



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting Monday 11th September 2017**

Chairman: Cllr. P. Burrows

**Councillors: C Chadwick, M. Hartnell, M. Pigott, J Rowland,
K Rye, H Sanham, R Webster**

5th September 2017

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 11th September 2017 at 7.30pm** at Marshlands Centre, Harbour Road, Seaton, EX12 2LT.

Amy Tregellas

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

- | | |
|-----------------------|---|
| 17/C&OS/01 | Apologies for absence |
| 17/C&OS/02 | Declarations of Interest |
| 17/C&OS/03 | To agree the minutes of the meeting held on Wednesday 9th August 2017 |
| 17/C&OS/04 | Public Question Time |
| 17/C&OS/05 | To receive the Marketing & Events Update |
| 17/C&OS/06 | Application to the Parishes Together Fund
To consider and agree project(s) to finance from the next application to the Parishes Together Fund |
| 17/C&OS/07 | Christmas arrangements 2017 |

- 17/C&OS/08 **Around Seaton Heritage Trail****
To determine the format and content of a revised Heritage Trail Publication and to receive an update on funding application.
- 17/C&OS/09 **Seaton in Bloom: to consider contractors' indicative costs of planting and to agree the process for 2018 sponsorship arrangements****
- 17/C&OS/10 **To consider a request from the Seaton Branch of the Royal British Legion to commemorate the 2018 anniversary of World War 1 by way of a floral arrangement, or similar, in Windsor Gardens****
- 17/C&OS/11 **To review play park inspection reports****
- 17/C&OS/12 **To discuss items for inclusion in the first draft budget for 2018/2019 to be considered at the October meeting of Community & Open Spaces****
- 17/C&OS/13 **To consider results of Town Guide Benchmarking information for the Town Guide 2018 (to follow)****
- 17/C&OS/14 **Update on actions arising:****

Cycle Fest 2017

Final figures are still awaited.

Town Guide 2017 Distribution: Updated list of distribution to date, to hand. Arrangements for re-stocking remain to be decided.

Signage at Axminster Station

The Town Clerk will update Members at the meeting on 11th September.

Refurbished mural for the Skate Park

The Town Clerk will update Members at the meeting on 11th September.

Youth Blogs

6-month contract in hand with Fossils in my Pocket. IT logistics need to be put in place before commencement. This is in hand with our Marketing & Events Specialist.

Seaton Walkabout sessions with East Devon District Council

StreetScene Officer:

Cllr Rowland was awaiting a response from EDDC to issues arising during the recent walkabout.

Painting of Seaton Street Furniture

Administrative staff obtaining quotes. Town Clerk advises discussion ongoing with Devon County Council to clarify ownership of the items of street furniture.

Options for the future of Seaton Town Development Team (STDT)

Item due back to C&OS at their October meeting when the STDT will have had an opportunity to review options provided by the Town Clerk for the Community & Open Spaces meeting on 9th August 2017

Equipment repair and remedial flooding work in the Underfleet Play Park

The Town Clerk will update Members at the meeting on 11th September on further correspondence with HAGS.

Seaton Activities Booklet

In hand with Members of the Committee to review current information to determine if STC will take over the provision of this information from Seaton Seniors. Prospective item for future meeting of the Community & Open Spaces Committee

Future of Artisan Market

On the Forward Plan for this Committee to be discussed at the October meeting. Discussion will include future contractual arrangements for the set up and dismantling of the markets.

Cleaning, Maintenance and Revenue Opportunities concerning bus shelters in Seaton

The Town Clerk will update Members at the meeting on 11th September.

Seaton Town Council Tabards for Council Contractors

The Town Clerk will update Members at the meeting on 11th September.

17/C&OS/15 CONFIDENTIAL ITEMS

The Chairman will move that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of items 16 & 17 on this agenda as there is likely to be a disclosure of confidential information.

17/C&OS/16 To finalise purchase arrangements for the provision of STC banners for use on contractors' vehicles

17/C&OS/17 Update on the Marketing and Events Contract
To receive an update from the Working Party.



**D R A F T Minutes of the Community & Open Spaces Committee
Wednesday 9th August 2017**

Present:

Chairman	Cllr. P. Burrows
Councillors	M. Pigott, H. Sanham, J. Rowland, R. Webster
In attendance	Town Clerk Marketing & Events Specialist Assistant to the Town Clerk

27. Apologies for absence

Apologies were noted and agreed from Cllrs Chadwick and Rye.

28. Resignation of Councillors Kevin Rye from the Community & Open Spaces Committee.

The Town Clerk reminded the Committee that Full Council on Monday 7th August 2017 Members had resolved to move Community & Open Spaces Committee meetings to the evening instead of during the day to support membership of the Committee going forward as both Cllrs Chadwick & Rye would have to resign from the Committee if meetings continued to take place during the day due to work commitments. Full Council had resolved that the Community and Open Spaces Committee would be asked to agree the dates for evening meetings going forward. The Community & Open Spaces Committee discussed a list of prospective dates for evening meetings and agreed the following dates for the remainder of the Municipal Year 2017/2018:

- Monday 11th September at 7pm
- Monday 9th October at 7pm
- Monday 20th November at 7pm
- Monday 22nd January at 7pm
- Monday 19th February at 7pm
- Monday 19th March at 7pm
- Monday 30th April at 7pm

Cllr Sanham proposed that at the next Annual General Meeting, Full Council consider in principle holding one Committee meeting per month on successive Monday evenings for the Municipal Year 2018/2019.

(Seconded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal.

- 29. Declarations of Interest**
Cllr Burrows declared a personal interest in his role as an East Devon District (EDDC) Councillor.
- 30. To agree the amended minutes of the meeting held on Wednesday 5th July 2017**
The Minutes of the meeting on Wednesday 5th July were agreed subject to the following amendment:
Minute number 18: change the heading of the first item to read 'Art@Jubilee and the text to clarify that Officers were asked to contact EDDC StreetScene to ascertain if more space could be made available for additional stalls on the West Walk.
- 31. Public Question Time**
There were no members of the public present.
- 31 Update from marketing & Events Specialist**
Seaton: profile of the town and events: The Committee discussed Seaton's profile and events information on Visit Devon, including the number of hits. The overall response has been good. The Committee noted that our Marketing & Events Specialist currently updates information for Visit Devon.
Seaton App: A provider has been selected. The Committee discussed how the new app will assist in raising the town's profile. A business directory from Seatondevon.org will be utilised. The Committee asked who would be responsible for updating the Business Directory and was advised this would be a decision going forward.
Tour de Coast signage: The Committee discussed the benefits of including Seaton in this project which aims to install 100 daymarks around the coast of England. The project could be a means of further improving footfall in the town. Cllr Sanham proposed agreement to the scheme in principle subject to our Marketing & Events Specialist obtaining more detailed information and funding expectations from the supplier.
(Seconded by Cllr Burrows)
The Committee **RESOLVED** to agree the proposal.
Axminster Station signage: The Committee discussed how the change of rail franchise may affect signage provision and asked the Town Clerk to follow up with Sally King of South West Trains. Our Events and Marketing Specialist will email the Town Clerk the details.
Artisan Market: The Committee agreed to a review of Art@Jubilee in September when feedback on the August event will provide an overall picture of the success of this project.
The Committee noted the Marketing & Events Update.
- 32. Future arrangements for Cycle Fest**
Cllr Rowland expressed thanks to all those involved in the Cycle Fest for their contribution to a very successful event.
The Committee noted that full financial information is to follow and discussed the benefits of the event including the number of visitors it

brings to the town, the wide range of ages and abilities of participants, the number of people and families who took part in the Vintage Day Cycle Ride, schools' involvement, positive feedback on social media and how the festival is putting Seaton firmly on the map of Outside Adventure. The Committee discussed how local businesses could be more involved, and the prospect of a new Platinum Sponsorship level going forward. The Committee also discussed how to improve the event including suitable road surfacing to enable the Vintage Ride to pass through Fore Street, disabled parking facilities, policing barriers, the availability of accommodation in Seaton, raising the profile of the event with BBC Spotlight and links to Art@Jubilee. The Committee discussed how plans for the Moridunum may impact on the event.

Cllr M Pigott joined the meeting at 11.15am.

The Committee noted that STC has provisionally booked the event for 2018.

The Committee noted that costs for Velo Vintage are projected to rise in 2018 and discussed ways of reducing these, including the possibility of holding other, chargeable events during the Festival.

Cllr Sanham proposed that our Marketing & Events Specialist discusses future costs with Velo Vintage and to ensure that maximum benefit is gained from the expenditure.

(Secoded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal.

Cllr Burrows proposing to Full Council that Cycle Fest is held in Seaton in 2018.

(seconded b Cllr Sanham)

The Committee **RESOLVED** to agree the proposal.

33. The Future of the Seaton Town Development Team (STDT)

The Committee discussed an options paper provided by the Town Clerk which considered three structural models and the legal and financial implications of each:

1. Community Interest Company
2. A Social Enterprise
3. A company limited by guarantee

Cllr Webster proposed that STC and the STDT consider the options further with an item on the agenda for the Community and Open Spaces Committee in September 2017.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal.

The Committee discussed the future relationship of the STDT with STC including the possibility of representation on the re-structured STDT on any re-structured STDT should it become an Outside Body.

34. Actions / Projects arising: Update

Town Guide: The Committee discussed current and prospective top up distribution of the Guide and putting mechanisms in place to ensure as wide a distribution as possible. The Committee noted that the Parishes Together Funding was not received in time to support wider distribution of the guide. The Committee discussed the prospect of the local newspaper using their distribution arrangements to help distribute the Guide but noted that there has been a cost associated with this in the past.

The Committee noted that Cllr Rowland will ascertain if our Town Guide is available at Axminster Station.

The Committee requested the Town Clerk to bring a report to the Community & Open Spaces Committee in September.

Reinstatement of the Mural: Cllr Rowland proposed approaching EDDC and Leisure East Devon (LED) to install the mural at the Adventure Golf Site.

(seconded by Cllr Sanham).

The Committee **RESOLVED** to agree the proposal.

The Committee noted the update on actions and projects arising.

Christmas Lights 2017: The Committee noted that the switch on date is Friday 1st December 2017, that the Artisan Market will be cited in Windsor Gardens and agreed to consider an Art@Jubilee event as part of the festivities. The Committee asked for clarification on the presence of Seaton Eats.

Seaton Walkabout: The Committee noted that Cllrs Rowland and Pigott had met with Dan Haydon of EDDC Street Scene. Mr Haydon has a number of queries in hand from Cllr Rowland to address and Cllr Rowland awaits his response

Painting Street Furniture: The Committee noted that Cllr Rowland will email the Town Clerk a copy of quotes previously obtained for the work and that the Town Clerk will meet with Tim Harris to clarify ownership of street furniture.

Remedial flooding work and equipment repair at the Underfleet

Play Park: The Committee noted serious problems in securing a response from HAGS to STC correspondence with no date in view to address the flooding issue and on the matter of faulty parts supplied by HAGS to support repairs.

Cllr Sanham proposed that STC writes to the Chairman of HAGS asking for a response within two weeks. If no response is received STC will refer the matter to the Ombudsman and advise the Chairman of HAGS that this action has been taken.

(seconded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal.

Seaton in Bloom: Cllr Rowland invited Seaton Town Councillors to attend the prize presentation event on Friday 8th September at 6.30pm at Marshlands.

Seaton in Bloom Sponsorship: Cllr Sanham proposed deferring this item to the next meeting of the Community & Open Spaces Committee. (seconded by Cllr Burrows)

Activities Booklet: The Committee agreed that this will be an item for the next meeting of the Community & Open Spaces Committee.

Heritage Trail Guide: The Committee agreed to discuss this at the October meeting of the Community & Open Spaces Committee following further work by Officers on preparing draft quotes for an application to the Organisation for Areas of Outstanding Natural Beauty (AONB).

The Committee **RESOLVED** to agree the proposal.

Town Crier Competition: The Committee noted arrangements in hand for the event on Saturday 12th August and that Cllr Pigott will use the occasion to discuss events attended by the Town Crier overall.

Management of Bus Stops in Seaton: Cllr Sanham proposed that STC writes to relevant Departments at Devon District Council (DCC) and EDDC including to their respective portfolio holders stating that STC is seeking agreement to take over the management of bus stops in Seaton.

(seconded by Cllr Burrows)

Cllr Burrows proposed suspending Standing Orders to enable item 13 on the agenda to be discussed at this point in the meeting.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal.

The Chairman moved that in accordance with the Council's Standing Order (1c) press and public would be excluded from the meeting during the discussion of item 13 on the agenda as there was likely to be a disclosure of confidential information.

35. To confirm contractual arrangements for the provision of youth blogs on seaton.devon.org

The Committee discussed maximising the reach of information through this initiative and noted that monitoring the hit rate is one means of checking its success and that the information could be linked to other outlets for youth activity in Seaton. The Committee noted that IT logistics need to be put in place.

Cllr Burrows proposed setting up a six-month contract with Fossils in my Pocket to start once website logistics are in place, the contract to be reviewed thereafter.

(Seconded by Cllr Webster)

The Committee **RESOLVED** to agree the proposal.

Standing Orders were resumed.

36. Application to the Parishes Together Fund

The Committee agreed to bring this item to the next meeting of the Community & Open Spaces Committee having scoped ideas from Councillors to support the list of options. The Committee discussed a tourism passport as one prospective option and Cllr Sanham volunteered to talk with local businesses to gauge interest. Cllr Rowland volunteered to do the same via the Street Traders Facebook Group.

37. Improving the appearance of the Town Centre, including improved signage

The Committee noted that this had been discussed elsewhere on the agenda.

38. Confidential items

The Chairman moved that in accordance with the Council's Standing Order (1c) press and public would be excluded from the meeting during the discussion of item 14 and 15 on the agenda as there was likely to be a disclosure of confidential information.

39. To finalise purchase arrangements for the provision of STC Banners for use on contractors' vehicles

Cllr Pigott proposed that Officers will circulate quotes received to Councillors and obtain a mock-up of a banner from South West signs for review towards a final decision.
(seconded by Cllr Sanham)

40. To review and discuss the current Marketing and Events contract and to consider arrangements going forward.

Cllr Sanham proposed a working party of Community & Open Spaces Committee members to meet week commencing 14th August to formulate proposals to support Full Council in reaching a decision on the contract going forward.
(Seconded by Cllr Burrows)
The Committee **RESOLVED** to agree the proposal.

The meeting ended at 1.05pm

Chairman:

Date:

Community & Open Spaces Committee 11th September 2017

Parishes Together Funding

Parishes Together funding is available for the 2017/18 financial year and so far, the Council has not submitted a bid for funding.

The following details are on East Devon District Council's website

How much can you apply for?

There is a funding pot of £1.10 per elector in each parish involved. The numbers of electors is taken from the electoral register as it stood in February 2017

In February 2017, the number of electors listed for Seaton was 6,333, so the amount we can bid for is £6966.30.

Which projects are eligible for a grant?

1. All applications must involve two or more Town or Parish Councils, the aim of the funding is for Town and Parish Councils to work together on projects. Following a decision of collective support for an application, nominate a lead council to complete the application form. The officer managing the fund and the decision-makers must be satisfied that the project will benefit more than one Town or Parish and that they are working together.
2. Every Town or Parish Council involved must make a proportionate financial contribution to the project from their own funding.
3. Applications must show towns and parishes involving their communities to try to solve local issues. Projects that create useful networks across parishes involved will be looked on favourably.
4. Grants are for both capital (one off costs, costs of a permanent item, structure etc) and / or revenue costs (day to day costs, temporary items, events etc). We will not fund unsustainable projects, salaries for ongoing posts, individuals, private businesses or for profit enterprises or revenue costs for existing projects.
5. Funds cannot be used directly for on-going staff costs or day to day running of a project, unless this is during a transition phase with documented evidence of how the project will become sustainable post transition.
6. All projects need to include a written quotation from at least one contractor (if using a contractor) / supplier. If the total cost of your project is over £5,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project.
7. Funds should not be used to support projects that are the direct responsibility of another agency.
8. Funds will not be allocated retrospectively. Work must not start on the project before you have received a letter offering you the grant.
9. You can't apply for funding for the same project twice.
10. All grant money awarded must be spent and claimed within 12 months of receiving your grant offer letter.

11. Please send supporting documents where possible. This could include things such as; quotes for project costs, details of offers/ grants from any other funder/ organization, photographs, specifications and drawings, extracts from your Parish Plan(s), evidence of consultation e.g. letters of support.

Closing dates

The closing dates for applications are 5pm on 10th November 2017 and 7th February 2018.

The fund is confirmed for this year only. Once the deadline is reached incomplete applications will not be assessed.

Ideas for Parishes Together

The Town Clerk wrote to Councillors and asked for ideas for bidding for the Parishes Together funding. The following is the list of ideas that have been put forward:

To support the provision of wi-fi on the Seafront up to Axemouth Harbour if the costs are not too prohibitive (Cllr Burrows)

Rebuilding the flowers beds on seafront (Cllr Beer)

A scheme to improve road safety on the B3174 between Seaton and Beer. According to the police, there have been 3 collisions on the 60-mph section of this road since the beginning of 2015, including one at the difficult junction of Beer Road and Old Beer Road. I would propose a scheme with Beer PC involving reduction of the speed limit to 30 on the entire route and other traffic calming measures (Cllr Shaw)

To extend aspects of next year's Cycle Fest, by building in links with Colyton and Axmouth and possibly Beer. (Cllr Sanham)

To work with business to produce a leaflet containing a map of the town centre along with coupons for discounts from businesses (Cllr Sanham)

To work with the police and another town to start work on a youth club (Cllr Squire)

To support the dementia initiative with a number of other towns (Cllr Squire)

Do the Committee feel that any of these proposals should be taken forward in the form of a funding bid?

**Communities and Open Spaces Committee
Christmas Arrangements**

Christmas Lights

Three suppliers have been invited to come out and quote for Christmas lights in the town centre. We are currently waiting for their quotations to come through.

The coverage in the town centre would be Queen Street and Fore Street down to Boots. Rather than having icicles there has been the suggestion that it would probably be a better solution for the Council to consider Festoon lights which are better for seaside towns and could be put up and stay in place for 5 years.

A further update will be provided at the meeting

Christmas Lights switch on event

This is in the process of being organised and the Council is liaising with other parties such as the carnival organisers to ensure that it is a seamless event

The switch on event takes place on Friday 1st December

The carnival will form part of the evening along with food, the Artisan market, music and singing from choirs and the switch on.

A further update will be given at the meeting

Do the Council want to have a children's colouring competition for Christmas? Other towns use the winning designs on Christmas cards which they produce and sell to raise funds for the following year's switch on event. Is this something that Seaton should consider doing?

Another option would be to have the winners of the colouring competition to switch on the Christmas lights with the Mayor and Carnival Queen.

What does the Committee think of these ideas and would it like to resolve to take any forward?

**Community & Open Spaces Meeting 11th September 2017
Around Seaton Heritage Trail**

To determine the format and content of a revised Around Seaton Heritage Trail publication and to receive an update on funding options.

1. Background

1.1 The Community & Open Spaces Committee has previously discussed the production of a revised Around Seaton Heritage Trail. Early discussions considered the inclusion of the Time Line and an Orienteering Guide as part of this project.

1.2 Subsequently, the Council has purchased copies of the Timeline separately from the Heritage Trail publication and Cllr Sanham is in contact with East Devon District Council Officers to discuss the provision of an Orienteering Guide.

1.3 In respect of the Heritage Trail, Officers have begun compiling an application for funding to the Areas of Outstanding Natural Beauty (AONB) East Devon Sustainable Development Fund. To complete the application for funding we must supply costs. Because Councillors have still to determine the precise content of the revised publication, Officers have obtained a quote from a local provider based on the cost of printing the current publication as a provisional indication of costs which is £160.00 per 1,000 copies.

2. Content of the revised Heritage Trail

1.4 Councillor Webster did some preliminary work on the prospective content of the revised Trail and the Orienteering information.

1.5 At the meeting on Monday 11th September, Councillors are asked to review the current version of the Heritage Trail and Cllr Webster's proposals for the revised Heritage Trail (provided in hard copy) to arrive at a definitive version and in order that we can finalise the application for funding from the AONB. Councillors are also asked to determine how many copies of the revised Trail are required.

**Community & Open Spaces Committee Monday 11th September 2017
Seaton in Bloom Sponsorship**

1. Background

1.1 At the meeting of the Community & Open Spaces Committee on Wednesday 9th August 2017, Councillors agreed to bring the Seaton in Bloom sponsorship project to the meeting of the Community & Open Spaces Committee on Monday 11th September.

1.2 Officers were asked to contact Mr John Widger, the Council's current Grounds' & Maintenance Contractor to ascertain his view on the likely costs of planters which may be offered for sponsorship. Mr Widger has kindly provided the estimate of costs listed below.

1.3 Councillors are asked to note that Mr Widger has not included planting space on the Sea Wall in his costings due to state of repair of this space.

2. Estimates of Planting Costs

Large Floor Containers	£35.00
Stone Troughs – extra large	£35.00
Round Stone Containers	£25.00
Long Black Troughs (seafront)	£25.00

Beds

Sea Wall – not costed due to state of repair of this space	
Anchor	£250.00
X 2 Rowing Boats	Mr Widger has not provided costs
Cliff Field (inside and out)	£45.00
Roundabout	£100.00

Other Small stone containers

Cross Street Corner	£15.00
Cross Street Estate Agents	£15.00
Under the ledge at the corner of Boots	£20.00

1.4 The Community & Open Spaces Committee is asked to consider how they want to move forward with this project having had sight of the likely costs of various planting areas

Community & Open Spaces Committee 11th September 2017

to consider a request from the Seaton Branch of the Royal British Legion to commemorate the 2018 anniversary of World War II by way of a floral arrangement, or similar, in Windsor Gardens

Background

Mr Ray Evans of the Royal British Legion emailed the Council on 21st August with a request as follows:

To introduce myself, Ray Evans, Seaton RBL. Could you please give some thought of a way to commemorate the end of the 14/18 war in the Windsor Gardens, possibly in the form of garden floral arrangement. Any ideas welcome.

Many thanks for your time.

INSPECTION SHEET**ELIZABETH ROAD PLAY AREA CONTINUED....**

Inspection by Town Council Maintenance Staff: 8th August 2017				
Item	Issue	Numerical Risk	Mend Y/N	How resolved?
Junior 1 Bay – 2 Seat	Wet Pour shrinkage / wear under swing	2	N. Low risk. May continue in use / monitor	Action may be required
Swing Net	Wet Pour shrinkage / links wearing	2	N. Low risk. May continue in use / monitor	Action may be required
Slide				
Fence				
Wooden guards	Need treating / monitor	2	N. Low risk. May continue in use / monitor	Action may be required

PLEASE SEE NEXT PAGE FOR UNDERFLEET INSPECTION REPORT

INSPECTION SHEET

UNDERFLEET

Inspection by Town Council Maintenance Staff: 11th August 2017

Equipment	Comment	Risk Factor	Date of finding	Action	Resolved
Cycle Stand					
Goal net X 2 posts	Uneven surface / nets ripped in places	2	ongoing	Monitor, fill holes when able and seed	
Cyclops (Spin net)	Matting is sinking	2	ongoing	Monitor / fill holes and seed when able	
Titan (Rotary)	Matting sinking	3	ongoing	Monitor and replace links	
Spider's web (Climbing wall)					
Dino (Zip wire)	Hole in end tyre enlarged / some wear on chaine	2	11/8/17	Monitor	
Nexus Viper (rope swing)	Bush missing / ground worn and uneven	2	ongoing	HAGS agreed to fit bush	
Willy Jeep					
Gaping Ghyll	Wood log chipped	2	Ongoing	Monitor / Fill or smooth	
Loping balance weave					
Walk / stretch posts (net tunnel)					

Equipment	Comment	Risk Factor	Date of finding	Action	Resolved
6m Net pyramid	Rubber mulch sunken making trip hazard by tiles	2	Ongoing	Build up edge with soil or rubber mulch	
Circus trampoline	Edge worn	2	Ongoing	Build up edge with soil or rubber mulch	
Landscape Tunnel					
Unimini Kerra (Toddler unit)					
Lillie Basket (swing basket)	Slight movement in left post / finger entrapment re ROSPA	2	Ongoing	Monitor movement / Entrapment built in to supplied part / cannot see solution without a re-design	
Roty Inclusive roundabout					
Bench on mound					
2.4 Sleeper Bench X 3	Loose tops	2	Ongoing	Monitor or re-design / modify with more bolts	
2.4 Sleeper picnic table x 3	Loose tops on all bench / tables / one seat chipped	2	Ongoing	Fill hole / redesign / modify with more bolts	
Dinosaur ribcage walkway arch					
Gates x 2	Yellow gate not closing properly	2	Ongoing	HAGS refitted incorrectly / agreed to rectify	
Fence					
Boulder seats					

Path	Worn in places	2		Monitor	
Trees	Some dead branches	2		Monitor / remove	

RISK FACTOR CRITERIA

5 Very high – action to be undertaken immediately. Notify office immediately by phone and indicate on the report

4 High – may continue in use. Action required as indicated on the report will be necessary within one month

3 Moderate – may continue in use. Action required within 3 – 6 months

2 Low – may continue in use. Action may be required. Monitor

1 Very low – may continue in use.