

Westbourne Parish Council
Recreation and playground inspection contract
Issued: April 2017

1.1 Parties and purpose

This contract, for recreation and playground inspection services, is issued by Westbourne Parish Council (the 'client') to Mr Stewart Cormack (the 'inspector') for the inspection of its two recreation areas and playgrounds on Monk's Hill and Mill Road in Westbourne as outlined below.

1.2 Contract requirements

To inspect Westbourne Parish Council's two recreation areas and playgrounds on Monk's Hill and Mill Road in Westbourne on a:

- weekly basis from April to October (during British Summer Time)
- fortnightly basis from November to March.

Each inspection will provide advice on trees, grounds maintenance, play equipment and grounds development using the agreed inspection checklist (see Appendix 1) which will be returned to the Parish Clerk following its completion.

Any required actions resulting from the inspections will be brought to the attention of the Recreation and Amenities Committee and/or the Parish Council by the Parish Clerk, who will then arrange/discuss/agree (as appropriate) the required course of action at the earliest opportunity. The inspector will be kept informed of progress of any works that are undertaken.

1.4 Contract timescales

The contract will start on 1 April 2017 and is agreed for the 2017/18 financial year, ending 31 March 2018.

The contract will be reviewed for the 2018/19 financial year at the Council's Financial and General Purpose Committee on 26 October 2017.

1.5 Health and Safety

Westbourne Parish Council requires all employed contractors to be made aware of the expected requirements related to health and safety at work. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements.

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work act 1974, and relevant statutory provisions.
2. The Council will remain the right to stop any operation and/or use of equipment, or the action of any of your employees, if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing from the Council's representative to order such a stoppage.
3. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
5. The inspector will provide the Parish Council with a copy of their insurance cover.

1.6 Contract value and payment

It is agreed between the client and the inspector that the inspection of both sites will take 1 hour 30 minutes at a rate of £30 per hour. The inspection will therefore cost £45.00, on either a weekly or fortnightly basis depending on the time of year.

Westbourne Parish Council requires an invoice to be provided for payment which it will honour within 30 days of receipt. The client recommends either a monthly or quarterly invoice to be received by the Parish Clerk by the first Thursday of the month so that payment can be approved at the monthly Parish Council meeting which takes place on the second Thursday of the month.

1.7 Management of the contract

The contract will be managed by the Parish Clerk, so as to provide the inspector with a single point of contact.

1.8 Dispute resolution

It is agreed that inspector will work closely with the Chair of the Recreation and Amenities Committee, the Parish Clerk and other members of the Council as required. All parties are to raise any issues as soon as possible so that they can be discussed and resolved as required.

The Council holds monthly meetings (on the second Thursday of every month) at which matters relating to the recreation areas and playgrounds can be discussed/agreed. The

Council also holds a quarterly Recreation and Amenities Committee which provides opportunity for more detailed discussion of matters.

1.9 Termination of contract

Westbourne Parish Council reserves the right to terminate the contract in the case of failure to deliver services as agreed to the required standard, timescales and budget as outlined in the contract. If the Parish Council agrees to terminate the contract, one calendar month notice will be given.

1.10 Contact details

- Westbourne Parish Council, 53 Skylark Avenue, Emsworth, Hampshire, PO10 7GB
westbournepc@outlook.com
07775654483
- Stewart Cormack, 8 Arnold Way, Bosham, West Sussex, PO18 8NJ
mrcormack@aol.com
01243 574441 or 07753433294

Signed:

**Cllr Nigel Ricketts, Chair of the Recreation and Amenities Committee,
Westbourne Parish Council**

Clare Kennett, Clerk to Westbourne Parish Council

Stewart Cormack, Inspector

Appendix 1: Inspection checklists

Westbourne Parish Council

Mill Road recreation area/playground inspection checklist

Item	Tick if satisfactory
1. Car park surface	
2. Footpath surface	
3. Grassed areas	
4. Seats	
5. Fencing	
6. Trees/planting	
7. Noticeboards	
8. Multi-activity units, age 2-5	
9. Multi-activity units play panels	
10. Set of two swings, cradle seats	
11. Set of two swings, flat seats	
12. Single point tyre swing	
13. Rotating chairs red mushroom seat	
14. Rotating chairs blue mushroom seat	
15. Seesaw standing 2 person	
16. Multi activity units, age 6-10	
17. Skateboard ramp double grind rails, blue	
18. Skateboard ramp inclined grind rail	
19. Skateboard ramp quarter pipe basketball	
20. Skateboard ramp funbox with integral grind rails	
21. Skateboard ramp quarter pipe play area	
22. Basketball/football pitch	
23. Adult fitness pull down challenger	
24. Adult fitness health walker	

Comments (please indicate relevant number from above)

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Other observations/comments

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I declare that during the inspection no defects were found other than those specified above.

Date of inspection: _____

Inspection carried out by: _____

Signed: _____

**Westbourne Parish Council
Monk's Hill recreation area/playground inspection checklist**

Item	Tick if satisfactory
1. Car park surface	
2. Footpath surface	
3. Grassed areas	
4. Seats	
5. Fencing	
6. Trees/planting	
7. Noticeboards	
8. Climbing frame	
9. Trapeze rings	
10. Set of swings, cradle seats	
11. Set of swings, flat seats	
12. Embankment slide	
13. Seesaw	
14. Adult fitness power push	
15. Adult fitness push hands	
16. Adult fitness ski steeper	
17. Adult fitness pull down challenger	
18. Adult fitness handle boat/rower	

Comments (please indicate relevant number from above)

Other observations/comments

I declare that during the inspection no defects were found other than those specified above.

Date of inspection: _____

Inspection carried out by: _____

Signed: _____