

**Minutes of the Playing Fields & Open Spaces Committee
Held on 6th Feb 2012 at 8.15 p.m. in the Bush Room**

Present: - Alison Peters (Chairman), John Cutland, Bernard Willcox, Phil Squires, Terry Hunt.
Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs Mike Webb

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of the meeting held on 7th Nov 2011 and Matters arising

Resolved: The minutes were agreed and signed by the chairman.

5.1. Matters Arising

None

5.2. Outstanding Actions

5.2.1. PF 100510-2 To obtain estimates for Power Washing the surfaces to remove the moss growth in the Lime Kiln Play Area **Action to Clerk**

It was agreed that the Clerk would continue to explore other ways of getting the surface cleaned including obtaining formal estimates from companies.
Ongoing 6/2/12

5.2.2. PF 100802-2 to establish the availability of free bicycle stands and the requirements that are attached to their provision. **Action to Kitty Davies**

Cllr Kitty Davies reported that "Life Cycle" (www.lifecycleuk.org.uk) provides **free** cycle parking stands under their **Take a Stand** scheme. Voluntary sector groups including the Youth Centre are welcome to apply. Good cycle parking tells the world that you're an environmentally-friendly organisation and it's a proven way of deterring cycle theft. 4 free cycle stands are available per applicant. Action originally closed but because the Clerk had been unable to confirm the offer was still available, Cllr Kitty Davies offered to re-check the detail.

Subsequently, Cllr Kitty Davies confirmed that the 2010/11 allocation of free stands had been used up and that we should check in June to see whether a further annual allocation for South Glos had been made.

~~Action Closed (9/5/11)~~

Although the action was closed on 9th May, recent update is that currently (28/7/11) funding from South Glos has not yet been established.
Awaiting response from South Glos 7/11/11

Response from SG 9/11/11 - funding Lifecycle to undertake the 'take a stand' initiative has come to an end when the grant for the Cycle City project ceased. This means there isn't any funding available in this financial year.

Action Closed

5.2.3. PF 101101-4 to meet and discuss at the Cemetery the continued maintenance of the shrub borders and any replanting necessary and to consider a three year plan.

Cllrs Alison Peters, Mike Webb and the Clerk

Clerk to arrange a meeting in March 2012.

5.2.4. PF110509-2 to arrange for Mike York/others to provide a quote to secure and repair the wooden meter cupboard in Limekiln field.

Action to Clerk

Cllr Terry Hunt suggested that as this was the cupboard containing the gas meter that supplies the Youth Centre and Jubilee Halls, the Council should look to the management committees of those two establishments to fund the task. This was generally agreed. Action superseded by PF111107-1
Action Closed

5.2.5. PF111107-1 to arrange for a local handyman to carry out a repair to the meter box.

Action to Clerk

Local handymen have declined the work; the task will now be given to York Fencing. (6/2/12)

5.2.6. PF110509-3 to arrange a meeting of the sub-committee to investigate options for seating and picnic facilities on Limekiln field.

Action to Cllr Alison Peters

To progress this action and complete the seating on Limekiln, it was agreed that:

1. AP to confirm arrangements for the "Brian & Margaret Woodland memorial bench with the family and the Clerk to discuss with "York Fencing" & others the costs of the concrete base and installation.
2. Clerk to discuss with supplier a cost for simple "woodland style" benches.
3. Clerk to establish suppliers and costs of picnic benches.

These actions to be completed as soon as possible with the aim of having firm proposals for consideration and decision within a few weeks. (6/2/12)

5.2.7. PF110801-2 to establish costs for replacing the litter bin in the corner of the Cross Hands play area and for the bin to be emptied by SG Streetcare and circulate to the committee.

Action to Clerk

Approximate cost of supply is £320.00 and installation is £100.00
Emptying cost is £7.24 per month

Resolved: To recommend the replacement of the litter bin at the Cross Hands play area at a total cost of £420.00 and to contract SGC to empty at a cost of £7.24 per month.

5.2.8. PF111107-2 To arrange for a local handyman to paint the skateboard equipment

Action to Clerk

The Clerk reported that after discussing the opportunities with a couple of the initial volunteer handymen, they had eventually declined the work. Another volunteer has agreed to consider the work when he returns from a holiday in late March.

5.2.9. PF111107-3 to obtain estimates for a Health & Safety survey and report for all substantial trees on the recreation grounds.

Action to Clerk

Ongoing (6/2/12)

- 5.2.10. PF111107-4 to obtain professional advice on dealing with the mole problem at the Cemetery.** **Action to Clerk**
Ongoing (6/2/12)

6. Playing Fields & Play Areas

6.1. Play Areas

6.1.1. Annual Inspections Report 2011

The meeting considered the Annual Safety Inspection performed by Digley Associates on 13-Dec-2011. From the report the Clerk had produced an Action Plan which is attached to these notes as Appendix A.

It was generally agreed that the members needed more detail about the possible actions, the costs and who was to undertake them or whether a decision would be taken to monitor the item.

It was agreed that this would be an ongoing task. Several members including Cllr Phil Squires had volunteered to assist the Clerk in determining the actions to be taken.

It was further agreed to obtain estimates for a package of work to be undertaken at the Cross Hands play area which would include the repair to the carousel.

PF120206-1 to obtain estimates for a package of repair work at the Cross Hands play area to include the repair to the carousel and other minor work. (Work package 1) **Action to Clerk**

PF120206-2 AP and Clerk to meet to discuss a maintenance programme for the entire Council PF&OS estate. **Action to Clerk & Cllr Alison Peters**

6.1.2. Cross Hands Play Area

See Action Plan

6.1.3. Limekiln Play Area

See Action Plan

6.1.4. Limekiln Field Play Equipment

See Action Plan

The contractor was due to start work on the replacement of the surface of the Limekiln path in the next week.

6.1.5. Jubilee Skate Park

See Action Plan

6.2. Recreation Grounds

The repairs to the junior pitch are now growing well although there are no plans to start playing this area before next season.

Regular reminders are sent to SGC about the supply of the new sign and fittings. It is understood that the sign is now available and awaiting delivery.

6.3. Field Users

No comment

6.4. Trees

Action on the tree survey is awaited.

7. Cemetery

The Cemetery continues to be well used. Seasonal grounds maintenance work is under way.

8. Grounds Maintenance Report

8.1. An informal reminder about seasonal work had been sent to the contractor and an immediate improvement in activity was seen.

9. Budget Review

9.1. Committee Budget Report 31 Dec 2011

The report was presented to the committee without comment.

10. Correspondence

None

11. Any other business

11.1. Council Charges.

Increases to Council charges to take effect from April 1st 2012 had been discussed at the F&GP committee meeting and the following recommendation was resolved

Resolved: To recommend the following increases to Council charges to take effect from 1-April-2012.

Football +10%; Cricket +15%; Cemetery +10%

The meeting closed at 9.15 p.m.

APPENDIX A

Annual Inspection 2011 – Action Plan

| Item No | Asset Name | Problem | Date Found | Resolve By | Risk Level | Risk Value | Cause | Inspector Recommendation | Clerk Recommendation | Agreed Action |
|------------------------------|---------------------------------|--|------------|------------|------------|--------------|------------------|--------------------------------|--------------------------------|----------------|
| Cross Hands Play Area | | | | | | | | | | |
| 1.1 | 1 Bay 2 Cradle Seat Swing | Swing seat missing | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Wear and Tear | Replace seat | Replace with new seat & chains | Work package 1 |
| 1.2 | 1 Bay 2 Cradle Seat Swing | Swing seat(s) - damaged - | 13/12/11 | 12/12/12 | Very Low | 1 x 1 = 1 | Wear and Tear | No Action | No Action | |
| 1.3 | 1 Bay 2 Cradle Seat Swing | Swing shackles & bushes need servicing | 13/12/11 | 14/03/12 | Low | 2 x 2 = 4 | Wear and Tear | Service shackles & bushes | Service shackles & bushes | Work package 1 |
| 1.4 | 1 Bay 2 Flat Seat Swing | Swing seats twisted | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Wear and Tear | Untwist swing chains | Untwist swing chains | |
| 1.5 | 1 Bay 2 Flat Seat Swing | Chain links worn | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | Wear and Tear | No Action | No Action | |
| 1.6 | Bench x2 | Rusting in places | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 1.7 | Carousel | Bearings worn | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Wear and Tear | Replace bearings | Replace bearings | Work package 1 |
| 1.8 | Fence | Timber - Fungus growths | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Poor Maintenance | Remove fungus & preserve treat | Remove fungus & preserve treat | |

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| 1.9 | Picnic Table | Rusting in places | 3/12011 | 3/02012 | Very Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 1.10 | Rocker Seahorse | Rocker hand supports | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | EN1176.6 ~ 4.7 [2008] | Manufacturer – no action pre-dates standard | No Action | |
| 1.11 | Seesaw | Bearings Worn | 13/12/11 | 12/12/12 | Very Low | 1 x 1 = 1 | Wear and Tear | Internal Investigation | Internal Investigation | Work package 1 |
| 1.12 | 1 Bay 2 Cradle Seat Swing | Swing Enclosures Barriers | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 2 ~ Annexe A [1998] | Design Defect - Provide Swing Barrier | Consider – probably no Action | |
| 1.13 | 1 Bay 2 Cradle Seat Swing | Chains Compliance | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.13 [1998] | Chains do not conform to standard. Change when worn | No Action | |
| 1.14 | 1 Bay 2 Cradle Seat Swing | Cap(s) missing | 12/08/09 | 12/11/09 | Low | 2 x 2 = 4 | Wear and Tear | Replace missing caps | Replace missing caps | Work package 1 |
| 1.15 | 1 Bay 2 Cradle Seat Swing | Chain Links Notched | 12/08/09 | 12/11/09 | Low | 2 x 2 = 4 | Wear and Tear | Replace chain links | Replace chain links | Work package 1 |
| 1.16 | 1 Bay 2 Cradle Seat Swing | Swing Seat Clearance Normal | 12/08/09 | 12/11/09 | Low | 2 x 2 = 4 | EN 1176 ~ 2 ~ 4.2 [1998] | Raise seat height | Raise seat height | Work package 1 |
| 1.17 | 1 Bay 2 Cradle Seat Swing | Surfacing Area Impact | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.8.1.3 & 4.2.8.4 [1998] | Design Defect – Impact area less than required | Consider – probably no action | |

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| 1.18 | 1 Bay 2 Flat Seat Swing | Swing Enclosures Barriers | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 2 ~ Annexe A [1998] | Design Defect - Provide Swing Barrier | Consider – probably no action | |
| 1.19 | 1 Bay 2 Flat Seat Swing | Chains Compliance | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.13 [1998] | Change links when worn | No action | |
| 1.20 | 1 Bay 2 Flat Seat Swing | Frame Bent | 18/09/09 | 12/08/10 | | | | No Action | No Action | |
| 1.21 | 1 Bay 2 Flat Seat Swing | Swing Seat Clearance Normal | 12/08/09 | 12/11/09 | Low | 2 x 2 = 4 | EN 1176 ~ 2 ~ 4.2 [1998] | Raise seat height | Raise seat height | Work package 1 |
| 1.22 | Bench x2 | Hard or Sharp Projections | 12/08/09 | 11/02/10 | Low | 2 x 2 = 4 | Installation Defect | Remove hard or pointed projections | Remove hard or pointed projections | Work package 1 |
| 1.23 | Carousel | Surfacing Area Impact | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.8.1.3 & 4.2.8.4 [1998] | Extent of impact area less than required. | Consider – probably no Action | |
| 1.24 | Goal Post x2 | Rusting in places | 12/08/09 | 11/02/10 | Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 1.25 | Goal Post x2 | Ground Eroded | 17/11/10 | 19/05/11 | Low | 2 x 2 = 4 | Wear and Tear | Make good surface | Make good surface | |
| 1.26 | Igloo Climber | Metal paint-work not in Good Condition | 12/08/09 | 11/02/10 | Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 1.27 | Pedestrian Gate x4 | Ground Eroded | 12/08/09 | 11/02/10 | Low | 1 x 1 = 1 | Wear and Tear | Make good surface consider a wear mat | Make good surface | |

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| 1.28 | Picnic Table | Graffiti present | 17/11/10 | 19/05/11 | Very Low | 1 x 1 = 1 | Anti Social Behaviour | Remove Graffiti | Remove Graffiti | |
| 1.29 | Rocker Horse | Finish Bolts Long | 12/08/09 | 11/02/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.5 [1998] | Trim excess length on bolts | Trim excess length on bolts | Work package 1 |
| 1.30 | Rocker Horse | Metal paint-work not in good condition | 12/08/09 | 11/02/10 | Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 1.31 | Rocker Seahorse | Rocker Footrests | 17/11/10 | 19/05/11 | Low | 2 x 2 = 4 | EN1176.6 ~ 4.6 [2008] Revised | No action | No Action | |
| 1.32 | Rocker Seahorse | Metal paint-work not in good condition | 12/08/09 | 11/02/10 | Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 1.33 | Seesaw | Entrapment - Head | 12/08/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.7.2 [1998] | Head trap present. No action at present | No Action | |
| 1.34 | Seesaw | Plastics / Fibre-glass excessive fading | 12/8/09 | 12/8/09 | Low | 1 x 1 = 1 | Wear & Tear | No Action | No Action | |
| 1.35 | Signage | Sharp Edge Projection | 18/9/09 | 11/2/10 | Low | | | Trim off excess bolt length | Trim excess length on bolts | Work package 1 |
| 1.36 | Site | Surface debris | 17/11/10 | 17/2/10 | Low | 2 x 2 = 4 | | Remove debris | Remove debris | Grounds Mtce |
| 1.37 | Site | Surface encroaching vegetation/trees | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | | Trim back | Trim back (Grounds Mtce) | Grounds Mtce |
| 1.38 | Slide | Entrapment – finger | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | Fail probe test | Finger trap present - no action | No Action | |

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| 1.39 | Slide | Entrapment - Head | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | Fail probe test | Head trap present. No action | No Action | |
| 1.40 | Slide | Stairs hand rails | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | No rail on first step | No Action | No Action | |
| 1.41 | Slide | Finish Bolts Long | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.7.2 | Trim excess length on bolts | Trim excess length on bolts | Work package 1 |
| 1.42 | Surface – Wet pour | Edges shrunk near Carousel | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | Wear & Tear | Repair edges | Repair edges | |
| 1.43 | Surface – Wet pour | Small holes near Igloo Climber | 18/9/09 | 12/8/10 | Low | 1 x 1 = 1 | Wear & Tear | Monitor | Monitor | |
| 1.44 | Surface – Wet pour | Moss | 12/8/09 | 12/11/09 | Low | 1 x 1 = 1 | Wear & Tear | Remove | Clean surface | |

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| Limekiln Play Area | | | | | | | | | | |
| 2.1 | 2 Bay 2 Flat 2 Cradle Seat Swing | Swing seat twisted | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Poor maintenance | Untwist swing chains | Untwist swing chains | |
| 2.2 | 2 Bay 4 Flat Seat Swing | Swing shackles & bushes need servicing | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | Wear and Tear | Service shackles & bushes | Service shackles & bushes | Work package 1 |

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| 2.3 | 2 Bay 4 Flat Seat Swing | Other /miscellaneous | 13/12/11 | 14/03/12 | Low | 2 x 2 = 4 | Anti social behaviour | Remove padlock on chain | Remove padlock from chain | Work package 1 |
| 2.4 | Bench x3 | Loose in ground | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Wear and Tear | Monitor | Monitor | |
| 2.5 | Fence | Graffiti present | 13/12/11 | 12/12/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 2.6 | Junior Multiplay | Rusting in places | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 2.7 | Junior Multiplay | Surface slippery | 13/12/11 | 13/06/12 | Low | 3 x 3 = 9 | Poor maintenance | Power wash | Power wash | |
| 2.8 | Junior Multiplay | Finish bolts long | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Poor maintenance | Trim bolts | Trim Bolts | |
| 2.9 | Rocker Tiger | Item missing | 3/12011 | 3/02012 | Very Low | 1 x 1 = 1 | Routine | Replace when refurbishment complete | Replace when refurbishment complete | |
| 2.10 | Site | Overhanging branches | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | Poor maintenance | Cut back overhanging branches | Cut back overhanging branches (Grounds Mtce) | Grounds Mtce |
| 2.11 | Site | Surface Moss | 13/12/11 | 12/12/12 | Low | 3 x 3 = 9 | Poor maintenance | Power wash | Power wash | |
| 2.12 | Site | Surface - encroaching vegetation/trees | 13/12/11 | 14/3/12 | Low | 2 x 2 = 4 | Poor maintenance | Remove encroaching vegetation | Remove encroaching vegetation (Grounds Mtce) | Grounds Mtce |

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| 2.13 | Surface Wet Pour | Surface wearing | 13/12/11 | 14/3/12 | Very Low | 1 x 1 = 1 | Wear and Tear | No Action | No action | |
| 2.14 | Surface Wet Pour | Surface Moss | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | Poor maintenance | Power wash | Power wash | |
| 2.15 | 2 Bay 2 Flat 2 Cradle Seat Swing | Swing shackles & bushes need servicing | 17/11/10 | 19/5/11 | Low | 2 x 2 = 4 | Wear and Tear | Service shackles & bushes | Service shackles & bushes | Work package 1 |
| 2.16 | 2 Bay 2 Flat 2 Cradle Seat Swing | Swing Enclosures Barriers | 12/8/09 | 12/8/10 | Low | 2 x 2 = 4 | EN 1176 ~ 2 ~ Annexe A (1998) | Provide Swing Barrier | Consider | |
| 2.17 | 2 Bay 2 Flat 2 Cradle Seat Swing | Swing seat damaged | 12/8/09 | 12/08/10 | Low | 2 x 2 = 4 | Wear and Tear | Monitor monthly | Monitor | |
| 2.18 | 2 Bay 2 Flat 2 Cradle Seat Swing | Item cap missing | 12/8/09 | 12/08/10 | Low | 2 x 2 = 4 | Wear and Tear | Monitor monthly | Monitor | |
| 2.19 | 2 Bay 2 Flat 2 Cradle Seat Swing | Chain links worn | 12/8/09 | 12/08/10 | Low | 2 x 2 = 4 | Wear and Tear | Monitor monthly | Monitor | |
| 2.20 | 2 Bay 4 Flat Seat Swing | Swing Enclosures Barriers | 12/8/09 | 12/08/10 | Low | 2 x 2 = 4 | EN 1176 ~ 2 Annexe A (1998) | Provide Swing Barrier | Consider | |

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| 2.21 | 2 Bay 4 Flat Seat Swing | Swing seat loose bolt | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | Wear and Tear | Tighten loose seat bolt | Tighten loose seat bolt | Work package 1 |
| 2.22 | 2 Bay 4 Flat Seat Swing | Fixtures loose | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | Wear and Tear | Tighten loose head casting (north end) | Tighten loose head casting (north end) | Work package 1 |
| 2.23 | Bench x3 | Hard or Sharp projections | 12/8/09 | 11/2/10 | Low | 2 x 2 = 4 | Installation defect | Trim excess length on ground projection bolts | Trim excess length on ground projection bolts | |
| 2.24 | Junior Multiplay | Item - Parts missing | 17/11/10 | 19/5/11 | Very Low | 1 x 1 = 1 | Wear and Tear | No action | No action | |
| 2.25 | Junior Multiplay | Entrapment - finger | 12/8/09 | 12/8/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1~ 4.2.7.6 (1998) | No Action | No action | |
| 2.26 | Junior Multiplay | Graffiti present | 12/8/09 | 12/11/09 | Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 2.27 | Junior Multiplay | Grasp size width | 12/8/09 | 12/8/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1~ 4.2.7.7 (1998) | No Action | No action | |
| 2.28 | Junior Multiplay | Surface edges shrunk | 18/9/09 | 11/2/10 | | | | Repair edges | In hand | |
| 2.29 | Picnic Table | Rusting in places | 18/8/09 | 11/02/10 | | | | De-rust & paint | De-rust & paint | |
| 2.30 | Rocker Panda | Rocking type A seat | 12/8/09 | 11/02/10 | Low | 2 x 2 = 4 | EN 1176 ~ 1~ 4.3 & table 1 (1998) | No Action | No action | |

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| 2.31 | Rocker Panda | Rocker Footrests | 17/11/10 | 19/05/11 | Low | 2 x 2 = 4 | EN1176.6 ~ 4.6 [2008] Revised | No action | No Action | |
| 2.32 | Rocker Panda | Metal paint-work not in good condition | 12/8/09 | 11/02/10 | Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 2.33 | Surface wet pour | Edges shrunk | 12/8/09 | 12/08/10 | Low | 2 x 2 = 4 | Wear and Tear | Repair edges | Repair edges | |
| 2.34 | Seesaw | Plastics / Fibreglass excessive fading | 12/8/09 | 12/8/09 | Low | 1 x 1 = 1 | Wear & Tear | No Action | No Action | |

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| Limekiln Field | | | | | | | | | | |
| 3.1 | Balance Beams | Ground eroded | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Wear and Tear | Make good surface | Make good surface | |
| 3.2 | Balance Posts | Wide cracks in Timber | 13/12/11 | 12/12/12 | Very Low | 1 x 1 = 1 | Wear and Tear | No action | No action | |
| 3.3 | Group Swing | Graffiti present | 13/12/11 | 14/03/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 3.4 | Runway | Ground clearance insufficient | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Wear and Tear | Take up slack on cable | Take up slack on cable | Work package 1 |

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| 3.5 | Spinning Dish | Graffiti present | 13/12/11 | 12/12/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 3.6 | Tunnel | Gaffiti | 13/12/11 | 13/06/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 3.7 | Balance Beams | Timber new wide cracks | 28/3/11 | 3/4/12 | Low | 2 x 2 = 4 | Routine | Monitor | Monitor | |
| 3.8 | Balance Beams | Slippery when wet | 28/3/12 | 4/10/11 | Low | 2 x 2 = 4 | Routine | Cut cross hatching | Cut cross hatching | |
| 3.9 | Balance Beams | Encroaching vegetation/trees | 28/3/11 | 4/10/11 | Low | 2 x 2 = 4 | Manufacturer Defect | Remove vegetation | Grounds Mtce | Grounds Mtce |
| 3.10 | Balance Posts | Grasp size Width | 28/3/11 | 3/4/12 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.4.7 (1988) | No action | No action | |
| 3.11 | Group swing | Cap missing | 28/3/11 | 4/5/11 | Very Low | 1 x 1 = 1 | Installation defect | Cap missing | Replace cap | |
| 3.12 | Group Swing | Swing - seats twisted | 28/3/11 | 4/5/11 | Very Low | 1 x 1 = 1 | Installation defect | Un-twist swing chains | SGC dealing | SGC Dealing |
| 3.13 | Runway | Hard or sharp projections | 28/3/11 | 4/5/11 | Low | 2 x 2 = 4 | Installation defect | Re-fit bolts | SGC dealing | SGC Dealing |
| 3.14 | Runway | Finish Bolts Long | 28/3/11 | 4/5/11 | Low | 2 x 2 = 4 | Installation defect | Trim excess length | SGC dealing | SGC Dealing |

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| Item No | Asset Name | Problem | Date Found | Resolve By | Risk Level | Risk Value | Cause | Inspector Recommendation | Clerk Recommendation | Agreed Action |
|---------------------------------------|----------------------------|--|------------|------------|------------|--------------|------------------------------------|---|-------------------------------|---------------|
| Jubilee Field & Skate Park | | | | | | | | | | |
| 4.1 | Flat Bank | Other/ miscellaneous | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Manufacturer Defect | Finger entrapment between barriers. No action | No action | |
| 4.2 | Flat Bank | Item - Damaged | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | Wear and Tear | Riding surface damaged - monitor | Monitor | |
| 4.3 | Flat Bank | Entrapment - Head | 13/12/11 | 14/03/12 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.7.2 (2008) | No action | No action | |
| 4.4 | Fun Box (Green) | Rolling surface holding water | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Wear & Tear | No action | No action | |
| 4.5 | Fun Box (Green) | Ground fixing missing | 13/12/11 | 12/12/12 | Low | 2 x 2 = 4 | Wear and Tear | Replace missing fixing | Replace missing fixing | |
| 4.6 | Quarter Pipe (Black) | Finger entrapment between barriers | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Manufacturer Defect | No action | No action | |
| 4.7 | Quarter Pipe (Black) | Entrapment - Head | 13/12/11 | 14/03/12 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.7.2 (2008) | No action | No action | |
| 4.8 | Quarter Pipe (Black) | Fixture loose or missing | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Installation defect | Replace or tighten fixings | Replace or tighten fixings | |

APPENDIX A

| Item No | Asset Name | Problem | Date Found | Resolve By | Risk Level | Risk Value | Cause | Inspector Recommendation | Clerk Recommendation | Agreed Action |
|---------|---------------------------|------------------------------------|------------|------------|------------|------------|------------------------------|----------------------------|------------------------------|---------------|
| 4.9 | Quarter Pipe (Black) | Fixture loose or missing | 3/12011 | 3/02012 | Very Low | 1 x 1 = 1 | Installation defect | Replace or tighten fixings | Replace or tighten fixings | |
| 4.10 | Quarter Pipe High (Black) | Finger entrapment between barriers | 13/12/11 | 13/06/12 | Low | 2 x 2 = 4 | Manufacturer Defect | No action | No action | |
| 4.11 | Quarter Pipe High (Black) | Entrapment - Head | 13/12/11 | 14/03/12 | Low | 2 x 2 = 4 | EN 1176 ~ 1 ~ 4.2.7.2 (2008) | No action | No action | |
| 4.12 | Quarter Pipe High (Black) | Fixture loose or missing | 3/12011 | 3/02012 | Low | 2 x 2 = 4 | Installation defect | Replace or tighten fixings | Replace or tighten fixings | |
| 4.13 | Shelter | Fixture loose or missing | 13/12/11 | 14/3/12 | Low | 2 x 2 = 4 | Wear and Tear | Replace missing fixing | Replace missing fixing | |
| 4.14 | Shelter | Graffiti present | 13/12/11 | 12/12/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 4.15 | Signage | Sharp edges & projection | 13/12/11 | 13/6/12 | Low | 2 x 2 = 4 | Installation defect | Trim excess length | Trim excess length | |
| 4.16 | Signage | Loose in Ground | 13/12/11 | 12/12/12 | Low | 1 x 1 = 1 | Wear and Tear | No action | No action | |
| 4.17 | Signage | Graffiti present | 13/12/11 | 13/6/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 4.18 | Site | Graffiti present | 13/12/11 | 13/6/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 4.19 | Skate Park surface | Debris | 13/12/11 | 14/3/12 | Low | 2 x 2 = 4 | Poor Maintenance | Remove debris | Remove debris (Grounds Mtce) | |

APPENDIX A

| Item No | Asset Name | Problem | Date Found | Resolve By | Risk Level | Risk Value | Cause | Inspector Recommendation | Clerk Recommendation | Agreed Action |
|---------|--------------------|----------------------------|------------|------------|------------|------------|-----------------------|--------------------------|--|---------------|
| 4.20 | Skate Park surface | Graffiti present | 13/12/11 | 13/6/12 | Very Low | 1 x 1 = 1 | Vandalism | Remove Graffiti | Remove Graffiti | |
| 4.21 | Spine & pyramid | Rolling surface misaligned | 13/12/11 | 14/3/12 | Low | 3 x 3 = 9 | Installation defect | Refix rolling surface | Refix rolling surface | |
| 4.22 | Spine & pyramid | gap recommendation | 13/12/11 | 14/3/12 | Low | 3 x 3 = 9 | Installation defect | Close Gap | Close Gap | |
| 4.23 | Fun Box (Green) | Rusting in places | 12/8/09 | 11/2/10 | Low | 2 x 2 = 4 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 4.24 | Goal Posts | Ground Eroded | 12/8/09 | 11/2/10 | Low | 1 x 1 = 1 | Wear and Tear | Make good surface | Included in out of season maintenance (Grounds Mtce) | Grounds Mtce |
| 4.25 | Picnic Table | Finish Bolts long | 12/8/09 | 12/11/09 | Low | 2 x 2 = 4 | Installation defect | Trim excess length | Trim excess length | |
| 4.26 | Picnic Table | Rusting in places | 12/8/09 | 11/2/10 | Low | 1 x 1 = 1 | Wear and Tear | De-rust & paint | De-rust & paint | |
| 4.27 | Picnic Table | Graffiti present | 12/8/09 | 19/5/11 | Very Low | 1 x 1 = 1 | Anti social behaviour | Remove Graffiti | Remove Graffiti | |