



MINUTES OF THE MEETING OF THE **PROPERTY COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 18th August 2026 AT 2PM**

PRESENT: Kevin Cunnane
Jon Minns

Mary Evans
Kay Montandon

Trevor Bennett

Also in Attendance: Faye LeBon, Clerk to Aylsham Town Council, Harry Clark Deputy Clerk to Aylsham Town Council and Gavin Watson, Maintenance Manager.

1. To Receive Apologies for Absence

Apologies were received from David Anderson & Michael Goodwin.

2. To Receive any Declarations of Interest and Request for Dispensation

None raised.

3. To Agree the Minutes of the Meeting of 7th July 2026

The minutes from the previous meeting held on the 7th July 2026 had been circulated. These were **agreed** by the committee as a true and accurate record of the meeting subject to the change to remove that Cllr Kay Montandon had declared an interest in the Drill Hall licences lease.

4. Matters Arising from the Previous Meeting, not forming part of the agenda

No matters raised.

5. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No members of the public in attendance.

6. To Receive Update on Town Hall Window Replacement

The clerk is seeking an informal comment by the Broadland Council Heritage Officer on the double glazing proposal.

7. To Receive Update on Lease Renewal Negotiations of 23 Market Place

The committee noted the report from Brown and Co. The committee accepts the report and instructed the Clerk to issue the appropriate notice via the Town Council's solicitors.

8. To Receive Update on Property Forward Maintenance Plan Project

The Clerk informed the Committee that Brown & Co were at the Town Hall while the meeting was being held, and will be issuing reports with details with Red, Amber and Green coding to indicate priority.

9. To Receive Update on Town Hall Boiler Replacement

The committee was updated by the Clerk, informing the committee the Heritage Officers comments on the flues exiting building towards the Loke or Bread Source would not be accepted. The Clerk continued that specifications have been obtained and will go out to tender for works to be completed.

10. To Receive Update on Work Involving Probation Service

Awaiting update from Probation Service manager. The Clerk informed the committee that they had chased the probation service to complete paper work required to assist the town council with works on the Norwich Road Cemetery and various other Town Council grounds/ Facilities.

11. To Receive Update on Drill Hall Licences

The Clerk informed the committee That the Boxing Club has elected not to have the licence that that has been drafted, due to it being in the name of individuals rather than the club. The Clerk continued that as a result the Boxing Club will revert back to a hire agreement.

The Clerk told the committee that the legal advice was that the Dance School cannot be forced to have a licence which reduces the terms that were present in their original document. The Clerk added that the treatment of this club will have to be, in all effects, a lease. The committee requested the Clerk to review insurances and legal standing for the council on these matters.

12. To Receive Update on Vehicle Strike on Street Light Column

The Committee were informed that following a vehicle strike on the Town Council's streetlight, the Clerk is collating the information required for the insurance company. One contractor has been out to quote for a replacement option. A second quote, in accordance with the insurance company's requirements, has also been requested.

13. To Receive Report on Fire Marshal Training

The Clerk informed the committee that the Town Council staff and Chair received Fire Marshal training on 5th August 2026. The Clerk continued that the training was well received by those who attended and highlighted to the committed actions points that came from the training and that the Clerk has already started to address them. Cllr Kay Montandon added that on the behalf of the property committee they're thanks to the staff for attended the Fire Marshal training and their work to date.

14. To Receive Information on Topple Testing in Cemetery.

The Clerk informed that committee that the Topple Testing has not yet occurred and is looking to start in September 2026. It is the hope to do both the Churchyard and Cemetery and for notification to go into an edition of Just Aylsham.

15. To Receive RoSPA Reports:

- a. Mileham Drive Playground
- b. Mileham Drive MUGA
- c. Mileham Drive Play Area
- d. Wymer Drive

The Committee discussed the RoSPA report on block, and reviewed areas that required attention. The Maintenance Manager gave a summary of the equipment required to the committee; from the discussion the committee agreed for a High-Pressure Cleaner (£536.40ex VAT) to be purchased to address elements from the RoSPA report.

16. To Note Items for Information or for Inclusion in a Future Agenda

Grant funding options.

IBC Fund for excess water tank at allotments

17. To Confirm the Date and Time of the next meeting

15th September 2026, at the Drill Hall 14:00

The Meeting Closed at 15:09

Signed _____ (Chairman)

Date _____

Item 7 - To Receive RoSPA reports for St Michaels Play Areas

Summary:

			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)
 Powered by The Play Inspection App			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>>					

St Michaels Play Area:

Risk	Score	Remedials
Maintenance Gate	10	Provide padlock Adjust to provide 12mm gap (Maintenance team)
Hammock	8	Grass mats silted up – reinstate Algae/moss on the surface. Clean
Multiplay	8	Finger entrapment/s in the rings. No remedials suggested due to age. Minor damage to slide surface – monitor Bolt cap cover/s missing or damaged – Replace Algae/moss on the surface. Clean
Self closing gate	8	Closing too quickly – adjust
Litter Bin	6	Liner is loose – maintenance team to secure
Spinning Pole	6	This item is satisfactory - no work required

Signage	5	Replace adding location details (w3w)
Bench	4	This item is satisfactory - no work required
Site Surfacing	4	Minor damage – monitor
Snail Sculpture	4	This item is satisfactory - no work required
Springer	4	This item is satisfactory - no work required

St Michaels Trim Trail

Risk	Score	Remedials
Roundabout	10	Surface is lifting at the edges and creating trip points - Repair perimeter. The item has been damaged - Monitor for any further deterioration and replace as required. Significant gaps (over 30mm) between the surface and the edging or between the joints in the surface, large enough for a small foot to enter – Repair surfacing. There is some play / movement in the platform and the inspector has some concerns about the potential for failure or entrapment, however it is not possible to tell the extent of the issue without dismantling checks - Strip down and check in accordance with manufacturer instructions
Self Closing Gate	8	Fixing missing – replace Gate closes too slowly – adjust Gate slightly loose in foundations - repair
Multiplay	8	Grass mats are silted up – reinstate. Split in the tread – monitor and replace as required. Machinery damage on posts – monitor and replace as required. Dents in the slide surface – monitor and repair as required. Ropes/nets worn – monitor and replace as required. Rope connections have worked loose – secure Projecting bolt thread – remove excess and deburr or provide cap. Algae / moss present – clean. Some fixings have worked loose – secure. Bolt covers missing /damaged – replace
Basket swing	8	Grass mats silted up/soil compacted – reinstate. Joint collar is missing – replace

		Swings of this design should have a secondary safety mechanism fitted to prevent collapse of the seat in the event of a joint failure. - Monitor use and check the joint and fixing security regularly. Caps missing from under the seats – replace. Fixings have corroded excessively – replace. Evidence of chain wear - Monitor for any further deterioration and replace when 40% worn. Some wear to the shackles - Monitor for and replace when 40% worn. Seat has minor damage – monitor and replace as required.
Activity Trail	8	Tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy. (Grounds) Surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface. The surface has eroded and the foundations are exposed - Reinststate surrounding surfaces to cover the foundations. Algae / moss on the equipment - clean. Some fixings have worked loose – secure.
Swinging Steps	8	Algae / moss on surface- clean and then treat where necessary. Fixings have worked loose – secure. Bolt covers damaged – replace. 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. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability.
Suspension Bridge	8	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. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability. Algae / moss on surface- clean and then treat where necessary. The surface has eroded in some areas and may be slippery in wet conditions - Reinststate the surface. Eyebolts worked loose – secure.
Parallel Bars	8	The grass has eroded within the impact area of the

		equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstall the grass or provide an all weather surface. (Grounds) Fixings worked loose – secure.
Stepping Stones	8	Strimmer / machinery damage 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.
Wobble Board	8	The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstall the grass or provide an all weather surface. (Grounds) Holes in the surface that may cause users to trip or roll ankles - Infill to provide a sound reasonably level surface. (Grounds)
Signage	5	Replace adding location details (w3w)
Bow top fence	4	This item is satisfactory - no work required
Litter bin	4	This item is satisfactory - no work required
Bench	4	This item is satisfactory - no work required



the **play inspection** company

Annual Inspection

Aylsham Town Council

St Michaels Development Play Area

Off Cawston Road, Aylsham, Norwich, NR11 6EB



API Associate



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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.

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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.								

St Michaels Development Play Area

Inspection Ref: 3170499

Site Ref: 52711

Inspected: 11-August-2026 - 08:36 by Liam Last (RPII Annual Inspector)

Risk Assessment: 10 Low Risk

**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Some accessible features - The area includes limited accessible elements; however, aspects of the layout, surfacing, or equipment may present barriers to use for some people with disabilities without reasonable adjustments or assistance.

5 - Very Low Risk

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

Total Findings: 2



Finding 1

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations

Finding 2

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

8 - Low Risk

Item: Gate - Self Closing
Manufacturer: I.A.E. Fencing
Surface Type: Tarmac
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

i 4 - Very Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 10 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is no padlock on the maintenance gate - Provide a padlock to secure the gate

Finding 2

There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

i 6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The liner of the litter bin is not secured and can be easily removed - Ensure the liner is secured

i 4 - Very Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Sculpture
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Misc Springer
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Hammock - Under 1.3m
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1

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

Finding 2

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

i 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



Finding 1

There is/are finger entrapment/s in the rings and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6
 Entrapment of fingers - Monitor - No remedial work recommended

Finding 2

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

Finding 3

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

Finding 4

Bolt cap cover/s missing or damaged - Replace

 6 - Low Risk

Item: Spinning Pole
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Findings information

5 - Very Low Risk (Finding 1)

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

Risk Level: V - Very Low Risk
Surface: N/A



Finding: It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility

Action: Provide in accordance with the recommendations

i 4 - Very Low Risk (Finding 2)

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

Risk Level: V - Very Low Risk
Surface: N/A



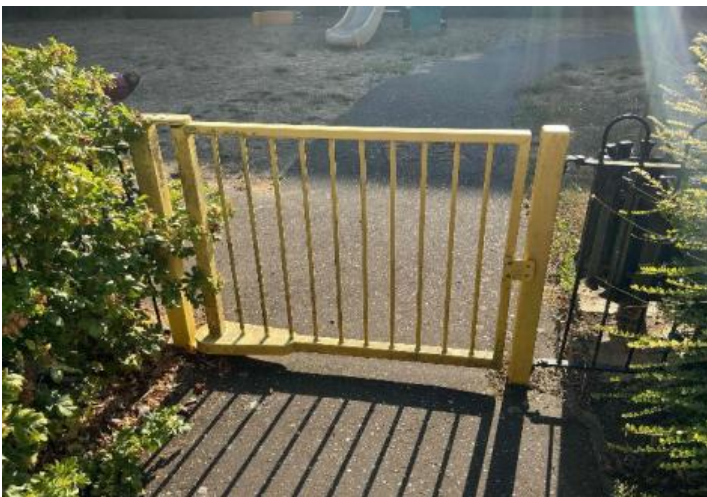
Finding: There is some minor damage to the surface

Action: Monitor for any further deterioration and repair as required

i 8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: I.A.E. Fencing

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



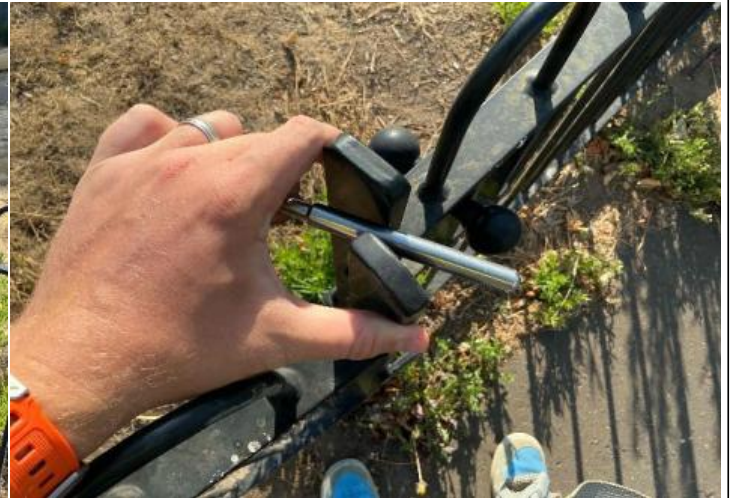
Finding: There is no padlock on the maintenance gate

Action: Provide a padlock to secure the gate

i 10 - Low Risk (Finding 2)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The liner of the litter bin is not secured and can be easily removed
Action: Ensure the liner is secured

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Hammock - Under 1.3m
Manufacturer: Kompan Ltd

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

i 8 - Low Risk (Finding 2)

Item: Activity Equipment - Hammock - Under 1.3m
Manufacturer: Kompan Ltd

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



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

Action: Clean and treat appropriately

i 5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

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



Finding: There is/are finger entrapment/s in the rings and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

Action: Monitor - No remedial work recommended

i 8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

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



Finding: There is minor damage to the slide surface

Action: Monitor for any further deterioration and repair as required

i 4 - Very Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Kompan Ltd

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



Finding: Bolt cap cover/s missing or damaged

Action: Replace



the **play inspection** company

Annual Inspection

Aylsham Town Council

St Michaels Development Trim Trail

Off Cawston Road, Aylsham, Norwich, NR11 6EB



API Associate



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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.

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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.								

St Michaels Development Trim Trail

Inspection Ref: 3170498

Site Ref: 52710

Inspected: 11-August-2026 - 08:12 by Liam Last (RPII Annual Inspector)

Risk Assessment: 10 Low 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:

Some accessible features - The area includes limited accessible elements; however, aspects of the layout, surfacing, or equipment may present barriers to use for some people with disabilities without reasonable adjustments or assistance.

5 - Very Low Risk

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

Total Findings: 1



Finding 1

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations

8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Medway Gate Co.
Surface Type: Tarmac
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There is or are fixings missing on the item - Replace all missing fixings

Finding 3

The gate is closing too slowly (in excess of 8 seconds) - Take effective action to ensure the gate closes between 4 and 8 seconds from 90 degrees

Finding 2

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

 4 - Very Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

 4 - Very Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

 4 - Very Low Risk

Item: Bench
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

 4 - Very Low Risk

Item: Bench
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 10 - Low Risk

Item: Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



Finding 1

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

Finding 3

The item has been damaged - Monitor for any further deterioration and replace as required

Finding 2

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 4

There is some play / movement in the platform and the inspector has some concerns about the potential for failure or entrapment, however it is not possible to tell the extent of the issue without dismantling checks - Strip down and check in accordance with manufacturer instructions

i 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 10



Finding 1

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

Finding 2

There is a split in the tread - Monitor for any further deterioration and replace as required

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 4

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

Finding 5

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

Finding 6

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

Finding 7

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

Finding 8

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

Finding 9

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

Finding 10

Bolt cap cover/s missing or damaged - Replace

i 8 - Low Risk

Item: Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 8



Finding 1

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface. Consideration should be given to HIC testing the surface to verify impact attenuating properties (<https://playinspections.co.uk/inspection-services/safety-surface-testing/>) - Contact our office for a quotation for this service

Finding 2

The joint collar is missing - Replace

Finding 3

Swings of this design should have a secondary safety mechanism fitted to prevent collapse of the seat in the event of a joint failure to comply with BS EN 1176 Part 2, however this swing was installed prior to the standards being updated in 2018 and the manufacturer has confirmed that the joint was independently cycle tested by BSi - Monitor use and check the joint and fixing security regularly

Finding 4

There are caps missing from the underside of the seats - Replace missing caps under the seats

Finding 5

The fixings have corroded excessively - Replace all corroded fixings

Finding 6

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

Finding 7

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

Finding 8

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Activity Trail
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 5



Finding 1

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Finding 3

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

Finding 5

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

Finding 2

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 4

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

 8 - Low Risk

Item: Swinging Steps
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



Finding 1

There is algae or moss on the surface of the equipment which can lead to the onset of rot - Clean and treat appropriately and monitor condition of the timber

Finding 3

Bolt cap cover/s missing or damaged - Replace

Finding 2

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

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. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 8 - Low Risk

Item: Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



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. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

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

Finding 3

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 4

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

i 8 - Low Risk

Item: Parallel Bars
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstate the grass or provide an all weather surface

Finding 2

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

6 - Low Risk

Item:	Stepping Stones
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	6
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	3 - 5 Years
Total Findings:	1



Finding 1

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:	Wobble Board
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Life Expectancy:	5 -10 Years
Total Findings:	2



Finding 1

The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather - Reinstate the grass or provide an all weather surface

Finding 2

There are holes in the surface that may cause users to trip or roll ankles - Infill to provide a sound reasonably level surface.

Findings information

5 - Very Low Risk (Finding 1)

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

Risk Level: V - Very Low Risk
Surface: N/A



Finding: It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility

Action: Provide in accordance with the recommendations

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Medway Gate Co.

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 6 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: Medway Gate Co.

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required

i 5 - Very Low Risk (Finding 3)

Item: Gates - Gate - Self Closing
Manufacturer: Medway Gate Co.

Risk Level: V - Very Low Risk
Surface: Tarmac



Finding: The gate is closing too slowly (in excess of 8 seconds)

Action: Take effective action to ensure the gate closes between 4 and 8 seconds from 90 degrees

i 10 - Low Risk (Finding 1)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour

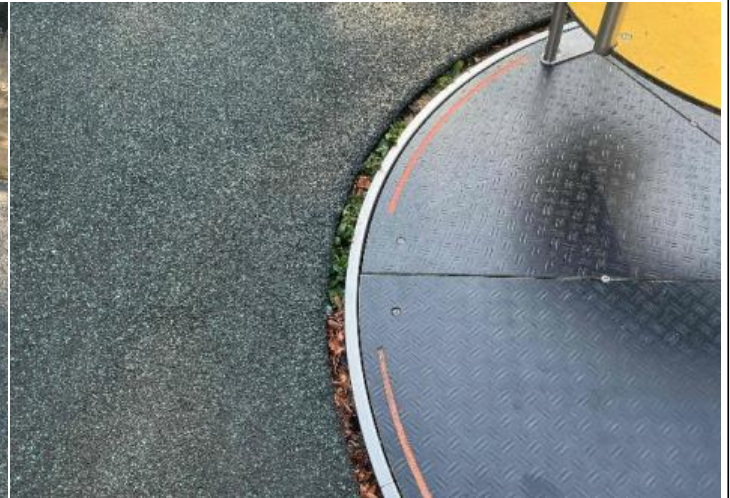


Finding: The surface is lifting at the edges and creating trip points **Action:** Repair perimeter of surfacing to remove trip points

i 10 - Low Risk (Finding 2)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter

Action: Repair surfacing



i 6 - Low Risk (Finding 3)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

i 10 - Low Risk (Finding 4)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some play / movement in the platform and the inspector has some concerns about the potential for failure or entrapment, however it is not possible to tell the extent of the issue without dismantling checks

Action: Strip down and check in accordance with manufacturer instructions

i 8 - Low Risk (Finding 1)

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

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

i 6 - Low Risk (Finding 2)

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

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



Finding: There is a split in the tread

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 3)

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

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

i 4 - Very Low Risk (Finding 4)

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

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



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

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 5)

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

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



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

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

i 6 - Low Risk (Finding 6)

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

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



Finding: A number of rope connection fixing(s) have worked loose
Action: Secure all loose fixings

i 8 - Low Risk (Finding 7)

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

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



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

i 8 - Low Risk (Finding 8)

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

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



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 9)

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

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



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

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 10)

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

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



Finding: Bolt cap cover/s missing or damaged

Action: Replace

i 8 - Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface. Consideration should be given to HIC testing the surface to verify impact attenuating properties (<https://playinspections.co.uk/inspection-services/safety-surface-testing/>)

Action: Contact our office for a quotation for this service

i 8 - Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: The joint collar is missing

Action: Replace

i 4 - Very Low Risk (Finding 3)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: Swings of this design should have a secondary safety mechanism fitted to prevent collapse of the seat in the regularly event of a joint failure to comply with BS EN 1176 Part 2, however this swing was installed prior to the standards being updated in 2018 and the manufacturer has confirmed that the joint was independently cycle tested by BSi

Action: Monitor use and check the joint and fixing security

i 6 - Low Risk (Finding 4)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: There are caps missing from the underside of the seats **Action:** Replace missing caps under the seats

i 8 - Low Risk (Finding 5)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: The fixings have corroded excessively **Action:** Replace all corroded fixings

i 6 - Low Risk (Finding 6)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: There is some notable evidence of chain wear

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

i 6 - Low Risk (Finding 7)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: There is some wear to the shackles

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

i 6 - Low Risk (Finding 8)

Item: Swings - Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd

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



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The tree canopy overhangs the equipment and is less than 2.0m away

Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 8 - Low Risk (Finding 3)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded and the foundations are exposed

Action: Reinstall surrounding surfaces to cover the foundations

i 8 - Low Risk (Finding 4)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 5)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



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

Action: Secure all loose fixings

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There is algae or moss on the surface of the equipment which can lead to the onset of rot

Action: Clean and treat appropriately and monitor condition of the timber

i 8 - Low Risk (Finding 2)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



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

Action: Secure all loose fixings

i 4 - Very Low Risk (Finding 3)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Bolt cap cover/s missing or damaged

Action: Replace

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Swinging Steps
Manufacturer: Playdale Playgrounds 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. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and 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 - Suspension Bridge
Manufacturer: Playdale Playgrounds 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. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk (Finding 2)

Item: Activity Equipment - Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



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

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 3)

Item: Activity Equipment - Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Suspension Bridge
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of eyebolt fixing(s) have worked loose
Action: Secure all loose fixings

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Parallel Bars
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather
Action: Reinststate the grass or provide an all weather surface

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Parallel Bars
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of fixing(s) have worked loose
Action: Secure all loose fixings

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Stepping Stones
Manufacturer: Playdale Playgrounds Ltd

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

i 8 - Low Risk (Finding 1)

Item: Rocking Equipment - Wobble Board
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather

Action: Reinstate the grass or provide an all weather surface

i 8 - Low Risk (Finding 2)

Item: Rocking Equipment - Wobble Board
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There are holes in the surface that may cause users to trip or roll ankles

Action: Infill to provide a sound reasonably level surface.



Town Hall, Market Place, Aylsham, NR11 6EL
Tel: 01263 733354 Web: www.aylsham-tc.gov.uk

Specification for Town Hall Boiler System

1) New Town Hall Main Boiler

- Supply and install new 2no. Commercial 48KW (total 96KW) high efficiency condensing boilers. Minimum 5 years manufacturer's guarantee
- Boilers to be fitted in existing boiler room (cellar) at a suitable height to reduce risk from flooding.
- Existing pipework to be re-routed to new boilers.
- Supply and instal new flue liner in chimney stack. This may be subcontracted out but subcontractor will report to the successful contractor.
- Flues to be connected to new flue liner.
- Old boiler to be removed from site and disposed of.
- New boilers to be plumbed in to new plate heat exchanger to split system up and keep existing system open vent, utilizing the existing header tank in loft.
- New larger circulation pump fitted to serve original heating system.
- System to be split into 2 zones. The first zone will be the original heating system and the second zone will consist of the Council Chamber and Archives room (first floor).
- 2no. motorized valves.
- New 35mm copper pipe work from boiler area installed to existing heating system.
- System to be adapted to a sealed pressurized system with expansion vessel and filling loop.
- System filter fitted to filter out debris in the heating system.
- New 28mm copper gas pipe installed from gas meter to new boilers.
- Boiler to be wired in to 3-amp fused spur.
- Supply and fit HIVE smart heating controls to control 2 x zones for use with App. Provide instructions on app
- Condense pipe from boiler plumbed into nearest drain.

2) Replace 2no. gas heaters with Fan assisted heaters

- New fan assisted heater to be installed to replace gas heaters (2no.). One on the ground floor (Green Room) and one on the first floor (council chamber).
- New pipe work from new boiler area fitted to new radiator locations. Pipe work to be surface mounted in copper but hidden, where possible underflooring.
- Existing gas heaters to be removed and disposed of to make way for new radiators.

- System will be flushed to comply with manufacture instructions, to remove sludge and debris, using a chemical cleaner.
- System corrosion inhibitor will be introduced into the heating system.
- Green room heater to be connected to Zone 1, council chamber to be connected to Zone 2.

3) Installation of 3no. Radiators

- Installation of 2no. radiators in the archive room (zone 2).
- Installation of 1no. radiator in the ground floor east toilet (zone 1).
- Area to be connected with a 2 port valve and thermostat.
- All necessary pipework supplied and fitted.

4) Other

- Boiler will be commissioned and registered with Gas Safety Certificate
- Warranty to be provided (with option of extension where available).
- The Town Hall is a working building. All works to be programmed in in coordination with Town Council officers so that there is either minimal impact on hirers of the building, or the building can be closed for safety reasons.
- Any damage to the fabric of the Town Hall should be made good
- All waste materials to be cleared from site in accordance with the contractor's waste transfer licence.
- The successful contractor will be expected to provide a risk assessment and method statement for the works, and provide evidence of Public Liability insurance.
- A site visit is strongly recommended prior to pricing for works. This can be arranged through the Town Council's Maintenance Manager Gavin Watson (email gavin.watson@aylsham-tc.gov.uk or call 07585 600539)

All tenders should be on the official form and returned to:

The Town Clerk – TENDER DOCUMENTS ENCLOSED
 Aylsham Town Council
 Town Hall
 Market Place
 Aylsham
 NR11 6EL

In an envelope clearly marked **SEALED TENDER**

By midday on Monday 30th September 2026



Aylsham Town Council Boiler Replacement Tender Return Form

Section 1 – Price

I/We, having examined the specification for the boiler replacement works in Aylsham Town Hall, offer to carry out the specified works in conformity with the said documents upon the terms and conditions, contained or referred to therein, for the sum of:

£

All prices quoted should exclude VAT.

Section 2 - Technical Qualifications, Insurance and Professional Memberships

Please detail your company's technical qualifications and professional memberships

Qualification / Membership	Date Obtained	Renewal Date (if relevant)

Please complete your company's insurance details

Insurer and policy number	
Amount of Public Liability Cover	£
Amount of Employers Liability Cover	£
Amount of Professional Indemnity	£
Renewal Date	

Section 3 - Relevant Experience in relation to locality and size of contract

Aylsham Town Hall is a grade 2 listed building situated in Aylsham Market Place. It is a commercial building regularly hired out by local residents.

Please detail your experience of working with contracts of a similar size and nature to that of Aylsham Town Council's

Could you please provide us with two referees we could contact to discuss your quality of work	
Name of company:	Name of company:
Contact Name:	Contact Name:
Contact Email:	Contact Email:
Description of works:	Description of works:

Section 4 – Company Information and Liquidity

Status of company (sole trader/partnership/ltd company etc)	
Company number (if applicable)	
How long has the company been trading?	
Can you provide the Town Council with three years of accounts?	
Is the company subject to a CVA, or have any outstanding CCJs against it?	
Are you registered waste carrier?	
Has the company had any reportable health and safety incidents in the last 3 years?	
If yes to reportable incidents, please provide details	

Section 5 – Environmental and Social Value

Aylsham is a Cittaslow Town, which commits to factors including environmental improvement and social wellbeing of its residents. Could you please describe your company's commitment to environmental and other social benefits.

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Section 6 - Freedom of Information

The contractor acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004.

The Council may be required to disclose information concerning this procurement or the resulting contract in response to a request. While the Council will consult with the Contractor regarding the potential release of commercially sensitive information, the Council shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure.

Bidders should highlight any information they consider to be commercially sensitive and provide reasons. However, the Contractor acknowledges that the Council may nevertheless be obliged to disclose information in accordance with the legislation.

Section 7 – Declaration:

By submitting this tender, I/we agree to complete the work in accordance with the Invitation to Tender and Specification of Works, and the terms and conditions contained therein. No variations to contract will be permitted without express permission from the Town Council.

I/We understand that Aylsham Town Council is not bound to accept the lowest or any tender or part thereof under their Standing Orders and Financial Regulations, and that the council will not be responsible for any expense incurred in preparing this tender.

I/We certify that the information in this tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of tenders.

Company name

Business correspondence address

..... **Postcode**

Landline **Mobile**

Email

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein, and if successful are willing to be bound to the contract as expressed therein.

Signed **Print name**

Position **Dated**

All tender documents are to be received by the council by **midday on Monday 30th September 2026**. This, and any supporting documents, can be sent to:

The Town Clerk – TENDER DOCUMENTS ENCLOSED
Aylsham Town Council
Town Hall
Market Place
Aylsham
NR11 6EL

For any queries on the tender process, please contact Faye LeBon on 01263 733354 or email townclerk@aylsham-tc.gov.uk

For any technical queries, please contact Gavin Watson, Maintenance Manager on gavin.watson@aylsham-tc.gov.uk or call 07585 600539

Meeting of Aylsham Town Council Property Committee – 15th September 2026

Item 9 - To Consider prices for 4no. replacement gates for play areas

Prices being obtained for 4no. RoSPA approved self closing gates (Mileham Drive and Wymer Drive). It is hoped to present these to the committee at the meeting.

Anticipated cost £900 - £1000 per gate.

Budget:

Open Spaces Revenue Budget (selected):

Budget Line	Budget	Spend To Date	Balance
General Repairs	£600.00	£97.60	£502.40
Mileham Drive	£1,000.00	£332.00	£668.00
Equipment	£5,000.00	£217.64	£4,782.36

Alternative is earmarked reserves:

Open Spaces EMR £34,500.00

Item 10 - To Receive Update on Town Hall Window Replacement

Heritage officer not keen on double glazing. The clerk to review new National Planning Policy Framework in relation to mitigation of climate change and the protection of heritage assets. Suggest putting in a LB planning application (at zero cost to the council) to progress matter. Should lb permission be refused there is always the option to appeal (again, at zero cost to the council).

Item 11 - To Receive Update on Lease Renewal Negotiations of 23 Market Place

Feedback has been given to Brown and Co accepting their advice. The Town Council's usual solicitor cannot issue the section 25 notice due to a conflict of interest and a further solicitor approached cannot assist. A third solicitor has been approached for a quote for this work.

Item 12 - To Receive Update on Work Involving Probation Service

The Memorandum of Understanding between the Probation Service at Aylsham Town Council has been completed.

Work place assessments have been completed for:

Wymer Drive

- Play equipment clean.
- Railings around play area will need to be lightly sanded down and repainted.

Mileham Drive

- Play equipment clean.
- Railings around play area will need to be lightly sanded down and repainted.
- Weeding around the perimeter of the play area and caged football area.

St Michaels

- Play equipment clean

Dates are awaited for the work to commence.

Item 13 - To Receive Update on Drill Hall Licenses ()

The Boxing Club will be issued with a monthly agreement as the club does not wish to sign up to a licence. The Dance School has suggested amendments to the document which has been sent to the Town Council's solicitor for comment.