

Westbourne Parish Council, 10 September 2026

Item 58: Clerk's report

The purpose of this report is to provide the Council with an overview of activities since the last Full Council meeting.

1. Clerk's update on current projects

- Allotment Association lease agreement finalised
- External audit completed
- Post on Facebook about the proposed Foxbury Lane development following planning committee and little engagement.
- Overgrown footpath 245 reported to Highways, the PROW team and the new Highways Rangers but no response yet. New boundary fence also reported.
- Tree survey completed and tree surgery underway.

2. Actions from the last meeting not otherwise on the agenda

- Written agendas, supporting papers and minutes for Full Council and Planning Committee.
- Submitted planning responses following the last Planning Committee meeting.
- Circulated correspondence to councillors.
- Entered all invoices to the Rialtas software and reconciled the income and expenditure against the bank statements each month to be signed at meetings.
- Set up all payments on Lloyds Bank for payment.
- Recorded paper copies for all expenditure and invoices in a file to be kept for seven years.
- Updated the website.

3. Assistant Clerk's update on current projects

- All signage now complete: Clear up after your dog, hot slide, no BBQ's, no dogs allowed
- Research on newsletter and cost difference, citizen of the year award, summer event
- Amended accessibility statement
- Planning meeting for August
- Monks Hill meeting with Wicksteed/NR/RB
- Contacted Sam at CDC with regards to grant funding for Monks Hill equipment
- Liaised and co-ordinated fingerpost sign pick up from Ralph Restoration with Longmeadows – they are now back in the lock up
- Checked and completed survey for grit boxes
- Ordered extra keys for lock up
- Requested requote for Beacon
- Quote for bollard by St Johns Church [Glasdon Manchester™ Bollard - Glasdon UK](#)



**Inspection, Maintenance,
Repairs and Refurbishments**



We Inspect, Maintain, Repair and Refurbish any manufacturers equipment

Operational Inspection

Westbourne Parish Council

Hitchcock Close
Hampshire, PO10 8TH,



Inspection Scope for RPII Annual Inspectors

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Indoor and Outdoor Annual Inspectors (where relevant) on the RPII Register of Inspectors when undertaking inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

For the avoidance of doubt, references to compliance relate only to those aspects that can be assessed visually or manually, within the limitations of a non-dismantling, non-destructive inspection, and without the use of specialist equipment.

The following standards define the technical framework within which inspections are carried out; not all requirements within these standards can be verified during an inspection. The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. 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, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report; any comments will be made using the principles of BS EN 1176 as guidance only, rather than as a formal assessment of compliance.

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).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment

BS EN 14974 Skateparks

BS EN 16630 Permanently installed outdoor fitness equipment

BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

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

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a basic manual stability check appropriate to a visual

inspection 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. For the purposes of this inspection, “reasonably accessible” means accessible without the use of specialist access equipment, tools, or unsafe working practices. 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. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

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 the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); 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); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

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.

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. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Responsibility of the Owner/Operator The owner/operator has overall responsibility for the safety, management, and ongoing maintenance of the play equipment and surrounding area. This includes ensuring that equipment is appropriately installed, inspected, maintained, repaired, and managed in accordance with the relevant standards, manufacturer guidance, and applicable legislation

Inspections undertaken by RPII Annual Inspectors contribute to the owner/operator’s discharge of these responsibilities but do not replace the requirement for the owner/operator to carry out suitable and sufficient risk assessments, routine monitoring, and maintenance, or to act on identified defects and recommendations. Responsibility for initiating or undertaking any actions arising from this report rests solely with the Client.

The 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 facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Inclusion or exclusion within this table does not imply an exhaustive assessment; all inspections and checks are subject to the limitations described within this methodology. Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain 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 inspection responsibilities as detailed in the relevant standards. RPII Annual Inspectors may, where readily available, refer to manufacturer installation instructions for general context, but do not check against these in full on any item as inspections are focused on compliance with relevant standards and maintenance defects; the responsibility for ensuring that installation instructions are adhered to lies with the owner and the installer.

[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 or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[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 RPII annual inspections.

[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 or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3). Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Hitchcock Close

Inspection Ref: 3134372

Site Ref: 134920

Operational Inspection - 2-July-2026 - 10:14 Inspector Christopher Hopkinson

Risk Assessment: 8 Low Risk



4 - Very Low Risk

Item: Site General
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Gate - Combination
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Notice Board
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1

Total Findings: 2



Finding 1

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

Finding 2

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

4 - Very Low Risk

Item: Picnic Table
Manufacturer: Marmax Products Ltd
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Concrete
Item Quantity: 1



Total Findings: 1

Finding 1

There is some damage to the item - Monitor for any further deterioration and repair as required

6 - Low Risk

Item: 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1



Total Findings: 2

Finding 1

The seat connection cannot be inspected fully as the chain cover cannot be lifted - Cut the cover to allow access to the shackle and assess the wear

Finding 2

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk

Item: Log Climber
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

5 - Very Low Risk

Item: Spring Board
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

5 - Very Low Risk

Item: Spring Frog
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Animal Bench
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk

Item: 1 Bay 1 Seat (Cradle) - Type 1
Manufacturer: Eibe Play Ltd
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk

Item: Scooter Park
Manufacturer: Unknown
Surface Type: Bitmac
Item Quantity: 1

Total Findings: 1



Finding 1

Surface has eroded and the membrane is exposed causing trip hazards - Infill as required

6 - Low Risk

Item: Air Walker
Manufacturer: Hags
Surface Type: Grass
Item Quantity: 1

Total Findings: 1



Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

6 - Low Risk

Item: Double Fitness Station
Manufacturer: Hags
Surface Type: Grass
Item Quantity: 1

Total Findings: 2



Finding 1

There is some damage to the item - Monitor for any further deterioration and repair as required

Finding 2

The paint is flaking off the metalwork - Rub down and re-paint

8 - Low Risk

Item: Multi Use Games Area (MUGA)
Manufacturer: Eibe Play Ltd
Surface Type: Bitmac
Item Quantity: 1

Total Findings: 3



Finding 1

The goal hoops have been damaged or are missing from the equipment - Repair or replace as required

Finding 3

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Finding 2

There is or are fixings missing on the item - Replace all missing fixings x 5-7 m8 coach bolts

Findings information

6 - Low Risk (Finding 1)			
Item:	Signs - Notice Board	Risk Level:	L - Low Risk
Manufacturer:	Unknown	Surface:	Grass
			
Finding: The item is slightly loose in its foundations		Action: Monitor for any further deterioration and repair as required	

8 - Low Risk (Finding 2)

Item: Signs - Notice Board
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting bolt thread(s) present



Action: Remove excess thread length and deburr or provide cap

6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Eibe Play Ltd

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: The seat connection cannot be inspected fully as the chain cover cannot be lifted

Action: Cut the cover to allow access to the shackle and assess the wear

6 - Low Risk (Finding 2)

Item: Swings - 2 Bay 2 Flat 1 Basket Seat
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk (Finding 1)

Item: Activity Equipment - Log Climber
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk (Finding 1)

Item: Other - Animal Bench
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 1 Seat (Cradle) - Type 1
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk (Finding 1)

Item: Wheeled Sports - Scooter Park
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Bitmac

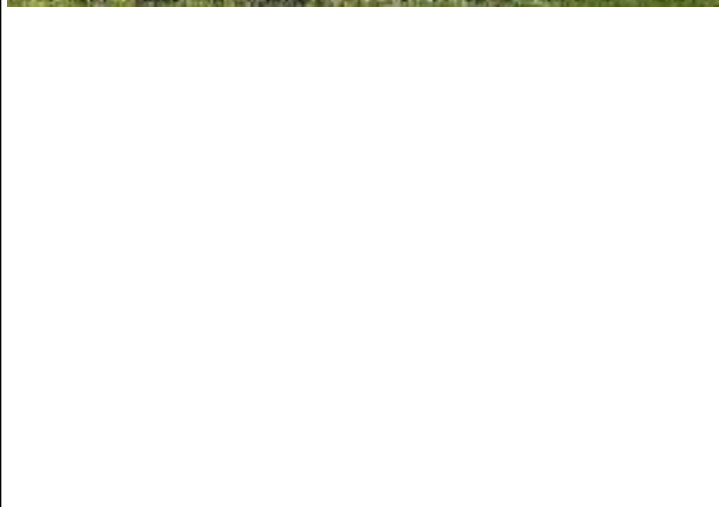


Finding: Surface has eroded and the membrane is exposed causing trip hazards
Action: Infill as required

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Air Walker
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Double Fitness Station

Manufacturer: Hags

Risk Level: L - Low Risk

Surface: Grass



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Double Fitness Station

Manufacturer: Hags

Risk Level: L - Low Risk

Surface: Grass



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk

Surface: Bitmac



Finding: The goal hoops have been damaged or are missing from the equipment

Action: Repair or replace as required

8 - Low Risk (Finding 2)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk

Surface: Bitmac



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings x 5-7 m8 coach bolts

8 - Low Risk (Finding 3)

Item: Multi Use Games Area - Multi Use Games Area (MUGA)
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk

Surface: Bitmac



Finding: There are projecting bolt thread(s) present



Action: Remove excess thread length and deburr or provide cap



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Monks Hill Play Area
Monk's Hill, Emsworth, PO10 8QP



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6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain 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 inspection responsibilities as detailed in the relevant standards. RPII Annual Inspectors may, where readily available, refer to manufacturer installation instructions for general context, but do not check against these in full on any item as inspections are focused on compliance with relevant standards and maintenance defects; the responsibility for ensuring that installation instructions are adhered to lies with the owner and the installer.

[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 or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[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 RPII annual inspections.

[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 or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).								
Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Monks Hill Play Area

Inspection Ref: 3134371

Site Ref: 71945

Operational Inspection - 2-July-2026 - 10:39 Inspector Christopher Hopkinson

Risk Assessment: 12 Moderate Risk



Location:

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

8 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1



Total Findings: 4

Finding 1

The area around the item has eroded and may become slippery - Reinstate eroded area

Finding 2

There is weed / vegetation growth on, between, or around the edges of the surfacing - Remove weed / vegetation growth

Finding 3

There are holes in surface that may have been created purposely by users. - Infill to provide a sound reasonably level surface.

Finding 4

The surface has eroded and the foundations are exposed - Reinstate surrounding surfaces to cover the foundations

8 - Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

5 - Very Low Risk

Item: Gate - Self Closing
Manufacturer: I.A.E. Fencing
Surface Type: Concrete
Item Quantity: 1



Total Findings: 1

Finding 1

The gate is not operating correctly - Take effective action to ensure the gate closes between 4 and 8 seconds

8 - Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 6

Finding 1

A number of fixings have worked loose around the fencing - inaccessible - Secure all loose fixings

Finding 2

There are a number of fixings missing from the fence - Replace 2 missing fixings

Finding 3

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Finding 4

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 5

There are loose posts around the fence x 26 in total, around the whole fencing - Monitor for any further deterioration and reset as required

Finding 6

Majority of the kick boards/retaining boards are missing - Replace

6 - Low Risk

Item: Bench
Manufacturer: Wicksteed Playgrounds
Surface Type: Woodchip
Item Quantity: 2

Total Findings: 1



Finding 1

A number of ground fixing(s) have worked loose which is covered by surfacing - Secure all loose fixings

4 - Very Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Woodchip
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

10 - Low Risk

Item: Inclusive Roundabout
Manufacturer: Wicksteed Playgrounds
Surface Type: Bonded Rubber Mulch
Item Quantity: 1

Total Findings: 3



Finding 1

There is or are fixings missing on the item- corner of the platform can now be lifted | - Replace 1 missing fixings

Finding 3

The bearing is worn / damaged and the item is not operating correctly - Repair / replace

Finding 2

There are trip hazards present - Reinstate surrounding surfaces to level to remove the trip points

6 - Low Risk

Item: See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Bark Mulch
Item Quantity: 1

Total Findings: 3



Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

Finding 3

The paint is flaking off the metalwork - Rub down and re-paint

Finding 2

There is some minor damage to the surface of the item - Monitor for any further deterioration and repair as required

8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 9

Finding 1

There is some graffiti present - Remove the graffiti

Finding 3

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 5

The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points

Finding 7

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 9

A number of fixing(s) have worked loose - due to style of fixing and barriers unable to reach both male and female part at the same time to tighten - Secure all loose fixings

Finding 2

There is surface corrosion present on the item - Consider treating and repainting the item

Finding 4

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 6

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 8

There is/are several inserts missing approx 60 - Replace missing inserts

8 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Mixed Surface
Item Quantity: 1

Total Findings: 2



Finding 1

The bushes are worn or missing x 4 - Replace worn or missing bushes

Finding 2

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

4 - Very Low Risk

Item: Tractor
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Woodchip
Item Quantity: 1

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Spring See-Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Woodchip
Item Quantity: 1

Total Findings: 1



Finding 1

There is/are bolt cap covers missing or damaged on the item - Replace 1 missing or damaged bolt cap covers

5 - Very Low Risk

Item: Spring Horse
Manufacturer: Ledon
Surface Type: Woodchip
Item Quantity: 1

Total Findings: 1



Finding 1

There is algae or moss on the surface of the equipment - Clean and treat appropriately

4 - Very Low Risk

Item: Spring See-Saw
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Woodchip
Item Quantity: 1



Total Findings: 1

Finding 1

There is/are bolt cap covers missing or damaged on the item - Replace 8 missing or damaged bolt cap covers

12 - Moderate Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds
Surface Type: Mixed Surface
Item Quantity: 1



Total Findings: 5

Finding 1

There are gaps opening between the grass mat tiles - Provide additional ties or secure / reinstate surface

Finding 3

The chain links are worn in excess of 50% and require renewing on both swings - Replace worn chains 2x sets of chains

Finding 5

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 2

There is surface corrosion present on the item - Consider treating and repainting the item

Finding 4

The bushes are worn or missing - Replace worn or missing bushes

12 - Moderate Risk

Item: Embankment Slide
Manufacturer: Wicksteed Playgrounds
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 7

Finding 1

The area around the item has eroded / trip hazards on the steps which can lead to falls down bank/steps - Reinstate eroded area

Finding 3

Top of the slide is twisted - Monitor and reset if required

Finding 5

The side of the slide is damaged - Monitor for any further deterioration and repair as required

Finding 7

There is surface corrosion / rust present on the item - Consider treating the item

Finding 2

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 4

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing- approximately 6 lin m - Monitor for any further deterioration and repair as required

Finding 6

There is surface corrosion / rust present on the item - Consider treating the item

8 - Low Risk

Item: Chest Press
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 4



Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 3

The paint is flaking off the metalwork - Rub down and repaint

Finding 2

Algae/moss on the surface of the equipment - Clean

Finding 4

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinststate as required

8 - Low Risk

Item: Handle Boat
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 3



Finding 1

The paint is flaking off the metalwork - Rub down and repaint

Finding 3

Algae on the surface of the equipment - Clean and treat

Finding 2

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinststate as required

6 - Low Risk

Item: Tai Chi Wheels
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 2



Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 2

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

8 - Low Risk

Item: Cross Trainer
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 4



Finding 1

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstatement as required

Finding 2

There is surface corrosion present on the item - Consider treating and repainting the item

Finding 3

The paint is flaking off the metalwork - Rub down and repaint

Finding 4

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

8 - Low Risk

Item: Pull Down Challenger
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 5

Finding 1

The item has been slightly damaged (Seat) - Monitor for any further deterioration and replace as required

Finding 3

The buffers are wearing - Monitor for any further deterioration and replace as required

Finding 5

The paint is flaking off the metalwork - Rub down and re-paint

Finding 2

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinststate as required

Finding 4

There is algae or moss on the surface of the equipment - Clean and treat appropriately

6 - Low Risk

Item: Picnic Table
Manufacturer: Marmax Products Ltd
Surface Type: Grass
Item Quantity: 4



Total Findings: 4

Finding 1

There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required

Finding 3

The surface has eroded in some areas - Reinststate the surface

Finding 2

There is some damage to the item - Monitor for any further deterioration and repair as required

Finding 4

There is some graffiti present - Remove the graffiti

8 - Low Risk

Item: Step Up Station
Manufacturer: Sovereign Leisure
Surface Type: Grass
Item Quantity: 1



Total Findings: 6

Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 3

There is some damage to the item - Monitor for any further deterioration and repair as required

Finding 4

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 5

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 6

A number of fixing(s) have worked loose-inaccessible - Secure all loose fixings

6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 2

Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

8 - Low Risk

Item: Fit Point
Manufacturer: Sovereign Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1

Total Findings: 6



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 3

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 5

The item has been severely damaged - Replace item

Finding 2

The item has missing component(s) - top bar missing - Consider replacing missing components

Finding 4

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 6

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinststate as required

12 - Moderate Risk

Item: Dip Station
Manufacturer: Sovereign Leisure
Surface Type: Grass
Item Quantity: 1

Total Findings: 5



Finding 1

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 3

There are areas or parts of the timber on the structure that have rotted above ground measurement approximately 1.4 m - Replace all affected timbers

Finding 5

The surface has subsided in some areas - Monitor for any further deterioration and repair as required

Finding 2

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 4

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk

Item: Football Goal
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 2



Total Findings: 6

Finding 1

There is surface corrosion / rust present on the item - Consider treating the item

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 5

There is some graffiti present - Remove the graffiti

Finding 2

The surface has eroded in some areas - Reinstatement the surface

Finding 4

The item is loose in its foundations - Reinstall item to secure

Finding 6

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

6 - Low Risk

Item: Picnic Table
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 2

Finding 1

The paint is flaking off the metalwork - Rub down and repaint

Finding 2

There is offensive graffiti present - Remove as soon as practicable

Findings information

8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
			
Finding: The area around the item has eroded and may become slippery		Action: Reinstate eroded area	



6 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There is weed / vegetation growth on, between, or around the edges of the surfacing
Action: Remove weed / vegetation growth

8 - Low Risk (Finding 3)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



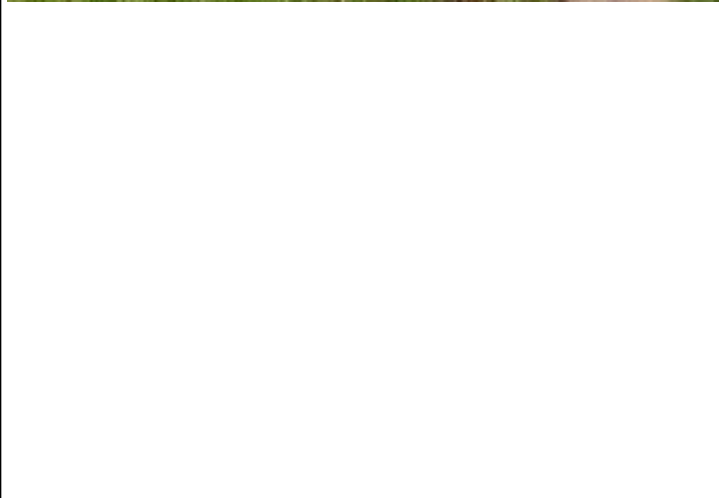
Finding: There are holes in surface that may have been created purposely by users.

Action: Infill to provide a sound reasonably level surface.

8 - Low Risk (Finding 4)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The surface has eroded and the foundations are exposed



Action: Reinstate surrounding surfaces to cover the foundations

8 - Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

5 - Very Low Risk (Finding 1)			
Item:	Gates - Gate - Self Closing	Risk Level:	V - Very Low Risk
Manufacturer:	I.A.E. Fencing	Surface:	Concrete
			
Finding: The gate is not operating correctly		Action: Take effective action to ensure the gate closes between 4 and 8 seconds	

6 - Low Risk (Finding 1)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of fixings have worked loose around the fencing-inaccessible
Action: Secure all loose fixings

6 - Low Risk (Finding 2)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are a number of fixings missing from the fence

Action: Replace 2 missing fixings

8 - Low Risk (Finding 3)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting bolt thread(s) present



Action: Remove excess thread length and deburr or provide cap

6 - Low Risk (Finding 4)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint



6 - Low Risk (Finding 5)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are loose posts around the fence x 26 in total, around the whole fencing

Action: Monitor for any further deterioration and reset as required

5 - Very Low Risk (Finding 6)

Item: Fences - Fence - Bow Top
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



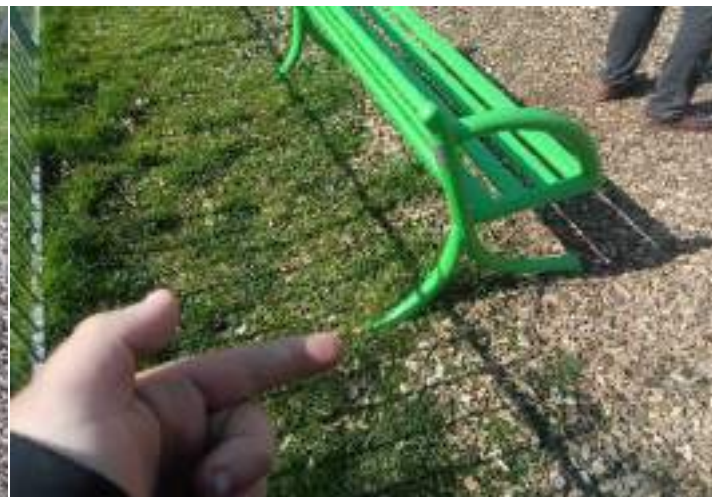
Finding: Majority of the kick boards/retaining boards are missing

Action: Replace

6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Woodchip



Finding: A number of ground fixing(s) have worked loose which is covered by surfacing

Action: Secure all loose fixings

8 - Low Risk (Finding 1)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is or are fixings missing on the item- corner of the platform can now be lifted I

Action: Replace 1 missing fixings

8 - Low Risk (Finding 2)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There are trip hazards present

Action: Reinstate surrounding surfaces to level to remove the trip points

10 - Low Risk (Finding 3)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The bearing is worn / damaged and the item is not operating correctly
Action: Repair / replace

6 - Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

4 - Very Low Risk (Finding 2)			
Item:	Rocking Equipment - See Saw	Risk Level:	V - Very Low Risk
Manufacturer:	Wicksteed Playgrounds	Surface:	Bark Mulch
			
Finding: There is some minor damage to the surface of the item		Action: Monitor for any further deterioration and repair as required	

6 - Low Risk (Finding 3)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: The paint is flaking off the metalwork



Action: Rub down and re-paint

2 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some graffiti present

Action: Remove the graffiti

6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is surface corrosion present on the item

Action: Consider treating and repainting the item

6 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some wear to the shackles.



Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

8 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The surface is lifting at the edges and creating trip points
Action: Repair perimeter of surfacing to remove trip points

6 - Low Risk (Finding 6)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

i 4 - Very Low Risk (Finding 7)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

4 - Very Low Risk (Finding 8)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There is/are several inserts missing approx 60

Action: Replace missing inserts

6 - Low Risk (Finding 9)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: A number of fixing(s) have worked loose - due to style of fixing and barriers unable to reach both male and female part at the same time to tighten

Action: Secure all loose fixings

8 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: The bushes are worn or missing x 4

Action: Replace worn or missing bushes

6 - Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is some wear to the shackles.

Action: Monitor for any further deterioration and replace when 40% worn

4 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Woodchip



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace 1 missing or damaged bolt cap covers

5 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring Horse
Manufacturer: Ledon

Risk Level: V - Very Low Risk
Surface: Woodchip



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

4 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Woodchip



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace 8 missing or damaged bolt cap covers



6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)

Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk

Surface: Mixed Surface



Finding: There are gaps opening between the grass mat tiles

Action: Provide additional ties or secure / reinstate surface

6 - Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is surface corrosion present on the item

Action: Consider treating and repainting the item

 12 - Moderate Risk (Finding 3)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: M - Moderate Risk
Surface: Mixed Surface



Finding: The chain links are worn in excess of 50% and require renewing on both swings

Action: Replace worn chains 2x sets of chains

8 - Low Risk (Finding 4)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: The bushes are worn or missing

Action: Replace worn or missing bushes

6 - Low Risk (Finding 5)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is some wear to the shackles.



Action: Monitor for any further deterioration and replace when 40% worn

 12 - Moderate Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: M - Moderate Risk
Surface: Bonded Rubber Mulch



Finding: The area around the item has eroded / trip hazards **Action:** Reinstate eroded area on the steps which can lead to falls down bank/steps

i 4 - Very Low Risk (Finding 2)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 3)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: Top of the slide is twisted

Action: Monitor and reset if required

6 - Low Risk (Finding 4)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing- approximately 6 lin m
Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 5)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The side of the slide is damaged

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 6)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

6 - Low Risk (Finding 7)

Item: Other - Embankment Slide
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

5 - Very Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Algae/moss on the surface of the equipment

Action: Clean

6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

8 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Chest Press
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Handle Boat
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

8 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Handle Boat
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

5 - Very Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Handle Boat
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Algae on the surface of the equipment

Action: Clean and treat

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Tai Chi Wheels

Risk Level: L - Low Risk

Manufacturer: Hags

Surface: Grass Matrix Tiles



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Tai Chi Wheels
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The bearing is showing signs of wear

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Cross Trainer
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.

Action: Reinststate as required

6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Cross Trainer **Risk Level:** L - Low Risk
Manufacturer: Hags **Surface:** Grass Matrix Tiles



Finding: There is surface corrosion present on the item

Action: Consider treating and repainting the item

6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Cross Trainer **Risk Level:** L - Low Risk
Manufacturer: Hags **Surface:** Grass Matrix Tiles



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

6 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Cross Trainer
Manufacturer: Hags
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required

4 - Very Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Hags
Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The item has been slightly damaged (Seat)

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The buffers are wearing



Action: Monitor for any further deterioration and replace as required

5 - Very Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Hags

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

6 - Low Risk (Finding 5)

Item: Outdoor Fitness Equipment - Pull Down Challenger
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

6 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Marmax Products Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some evidence of fire damage to the item **Action:** Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 2)

Item: Ancillary Items - Picnic Table
Manufacturer: Marmax Products Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 3)

Item: Ancillary Items - Picnic Table
Manufacturer: Marmax Products Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas

Action: Reinstate the surface

2 - Very Low Risk (Finding 4)			
Item:	Ancillary Items - Picnic Table	Risk Level:	V - Very Low Risk
Manufacturer:	Marmax Products Ltd	Surface:	Grass
			
Finding: There is some graffiti present		Action: Remove the graffiti	

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Step Up Station

Risk Level: L - Low Risk

Manufacturer: Sovereign Leisure

Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Step Up Station
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Step Up Station
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Step Up Station

Risk Level: L - Low Risk

Manufacturer: Sovereign Leisure

Surface: Grass



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

6 - Low Risk (Finding 5)

Item: Outdoor Fitness Equipment - Step Up Station

Risk Level: L - Low Risk

Manufacturer: Sovereign Leisure

Surface: Grass



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

6 - Low Risk (Finding 6)

Item: Outdoor Fitness Equipment - Step Up Station

Risk Level: L - Low Risk

Manufacturer: Sovereign Leisure

Surface: Grass



Finding: A number of fixing(s) have worked loose-inaccessible

Action: Secure all loose fixings

6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress fixing points of the structure and/or cause any instability which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through

6 - Low Risk (Finding 2)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Fit Point
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability



6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Fit Point
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The item has missing component(s) - top bar missing

Action: Consider replacing missing components



6 - Low Risk (Finding 3)

Item: Outdoor Fitness Equipment - Fit Point
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

6 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Fit Point
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



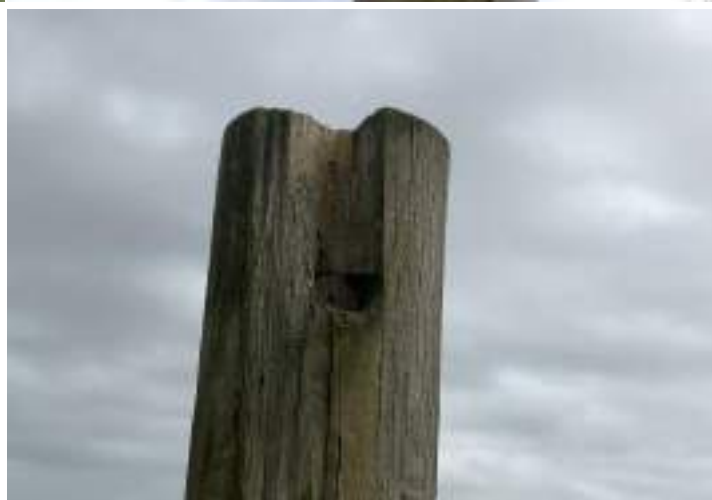
Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

8 - Low Risk (Finding 5)

Item: Outdoor Fitness Equipment - Fit Point
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The item has been severely damaged

Action: Replace item

8 - Low Risk (Finding 6)

Item: Outdoor Fitness Equipment - Fit Point
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinststate as required

6 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Dip Station
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: Parts of the timber are rough or splintered **Action:** Remove all rough or sharp edges



6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Dip Station
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

 12 - Moderate Risk (Finding 3)

Item: Outdoor Fitness Equipment - Dip Station
Manufacturer: Sovereign Leisure

Risk Level: M - Moderate Risk
Surface: Grass



Finding: There are areas or parts of the timber on the structure that have rotted above ground measurement approximately 1.4 m

Action: Replace all affected timbers

6 - Low Risk (Finding 4)

Item: Outdoor Fitness Equipment - Dip Station
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

6 - Low Risk (Finding 5)

Item: Outdoor Fitness Equipment - Dip Station
Manufacturer: Sovereign Leisure

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has subsided in some areas

Action: Monitor for any further deterioration and repair as required



6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas

Action: Reinstate the surface

4 - Very Low Risk (Finding 3)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers



8 - Low Risk (Finding 4)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The item is loose in its foundations

Action: Reinstall item to secure

i 0 - Risk Assessment not Undertaken (Finding 5)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: There is some graffiti present

Action: Remove the graffiti

6 - Low Risk (Finding 6)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

6 - Low Risk (Finding 1)			
Item:	Ancillary Items - Picnic Table	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Grass
			
Finding: The paint is flaking off the metalwork		Action: Rub down and re-paint	

0 - Risk Assessment not Undertaken (Finding 2)			
Item:	Ancillary Items - Picnic Table	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Not Identified	Surface:	Grass
			
Finding: There is offensive graffiti present		Action: Remove as soon as practicable	



Our ref: 979/2109540

1 September 2026

Ms C Kennett
Westbourne Parish Council
PO Box 143
Emsworth
PO10 9DX

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ
T 01733 397300
mooreeastmidlands.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2026

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2026.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A template Notice of Conclusion of Audit form is available in the useful documents section on our website mooreeastmidlands.co.uk/sectors/smaller-authorities/smaller-authorities-agar-forms/

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Partners: Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, April Foster FCCA, John Harvey BFP ACA FCCA, Tim Woodgates ACA CTA FCCA, Jen Nixon ACA FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Etty FCA.

Associates: Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA, Leanne Plumptre FCA, Chloe Hickman FCCA MAAT. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Westbourne Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal Auditor has provided a 'Not applicable' response at control objective P on the Annual Internal Audit Report which relates to whether the council met its responsibilities as a trustee. We expected this control objective to be covered by the internal auditor and answered 'Yes' or 'No' to confirm whether the council met the responsibilities as it is a sole trustee of Westbourne Parish Allotment For Exercise and Recreation (Charity No: 265105).

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances. We were able to obtain information from the website to help satisfy the variance explanations. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

MOORE

Date

25/08/2026

Westbourne Parish Council, 10 September 2026**Agenda item 62: Payments for approval**

(DC: Debit Card, DD: Direct Debit, BACS: Internet Banking, C: cheque inc. cheque number, PC: payment by petty cash, * earmarked reserve).

Payments for approval		Total	Net	VAT
DD	O2 mobile phone Sept 26	21.31	17.76	3.55
BACS	Confidential payments Sept 26	2,436.29	1,882.00	0.00
BACS	WSCC LGPS Aug 26	624.44	543.55	0.00
BACS	Microsoft 365 Sept 26	11.52	9.60	1.92
	Microshade cloud storage and email			
BACS	accounts Sept 26	299.88	249.90	49.98
BACS	MS 365 Sept 26	9.72	8.10	1.62
BACS	Lloyds bank service charge Sept 26	4.25	4.25	0.00
	GM Support playground inspections			
BACS	Sept 26	200.00	200.00	0.00
BACS	Moore external auditor 2025-26	535.50	446.25	89.25
BACS	Vision ICT webstie domain renewal	30.00	25.00	5.00
BACS	Longmeadows Hitchcock Close	370.00	370.00	0.00
BACS	Value Products Ltd, new signs	373.58		
	Longmeadows sign instalation and			
BACS	fingerpost collection	390.00	390.00	0.00
BACS				
BACS				
		5,306.49	4,146.41	151.32
Payments for retrospective approval				
BACS	Amazon ink cartridges	29.97	5.00	24.97
BACS	Flotek Aug 26	264.95	220.79	44.16
	GM Support playground inspections Aug			
BACS	26	320.00	320.00	0.00
	Westbourne Community Hall room hire			
BACS	Aug 26	37.50	37.50	0.00
BACS	Lloyds bank service charge Aug 26	4.25	4.25	0.00
BACS	Confidential payments Aug 26	2,440.09	2,440.09	0.00
BACS	WSCC LGPS July 26	624.44	624.44	0.00
	Value Products Ltd, round sign post and			
BACS	clips	112.20	93.50	18.70
	Churchers Solicitors Allotment lease			
BACS	competion	420.00	350.00	70.00
	Londmeadows tree and wooden post			
BACS	removal Monk's Hill	320.00	320.00	0.00
BACS	Microsoft 365 Aug 26	11.52	9.60	1.92
BACS	Replacement keys for lock up	16.85	16.85	0.00
BACS	M&S flowers for the Todds	30.00	30.00	0.00
		4,631.77	4,472.02	159.75

0.00

0.00

0.00

Westbourne Parish Council, 10 September 2026

Agenda item 63: Correspondence list

- Enquiry from a member of the public about a professional dog training group using Monk's Hill playground.
- Enquiry about a new fence that's been erected by the adjoining landowner to footpath 245. Reported to WSCC and landowner.
- Invitation to the SDNPA Parish online meeting on 28 September at 6.30pm.
- Invitation to the WSALC Chair Forum to be held online on 19 October at 7pm.
- WSCC Ranger Pilot Programme: Rangers undertake work including vegetation clearance, sign and street furniture cleaning, weed/litter/graffiti, bus stop cleaning, minor verge and highway improvements etc.
- Sussex Day 16 June 2027 is the 1550 anniversary of Sussex.