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6. 2026/ 2027
PM.13.07.26

**OWSLEBURY & MORESTEAD PARISH COUNCIL
MINUTES OF THE PAVILION COMMITTEE MEETING HELD ON
13th July 2026
COMMENCING AT 6:00 IN THE OWSLEBURY PARISH HALL**

Present: Parish Councillor Chris North (in the Chair).
Parish Councillors Mark Egerton, John Foster, Astrea Hurlock, and Paul Simmons

In Attendance: Juanita Madgwick (Clerk), ACSO Gary McCulloch, District Councillors Jerry Pett & David Ablitt

Also in Attendance: 41 members of the public were present.

25/26 APOLOGIES FOR ABSENCE

None

26/26 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

27/26 APPROVAL OF THE MINUTES OF THE PAVILION MEETING ON 15 JUNE 2026

The Committee resolved unanimously that the minutes of the Pavilion Committee meeting held on 15 June 2026 were approved as a true record and signed by the Chair.

28/26 PUBLIC QUESTIONS AND COMMENTS

Three residents spoke concerning the proposed pavilion and sports-field development. They expressed support for replacing the existing pavilion but raised concerns about the scale and commercial elements of the proposals, the registered Village Green, the South Downs National Park setting, tree removal, consultation, funding, traffic and the possible effect on the village hall. They also asked whether smaller or modular alternatives had been considered and requested publication of relevant plans, surveys and legal information.

The Chair advised that the questions raised would be considered and answered in writing. The Chair thanked the speakers.

29/26 GENERAL UPDATE ON THE PROGRESS OF THE PAVILION

Cllr North reported that a pre-application submission had been made to the South Downs National Park Authority in respect of proposals for a new pavilion, improved sports facilities, two padel courts, access, parking and landscaping. The Committee was awaiting the Authority's pre-application advice, including any recommendations concerning ecology and biodiversity, and would consider that advice before determining the next steps.

He also reported on recent use of the sports ground by two men's cricket teams, junior football and community events, and noted recent improvements including clearance works, measures to improve entrance safety and the installation of picnic benches. Further community engagement was intended following receipt of the pre-application advice.

The Committee received and noted the update.

30/26 AGREEMENT FOR A PLANNING STATEMENT TO BE WRITTEN

The Committee resolved unanimously that a draft planning statement be prepared in support of the pavilion and sports-field proposals. Cllr Hurlock agreed to assist with its preparation.

31/26 RECEIVE A REPORT ON THE RECENT MEETING WITH THE TREE OFFICERS AT WINCHESTER CITY COUNCIL

The Clerk had circulated a note of the recent site meeting with Winchester City Council's Arboricultural and Ecological Officers (Appendix 1).

The report set out the information the officers indicated they would expect to accompany any future planning application, including appropriate arboricultural and ecological surveys and reports. The Committee received and noted the report.

32/26 AGREEMENT TO A PRELIMINARY ROOST ASSESSMENT (PRA) OF ALL TREES PROPOSED FOR REMOVAL AND ANY FURTHER BAT SURVEYS THAT MAYBE REQUIRED, INCLUDING EMERGENCE/ RE-ENTRY SURVEYS

The Committee **Resolved** unanimously to commission a Preliminary Roost Assessment of all trees proposed for removal and, where identified as necessary by the ecologist, any further bat surveys required, including emergence or re-entry surveys, in accordance with the quotation approved under item 36/26.

33/26 AGREEMENT TO A BS5837 TREE REPORT AND MITIGATION ROOT REPORT

The Committee **Resolved** unanimously to agree to carrying out a BS5837 tree report and mitigation root report.

34/26 AGREEMENT TO SEND OUT A LEAFLET WITH PLANS FOR THE PAVILION AND SPORTS FIELD

The Committee discussed whether the leaflet could be completed in time for distribution with the August newsletter. It was agreed that the leaflet should not be rushed and should contain accurate and up-to-date information and plans.

The Committee **Resolved** unanimously to produce and distribute a leaflet explaining the proposals for the pavilion and sports field and authorised Cllr North and the Clerk to prepare the leaflet and arrange its production and distribution when it was ready.

35/26 TO PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE FOLLOWING ITEMS CONCERNING QUOTES

8. 2026/ 2027
PM.13.07.26

The Committee **Resolved** unanimously, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press during consideration of items 36/26 and 37/26 because publicity would be prejudicial to the public interest by reason of the confidential and commercially sensitive nature of the quotations to be considered.

36/26 TO REVIEW THE QUOTES FOR THE BAT SURVEY AT THE SPORTS GROUND

The Committee considered the quotations received and **Resolved** unanimously to appoint a contractor as detailed in the confidential appendix for the Preliminary Roost Assessment, together with any further bat surveys identified as necessary by the ecologist at the rates set out in that quotation.

37/26 TO REVIEW THE QUOTES FOR THE BS5837 TREE AND MITIGATION ROOT REPORT

The Committee considered the quotations received and **Resolved** unanimously to appoint a contractor as detailed in the confidential appendix for the BS5837 tree survey report and the associated root investigation and mitigation report.

The confidential business having concluded, the public and press were readmitted to the meeting.

38/26 INFORMATION EXCHANGE AND AGENDA ITEMS FOR THE NEXT MEETING

A Committee member requested that the Sports Club be invited to provide an update at the next meeting on the proposed charitable structure and its progress.

The Chair also requested that the following item be included on the September agenda:

Registered Village Green — review of the historical records and legal framework.

39/26 TO NOTE THE DATE FOR THE NEXT PAVILION COMMITTEE MEETING

The next meeting will be held on Monday 14th September 2026 at 6.00pm in Owslebury Village Hall

There being no further business, the Chair closed the meeting at 6.42pm.

Chairman:

Date:

WINCHESTER CITY COUNCIL

UPPER MEON VALLEY WARD – PARISH UPDATE – SEPTEMBER 2026

The season of village fetes and summer holidays being now largely behind us, we hope you managed to find some time to enjoy the sunshine – remember, this year’s summer will be the least extreme that you will ever see!

Winchester Small Grant scheme

Another reminder that the Winchester Small Grant scheme (up to £700) is open for applications from local not-for-profit and voluntary groups and organisations for the rest of the year - <https://www.winchester.gov.uk/grants-for-not-for-profit-organisations/small-grant-scheme> - and congratulations to Warnford Village Hall who were recently awarded £500 from the pot for their very successful ‘Pop-up Pub’.

A32/A272 Noise

Many will have seen the Police and Crime Commissioner’s invitation to complete a survey on the lived experience of excessive traffic noise in the Meon Valley. In its preamble she claims that “the government needs to do more to tackle this issue”. Parishes may be interested in the recent update by the Hertfordshire PCC’s update on their current trial of acoustic cameras to combat excessive noise on the A405 near St Albans: [Herts PCC Acoustic Camera Trial Update Jul 26](#)

It would appear that acoustic cameras, deployed in a scheme considerably cheaper than the average speed cameras currently installed in our Ward, are already having some effect there. By contrast, we asked the Hampshire Police, when they attended the Winchester Scrutiny Committee back in February, and for the second year running, for the statistics of ‘speeding tickets’ issued as a result of the average speed cameras. A full response is still awaited.

Heatwaves

Given the likelihood that future summers will be no less stressful in respect of heatwaves, WCC passed a resolution at the end of August, supported by all parties, to review the District’s resilience to similar weather events in the coming years, particularly with respect to its housing stock and civic buildings. It would undoubtedly be useful if parishes were able to conduct a review of resilience in their own areas – nothing onerous but, given the effects of the heat on our older residents in particular, it perhaps behoves all of us to think through what more could be done to help our villagers more at risk.

A new rural bus service!

The 'South Downs Rambler' bus is back from next weekend (6 September) until Sunday 1 November - fair enough, not new as it's been tried before but this time it's running through the Autumn rather than during the Summer and we've been given advanced notice.

Sponsored by the Hampshire Community Rail Partnership, the service runs three round-trips between Winchester and Petersfield, taking in Bramdean, West Meon, Warnford, Exton and Corhampton & Meonstoke before climbing to the Old Winchester car park and on to Queen Elizabeth Country Park. Each journey costs £3, with passes also accepted. 'Rambling' is not compulsory - it also provides an opportunity to explore some of our country pubs whilst leaving the car at home, or will get you to the station for a Sunday trip. Please publicise widely in your communities – it would be good if it were so successful that we could push for it to run over all weekends through the year. Details are here: [South Downs Rambler 2026 leaflet](#)

Recycling

Thank you to everybody who has contributed to raising the percentage of waste that is recycled in Winchester District, up from 40.4% in 2024/25 to 47.3% in 2025/26 – a very significant increase.

Re-naturing

The local South Downs National Park Rangers, led by Elaina Whittaker-Slark who works from the Park's area office in Wallops Wood, Droxford, have helped support two ponds in our Ward: the old Woodlands Village Pond in West Meon parish is now a haven for wildlife, rather than the overgrown wilderness it had become over the past years, and a new dew pond has been established on Magdalen Hill Down in Chilcomb parish. Both are now making a real contribution to the creation and support of new wildlife corridors.

Reorganisation

Little, if anything, to report this time – we await the 'Structural Change Order' to be laid before Parliament this Autumn.

David Ablitt

Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

MEETING REPORT: Newsletter Coverage

DATE: 14 September 26

WRITTEN BY: The Clerk

AGENDA ITEM: 60

In the 17th July Newsletter of the summer, several statements were published that are disputed, factually unsupported, or presented without giving the Parish Council an opportunity to respond. In a number of cases, the Newsletter appears to present speculation, contested legal interpretation, or unconfirmed possible uses of the pavilion as though they were established elements of the Council's proposal.

The Newsletter states that the Council proposes to "list it as a Regional Multi Sports Centre." There is no Council resolution, approved plan, or published Council document using this description. The closest wording in Council materials is that the pavilion may benefit the wider community due to a shortage of sports facilities in Winchester. This is not equivalent to designating or advertising the site as a Regional Multi Sports Centre.

The editorial further states that the submitted pre-application proposes a "wedding venue" as part of the development. The current floor plan identifies changing facilities, a kitchen, and a community space; it does not identify or propose a wedding venue.

The editorial also asserts that Village Green status requires the land to remain "solely for the use of Owslebury residents." This legal interpretation has not been established. Historical documents refer to use by the inhabitants of the "parish and neighbourhood," and the Council is currently gathering the original documents before seeking specialist legal advice.

The editorial states: "The current proposals by the Parish Council cross the boundary of the Village Green status..." This is a legal conclusion, not an established fact. No authority has determined that the proposal is unlawful. The Council is researching the Inclosure Award, registration documents and byelaws to obtain specialist advice.

The editorial describes the proposals as "commercialised." The Council considers this wording emotive and misleading. Any income-generating facilities are intended solely to support the operation and maintenance of the Pavilion.

The editorial refers to "five mature trees which are a hundred years old." This is a disputed opinion. Some residents recall the trees being planted in the 1960s, and there is no confirmed record establishing their age.

The editorial states that residents are "delighted to see the land being used for games again." This implies that organised sport had ceased and has only recently returned. This is factually incorrect. The Recreation Ground has been in sporting and recreational use for well over a century. The pavilion project seeks to continue and improve this established use, not reintroduce sport to a site where it had stopped.

Summary of Reasonable Requests to the Newsletter

The Council may reasonably request:

1. Factual corrections where statements are unsupported, inaccurate, or presented as fact when they are opinion or speculation.
2. Clarification of legal interpretations to ensure they are not presented as settled law.
3. Identification of sources for claims that do not appear in Council documents.
4. Retraction of statements where no evidence or Council documentation supports them.
5. More neutral language where emotive wording may mislead readers.
6. A right of reply in future editions to ensure balanced coverage of Council projects.

The Council considers that several statements in the recent Newsletter are inaccurate, speculative, or presented without supporting evidence.

The Council may therefore wish to ask the Newsletter to publish factual corrections and provide a right of reply in a future edition. These steps will help ensure that residents receive clear, accurate and balanced information about the pavilion project and the Council's work.

MEETING REPORT: Volume of Freedom of Information and other information requests

DATE: 14 September 26

WRITTEN BY: The Clerk

AGENDA ITEM: 61

Over the past three months, the Council has seen a substantial rise in FOI/EIR requests, complaints and informal information enquiries, particularly concerning tree works, ecology, and pavilion development. These requests are frequently multi-part and resource-intensive. With the Clerk as the Council's sole paid officer, contracted for 40 hours per month, the increased demand has placed significant pressure on the capacity available for statutory and operational duties.

The volume and complexity of requests have had a notable impact on the Clerk's workload and mental health. Individual FOI/EIR responses often require 10–12 hours to complete, limiting the Clerk's ability to progress essential non-statutory work. Following advice from the ICO, the Clerk has been advised to prioritise statutory duties, allocating remaining time to FOI/EIR responses.

Legislation requires FOI and EIR responses to be issued within 20 working days, creating additional time-sensitive pressures.

Options for Improvement

- Establish a formal FOI/EIR policy to set out procedures, expectations, and the use of exemptions.
- Implement a triage mechanism allowing councillors to support the Clerk with complex or multi-element requests.
- Review contracted hours to ensure statutory and operational duties can be delivered sustainably, including scope for limited overtime.

MEETING REPORT: Staff and Councillor Welfare

DATE: 14 September 26

WRITTEN BY: The Clerk

AGENDA ITEM: 62

The recent period of heightened public engagement regarding the pavilion project has placed significant additional demands on both Councillors and Council staff. Increased volumes of resident emails, detailed enquiries, complaints and multiple FOI and Environmental Information Regulations requests have required substantial time, careful coordination, and sustained professionalism from everyone involved. While these interactions are an important part of transparent local governance, they have also created pressures that go beyond normal workloads and expectations for both Councillors and the Clerk.

In light of this, I suggest that a **Councillor and Staff Welfare Policy** should be introduced to provide a clear, formal framework for supporting wellbeing, maintaining professional standards, and ensuring safe and sustainable working practices. The policy will not reflect any concerns about conduct; rather, it acknowledges the intensity of recent communications and seeks to protect all those carrying out Council duties—whether elected or employed.

The policy will aim to:

- Set out expectations for respectful communication and professional boundaries.
- Provide guidance on managing challenging or persistent resident interactions.
- Ensure workloads remain proportionate to contracted hours and voluntary commitments.
- Establish mechanisms for welfare support, including check-ins and escalation routes.
- Promote consistency in communication, particularly for complex or high-profile projects.

Introducing this policy will help the Council operate more effectively during periods of increased scrutiny, reduce the risk of stress or overextension, and reinforce a culture of mutual support. It also ensures that the Council continues to meet its statutory obligations—such as FOI and Environmental Information Regulations compliance—without placing undue pressure on individuals.

Owslebury & Morestead Parish Council

STAFF AND COUNCILLOR WELFARE & WELLBEING POLICY

1. Introduction & Purpose

1.1 Owslebury & Morestead Parish Council is committed to providing a safe, healthy, and respectful working environment for all its employees and elected/co-opted councillors.

1.2 The Council recognises that physical safety and mental wellbeing are essential to effective local governance. This policy aims to foster a culture of mutual respect and protect individuals from stress, bullying, harassment, and third-party abuse.

1.3 This policy should be read alongside the Council's Standing Orders, Financial Regulations, and the Member Code of Conduct.

2. Status of Staff and Councillors

2.1 **Staff:** Are employed by the Council as a corporate body and are protected by standard UK employment legislation, including health and safety and employment rights regulations.

2.2 **Councillors:** Are elected or co-opted holders of public office, not employees. While standard HR procedures do not apply to councillors, the Council owes them a duty of care to provide a safe volunteering environment free from hostility.

3. Mutual Respect & Dignity

3.1 In line with the NALC Civility and Respect Pledge, all interactions between staff and councillors must be governed by mutual courtesy and professionalism.

3.2 Councillors must not undermine, bully, or publicly criticise council staff. Any operational or performance concerns regarding staff must be directed privately through the Proper Officer (the Clerk) or the Staffing Committee.

3.3 Staff must provide objective, impartial advice to all councillors and must not allow personal or political biases to affect their work.

3.4 **Breaches:** Alleged breaches by staff will be handled under the Council's formal Disciplinary and Grievance Procedure. Alleged breaches by councillors will be treated as a potential breach of the Code of Conduct and may be referred to Winchester City Council's Monitoring Officer.

5. Lone Working & Physical Safety

5.1 The Clerk and other staff often work alone (either from home or when visiting council assets).

5.2 The Council will conduct periodic risk assessments for lone working.

5.3 Practical measures will be provided where appropriate, which may include:

- Standard check-in procedures via phone/text when staff are out on site.
- Accompanied visits if an interactive situation is deemed high-risk.

6. Occupational Health & Mental Wellbeing

6.1 The Council recognises that stress and burnout can impact both staff and councillors.

6.2 For Staff: The Council will ensure reasonable workloads, clear job descriptions, and regular catch-ups with the Chair or Staffing Committee. The Council supports access to occupational health support where necessary.

6.3 For Councillors: The Council encourages members to utilise resources such as the LGA Councillor's Workbook on Stress Management to build personal resilience.

6.4 The Council will consider requests for reasonable adjustments for both staff and councillors experiencing physical or mental health difficulties to ensure they can fully participate in council business.

7. Unreasonable Behaviour by Members of the Public & Personal Safety

7.1 Purpose

This section sets out the Council's approach to managing unreasonable, aggressive, or intimidating behaviour by members of the public, whether occurring in meetings, during correspondence, or when councillors and staff are carrying out duties within the parish. The Council has a legal duty of care to protect councillors and employees from harm, harassment, and intimidation.

7.2 Definition of Unreasonable or Unsafe Behaviour

Behaviour will be considered unreasonable or unsafe when it includes:

- Aggression, shouting, intimidation, or threatening language
- Harassment, stalking, or following councillors or staff
- Repeated or excessive contact intended to cause distress or disruption
- Disruption of council meetings or refusal to follow the Chair's directions
- Hostile behaviour during site visits or when councillors/staff are in the village
- Online abuse, defamatory statements, or targeted harassment on social media

7.3 Immediate Safety Measures

Where councillors or staff feel unsafe, the following actions may be taken:

- Suspension or adjournment of a meeting
- Requesting an individual to leave a meeting
- Terminating a site visit or withdrawing from a location
- Avoiding lone working and requiring two-person attendance
- Contacting the police where behaviour poses a risk or constitutes a criminal offence

These actions may be taken without prior warning if safety is at risk.

7.4 Formal Management of Unreasonable Behaviour

The Council may implement formal measures to protect councillors and staff, including:

- Issuing a warning letter outlining unacceptable behaviour

- Restricting contact to a Single Point of Contact (usually the Clerk)
- Limiting communication to written correspondence only
- Refusing to engage with repetitive, abusive, or vexatious contact
- Restricting participation at meetings, including requiring pre-registration
- Recording individuals on a Potentially Violent Persons Register where appropriate
- Seeking advice from HALC, the Monitoring Officer, or the Police

7.5 Reporting and Recording Incidents

All incidents of aggressive, threatening, or harassing behaviour must be reported to the Clerk or Chair as soon as possible. The Council will:

- Maintain confidential records of incidents
- Report criminal behaviour to the Police
- Seek guidance under national councillor-safety frameworks (including Operation Ford)
- Provide follow-up support to affected councillors or staff

7.6 Protection During Public Engagement

When councillors or staff are attending public events, conducting inspections, or engaging with residents in the parish, the Council will ensure:

- Risk assessments are completed where concerns exist
- Councillors and staff are not required to attend alone in high-risk situations
- Visits may be postponed or relocated if hostility is anticipated
- Safety advice from Police or HALC is followed

7.7 Social Media and Online Conduct

The Council will take steps to protect councillors and staff from online harassment, including:

- Disabling comments or blocking abusive users on official channels
- Reporting threats or harassment to the Police
- Directing residents to official communication channels
- Avoiding engagement in hostile or inflammatory online exchanges

7.8 Zero Tolerance

The Council adopts a zero-tolerance approach to abuse, intimidation, harassment, and threats directed at councillors or staff. No councillor or employee is expected to tolerate behaviour that compromises their safety, wellbeing, or ability to carry out their role.

8. Review and Ownership

8.1 This policy was adopted by Full Council on _____.

8.2 It will be reviewed every year or sooner if changes to employment law or national guidelines require it.

MEETING REPORT: Communications with Council-appointed consultants

DATE: 14 September 26

WRITTEN BY: The Clerk

AGENDA ITEM: 63

The Clerk has been made aware of direct approaches by members of the public to the Council's appointed consultants. These approaches have included attempts to engage the architect in the Pavilion project discussions. Such contact is inappropriate and risks undermining the Council's governance processes, procurement obligations, and contractual relationships.

The explanation offered for contacting the architect was that public money has been spent on the project. While residents are fully entitled to scrutinise Council expenditure, request information through statutory channels, and comment on proposals, this does **not** give any authority to independently instruct, question, or engage the Council's professional advisers.

The Parish Council is the democratically elected corporate body responsible for determining how the budget is spent. All decisions must be made:

- Through properly convened public meetings
- In accordance with statutory powers and duties
- In compliance with Financial Regulations and procurement requirements
- With appropriate audit trails and recorded minutes

Professional advisers are appointed by the Council to support delivery of Council-approved projects. They are not accountable to individual residents and must not be drawn into parallel lines of communication.

This is not a new or undisclosed project. The pavilion project has been under consideration for approximately four years. The demise of the existing pavilion subsequently saw, the Parish Council saving for a number of years building up reserves specifically to meet the cost of replacing it and progressing the associated recreation-ground improvements. Expenditure on professional advice, surveys, designs and planning work forms part of progressing that long-standing Council project. These costs have been transparently recorded through budgets, minutes, and published financial information.

Residents are entitled to scrutinise the Council's decisions and expenditure through published budgets, accounts, minutes, audit rights, information requests and public participation. These rights do **not** extend to instructing, questioning, or engaging the Council's consultants independently. All communications must be directed through the Parish Clerk, who is the Council's Proper Officer and the authorised point of contact.

To ensure clarity for residents, consultants, and councillors, it is recommended that the Council formally records and reaffirms the following:

- 1. All general public enquiries concerning the pavilion and recreation-ground project must be directed to the Parish Clerk.**

2. **Only the Clerk, or another person expressly authorised by the Council, may issue instructions to the Council's consultants and contractors.**
3. **Consultants should not enter into substantive project correspondence with members of the public and should forward any unsolicited approaches to the Clerk.**
4. **This protocol does not prevent residents from exercising their statutory information, consultation, complaint, or planning rights through the appropriate channels.**
5. **Repeated attempts to bypass the agreed communication route will be recorded and may be considered under the Council's Vexatious Complainant Policy.**
6. **Any additional professional time or cost arising from direct third-party approaches should be reported to the Council.**

8. Recommendation

That the Council adopts the above communication protocol and instructs the Clerk to notify consultants accordingly.



the **play inspection** company

Annual Inspection

Winchester City Council

Hilly Close PA (Owslebury PC)

Hilly Close, Owslebury, Winchester,



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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.

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.								

Hilly Close PA (Owslebury PC)

Inspection Ref: 3102793

Site Ref: 33703

Inspected: 1-June-2026 - 09:17 by Dom Park (RPII Annual Inspector)

Risk Assessment: **12 Moderate Risk**



Location:

The site is partially overlooked by 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.

i 10 - 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

There is a loose domestic ball sports rebound net in the play area - Remove

i 6 - Low Risk

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

Total Findings: 1



Finding 1

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

i 4 - Very Low Risk

Item: Gate - Self Closing
Manufacturer: I.A.E. Fencing
Surface Type: Paving Slabs
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: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The maintenance gate was correctly padlocked at the time of inspection, however this means that the inspector was unable to fully assess the gate - Ensure that there are 12mm gaps throughout the full range of motion on gate/s and between leaves where relevant

i 8 - Low Risk

Item: Fence - Chainlink
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 surface corrosion / rust present on the item -
 Consider treating the item

Finding 2

The fence is severely damaged in places - Repair or
 replace all affected sections

i 4 - Very Low Risk

Item: Bench
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 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 bin is damaged - Replace

i 6 - Low Risk

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

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

! 12 - Moderate Risk

Item: Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Bonded Rubber Mulch
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 11



Finding 1

There is weed / vegetation growth within the surface - Remove weed / vegetation growth

Finding 3

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

Finding 5

The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (400mm minimum clearance required from rigid part of seat in most onerous position) - Adjust seat clearance

Finding 7

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

Finding 9

Insert/s missing or damaged - Replace

Finding 11

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

Finding 2

The joint cover is missing - Replace

Finding 4

The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor - No action given the risk assessment

Finding 6

We don't recommend the use of bird spikes - Remove and consider replacing with upturned cable ties

Finding 8

The fixings have corroded excessively - Replace all corroded fixings

Finding 10

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

i 8 - Low Risk

Item: 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



Finding 1

We don't recommend the use of bird spikes - Remove and consider replacing with upturned cable ties

Finding 3

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

Finding 2

The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor - No action given the risk assessment

Finding 4

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

i 10 - Low Risk

Item: Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 3 - 5 Years
Total Findings: 4



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

Finding 3

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

Finding 2

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

Finding 4

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

i 8 - Low Risk

Item: Spring See-Saw
Manufacturer: Kompan Ltd
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 4



Finding 1

There is weed / vegetation growth within the surface -
Remove weed / vegetation growth

Finding 3

Bolt cap cover/s missing or damaged - Replace

Finding 2

The picnic table forms a projecting obstacle / hard object within the falling space of the equipment, in contravention of the requirements of BS EN 1176 Part 1 - Relocate picnic table to a minimum of 1500mm from the play equipment

Finding 4

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

i 10 - Low Risk

Item: Roundabout
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1

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

Finding 2

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

i 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Husson UK
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1

There is some graffiti present - Remove the graffiti

Finding 2

NOTE - There are unused fixing points - Refer to manufacturer for confirmation of correct installation

! 12 - Moderate Risk

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



Finding 1

There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4 - Monitor - No action given the risk assessment

Finding 3

Insert/s missing or damaged - Replace

Finding 5

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

Finding 7

There is / are post or end caps missing / damaged on the item - Replace missing / damaged post or end caps

Finding 9

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

Finding 2

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

Finding 4

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

Finding 6

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

Finding 8

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

Finding 10

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

6 - Low Risk

Item: Basketball Post
Manufacturer: Sure Shot
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A
Life Expectancy: 5 -10 Years
Total Findings: 2



Finding 1

The net has some minor damage - Monitor for any further deterioration and replace as required

Finding 2

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

8 - Low Risk

Item: Table Tennis
Manufacturer: Cornilleau
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

The table tennis units are not secured to the surface as required by BS EN 15312 - Secure to the surface

Finding 2

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

Finding 3

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

i 6 - Low Risk

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

Total Findings: 1



Finding 1

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

i 8 - Low Risk

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

Total Findings: 1



Finding 1

The item is not secured to the surface - Secure to the surface

i 8 - Low Risk

Item: Mud Kitchen
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 a potential crush point between the doors in contravention of BS EN 1176 Part 1 - 4.2.7.6 - gaps whose dimensions change during use of the equipment shall have a minimum dimension in any position of 12mm - Adjust item to remove crush point

Finding 2

The unit/s is/are not secured to the ground and there is some potential for the item/s to be moved within falling spaces of equipment - Secure to the ground

Findings information

 10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
			
Finding: There is a loose domestic ball sports rebound net in the play area		Action: Remove	

6 - Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



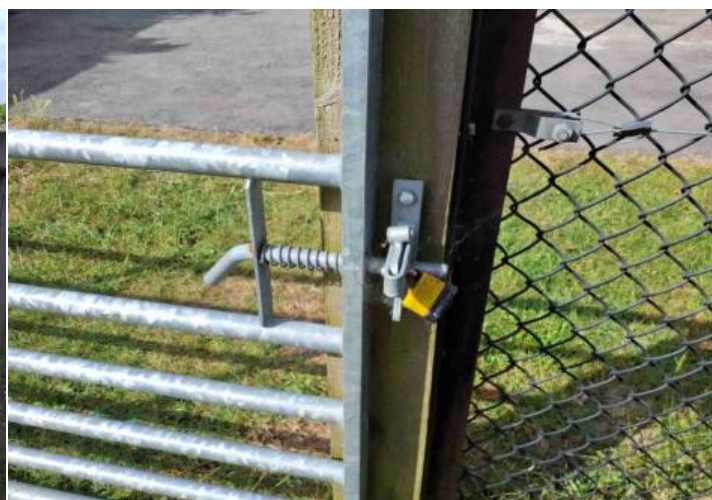
Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

4 - Very Low Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: The maintenance gate was correctly padlocked at the time of inspection, however this means that the inspector was unable to fully assess the gate

Action: Ensure that there are 12mm gaps throughout the full range of motion on gate/s and between leaves where relevant

i 6 - Low Risk (Finding 1)

Item: Fences - Fence - Chainlink
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

i 8 - Low Risk (Finding 2)

Item: Fences - Fence - Chainlink
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The fence is severely damaged in places

Action: Repair or replace all affected sections

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The bin is damaged

Action: Replace

i 6 - Low Risk (Finding 1)

Item: Swings - Swing Barrier
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 6 - Low Risk (Finding 1)

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

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



Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

i 8 - Low Risk (Finding 2)

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

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



Finding: The joint cover is missing

Action: Replace

i 6 - Low Risk (Finding 3)

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

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

i 5 - Very Low Risk (Finding 4)

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

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



Finding: The chain openings are in excess of the 8.6mm as recommended by BS EN 1176

Action: Monitor - No action given the risk assessment

i 10 - Low Risk (Finding 5)

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

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



Finding: The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (400mm minimum clearance required from rigid part of seat in most onerous position)

Action: Adjust seat clearance

i 8 - Low Risk (Finding 6)

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

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



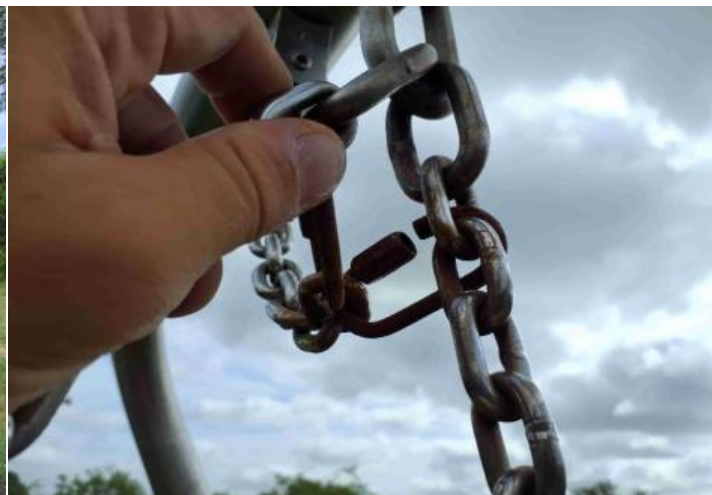
Finding: We don't recommend the use of bird spikes

Action: Remove and consider replacing with upturned cable ties

i 10 - Low Risk (Finding 7)

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

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



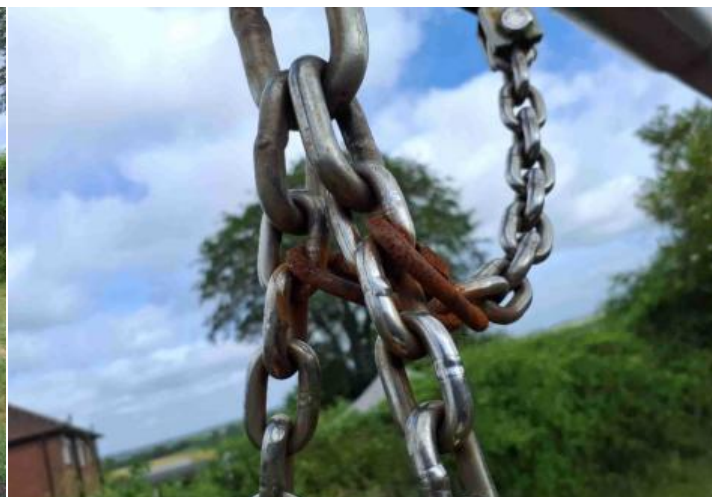
Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 8 - Low Risk (Finding 8)

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

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



Finding: The fixings have corroded excessively

Action: Replace all corroded fixings

 4 - Very Low Risk (Finding 9)			
Item: Swings - Basket Swing - Type 1		Risk Level: V - Very Low Risk	
Manufacturer: Playdale Playgrounds Ltd		Surface: Bonded Rubber Mulch	
			
Finding: Insert/s missing or damaged		Action: Replace	

 12 - Moderate Risk (Finding 10)

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

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



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

i 8 - Low Risk (Finding 11)

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

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



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

Action: Secure all loose fixings

i 8 - Low Risk (Finding 1)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



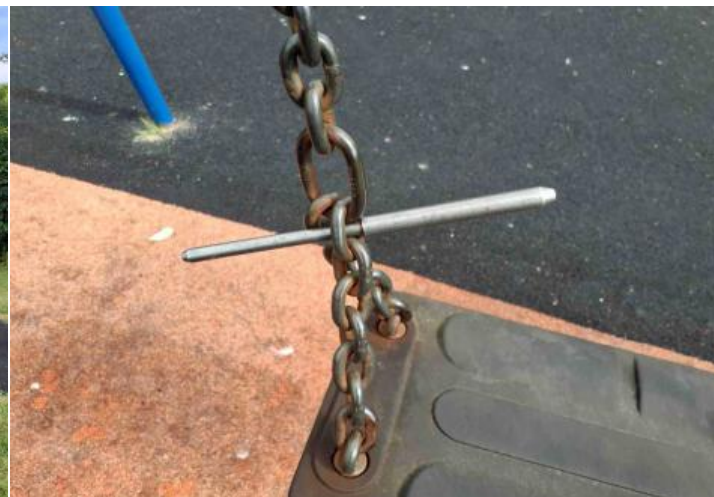
Finding: We don't recommend the use of bird spikes

Action: Remove and consider replacing with upturned cable ties

i 5 - Very Low Risk (Finding 2)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: The chain openings are in excess of the 8.6mm as recommended by BS EN 1176
Action: Monitor - No action given the risk assessment

i 6 - Low Risk (Finding 3)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



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 4)

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some wear to the shackles.

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

i 6 - Low Risk (Finding 1)

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

Risk Level: L - Low Risk
Surface: Mixed Surface



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 10 - Low Risk (Finding 2)

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

Risk Level: L - Low Risk
Surface: Mixed Surface



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



Action: Replace all affected timbers

i 10 - Low Risk (Finding 3)

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

Risk Level: L - Low Risk
Surface: Mixed Surface



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

Action: Replace all affected timbers

i 6 - Low Risk (Finding 4)

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

Risk Level: L - Low Risk
Surface: Mixed Surface



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

8 - Low Risk (Finding 2)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: The picnic table forms a projecting obstacle / hard object within the falling space of the equipment, in contravention of the requirements of BS EN 1176 Part 1

Action: Relocate picnic tablet to a minimum of 1500mm from the play equipment

4 - Very Low Risk (Finding 3)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Mixed Surface



Finding: Bolt cap cover/s missing or damaged

Action: Replace

6 - Low Risk (Finding 4)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

10 - Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



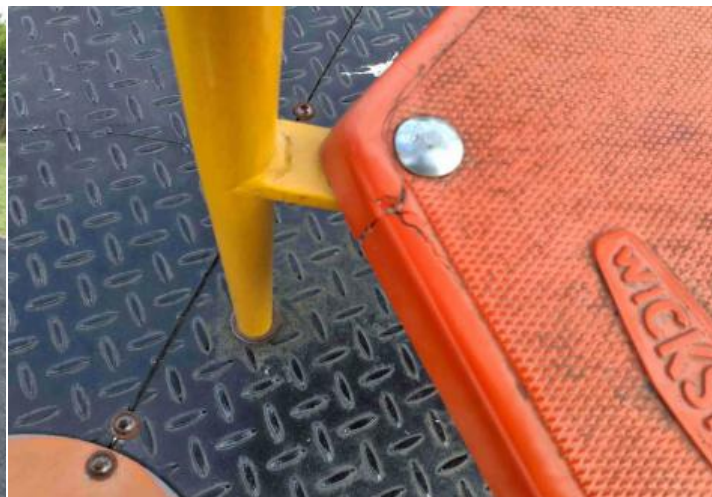
Finding: The bearing is worn / damaged and the item is not operating correctly

Action: Repair / replace

i 6 - Low Risk (Finding 2)

Item: Rotor Play - Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The seat has minor damage or wear

Action: Monitor for any further deterioration and replace as required

i 0 - Risk Assessment not Undertaken (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Husson UK

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



Finding: There is some graffiti present

Action: Remove the graffiti

 8 - Low Risk (Finding 2)			
Item: Activity Equipment - Multi Play (Junior) Manufacturer: Husson UK		Risk Level: L - Low Risk Surface: Mixed Surface	
			
Finding: NOTE - There are unused fixing points		 Action: Refer to manufacturer for confirmation of correct installation	

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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



Finding: There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4

Action: Monitor - No action given the risk assessment

i 6 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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 4 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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



Finding: Insert/s missing or damaged

Action: Replace

! 12 - Moderate Risk (Finding 4)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



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

Action: Secure all loose fixings

 8 - Low Risk (Finding 5)			
Item: Activity Equipment - Multi Play (Senior)		Risk Level: L - Low Risk	
Manufacturer: Proludic		Surface: Grass Matrix Tiles	
			
Finding: A number of fixing(s) have worked loose		Action: Secure all loose fixings	

i 10 - Low Risk (Finding 6)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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



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

Action: Secure all loose fixings

i 6 - Low Risk (Finding 7)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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



Finding: There is / are post or end caps missing / damaged **Action:** Replace missing / damaged post or end caps on the item

i 10 - Low Risk (Finding 8)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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



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

i 10 - Low Risk (Finding 9)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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



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

i 6 - Low Risk (Finding 10)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Proludic

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

i 6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Sure Shot

Risk Level: L - Low Risk
Surface: Bitmac



Finding: The net has some minor damage

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 2)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Sure Shot

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

i 8 - Low Risk (Finding 1)

Item: Other - Table Tennis
Manufacturer: Cornilleau

Risk Level: L - Low Risk
Surface: Grass



Finding: The table tennis units are not secured to the surface as required by BS EN 15312

Action: Secure to the surface

i 6 - Low Risk (Finding 2)

Item: Other - Table Tennis
Manufacturer: Cornilleau

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


8 - Low Risk (Finding 3)

Item:	Other - Table Tennis	Risk Level:	L - Low Risk
Manufacturer:	Cornilleau	Surface:	Grass




Finding: The area around the item has eroded and may become slippery

Action: Reinstate eroded area


6 - Low Risk (Finding 1)

Item:	Ancillary Items - Picnic Table	Risk Level:	L - Low Risk
Manufacturer:	Not Identified	Surface:	Grass




Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

 8 - Low Risk (Finding 1)			
Item: Ancillary Items - Shelter		Risk Level: L - Low Risk	
Manufacturer: Not Identified		Surface: Concrete	
			
Finding: The item is not secured to the surface		Action: Secure to the surface	

i 8 - Low Risk (Finding 1)

Item: Other - Mud Kitchen
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is a potential crush point between the doors in contravention of BS EN 1176 Part 1 - 4.2.7.6 - gaps whose dimensions change during use of the equipment shall have a minimum dimension in any position of 12mm
Action: Adjust item to remove crush point

i 8 - Low Risk (Finding 2)

Item: Other - Mud Kitchen
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The unit/s is/are not secured to the ground and there is some potential for the item/s to be moved within falling spaces of equipment

Action: Secure to the ground

OWSLEBURY RECREATION GROUND

Byelaws - clean transcription

Made
Confirmed

5 April 1973

19 November 1973; operative from 1 January 1974

Transcription note. The duplicate first page in the supplied PDF has been omitted. Byelaw 6 is shown in the wording of the certified copy, incorporating the handwritten correction. The final-page material headed 'Revision of Byelaws' is reproduced separately because the supplied document does not show that those proposed revisions were made or confirmed.

BYELAWS

Byelaws made under section 8(1)(d) of the Local Government Act 1894 by the Parish Council of OWSLEBURY with respect to a RECREATION GROUND.

1. Throughout these Byelaws the expression "the Council" means the Parish Council of Owslebury and the expression "the ground" means the Recreation Ground in the Parish of Owslebury.
2. An act necessary to the proper execution of his duty on the ground by an officer of the Council, or by any person or servant of any person employed by the Council, shall not be deemed an offence against these Byelaws.
- 3.(i) A person shall not except in the exercise of any lawful right or privilege bring or cause to be brought on to the ground any barrow, truck, machine or vehicle other than -
 - (a) a wheeled bicycle, tricycle or other similar machine;
 - (b) a wheel chair, perambulator or chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid.
- 3.(ii) A person shall not except in the exercise of any lawful right or privilege ride any bicycle, tricycle or other similar machine on any part of the ground.
4. A person shall not, except with the consent of the Council, erect any post, rail, fence, pole, tent, booth, stand, building or other structure on the ground.
5. A person shall not on the ground wilfully obstruct, disturb, interrupt or annoy any other person in the proper use of the ground, or wilfully obstruct, disturb or interrupt any officer of the Council in the proper execution of his duty, or any person or servant of any person employed by the Council in the proper execution of his duty.
6. A person shall not on the ground, except with the consent of the Council, light or cause to be lit any fire.
7. A person shall not cause or suffer any dog belonging to him or in his charge to enter or remain on the ground unless such dog be, and continue to be, under proper control and be effectually restrained from causing annoyance to any person, and from worrying or disturbing any bird or other animal.
8. A person shall not, except in the exercise of any lawful right or privilege, fire or discharge any firearm or air weapon on the ground.
9. A person shall not wilfully, carelessly or negligently throw or discharge on the ground any missile to the damage or danger of any person.
10. Every person who shall offend against any of the foregoing Byelaws shall be liable on summary conviction to a fine not exceeding twenty pounds.

11. Every person who shall infringe any Byelaw for the regulation of the ground may be removed therefrom by any officer of the Council, or by any constable in any one of the several cases hereinafter specified; that is to say -

- (i) Where the infraction of the Byelaw is committed within the view of such officer or constable, and the name and residence of the person infringing the Byelaw are unknown to and cannot be readily ascertained by such officer or constable.
- (ii) Where the infraction of the Byelaw is committed within the view of such officer or constable, and, from the nature of such infraction, or from any other fact of which such officer or constable may have knowledge, or of which he may be credibly informed, there may be reasonable ground for belief that the continuance on the ground of the person infringing the Byelaw may result in another infraction of a Byelaw, or that the removal of such person from the ground is otherwise necessary as a security for the proper use and regulation thereof.

Execution by Owslebury Parish Council

Given under our hands and seals this 5th day of April, 1973

Signed	J. H. SHAW	Seal
Signed	J. D. SEABROOK	Seal
	Members of Owslebury Parish Council	

Confirmation by the Secretary of State

The Secretary of State this day confirmed the foregoing byelaws and fixed the date on which they are to come into operation as the first day of January 1974.

(K P WITNEY)
An Assistant Under Secretary
of State

Home Office
WHITEHALL

19 November 1973

Certification of printed copy

The printed copy of the byelaws is a true copy of the byelaws as confirmed.

P. A. KNAPP
Clerk to Owslebury Parish Council

Undated proposed revisions reproduced from the final page

Status note. The supplied page is headed “Revision of Byelaws” and says the changes were intended to avoid re-application to the Secretary of State. It contains no adoption date, signatures, seal or Secretary of State confirmation. It is therefore reproduced as an undated proposal, not incorporated into the confirmed 1973 text above.

Revision of Byelaws

To avoid re-application to the Secty. of State, the following simple revisions should cover our local needs.

No. 1. “The grounds” means the Recreation Ground and the Glebe field.

No. 7a. “A person shall not ride or lead a horse, belonging to him or in his charge, to enter or remain on the grounds”

No. 8. Following “weapon on the grounds” insert “or fly any type of powered model aircraft on the grounds”.

The revision to the plural “grounds” wherever necessary.

Editorial conventions

- Capitalisation and punctuation follow the source as closely as practicable.
- Obvious typewriter spacing has been regularised for readability.
- The confirmed wording of byelaw 6 includes the handwritten correction shown on the duplicate first page.
- No conclusion is expressed here about the present enforceability of any provision or proposed revision.

BYELAWS

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3. (i) A person shall not except in the exercise of any lawful right or privilege bring or cause to be brought on to the ground any barrow, truck, machine or vehicle other than -
 - (a) a wheeled bicycle, tricycle or other similar machine;
 - (b) a wheel chair, perambulator or chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid.

- (ii) A person shall not except in the exercise of any lawful right or privilege ride any bicycle, tricycle or other similar machine on any part of the ground.

4. A person shall not, except with the consent of the Council, erect any post, rail, fence, pole, tent, booth, stand, building or other structure on the ground.

5. A person shall not on the ground wilfully obstruct, disturb, interrupt or annoy any other person in the proper use of the ground, or wilfully obstruct, disturb or interrupt any officer of the Council in the proper execution of his duty, or any person or servant of any person employed in the proper execution of his duty.

A person shall not on the ground, except with the consent of the Council, light or cause to be lit any fire.

to be, under penalty of a fine not exceeding twenty pounds, for any annoyance to any person, and from wounding any animal.

8. A person shall not, except in the exercise of any lawful right or privilege, fire or discharge any firearm or air weapon on the ground.
9. A person shall not wilfully, carelessly or negligently throw or discharge on the ground any missile to the damage or danger of any person.
10. Every person who shall offend against any of the foregoing Byelaws shall be liable on summary conviction to a fine not exceeding twenty pounds.
11. Every person who shall infringe any Byelaw for the regulation of the ground may be removed therefrom by any officer of the Council, or by any constable in any one of the several cases hereinafter specified; that is to say -
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 - (ii) Where the infraction of the Byelaw is committed within the view of such officer or constable, and, from the nature of such infraction, or from any other fact of which such officer or constable may have knowledge, or of which he may be credibly informed, there may be reasonable ground for belief that the continuance on the ground of the person infringing the Byelaw may result in another infraction of a Byelaw, or that the removal of such person from the ground is otherwise necessary as a security for the proper use and regulation thereof.

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Given under our hands and seals
this 5th day of April, 1973

Signed *J H Shaw* Seal  J. H. Shaw

Signed *J D Seabrook* Seal  J. D. Seabrook

Members of Owslebury Parish Council.

The Secretary of State this day confirmed the foregoing
byelaws and fixed the date on which they are to come into
operation as the first day of January 1974.



Home Office
WHITEHALL

19 November 1973

K. P. Witney

(K P WITNEY)
An Assistant Under Secretary
of State

The printed copy of the byelaws is a
true copy of the byelaws as confirmed.

(P. A. Knapp)

Clerk to Owslebury
Parish Council

P. A. Knapp

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Signed J. D. SEABROOK Seal

Members of Owslebury Parish Council

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P. A. Knapp
(P A KNAPP)

Clerk to Owslebury Parish Council

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No 8... Following 'weapon on the grounds'...insert " or fly any type of powered model aircraft on the grounds".

The revision to the plural 'grounds' wherever necessary.

Owslebury Parish Council
2026/27

PAYMENTS	Amount (£)	Payee	Payment Type
63	340.00	S Comley - Grass Cutting	PS/ CN
64	6,213.30	Elan City - 2 x SID	
65	8.53	3 - Phone	DD
66	150.00	Brighton & Hove Council Pre-Planning Application Cost	CC
67	3.60	IONOS Managed Word Press	DD
68	4.25	Bank Charges	DD
69	47.00	ICO	DD
70	90.00	Sentry Storage	
71	6.00	IONOS Basic Fee	DD
72	70.20	WCC - Playground Inspection	
73	135.78	Phil Space - Toilet	
74	200.00	Citizen Advice	
75	13.00	Canva	CC
76	1,316.01	Swanmore PC	
77	284.00	EM Arts	
78	649.85	Clerks Salary	SO
79	221.69	HMRC	
80	8.47	Clerks Expenses	
81	35.51	OPHMC - July Meetings	
82	100.00	S Comley - Grass Cutting	

Voucher	Amount (£)	Payee	
RECEIPTS			
13	210.11	GrOws Café Donations	
14	141.65	CCLA - Deposit Interest	
15	25.00	Invoice No. 26 - Glebe Field	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/07/2026

CASH BOOK BALANCE	£	£
Balances 1st April 2025		45,943.42
income		35,282.82
expenses		-29,357.57
CASH BOOK BALANCE		51,868.67
add o/s payment		9,489.24
less o/s receipts		-2,525.00
Control total		58,832.91
BANK STATEMENTS		
Treasurers account	58,832.91	
Business 30 Day notice	0.00	
Business Instant access	0.00	
Per bank statements		58,832.91
Difference		0.00

2. SHORT TERM DEPOSIT

CCLA	45,000.00
------	-----------

3. TOTAL OF BANK AND SHORT TERM DEPOSITS	96,868.67
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Owslebury Parish Council
2026/27

PAYMENTS	Amount (£)	Payee	Payment Type
83	8.53	3 - Phone	DD
84	96.00	Askimet - Website	CC
85	15.59	IONOS Domain & Managed Wordpress	DD
86	4.67	Bank Charges	DD
87	90.00	Sentry Storage	
88	1,080.00	Christopher Hoare Tree Services	
89	378.00	LBDO - Audit	
90	6.00	IONOS - WordPress Hosting	DD
91	135.78	Phil Space - Toilet	
92	1,076.13	Swanmore PC	
93	284.00	EM Arts	
94	649.65	Clerks Salary	
95	221.69	HMRC	
96	25.49	Amazon - Printer Cartridges	CC
97	499.80	Parcel Force - PO Box	
98	357.00	ADH Printing	

Voucher	Amount (£)	Payee	
RECEIPTS			
16	3,554.24	VAT Return	
17	146.44	CCLA - Deposit Interest	
18	15.00	Invoice No. 27 - Glebe Field	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/08/2026

CASH BOOK BALANCE		£	£
Balances 1st April 2025			45,943.42
income			38,998.50
expenses			-34,285.90
CASH BOOK BALANCE			50,656.02
add o/s payment			4,882.58
less o/s receipts			-2,500.00
Control total			53,038.60
BANK STATEMENTS			
Treasurers account	53,038.60		
Business 30 Day notice	0.00		
Business Instant access	0.00		
Per bank statements			53,038.60
Difference			0.00

2. SHORT TERM DEPOSIT	
CCLA	45,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS	95,656.02
--	-----------

MEETING REPORT: CCLA Signatories

DATE: 14 September 26

WRITTEN BY: The Clerk

AGENDA ITEM: 67 (c)

I have reviewed the CCLA signatories, and they are out of date, the council need to remove 2 people who are no longer councillors and agree to add 2 more councillors. The current Councillors that are signatories are Cllr Hurlock and Cllr Foster.

**SUMMARY OF RING FENCED, EAR-MARKED AND
GENERAL RESERVES (SEP 25)**

Ring fenced

Xmas lights (public funding)	3,121.62
Playground fund raising	5.27
CIL Money	0.00
GrOws	746.75
Total ring fenced	<u>3,873.64</u>

Ear marked

Play Area Equipment	2,000.00
Pavilion	27,500.00
Community Shop	5,000.00
Beech Grove	9,900.00
Entrance Gates	10,000.00
Total ear marked	<u>54,400.00</u>

General reserve

Total reserves

**SUMMARY OF RING FENCED, EAR-MARKED AND
GENERAL RESERVES (PROPOSED SEP 26)**

Ring fenced

Xmas lights (public funding)	3,121.62
Playground fund raising	5.27
Police and Crime Commissioner	4,500.00
CIL Money	1,684.20
GrOws	746.75
Total ring fenced	<u>10,057.84</u>

Ear marked

Play Area Equipment/ MUGA	15,000.00
Beech Grove	0.00
Rights of Way	0.00
	0.00
Total ear marked	<u>15,000.00</u>

General reserve

Total reserves

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Owslebury Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes	No*	Yes means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓				has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

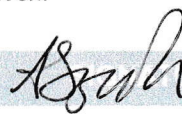
15/06/2026

and recorded as minute reference:

31/26(h) REFERENCE

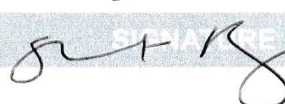
Signed by the Chair and Clerk of the meeting where approval was given:

Chair



SIGNATURE REQUIRED

Clerk



SIGNATURE REQUIRED

Owslebury.org

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

E Owslebury Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	70,481	87,982	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	44,138	48,552	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12,079	10,676	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	7,982	9,974	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	30,733	46,293	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	87,982	90,943	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	87,982	90,943	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	113,421	117,733	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 15/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

15/06/2026

as recorded in minute reference:

3/26 (i) REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNED REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Owslebury and Morestead 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’s 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 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.

(continue on a separate sheet if required)

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

The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses.

Box 11 in the Accounting Statements was incorrectly answered as 'No'. The AGAR was returned for amendment and has been appropriately updated. The Accounting Statements do not include any trust transactions.

(continue on a separate sheet if required)

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

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
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Date

20 August 2026/XXXX



Health and Safety Policy

Adopted by the Parish Council:

12 June 2017

Reviewed on 26 July 2021

Reviewed 28 September 2022

Reviewed 11 September 2023

Reviewed and Updated 9 September 2024

Reviewed 8 September 2025

Reviewed 14 September 2026



Health And Safety Policy Statement

Owslebury Parish Council believes that Health and Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health and Safety at Work Act 1974 and other statutory provisions listed in (4) Legislation. The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Parish Council Policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities, and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Parish Council have the responsibility for implementing this policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated will be reviewed annually or as the need arises.

Organisation (Roles & Responsibilities)

Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health and Safety Policy and hold strategic oversight while the Clerk manages the, ~~for monitoring the~~ day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so, the Clerk ~~they~~ will ensure that:

- a copy of this Policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
- the Council's activities are monitored to ensure that the objectives of the Health and Safety Policy are being complied with;
- contracts of employment include compliance with statutory and company health, safety and environmental requirements;
- all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- ~~employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health and Safety Policy;~~
- no employee or voluntary worker shall be engaged in any work activity where technical



knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;

- safe methods of work are adopted; ~~Hi-Viz vests to be worn at all times~~ Hi-Viz vests must be worn when working near highways or in any situation where visibility is required for safety;
- all suppliers comply with Section 6 of the Health and Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- regular inspections of equipment are carried out and necessary records kept.

Duties and Responsibilities of all Employees and Voluntary Workers

- Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health and Safety at Work Act 1974 and associated legislation.
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions, and to co-operate with the Parish Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Parish Clerk, and recorded in the Parish Council accident book as soon after the event as possible.
- Employees and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

Duties and Responsibilities of all Contractors

Contractors must comply with the following:

- Any contractors employed by Owslebury Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health and Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- ~~Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.~~
- And provide the Parish Council with a copy of their public liability insurance which should a minimum of £5,000,000.00



Duties and Responsibilities to all Visitors

Owslebury Parish Council owes a duty of care to visitors to the Parish ~~Council-~~council-controlled areas of the village. Parish Councillors will ensure, so far as is reasonably practicable, that safe access and egress is available and that areas are maintained in a safe condition.

Arrangements

Enforcement agency

The enforcement agency for Local Authorities is the Health and Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

Risk Assessments

Generic risk assessments will be co-ordinated by the Parish Clerk for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.

Training

Parish Councillors are responsible for ensuring that appropriate health and safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

Accident reporting

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

Provision and Use of Work Equipment

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

Procurement of Materials, Equipment & Contractors

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from



situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it is considered necessary.

Inspections & Documentation Review

An annual inspection of village assets will be carried out and the findings recorded. Any serious defects or items for attention must be actioned immediately.

Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

The Clerk shall keep copies of all health and safety related documentation in a file labelled Health and Safety. All council members should have access and be aware of the contents.

Legislation

The following legislation may affect Owslebury Parish Council employees, voluntary workers, visitors and contractors.

- Health and Safety Legislation:
- The Health and Safety At Work Etc. Act 1974
- The Management Of Health and Safety At Work Regulations 1999
- Provision and Use Of Work Equipment Regulations 1998
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation With Employees) Regulations 1996
- The Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (First Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment At Work Regulations 1992 (As Amended)
- Personal Protective Equipment Regulations 2002
- Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R)
- Control Of Substances Hazardous to Health Regulations 2002 (COSHH)
- ~~Fire Precautions Act 1971~~
- ~~Fire Precautions (Workplace) Regulations 1997~~
- ~~Offices, Shops and Railway Premises Act 1963~~
- Regulatory Reform (Fire Safety) Order 2005
- Electricity At Work Regulations 1989

This list is indicative and not ~~a~~ definitive ~~list~~; other legislation may be relevant.

This policy will be reviewed annually

Next review: September 2027-2026.



GRANTS AND DONATIONS POLICY (Section 137 (1) LGA 1072)

Adopted by Council on 9 September 2014

Re-confirmed on 16 August 2021

Reviewed 28 September 2022

Reviewed 11 September 2023

Reviewed 9 September 2024

Reviewed 8 September 2025

Reviewed 14 September 2026

OWSLEBURY & MORESTEAD PARISH COUNCIL



Owslebury and Morestead Parish Council has £2,000.00 in the budget for the award of grants and donations to provide support to community organisations for the year 2026/27. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not-for-profit, and which can demonstrate that any funding received will directly benefit the Parish, or residents of the Parish. Grants can only be awarded by resolution of the Council, which depends on the availability of funds and the suitability of the application.

Grants requested must not be for more than £500.00 from our grants budget for any application. The Council reserves the right to award less than the amount requested

Grant applications will be dealt with by the Full Council.

Eligibility:

Unless otherwise determined by the Council:

1. Grants or donations will only be awarded to voluntary groups or charitable organisations with governance procedures acceptable to the Council. Under no circumstances will grants or donations be awarded to individuals.
2. Applications from regional or national organisations must demonstrate a clear and direct benefit to residents of Owslebury and Morestead. Grants will not be awarded to regional or national organisations, unless they benefit the Owslebury and Morestead area.
3. Additional applications within a 12 month period will not normally be considered. Exceptions may be made only in exceptional circumstances and must be justified in the council's resolution
3. Grants will only be awarded to voluntary groups or charitable organisations that have a bank account

Conditions:

Unless otherwise agreed by the Council, the following conditions will apply to all grants and donations:

1. The grant or donation must be used for the purpose for which the application was made.
2. If the organisation/group is unable to use the grant or donation for the stated purpose, all monies must be returned to the Parish Council.
3. All awards must be properly accounted for and, if requested by the Clerk, evidence of expenditure must be provided. If the Council is not satisfied with the arrangements, the grant/donation must be refunded to the Council without undue delay.
- 3.4. The organisation must notify the Clerk when the grant has been fully spent and provide evidence if requested.

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Applications:

Applications should be made in writing to the Clerk, using the form below giving details of the charitable organisation or voluntary group, full details of the request and how a grant or donation would benefit local residents, and confirming acceptance of the above grant or donation conditions.

Applications will be considered at the next meeting after the application has been received.

Successful applications:

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council.

OWSLEBURY & MORESTEAD PARISH COUNCIL



The Parish Council may request proof of expenditure and reserve the right to call for accounts from specific organisations requesting a grant. The Parish Council may request a report from the applicant on the benefits achieved as a result of the grant.

Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

Recognition of the grant from Owslebury and Morestead Parish Council must be made in any publicity.

Aims of the Councils Grant Policy

Owslebury and Morestead Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all parishioners of Owslebury and Morestead to the services it provides and funds.
- To improve or enhance the local environment.
- To give local people a role in spending Parish funds and achieving value for money.
- To ensure that public funds are used lawfully, transparently, and in accordance with the Parish Council's Financial Regulations

OWSLEBURY & MORESTEAD PARISH COUNCIL



Grant Application Form

Please complete this form and attach the relevant information and send to:
Owslebury Parish Council, PO BOX 783, Winchester, Hampshire, SO23 3RD
Or email: clerk@owslebury-pc.gov.uk

Name and Address of Organisation	
Name and Position of Contact	
Contact Details including Email address and Telephone Number	
Is your organisation a voluntary organisation	Yes / No
Is your organisation a Registered Charity? If yes, please provide your Charity Number.	Yes / No
Does your organisation work SOLELY for the benefit of the people of Owslebury? • If yes, how many Owslebury residents benefit on a regular basis from your organisation? • If no, please specify the geographical area that you provide for, and the number of people in Owslebury that regularly benefit from your organisation. • Please provide any additional evidence to support your application to allow your application to be considered and to avoid any delays	
Amount of Grant Requested	£
For what purpose or project is the grant requested?	
What is the total cost of the Project	£
Have any grants been requested from other sources for this project?	
If yes, what is the amount of other grants?	£
When are the funds required?	
Please provide the bank account number and sort code so that approved funds can be transferred	Account No Sort Code

I have read and understand the Owslebury Parish Councils Grants Policy and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....Date.....