hot and dry	
2 Bay (2 Flat, 2 Cradle)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - Cradle seat chains are rusty - Replace - may be an idea to get playground specialist in for this as I would not know correct items to buy and next 2 items . Price shown includes shackles chains connectors and bush's	£215.73

Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)
2 Bay (2 Flat, 2 Cradle)	Low	The bush/bushes are showing signs of wear	Monitor for further deterioration	DL to monitor - replace bushes on all swings . Price shown above	
2 Bay (2 Flat, 2 Cradle)	Low	Wear to shackles	Monitor for further deterioration & replace when 40% worn	DL to monitor 8 shackles to replace at same time as bushes . Price shown above	
2 Bay (2 Flat, 2 Cradle)	Low	Graffiti present	Remove graffiti	DL to action if possible - Can try with graffiti remover	
Multiplay (Toddler)	Low	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for further deterioration	DL to monitor - Tom to do repairs	
Multiplay (Toddler)	Low	Algae, silt or moss growth on the surface	Clean and treat	DL due to do early May 2026 - DL to retreat under toddler multiplay	
Multiplay (Toddler)	Low	The safety surface around the area is beginning to wear	Monitor for further deterioration	DL to monitor - Tom to do repairs on wear pads	
Multiplay (Toddler)	Low	The paintwork has been damaged or worn exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - tom may be able to treat but would really need to paint whole thing multicolours . Leave for now (LU)	
Multiplay (Toddler)	Low	The side of the slide is damaged	Monitor for further deterioration	DL to monitor - Fine- has been like this for years	
Multiplay (Toddler)	Low	Insert Missing or damaged -is this fixings?	Replace	DL to assess & report back - Will look into what fixing required - if only one might be worth waiting	
Multiplay (Toddler)	Low	Item has been damaged	Monitor for further deterioration	DL to monitor - Been like this for years	
Multiplay (Junior)	Low	There is moderate damage to the surface	Repair	DL to assess & report back - Wetpour repairs - for Tom	
Multiplay (Junior)	Low	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	DL to assess & report back - Wetpour repairs for Tom	
Multiplay (Junior)	Low	Dents in slide	Monitor for further deterioration	DL to monitor	
Multiplay (Junior)	Low	Split in slide surface	Repair	DL to assess & report back - been like this for years	
Multiplay (Junior)	Low	Minor damage to the surface	Monitor for further deterioration	DL to monitor - Wetpour repairs for Tom	
Multiplay (Junior)	Low	Item has been damaged	Monitor for further deterioration	DL to monitor - Been like this for years	
Multiplay (Junior)	Low	Graffiti present	Remove graffiti	DL to action if possible - can try with graffiti remover and stiff brush as surface is not flat	
Multiplay (Junior)	Low	Insert Missing or damaged -is this fixings?	Replace	DL to assess & report back - been like this for years - whole panel would need to be removed to inser one rubber seal- not affecting play or wear	
Multiplay (Junior)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to assess & report back - monitor	
Multiplay (Junior)	Low	Paintwork has been damaged or worn, exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - tom may be able to treat but would really need to paint whole thing multicolours . Leave for now (LU)	

AMBERLEY CLOSE					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	
General	Low	Surface is lifting at the edges and creating trip points	Repair perimeter of surfaceing to remove trip points	Tom to quote - Yes	
General	Low	The safety surface around the area is beginning to wear	Monitor for further deterioration	DL to monitor - Monitor	
General	Low	There is algae, silt or moss growth on the surface	Clean and treat	DL due to do early May 2026 - 1 patch needs redoing - where the sun doesn't shine	
General	Low	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for further deterioration	DL to monitor - Tom to repair	
Sign	Low	The item is loose in its foundations	Reinstall item to secure	Tom to quote - Yes	
Sign	Low	The paintwork on this item has been damaged or worn	Treat affected areas and repaint	DL to assess & report back - doesn't look that bad on photos - Its Fine	
Gate - self closing	Low	There are trip hazards at theedges of the surface	Remove trip hazard	Tom to quote - yes - see what he suggests	
Fence - Flat Top	Low	Damage to some fence sections	Monitor	DL to monitor - always been same	
Bin - wooden	Low	The liner of the bin is not secured and can be easily removed	Ensure the liner is secured	DL to assess & report back - does this matter? Ideally replace bin with resin or plastic covered bin - to stop rain getting in to bin liner and rotting it . Leave for now (LU)	
Picnic Table	Low	Evidence of fire damage	Monitor	DL to monitor - its fine	
Football Goal	Low	Paintwork on this item has been damaged or worn	Treat affected areas and repaint	DL to assess & report back - only bottom of goal posts - Tom to seal and paint	
Football Goal	Low	The item is slightly loose in its foundations	Monitor for further deterioration	DL to monitor	
Football Goal	Low	The area around the item has eroded and may become slippery	Reinstate eroded area	DL to assess & report back - they are fine	
Basketball Post	Low	Backboard is damaged	Replace	Was on last year's report - DL to assess and report back - could do with new net - access tower would be required. Debbie to obtain quote	
Basketball Post	Low	Minor damage to the surface	Monitor for further deterioration	DL to monitor - its fine	
Tractor	Low	The area around the item has eroded and may become slippery	Reinstate eroded area	DL to assess & report back - doesn't look that bad on photos - its fine	
Multi Play (Toddler)	Low	Dents in slide surface	Monitor	DL to monitor - always been there	
Multi Play (Toddler)	Low	Rubber treads worn	Replace	DL to assess & report back - was on last report, but low risk so not replaced - still low risk	
Multi Play (Toddler)	Low	The ropes/nets are worn/damaged	Monitor for further deterioration	DL to monitor - its fine	
1 Bay 2 seat (Cradle)	Low	Caps missing from the underside of the seats	Replace missing caps	DL to assess & report back - no affect on play and not harmful	

Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)
1 Bay 2 seat (Cradle)	Low	Swing seat frames corroding, chain wear, seat has minor damage	Monitor for further deterioration	DL to monitor - replace 2 seats and chains . Debbie to obtain quote	
1 Bay 2 seat (Cradle)	Low	The seat has minor damage or wear	Monitor for further deterioration	DL to monitor - see above . Price shown for 2 x seats (Playdale)	£409.40
1 Bay 2 seat (Cradle)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - see above .Price shown is for 2 x chains OLP	£144.00
Playhouse	Low	Area around item is eroded	Reinstate eroded area	This was on the report last year and Tom completed the works in Mar 2026 - DL to assess and report back - did Tom do this?? Foxs keep digging up to get under by the looks of it. Leave for now as just no grass, not a hole.	
1 Bay 2 Seat (Flat)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - monitor	
1 Bay 2 Seat (Flat)	Low	One of the setas is not level at rest	Adjust as required	DL to action if possible - hardly noticeable and if I take link off other side it will be wonky that way then	
Cone Climber	Low	Ropes/nets damaged in places	Monitor for further deterioration	DL to monitor climbing ropes are worn too metal in a few areas - would need to replace all - this is where we would put a potential access roundabout anyway, so wait for now . Looked on website for replacement rope (OLP) + £6500.00 + vat	
Cone Climber	Low	Significant gaps (over 30mm) between the edging or between the joints in the surface	Repair surfacing	Tom to quote - whole edging needs replacing - decide if replacing item with roundabout better option. Asked Tom to quote for comparison to new roundabout	
Multi Play (Junior)	Low	Minor damage to the surface	Monitor for further deterioration	DL to monitor - Tom to quote as area is now crumbling and bigger	
Multi Play (Junior)	Low	The surface has subsided in some areas	Monitor for further deterioration	Monitor for further deterioration - Tom to repair splits with Mastik	
Multi Play (Junior)	Low	Bolt cap covers missing or damaged	Replace	DL to assess & report back - Its Fine	
Multi Play (Junior)	Low	There are finger entrapments in the top of the slide & platform	Remove entrapments	Think this was on previous reports and after investigaton there is nothing we can do to remove the entrapment - DL to assess and report back - still nothing we can do	
Multi Play (Junior)	Low	Head and neck entrapment in the barriers and or steps	Adjust the brackets to remove the entrpments	DL to assess & report back same as above - it is old equipment which does not comply with newer regs	
Multi Play (Junior)	Low	Dents in slide surface	Monitor for further deterioration	Monitor for further deterioration - nothing to be done	
Play Panel (pinball)	Low	Grass mats are silted up, the soil is compacted - can become slippery when wet	Reinstate as required	DL to assess & report back - its fine	
Play Panel (pinball)	Low	Parts of the timber are rough or splintered	Remove all rough or sharp edges	This was on the report last year and noted that DL would sand down - does it need doing again or wasn't this done? DL to advise - its fine	
Play Panel (yellow clock)	Low	A number of fixings have worked loose	Secure all loose fixings	This was on last year's report and -specialist alan keys ordered - Debbie to secure loose fixings if possible - fixings are on plates holding it to ground - tom to look at	
Play Panel (egg timer)	Low	We know this is broken and being replaced by Playdale w/c 11.05.26		Being replace under warranty w/c 11.05.26	
Play Panel (egg timer)	Low	Grass mats are silted up, the soil is compacted - can become slippery when wet	Reinstate as required	DL to assess & report back - Its Fine	

Tom's Quote

£2,435.54

£3,765.00

£6,200.54

ALL COMPLETE

Tom - sent email asking to quote for the actions noted below

EARLES MEADOW						
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)	Date Completed
Fencing	Low	A number of posts have rotted	Replace	DL to assess & report back - 2 posts loose in ground on swing side and 1 on multiplay side - Tom to quote to replace or spur	£180.00	
Bench	Low	Parts of the timber have rotted	Replace all affected timber	DL to assess & report back - bench slats needs replacing now or new bench. Tom to quote for sourcing new slats and installing and quote to install new bench, which PC to supply What fixings will Tom need to install new. Cost to refurb old incl slats = £575.00. Property to decide		
				Cost to take out old bench and install new = £725.00 + bench. Property to decide		
Bin	Low	Not on report but awkward to empty & catch keeps breaking		Replace with plastic bin. Tom to quote to take out old and install new, PC to supply suggest we get weighted bin as safe area. Price shown is to take out old and repair ground	£150.00	
1 Bay Mixed Seat Swings	Low	Shackles/links/chains and 2 seats		Tom to quote to fit, PC to supply	£200.00	
1 Bay Mixed Seat Swings	Low	There are gaps opening between the surfacing and edging surround or between the joints in the surfacing	Monitor for any further deterioration	DL to monitor - Repairs by Tom - Tom to quote	£50.00	
1 Bay Mixed Seat Swings	Low	Paintwork has been damaged or worn, exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - lots of areas where paintwork is flaking and metal exposed - needs rubbing down and painting. Tom to quote	£470.00	

HOLBROOK TYTHE BARN						
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)	Date Complete
Gate - self closing	Low	The area under the gate has eroded, leaving uneven areas	Re-instate to level with surrounding surface	Tom already given go ahead to proceed - 17.04.26 -	£475.00	
Football Goal	Low	The area around the item has eroded and may become slippery	Reinstate eroded area	Tom to quote to re top soil and seed in September	£165.00	
Football Goal	Low	The paintwork has been damaged or worn exposing the metal underneath	Treat affected areas and repaint	DL to assess & report back - Tom to quote to paint	£200.00	
1 bay 2 Seat (Flat)	Low	Swing seat connectors are worn more than 40%	Replace swing seat connectors if possible or replace seat	Tom to quote to install new seats. PC to supply	£100.00	
1 Bay 2 Seat (Cradle)	Low	There are caps missing from the underside of the seats	Replace missing caps	Tom to quote to install U bolt assembly. PC to supply	£60.00	
Multi Play (Junior)	Low	Moderate damage to the surface	Repair the damaged areas of surfacing	Tom to quote - re-assess in September		

BIRCHES ROAD						
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)	Date Complete
Bin - wooden	Low	The liner of the bin is not secured and can be easily removed	Ensure the liner is secured	DL to assess & report back - Would suggest a new bin with lid like other plastic one -Tom to quote to take out old and install new, PC to supply What fixings will Tom need to install new - steel anchors. Price to take out old, repair ground and install new bin	£170.00	
2 Bay (2 Flat, 2 Cradle)	Low	Chain wear	Monitor for further deterioration & replace when 40% worn	DL to monitor - Cradle seat chains are rusty, bushes & shackles worn. Tom to quote to install shackles chains connectors and bush's. PC to supply	£300.00	
Multiplay (Toddler)	Low	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for further deterioration	DL to monitor - Tom to quote for repairs. re-assess in September		
Multiplay (Toddler)	Low	The safety surface around the area is beginning to wear	Monitor for further deterioration	DL to monitor - Tom to quote for repairs on wear pads. re-assess in September		
Multiplay (Junior)	Low	There is moderate damage to the surface	Repair	DL to assess & report back - Tom to quote for Wetpour repairs. re-assess in September		
Multiplay (Junior)	Low	The surface is lifting at the edges and creating trip points	Repair perimeter of surfacing to remove trip points	DL to assess & report back - Tom to quote for Wetpour repairs. re-assess in September		
Multiplay (Junior)	Low	Minor damage to the surface	Monitor for further deterioration	DL to monitor - Tom to quote for Wetpour repairs. Include in emergency £250.00 repairs		
AMBERLEY CLOSE						
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken	Quote (excl vat)	Date Complete
General	Low	Surface is lifting at the edges and creating trip points	Repair perimeter of surfaceing to remove trip points	Tom to quote. Quote is for all minor repairs at mberley	£130.00	
General	Low	There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing	Monitor for further deterioration	Tom to quote to repair - included in £130.00		
Sign	Low	The item is loose in its foundations	Reinstall item to secure	Tom to quote to secure	£120.00	

Gate - self closing	Low	There are trip hazards at theedges of the surface	Remove trip hazard	Tom to quote? - yes - see what he suggests. Quote to re-do 2 mats & pegs	£170.00	
Football Goal	Low	Paintwork on this item has been damaged or worn	Treat affected areas and repaint	DL to assess & report back - only bottom of goal posts - Tom to quote to seal and paint bottom of goal posts	£475.00	
1 Bay 2 seat (Cradle)	Low	The seats & chains have minor damage or wear	Replace seats & chains	Tom to quote to replace seats & chains x 2. PC to supply	£200.00	
Multi Play (Junior)	Low	Minor damage to the surface	Monitor for further deterioration	DL to monitor - Tom to quote as area is now crumbling and bigger	£120.00	
Multi Play (Junior)	Low	The surface has subsided in some areas	Monitor for further deterioration	Monitor for further deterioration - Tom to quote to repair splits with Mastik. re-assess in September		
Cone Climber	Low	Ropes/nets damaged in places	Monitor for further deterioration	DL to monitor climbing ropes are worn too metal in a few areas - would need to replace all - Tom to quote to install whole new rope climber. PC to supply. Replace ropes = £550.00 + replacement cone climber £6500.00 + vat. Property to decide.		
Cone Climber	Low	Significant gaps (over 30mm) between the edging or between the joints in the surface	Repair surfacing	Tom to quote - whole edging needs replacing - Tom to quote. To replace entire edge £475. Property to decide.		
Play Panel (yellow clock)	Low	A number of fixings have worked loose	Secure all loose fixings	This was on last year's report and -specialist alan keys order - Debbie to secure loose fixings if possible - fixings are on plates holding it to ground - Tom to look at and quote	£30.00	
Total					£3,765.00	