## **Toft Parish Council**

## I hereby give notice that the 826th meeting of Toft Parish Council will be held on Monday 2 June 2025 in the People's Hall, Toft at 7.00 pm

The Public and Press are invited to be present. Members of the Public are welcome to attend and may speak under the Open Public Session only

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder

Mr Ben Stochr

Mr Ben Stoehr Clerk, 27/05/25

#### **AGENDA**

Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors

- 1. Apologies for absence and declaration of interests
  - 1.1 To receive written apologies and reasons for absence
  - 1.2 To receive declarations of interests from councillors on items on the agenda
  - 1.3 To receive written requests for dispensations and to grant any dispensations
- 2. To approve the minutes of the last meeting
- 3. Co-option to fill casual vacancy
- 4. To consider any matters arising from the last or a previous meeting including
  - 4.1 (3) Annual appointments to consider Parish Council representative on Toft People's Hall
  - 4.2 (7.1) Finding Fitness update (EM)
  - 3.3 (7.2) Replacement bins update if received
  - 3.4 (7.3) Street light survey to consider maps/locations (MY)
  - 3.5 (7.5) Closure of Facebook account and website update report on meeting (ED)
  - 3.6 (9.4) To consider the Rospa report and any actions required
  - 3.7 (3.3 of 7.4.25) To consider tree survey of the Recreation Ground and any work necessary
  - 3.8 (3.2 of 3.2.25) To consider the grassing of the Queen's Platinum Jubilee area
- 4. To consider any resolutions from the Annual Parish Meeting
  - 4.1 (7) To consider a request for another bin at the Birdlings play area
- 5. To consider correspondence received requiring the Council's attention
  - 5.1 Friends of Bourn Brook request for financial assistance with purchase of equipment
  - 5.2 Resident request for review of verges maintenance
- 6. Finance, Procedure and risk assessment and use of delegated powers
  - 6.1 To consider the finance report and approve the payment of any bills
  - 5.2 To receive play inspection reports and consider any work required
  - 6.3 To consider any matter which is urgent because of risk or health and safety
  - 6.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2024 and 31 March 2025)
  - 6.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
  - 6.6 To approve the Annual Governance Statement by resolution
  - 6.7 To consider the Accounting Statements (Section 2 of the Annual Return)
  - 6.8 To approve the Accounting Statements by resolution
  - 6.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
  - 6.10 To consider the Internal Auditor's report and appointment of Internal Auditor for FY26
- 7. To consider any Planning or Tree works applications or related items received
  - 7.1 Planning applications received to be considered
    - 7.1.1 25/01743/S73 Land rear of 6 Hardwick Road S73 to vary condition 2 (Approved plans) of planning permission 21/01919/FUL (Part demolition of industrial building and conversion of remaining into a detached private dwelling and associated works) for changes to fenestration and changes to eaves and ridge heights
  - 7.2 Planning applications for which a response has been made between meetings using delegated powers to be noted
  - 7.3 SCDC planning decision notices and appeal notifications and applications for information only
  - 7.4 Tree works applications
- 8. Members items and reports for information only unless otherwise stated
  - 7.1 Village Maintenance (MY)

## **Toft Parish Council**

- Highways (ED) 7.2
- 7.3 Toft People's Hall (CW)
  7.4 Footpaths (EM)
- 7.5 Defibrillator report (CW)
  7.6 Birdlings liaison (EM)
  7.7 Lot Meadow (MY)

- 7.8 Welcome Packs (EM)
- 9. Closure of meeting

#### Clerk report to Toft Parish Council meeting on 2 June 2025

- 2. To approve the minutes of the last meeting on 12 May attached
- 3. Matters Arising
- 3.6 (9.4) To consider the Rospa report and any actions required Attached.
- 3.7 (6.4) Tree survey to consider tree survey of the Recreation Ground and any action necessary

  Attached along with map
- 5. Correspondence
- 5.1 <u>Friends of Bourn Brook request for financial assistance with purchase of equipment</u> "This afternoon we had a session counting riverfly larvae in Bourn Brook with the results being added to a national data base.

Ruth Hawksley from The Wildlife Trust came to keep an eye on us and let us borrow some of her equipment.

The Friends of Bourn Brook would like to have their own kit and I am asking if the Parish council could help with this.

There is a link below to the type kit that we would like.

Cynan has been sampling the quality and getting to know the water in our brook. Surveying the riverfly and invertebrates will add to our knowledge and help us to understand why Bourn Brook is in such a sorry state.

We would be most grateful if you could fund or partly fund this project."



Riverfly Partnership Approved Kit - https://www.nhbs.com/riverfly-partnership-approved-kit

nhbs.com

## 5.2 Resident – request for review of verges maintenance

Dear Toft PC,

I wish to object to the severe mowing of the grass verges which has taken place on the village streets in recent days.

Not only does this look ugly, it also endangers the 67 wildflower species counted by Toft expert Ann Miles in 2025 when the verges were allowed to grow during springtime.

Especially unjustified is the mowing flat of the central grass area on Church Road leading from Comberton Road to the church. This cannot be justified for any reason.

There is a spurious argument that longer grass in the verges reduces visibility for traffic. Where visibility is reduced, the Highway Code dictates that drivers should slow down — which could only be good for Toft, with drivers regularly driving too fast and inconsiderately through the village.

Please do not allow this vandalism of our lovely environment to be repeated in future years.

Clerk: The current maintenance specification is attached.

- 6. Finance, Procedure and risk assessment and use of delegated powers
- 6.1 To consider the finance report and approve the payment of any bills

  Attached
- 6.3 To consider any matter which is urgent because of risk or health and safety None at the time of writing.
- 6.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2024 and 31 March 2025)

  Attached
- 6.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
- 6.6 To approve the Annual Governance Statement by resolution attached
- 6.7 To consider the Accounting Statements (Section 2 of the Annual Return)
- 6.8 To approve the Accounting Statements by resolution attached
- 6.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 6.10 To consider the Internal Auditor's report and appointment of Internal Auditor for FY26

#### 7. Planning Applications received

\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council.

The planning portal for new applications can now be found at <a href="https://applications.greatercambridgeplanning.org/">https://applications.greatercambridgeplanning.org/</a>

The Parish Council may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

The Parish Council *does/does not\** request that the application be referred to the District Council Planning Committee \*(please delete)

Material planning reasons:

Planning reasons:

#### 7.1 Planning applications - to be considered

7.1.1 25/01743/S73 – Land rear of 6 Hardwick Road – S73 to vary condition 2 (Approved plans) of planning permission 21/01919/FUL (Part demolition of industrial building and conversion of remaining into a detached private dwelling and associated works) for changes to fenestration and changes to eaves and ridge heights.

- 7.3 SCDC planning decision notices and appeal notifications and applications for information
- only
  23/01080/FUL Lands adjacent to 33 School Lane Single detached dwelling Withdrawn. 7.3.1
- 7.4 Tree works None at the time of writing.



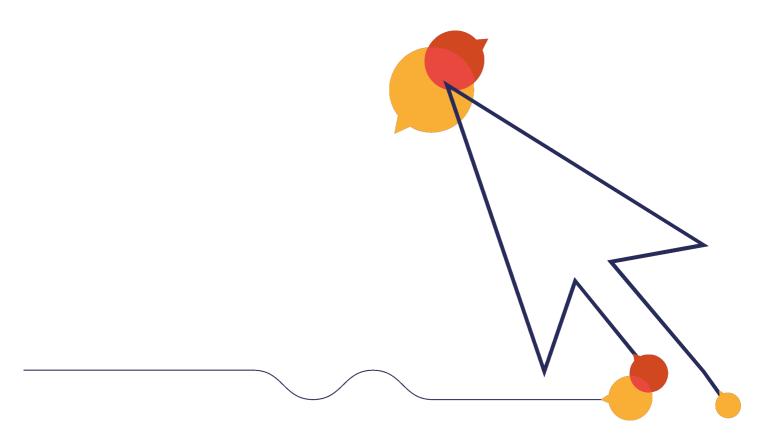
## **Safety Inspection Report**

**Annual Inspection** 

# **Toft Play Area**

## **Toft Parish Council**

07 May 2025







# **Safety Inspection Report**

## **Annual Inspection**

Site name: Toft Play Area

Date of inspection: 07 May 2025

Inspector: Dan Clifft

w3w.co/gender.paddlers.stung







Gates - Mixed	Innate risk score: 4		
Description	Tasks	Risk score	
The gate's closing mechanism does not work correctly.	Adjust to allow gate to self close. Ideally gate from open should not close in less than 5 seconds.	6	
Minor repairs are needed.	Repair.	5	
Boundary		Innate risk score:	
Description	Tasks	Risk score	
Minor repairs are needed.	Repair.	5	
Stile x 2		Innate risk score:	
Description	Tasks	Risk score	
No Findings			
Seating - Picnic Tables		Innate risk score:	
Description	Tasks	Risk score	
No Findings			
Litter Bin (Outside Play Area)		Innate risk score:	
Description	Tasks	Risk score	
No Findings			
Signage		Innate risk score: 2	
Description	Tasks	Risk score	

**No Findings** 

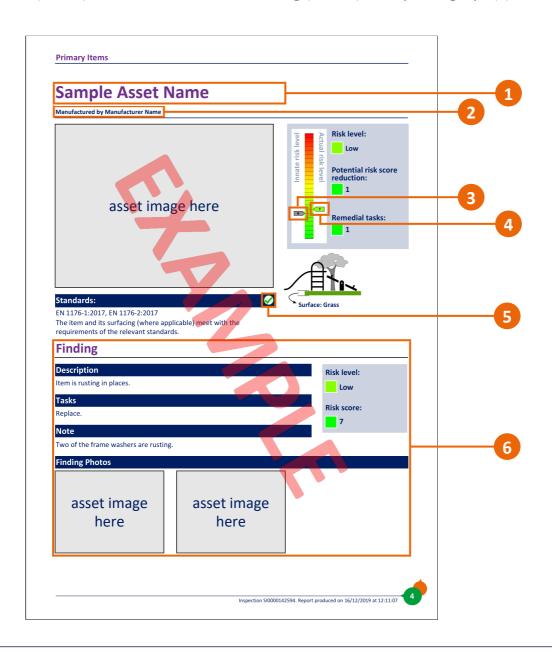
Rocker - Ladybird		Innate risk score:
Description	Tasks	Risk score
Fixtures loose or missing.	Tighten/replace.	10
Swing - Basket (2500 mm H	Innate risk score:	
Description	Tasks	Risk score
There is wear in the bushes.	Read the notes for further action.	6
Goal Posts - 5-A-Side		Innate risk score:
Description	Tasks	Risk score
Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	8
Surface is wearing.	Repair.	6
Item is not secure.	Replace.	4
Multiplay Unit - Junior		Innate risk score:
		6
Description	Tasks	Risk score
nsufficient protective surfacing extent has been provided.	Read the notes for further action.	8
Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	6
Where the curly climber reaches the ground there is the potential for entrapment. At least two incidents are known to have occurred between 2015 and 2019 which required children to be cut free.	Refer to the manufacturer for comment and confirmation of the safety of this item.	5
Item is worn.	Replace.	5
Multiplay - Slide Climber		Innate risk score:  6
Description	Tasks	Risk score
Finger entrapment.	Eliminate the entrapment.	6
inger entrapment		

Carousel - Supern	Innate risk score:  5		
Description	Tasks	Risk score	
No Findings			
Rotator - Spinning Seat		Innate risk score:	
Description	Tasks	Risk score	
No Findings			
Swing - Toddler - 1 Bay 1 Seat		Innate risk score:  3	
Description	Tasks	Risk score	
No Findings			
Play Feature - Musical Drums		Innate risk score:  3	
Description	Tasks	Risk score	
No Findings	Tasks	Risk score	
		Innate risk score:	
No Findings		Innate risk score:	
No Findings  Play Feature - Mu	sical Steel Drum	Innate risk score:	
No Findings  Play Feature - Mu  Description	sical Steel Drum  Tasks	Innate risk score:	
No Findings  Play Feature - Mu  Description  No Findings	sical Steel Drum  Tasks	Innate risk score:  3 Risk score  Innate risk score:	

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

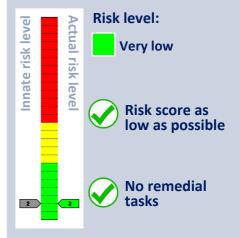
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



# **Litter Bin (Outside Play Area)**





## **Gates - Mixed**





## **Maintenance Finding**

## Description

The gate's closing mechanism does not work correctly.

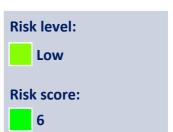
## Tasks

Adjust to allow gate to self close. Ideally gate from open should not close in less than 5 seconds.

## Note

Closing too quickly.





## **Maintenance Finding**

## Description

Minor repairs are needed.

## Tasks

Repair.

## Note

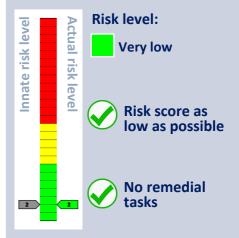
Secure loose framework.

# Risk level: Low Risk score: 5



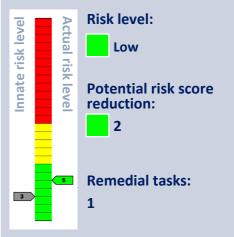
# Signage





# **Boundary**





Risk level:

Low

Risk score:

5

## **Maintenance Finding**

## Description

Minor repairs are needed.

## Tasks

Repair.

## Note

Repair damaged chain link fencing.



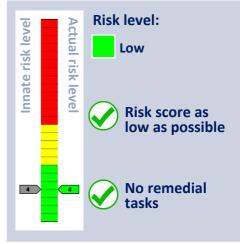
# **Seating - Picnic Tables**





# Stile x 2

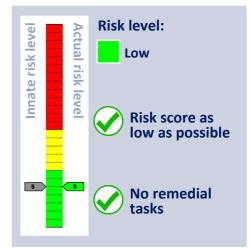




# **Carousel - Supernova**

#### Manufactured by Kompan Ltd







## Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Rocker - Ladybird**

**Manufactured by Lappset Group Ltd** 







#### Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Maintenance Finding**

## Description

Fixtures loose or missing.

## Tasks

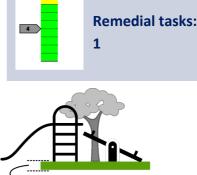
Tighten/replace.

#### Note

## Seat/body loose to the frame. Tighten.

## **Finding Photos**





Risk level:

**Risk score:** 

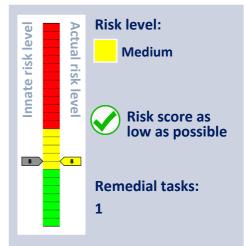
10

Medium

# Swing - Basket (2500 mm High)

**Manufactured by Kompan Ltd** 







#### Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Maintenance Finding**

## Description

There is wear in the bushes.

## Tasks

Read the notes for further action.

#### Note

Top bushes and pin wearing. Monitor.

## **Finding Photos**







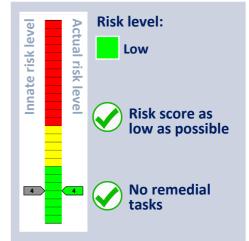
Risk score:



# **Rotator - Spinning Seat**

#### **Manufactured by Lappset Group Ltd**







## Standards:

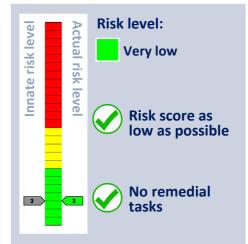
EN 1176-1:2017+A1:2023, EN 1176-5:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Swing - Toddler - 1 Bay 1 Seat

#### **Manufactured by Europlay**







## Standards:

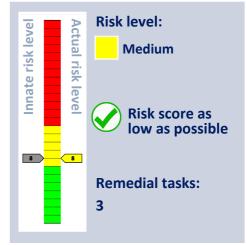
EN 1176-1:2017+A1:2023, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Goal Posts - 5-A-Side**

Manufactured by (Unknown)







## Standards:

BS 8461:2005+A1:2009, EN 16579:2018

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Maintenance Finding**

## Description

Projecting bolt thread.

## **Tasks**

Cut off and file down to remove sharp edges or use the correct length of bolt.

Risk level:

Medium

**Risk score:** 

8



## **Maintenance Finding**

## Description

Surface is wearing.

## **Tasks**

Repair.

## Note

Surface is wearing exposing trees roots.

# Risk level: Low Risk score: 6

## **Finding Photos**





## **Maintenance Finding**

## Description

Item is not secure.

## **Tasks**

Replace.

## Note

Nets are not secure to the frame.

## Risk level:



**Risk score:** 

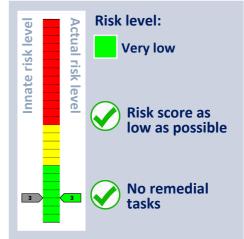




# **Play Feature - Musical Drums**

Manufactured by (Unknown)







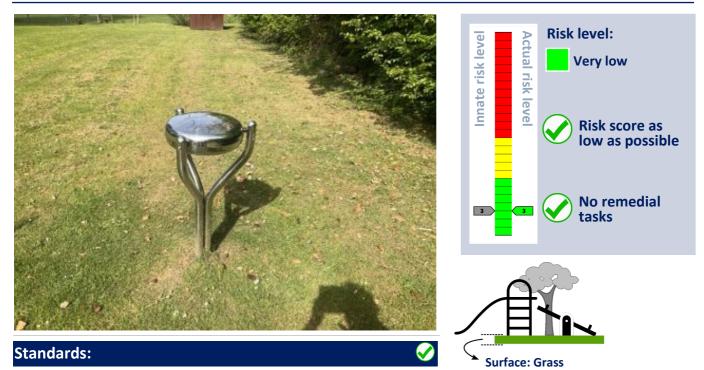
## Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Play Feature - Musical Steel Drum**

**Manufactured by Percussion Play** 



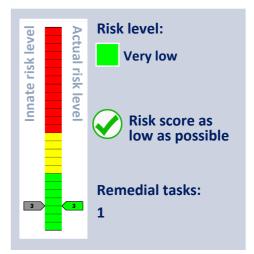
EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# **Play Feature - Musical Chimes**

**Manufactured by Percussion Play** 







#### Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## **Maintenance Finding**

## Description

Loose in ground.

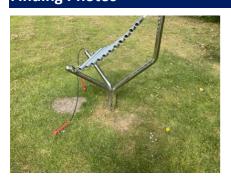
## Tasks

Monitor.

Risk level:

Very low

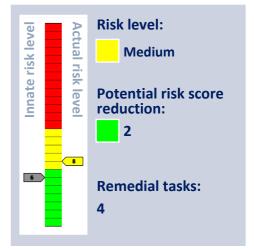
**Risk score:** 



## **Multiplay Unit - Junior**

#### **Manufactured by Kompan Ltd**







#### Standards:

EN 1176-1:2017+A1:2023

The item complies with the requirements of the relevant standards. The surface does not comply with the requirements of the relevant standards for the following reasons:

#### **Surfacing Standard Compliance Findings**

1. Insufficient protective surfacing extent has been provided.

#### The item has the following maintenance findings:

- 1. Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.
- 2. Where the curly climber reaches the ground there is the potential for entrapment. At least two incidents are known to have occurred between 2015 and 2019 which required children to be cut free.
- 3. Item is worn.

## **Standard Compliance Finding**

## Description

Insufficient protective surfacing extent has been provided.

#### **Tasks**

Read the notes for further action.

### Note

The grass has encroached in to the bark pit. 2.1 m required for climbing wall and curly climber.

# Risk level: Medium Risk score:

## **Finding Photos**





## **Maintenance Finding**

## Description

Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.

#### **Tasks**

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

# Risk level:

**Risk score:** 

6



## **Maintenance Finding**

## Description

Where the curly climber reaches the ground there is the potential for entrapment. At least two incidents are known to have occurred between 2015 and 2019 which required children to be cut free.

# Risk level:

Risk score:



## **Tasks**

Refer to the manufacturer for comment and confirmation of the safety of this item.

## Finding Photos



## **Maintenance Finding**

## Description

Item is worn.

## **Tasks**

Replace.

## Note

The foot grip rubber has perished.

## Risk level:



**Risk score:** 

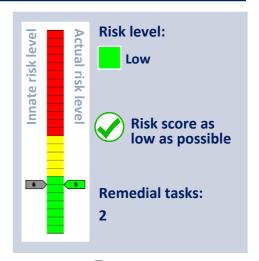




# **Multiplay - Slide Climber**

**Manufactured by Hand Made Places Ltd** 







#### Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

**Equipment Standard Compliance Findings** 

1. Finger entrapment.

The item has the following maintenance findings:

1. Trip points on the surface.

## **Standard Compliance Finding**

## Description

Finger entrapment.

## **Tasks**

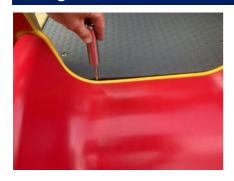
Eliminate the entrapment.

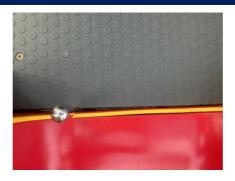
### Note

Finger entrapment between the platform and slide.

# Risk level: Low Risk score: 6

## **Finding Photos**





## **Maintenance Finding**

## Description

Trip points on the surface.

## **Tasks**

Build up surface level to remove trip points.

## Note

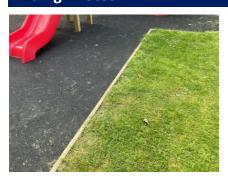
Trip points along the timber edgings.

## Risk level:



Risk score:





## **General Notes**

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## **General Notes**

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

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

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

Table 1 – Risk Score Matrix

	Severity							
		1	2	3	4	5		
L		Insignifi-	Minor	Moderate	Major	Catastro-		
i		cant				phic		
k	1 = Rare	1	2	3	4	5		
е		LOW	LOW	LOW	LOW	LOW		
I	2 = Unlikely	2	4	6	8	10		
i		LOW	LOW	LOW	MEDIUM	MEDIUM		
h	3 = Moderate	3	6	9	12	15		
0		LOW	LOW	MEDIUM	MEDIUM	HIGH		
0	4 = Likely	4	8	12	16	20		
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH		
	5 = Certain	5	10	15	20	25		
		LOW	MEDIUM	HIGH	HIGH	HIGH		

#### **Inspection Scope**

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

#### **Compliance with Standards**

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. 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 the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

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

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

# What We Inspect

Annual and Post Installation inspections will take into consideration compliance with 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 3.0 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 (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does 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 to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

# What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. 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).

# **General Notes**

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

# **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

# **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

# **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

# Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

# **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

# **How This Inspection Contributes to Your Annual Main Inspection**

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

# Table 1

Inspection Recommendations of relevant standards	Included in		
These form the Annual Main Inspection			
	Inspection?		
6.1 d) Overall levels of safety of equipment (see note 1)	<b>√</b> [1]		
6.1 d) Overall levels of safety of foundations (see note 1)	<b>√</b> [1]		
6.2 d) Overall levels of safety of playing surfaces (see note 2)	<b>√</b> [2]		
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	<b>√</b> [3]		
6.1 d) Effects of weather	✓		
6.1 d) Presence of rot, decay or corrosion (see note 1)	<b>√</b> [1]		
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	<b>√</b> [4]		
6.1 d) Excavation or dismantling/additional measures	×		
6.2.1 Assessment of glass reinforced plastics (see note 5)	<b>√</b> [5]		
6.2.1 Inspection of one post equipment (see note 1)	<b>√</b> [1]		
6.2.4 Undertaking the Operators inspection protocol	✓		
6.2 c) Presence of rot or corrosion (see note 2)	<b>√</b> [2]		
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	×		
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains 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 details in the relevant standard.			
Notes [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 for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [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 annual inspections. We can conduct impact testing for additional fees. [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 orreplacement.			

# **EN 1176 Notes – Summary of Requirements**

#### PROTECTION AGAINST INJURIES IN THE FREE SPACE

- \* No obstacles in the minimum space (other than structures to assist or safeguard the user)
- \* Traffic flows should not go through the minimum space

# PROTECTION AGAINST INJURIES IN THE FALLING SPACE

\* Free height of fall should not exceed 3m \* No obstacles in the falling space \* Platforms with fall heights of more than 1m between them require surfacing

# PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

\* No unexpected obstacles

# SURFACING SAFETY REQUIREMENTS

\* Surfacing should have no sharp edges or protrusions \* Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) \* Hard surfaces should only be used outside where children fall \* Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

#### **DESIGN AND MANUFACTURE**

- \* The equipment must be suitable for the user and risks should be identifiable by the child \* Accessibility: adults must be able to gain access to help children \* Grip requirements: permitted diameter 16 45mm (i.e. overhead bars) \* Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- \* Requirements for easily accessible equipment

#### **FINISHING**

- \* Timber species and synthetics should be splinter resistant \* No protrusions or sharp-edged components \* Bolts should not protrude by more than 8mm \* Corners, edges or projecting parts over 8mm should have a 3mm radius. \* No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) \* No crushing or shearing points
- \* Connections should not come loose by themselves and should resist removal. \* Timber connections should not rely solely on screws or nails. \* Leaking lubricants should not stain or impair the safety of the equipment

#### FIBRE ROPES

- \* Conform to EN 701 or 919 or have a material and load certificate
- \* Ropes used by hands shall have a soft, non-slip covering

#### WIRE ROPES

\* Non-rotating and corrosion resistant with no splayed wires outside the ferrule \* Wire connector clip threads should protrude less than 8mm \* Turnbuckles should be enclosed, have a loop at each end and be secured

# **CHAINS**

- \* Maximum opening of individual links: 8.6mm in any one direction.
- \* Connecting links between chains must be less than 8.6mm or over 12mm

# **SWINGING SUSPENDED ROPES**

\* Not combined with swings in the same bay \* Less than 2m long: over 600mm from static parts; over 900mm from swinging parts \* 2m - 4m long: over 1000mm from anything \* Diameter: 25 - 45mm

# **CLIMBING ROPES**

- \* Anchored at both ends and movement less than 20% of rope length
- \* Single climbing rope diameter: 18 45mm (nets comply with Grip requirements)

# **ENTRAPMENTS**

\* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

# **BRIDGES**

\* The space between the flexible bridge and rigid sides should be not less than 230mm

# **ENTRAPMENT OF FEET AND LEGS**

- \* Inclined planes (not suspension bridges) less than  $38^{\circ}$  should have no gaps over 30 mm
- \* There are no requirements for suspension bridge gaps other than the main entrapment requirements

# FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- \* Tube ends should be securely enclosed and removable only with tools
- \* Moving gaps should not close to less than 12mm

# **BARRIERS AND GUARD-RAILS**

\* Hand-rail: a rail to help the child balance \* Guard-rail: a rail to prevent children falling \* Barrier: a guard-rail with non-climbable in-fill HAND-RAILS

\* Where required they should be between 600 and 850mm above the standing surface

# EQUIPMENT FOR UNDER 3'S

\* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

# **EQUIPMENT FOR OVER 3'S**

\* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over \* Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing \* Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing \* No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

# MEANS OF ACCESS

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to  $\pm 3^{\circ}$  (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

# **EN 1176 Notes – Summary of Requirements**

#### **SWINGS**

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

#### REQUIREMENTS

\* No all rigid suspension members (i.e. solid bar top to bottom) \* Design should be principally for use by seated children (RoSPA interpretation) \* Two seats per bay maximum. Do not mix cradle and flats seats in same bay \* Some types of swings have slightly different requirements. Information should be obtained from the supplier \* Single points swing chains should not twist round each other \* Single point swings require a secondary bearing support mechanism

#### DIMENSIONS

\* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) \* No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats \* Distance between seat and frame: 20% of swing suspension + 200mm \* Distance between seats: 20% of the swing suspension + 300mm \* Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

#### SITING

\* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

#### SURFACING REQUIREMENTS

Forward and Back

- \* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m
- \* Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
- \* Areas for two seats in one bay may overlap providing the distance between seats is correct Single point swings
- \* Circular area with a radius equal to the Forward and Backward figure for other swings

#### SLIDES

# **SAFETY REQUIREMENTS**

\* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. \* Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it \* If the starting section is over 400mm long, platform requirements apply \* From a platform, the gap to the slide is the same width as the slide \* Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point \* Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

- \* Maximum angle: 60° at any one point and an average of 40° \*The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm \* Spiral or curved slides should have a width less than 700mm RUN -OUTS
- \* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. \* Additional requirements are required for different types of slides \* Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) \* Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm \* Users should come to a stop on the run-out section (BS type only) \* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum: 1.2m 2.5m: 150mm minimum: Over 2.5m: 500mm minimum
- \* Maximum side angle from slide bed: 30° \* Tops of sides should be rounded or radiused to at least 3mm \* Tunnel slides should be a minimum 750mm high and 750mm wide \* Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

# SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: \* DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) \* BS type: 1m each side and 1m beyond

# **CABLE RUNWAYS**

# SAFETY REQUIREMENTS

- \* Stop at end should progressively slow down the traveller \* Traveller should not be removable except with tools \* No access to internal mechanism \* Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle \* Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
- \* Climbing should be discouraged onto the grip \* Children should be able to get off the seat at any time (i.e. no loops or straps) \* Maximum loaded (69.5kg) speed is 7m per second \* If two cables are placed parallel the min. distance between them is 2m

# IMPACT AREAS

\* 2m either side of main cable

# **ROTATING ITEMS**

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

\* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) \* Max. speed at periphery under reasonable use: 5m per s econd. As no method is given, this cannot be tested \* Hand grips should be between 16 - 45mm SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are: Platform roundabouts:

# **EN 1176 Notes – Summary of Requirements**

- \* Platforms should be circular and enclosed \* All parts should revolve in the same direction \* No super-structure over the edge of the platform \* Mechanism should be enclosed \* Height between underside and ground 60 110mm for 300mm in \* Protective skirts should be of rigid material and have no burrs or other defects \* The bottom edge should be flared towards the inside or protected Giant revolving discs
- \* Clearance of underside at lowest point: 300mm \* Max. platform height: 1m \* Free space: 3m \* Upper surface should be continuous, smooth and with no handles or grips \* Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

# MINIMUM SPACE

\* Free space: Horizontal: 2m all round \* Vertical head clearance from platform: sitting 1.5m; standing 1.8m \* Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

#### SURFACING REQUIREMENTS

\* There are no special extra requirements for surfacing areas \* Surfaces should be continuous underneath and level

#### **ROCKING ITEMS**

#### **DEFINITIONS**

- \* Rocking equipment which can be moved by the user and is supported from below
- \* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

# **SAFETY REQUIREMENTS**

- \* Throughout the range of movement gaps in all accessible joints should be under 12mm \* Progressive restraint at extremity of movement is required \* Foot rests should be provided where the ground clearance is less than 230mm \* Hand grips should be provided for each seat or standing position
- \* Foot rests and hand grips should be firmly fixed and non-rotating \* Hand grip diameter: 16 45mm (for toddler items: 30mm maximum) \* Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

#### MINIMUM SPACE

\* 1000mm between items at maximum movement.

#### SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

# INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION SAFETY

- \* Appropriate safety systems must be established by the operator \* No access should be allowed to unsafe equipment or areas \* Records should be kept by the playground operator \* Effectiveness of safety measures should be assessed annually \* Signs should be provided giving owner details and emergency service contact points \* Entrances for emergency services should be freely accessible \* Information on accidents should be kept (RoSPA has a suitable form)
- \* Staff and users should be safe during maintenance operations

# INSPECTION

\* Manufacturers will recommend the inspection frequency although some sites may need a daily check Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

- \* An inspection schedule should be prepared for each playground, listing components and methods
- \* Appropriate action should be taken if defects are noted

# **ROUTINE MAINTENANCE**

\* Basic routine maintenance details should be supplied by the manufacturer

# **CORRECTIVE MAINTENANCE**

\* This covers remedial work and repairs as required \* Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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# OAKES AND WATSON TREE SURGERY AND CONSULTANCY VISUAL TREE CONDITION ASSESSMENT ANIREPORT AND SURVEY

**DATE:** 2nd May 2025 **LOCATION:** Toft Recreation Ground, High Street, Toft

**INSPECTION BRIEF:** From ground level with binoculars

TREE NUMBER	SPECIES	HEIGHT (M)	AGE CLASS	GENERAL OVERALL CONDITIO P-PHYSIOI S-STRUCT
T1	Corsican Pine Pinus nigra	20m	Mature	P- Fair S- Fair
T2	Corsican Pine Pinus nigra	15m	Semi mature	P- Fair S- Fair
Т3	Corsican Pine Pinus nigra	20m	Semi mature	P- Poor S- Poor
Т4	Corsican Pine Pinus nigra	20m	Mature	P- Fair S- Fair
Т5	Alder Alnus glutinosa	17m	Semi mature	P- Fair S- Fair
Т6	Alder Alnus glutinosa	17m	Semi mature	P- Poor S- Poor
Т7	Alder Alnus glutinosa	17m	Semi mature	P- Good S- Good
Т8	Alder	17m	Semi mature	P- Good

	Alnus glutinosa			S- Good
Т9	Alder Alnus glutinosa	17m	Semi mature	P- Good S- Good
T10	Alder Alnus glutinosa	8m	Semi mature	P- Fair S- Fair
T11	Corsican Pine Pinus nigra	18m	Mature	P- Fair S- Fair
T12	Corsican Pine Pinus nigra	18m	Mature	P- Good S- Good
T13	Corsican Pine Pinus nigra	19m	Mature	P- Good S- Good
T14	Corsican Pine Pinus nigra	21m	Mature	P- Good S- Good
T15	Corsican Pine Pinus nigra	22m	Mature	P- Good S- Good
T16	Corsican Pine Pinus nigra	22m	Mature	P- Good S- Good
T17	Corsican Pine Pinus nigra	22m	Mature	P- Fair S- Good
T18	Corsican Pine Pinus nigra	22m	Mature	P- Good S- Good

T19	Corsican Pine Pinus nigra	22m	Mature	P- Good S- Fair
T20	Corsican Pine Pinus nigra	20m	Mature	P- Good S- Fair
T21	Corsican Pine Pinus nigra	20m	Mature	P- Good S- Fair
T22	Corsican Pine Pinus nigra	20m	Mature	P- Good S- Fair
T23	Corsican Pine Pinus nigra	18m	Mature	P- Good S- Fair
T24	Corsican Pine Pinus nigra	22m	Mature	P- Good S- Fair
T25	Corsican Pine Pinus nigra	22m	Mature	P- Good S- Fair
T26	Alder Alnus glutinosa	4m	Juvenile	P- Poor S- Poor
T27	Mountain Ash Sorbus aucuparia	2m	Juvenile	P- Good S- Good
T28	Alder Alnus glutinosa	4m	Juvenile	P- Fair S- Fair

CLIENT: Toft Parish Council

N LOGICALL URALLY	ESTIMATED REMAINING CONTRIBUTION IN YEARS	BS3987 CATEGOR	BS3987 PRELIMINARY MANAGEMENT RECOMMEI RSUB- CATEGORY
	10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
	10+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
	<5	В	1- Trees wi Extremely poor specimen in severe decline mainly Remove. arboricultural qualities
	10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
	10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
	10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultur Clear brambles from within the crown and qualities
	20+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
	20+	В	1- Trees wi No remedial action required.

		mainly arboricultural qualities
20+	В	1- Trees wi Remove 1x dead limb over the Recreation mainly arboricultural qualities
20+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
10+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
10+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultur Remove 1x dead limb over the Recreation qualities
10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
10+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
10+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural

qualities

10+	+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultur Remove major dead wood (over 7cms dian qualities
10+	+	В	1- Trees wi Remove major dead wood (over 7cms dian mainly arboricultural qualities
10+	+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultural qualities
10+	+	В	1- Trees wi Remove major dead wood (over 7cms dian mainly arboricultural qualities
10+	+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
10+	+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities
10+	+	В	1- Trees wilvy Covered, unable to assess fully. mainly Sever and clear ivy to 1.2 meters, leave to arboricultur Remove major dead wood (over 7cms dian qualities
10+	+	В	1- Trees wi Reduce to basal growth and allow to reger mainly arboricultural qualities
10+	+	В	1- Trees wi Water throughout the summer months. mainly arboricultural qualities
10+	+	В	1- Trees wi <b>No remedial action required.</b> mainly arboricultural qualities

**NDATIONS TIMESCALE NOTES** В A- Within 3-6 months die off. B- Within 1-2 Years C- Within 3 years В €. В die off. В die off. В die off. around the trunk.

Ground.

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# **TOFT PARISH COUNCIL**

(South Cambridgeshire District)

CHAIRMAN: Mr Martin Yeadon

CLERK: Mr B Stoehr 30 West Drive Highfields Caldecote Cambridge CB23 7NY Tel: 01954 210241 E-mail: clerk@tpc.toft.org.uk

Sent via email

26 November 2024

Dear Sir or Madam

Invitation to tender – Grass-cutting and Village Maintenance contract 2025-2027 inclusive

Toft Parish Council is now inviting tenders for the three-year contract for the grass-cutting and village maintenance for 2025-2027 inclusive. Tenders are invited, **by 3 January 2025.** 

Please find below the specification on which the tender should be based, along with the relevant maps which are attached.

# Lot Meadow (RED - Page 1)

- Grass in the central area needs to be marked out so please contact Cllr Harris beforehand so this can be organised: 8 cuts from mid-March to mid-November. Mown grass left in situ;
- Grass around the fruit trees, circle of ash and beech trees, picnic tables and wooden seat, bug hotel: grass to be strimmed around these structures at the same time as grass-cutting takes place;
- Final grass cut in November to be done with a Flail Mower.-

Eastern side: cut to the boundary of the garden /house and up to the brambles between the two gates on this eastern side;

Southern side: cut to the ditch;

Western side: cut to the edge of the wood;

Northern side: cut to the edge of the brambles and the blackthorn.

# Children's Play Area/Recreation Ground (YELLOW – Page 1)

- Grass: 8 cuts from mid-March to mid-November (8 cuts in total). Mown grass to be removed;
- Hedge maintenance: cut annually in Autumn;
- Tree maintenance: annual inspection and report back.

# Village Green (PURPLE - Page 1)

- Grass: 8 cuts from mid-March to mid-November. Mown grass left in situ; plus one box mow the week before May Day weekend celebrations to allow for maypole dancing; (9 cuts in total).
- **Grass around trees and bench:** grass to be strimmed around these structures at the same time as grass-cutting takes place.

# Queen's Platinum Jubilee Celebration Green (Hatched green area – page 2)

- Grass: 8 cuts from mid-March to mid-November (8 cuts in total). Mown grass left in situ;
- **Grass around tree and bench:** grass to be strimmed around these structures at the same time as grass-cutting takes place.

# **Highway Verges (see verges map - page 3)**

Grass: 8 cuts from mid-March to mid-November full width on:
 High Street, Comberton Road, School Lane, Brookside, Miller's Road, Mill
 Lane, Stoney Lane;

Church Road: (8 cuts from mid-March to mid-November. However, to maintain the rural nature of this area, from Comberton Road down to the Church, the western verge is left uncut. Cut only the eastern verge next to the footpath full width. After the Church and up to Brookside, leave the northern side uncut and cut only the verge on the southern side of the road by a width of 0.5 metres to provide a narrow footpath along this stretch of the road. Final cut in mid-November all verges to be cut back to hedges.

**The Snicket:** visit 8 times per annum to spray weeds encroaching on the path to keep the tarmac clear;

**Green Lane and Pinfold Well Lane:** One cut in mid-November back to hedges/boundaries.

Please send your tenders to the Parish Council at the above address by **3 January 2025** in a sealed envelope, clearly marked "TENDER" with your name and your tender so that it can be considered by the Council at its January meeting. All tenders will be opened in early January in accordance with the Council's tender's policy. No email submissions will be permitted.

Your tender should clearly show for each area:

Children's Play Area	£	annual price
Lot Meadow	£	annual price
Village Green	£	annual price
Queen's Platinum Celebration Green	£	annual price
Highway Verges	£	annual price

# Terms

Fixed price for 3 years or Annual increase (detail % or RPI or CPI)

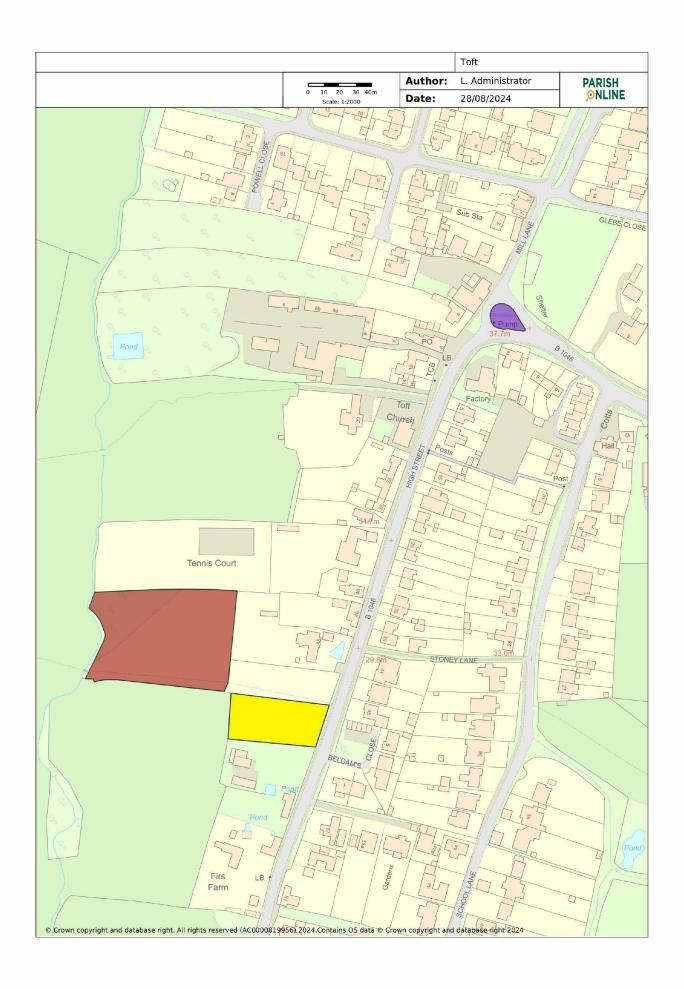
# Terms of the invitation to tender

- You shall tender for a net price per cut exclusive of VAT. The season should be anticipated mid-March to mid-November, but this may vary depending on each season and earlier or later cuts may be required. Winter work such as tree or hedge work may undertaken outside the grass cutting season.
- All tenders should be placed in an envelope and sealed with the word "TENDER" shown clearly on the envelope along with the name of the company
- Insurance will be required at the time of tender and thereafter annually evidence of Public Liability Insurance cover for £5,000,000 (five million pounds).
- The Council is not obliged to accept the lowest or any tender submitted.
- The Council does not accept any costs incurred or prices charged in the preparation and submission of tenders.
- If successful, invoices for payment must be itemised by area and include the date/s of the cuts.
- Location plans are enclosed.
- The successful contractor will be required to provide the Council with advance notice of when they will be visiting the village; in the event that they cannot attend due to the weather, alternative dates must be provided.

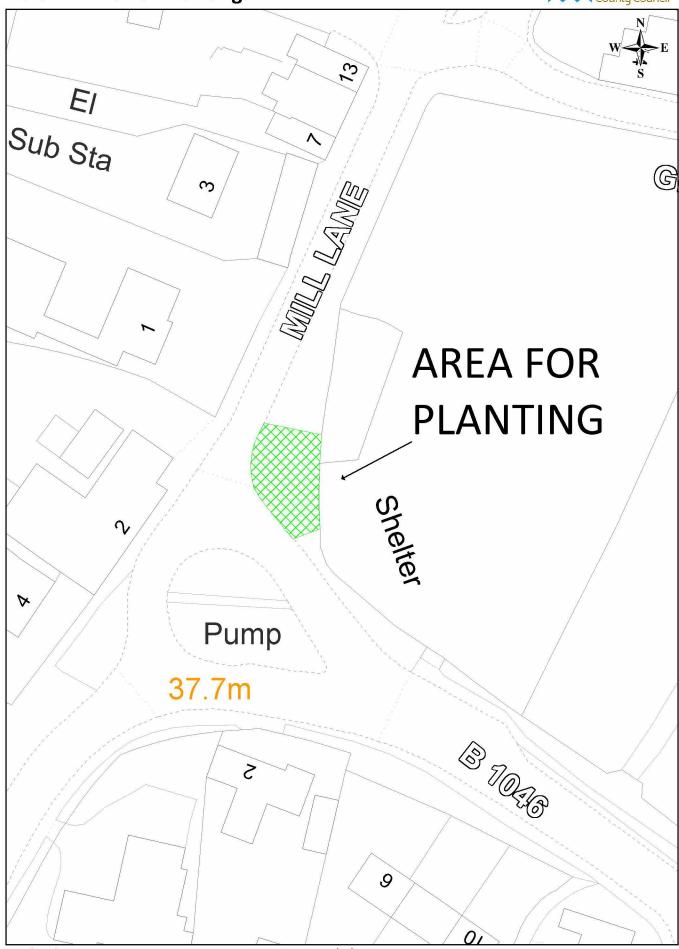
Yours faithfully

Ben Stoen

Mr Ben Stoehr Clerk







Scale (at A4): 1:500 Centred at: 535982,256199 Date: 12/10/2023 © Crown copyright and database rights 2023 OS 100023205



