

**MINUTES of the ORDINARY COUNCIL MEETING** held in the Main Hall, Epping Hall, on **Tuesday 11<sup>th</sup> August 2026 at 8pm.**

**PRESENT:**

|                     |                      |                  |
|---------------------|----------------------|------------------|
| Cllr R Sharif       | (Town Mayor & Chair) |                  |
| Cllr N Avey         | (Deputy Mayor)       |                  |
| Cllr C Burgess      | Cllr L Burrows       | Cllr C McCredie  |
| Cllr H Pegrum       | Cllr G Scruton       | Cllr H Whitbread |
| Cllr Jon Whitehouse | Cllr M Wright        |                  |

**OFFICER:** Beverley Rumsey (Town Clerk)

**IN ATTENDANCE:** Cllr Alan Lion (Chairman of Epping Forest District Council 2026-27)  
1 member of the press and 1 member of the public.

**117 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Janet Whitehouse and Cllr J Duffell.  
Apologies for lateness were received from Cllr Jon Whitehouse.

**118 DECLARATIONS OF INTEREST**

Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member.

**119 DISPENSATIONS**

There were no dispensations.

**120 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**121 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 14<sup>th</sup> July 2026 be signed by the Mayor as a true record and adopted by the Council.

**122 MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

|                                       |   |                            |                       |
|---------------------------------------|---|----------------------------|-----------------------|
| Planning Councillors' Comments        | * | 14 <sup>th</sup> July 2026 | <b>(Attachment B)</b> |
| Planning & General Purposes Committee |   | 28 <sup>th</sup> July 2026 | <b>(Attachment C)</b> |

**\*Please note:** this meeting was cancelled due to insufficient applications, in accordance with the new guidance on Low number of planning applications process (May 2026).

Planning councillors' returned comments to EFDC, but no meeting was held.

**123 COMMUNICATIONS TO NOTE/REQUIRING DECISION****(i) District Polling Station consultation**

Council discussed the polling station review information, as per **Attachment E**.

It was **RESOLVED** that:

**(i) The Town Clerk would return the following comments:****Epping West and Rural: Change to Epping Hall**

Members would not want to lose a polling station in Epping Upland/Epping Green and would rather electors in those areas had a local polling station. Many don't drive and public transport is limited to and from those locations, so this would disadvantage some local residents.

**(ii) Essex Association of Local Councils (EALC) Annual General Meeting (AGM)**

Council considered the EALC voting information as per **Attachment D1**.

It was **RESOLVED** that:

Epping Town Council would support the constitutional change to 1 voting member per Council.

**124 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 14<sup>th</sup> July 2026 were **NOTED** by Council.

**125 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 11<sup>th</sup> August 2026:

|                                                                      |                                        |                              |
|----------------------------------------------------------------------|----------------------------------------|------------------------------|
| Cllr C McCredie                                                      | Friends of Swaines Green AGM           | 15 <sup>th</sup> July 2026   |
|                                                                      | Thornwood Market (Non ETC)             | 1 <sup>st</sup> August 2026  |
|                                                                      | Epping For Everyone Picnic             | 1 <sup>st</sup> August 2026  |
|                                                                      | Weald Hall Care Home Summer Party.     | 3 <sup>rd</sup> August 2026  |
|                                                                      | Dementia Friendly Café, Epping Library | 6 <sup>th</sup> August 2026  |
| Cllr C Burgess                                                       | Rotary Classic Car Show                | 19 <sup>th</sup> July 2026   |
| Cllr Burgess advised that £6000 had been raised for local charities. |                                        |                              |
|                                                                      | Epping Market walk                     | 10 <sup>th</sup> August 2026 |
| Cllr H Pegrum                                                        | Health and safety project meeting      | 27 <sup>th</sup> July 2026   |
| Cllr H Whitbread                                                     | Rotary Classic Car Show                | 19 <sup>th</sup> July 2026   |
|                                                                      | St Clare Lions on the Loose trail      | July/Aug 2026                |
| Cllr G Scruton                                                       | Rotary Classic Car Show                | 19 <sup>th</sup> July 2026   |
|                                                                      | Health and safety project meeting      | 27 <sup>th</sup> July 2026   |
|                                                                      | EFDC v ETC pétanque match at Stonards  | 9 <sup>th</sup> August 2026  |

**126 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

The Town Clerk highlighted that Council's new Senior Finance Officer had started and the Casual Caretaker vacancy had been filled.

The Clerk highlighted that the path works at Stonards were now finally complete.

The Town Mayor praised the Neighbourhood Plan's success.

Members **NOTED** the report of the Town Clerk.

**127 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS**

**Cllr H Whitbread:**

**Epping Forest District Council:**

Cllr H Whitbread advised that the budget process had started and that it would be challenging. Work by Portfolio Holder, Working Group, Scrutiny.

Epping Forest Tourism Guide – held by Epping Forest District Council. Could be shared with Epping Town Council.

**128 TOWN COUNCILLORS' QUESTION AND ANSWER SESSION WITH CLLR ALAN LION (CHAIRMAN OF EPPING FOREST DISTRICT COUNCIL 2026-27)**

Council completed a question and answer session with Cllr Alan Lion, Chairman of Epping Forest District Council, regarding any questions they had which related to Epping Forest District Council.

Cllr N Avey requested that EFDC pay close attention to the pressure on services and infrastructure (particularly in light of the recent major Thames Water disruptions) when planning applications and in particular the large speculative planning applications are being considered.

Cllr R Sharif requested that there be a better communication flow between Epping Forest District Council and Town and Parish Councils, so T&PCs are included in decision making processes, rather than being spoken to at the end when decisions had been made.

The Town Clerk highlighted the need for Town and Parish Councils to have a dedicated contact for Town and Parish Council matters, rather than having to go through the same channels as members of the public, when often their issues were urgent and/or wide-reaching. This has been requested by the T&PC sector for some time.

**129 FINANCIAL REPORT TO 31ST JULY 2026**

Council considered the summary financial report for July 2026, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

**130 ACCOUNTS FOR PAYMENT**

Cllr G Scruton presented the payment schedules for July 2026. Council **APPROVED** the payment of accounts for July 2026.

Payments total: **£127,318.77** (Payments from Barclays total £82.01 (please note transfers of £95,000 from Barclays to the Co-operative). Payments from the Cooperative total £127,149.65. Please note: petty cash withdrawals of £450). Payments from the Co-operative Online total £87.11.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for July 2026 were **APPROVED** as presented in the schedule.

**131 ANNUAL TOWN MEETING 2027**

Cllr Jon Whitehouse entered the meeting here.

Council considered the Annual Town Meeting for 2027.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The meeting would be held on Thursday 25<sup>th</sup> March 2027.

**132 EPPING TOWN SHOW 2027**

Council considered the Epping Town Show 2027.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Town Show would be held on Sunday 4<sup>th</sup> July 2027 from 12 noon to 5pm (as usual).

**133 EPPING TOWN COUNCIL'S EMERGENCY PLAN**

Epping Town Council discussed the Emergency Plan for Epping Town, structured with assistance from the Corporate Health & Safety Contingency Planning Officer for Epping Forest District Council, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) This would be the basis of the Emergency Plan moving forwards (which further work would continue from), subject to the following amendments:

1. Section A: Initial Response. ETFDC contact details revised (EFDC no, not ETC)
2. Contact flowchart: clear as to who contacts who when and how.

**134 EPPING TOWN COUNCIL'S ART AND CULTURE AWARD**

Epping Town Council discussed the creation of a new Art and Culture Award, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be NOTED as the Local Government Act 1972, s145;
- (ii) The Art and Culture Award will be advertised in advance of the September start date, with wording and picture revisions.

**135 EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**136 APPOINTMENT OF A NEW INTERNAL AUDITOR**

Council discussed the appointment of a new internal auditing company, who will be entirely impartial to Epping Town Council with no prior relationship, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be NOTED as the Local Audit and Accountability Act 2014;
- (ii) Heelis & Lodge would be appointed as Council's new internal auditor;
- (iii) Council would have two interim visits and one year end visit per financial year;
- (iv) Term of engagement for 5 years.

**137 HEALTH AND SAFETY PROJECT**

Council discussed the Health and Safety Project, as per **Attachments L & L1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item is **NOTED** as the Local Government Act 1972, s111; s133;
- (ii) The project was **APPROVED** as detailed in **Attachments L & L1**.

**CLOSURE**

The Town Mayor, Cllr Razia Sharif, closed the meeting at **8.55pm**.

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**Signature of Chairman**

**Date**

**MINUTES** of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 11th August 2026 at 7.15pm.**

**PRESENT:** Cllr N Avey (Chairman)  
Cllr M Wright (Vice Chairman)  
Cllr C McCredie  
Cllr G Scruton  
Cllr C Burgess

**OFFICER:** Jo-Ann Lewis (Planning, Market & Events Officer)

**IN ATTENDANCE:** One member of the press and three members of the public.

**109 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**110 DECLARATIONS OF INTEREST**

Cllr C Burgess declared a non-pecuniary interest in application EPF/1417/26, Epping Sports Club, Lower Bury Lane, Epping, as the Rotary Club, of which she is a member, had awarded a grant to the organisation.

**111 DISPENSATIONS**

There were no dispensations.

**112 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 28th July 2026 be signed by the Chairman as a true record.**

**113 PUBLIC QUESTIONS OR COMMENTS**

Comments from a member of the public have been submitted regarding application EPF/1463/26, 35 Church Hill, Epping, this was dealt with under agenda item 7.

**114 NOTICES AND INFORMATION**

There were no notices or information.

**115 PLANNING APPLICATIONS**

|                                                         |                                                                 |                                                                        |
|---------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|
| EPF/0777/26                                             | Woodlea, Parklands, Coopersale, Epping, CM16 7RF. BJM Builders. | Removal of conservatory and replace with single storey rear extension. |
| Committee have <b>NO OBJECTION</b> to this application. |                                                                 |                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                 |                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/1406/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2, Wedgewood Close,<br>Epping, CM16 4QD.<br>Mr H Tague.                         | Single storey flat roof extension with<br>parapet wall and part garage conversion.                                                                                                                                                                                           |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                                                                                              |
| EPF/1417/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Epping Sports Club,<br>Lower Bury Lane,<br>Epping, CM16 5HA.<br>Mr A Sanderson. | Erection of safety netting along the<br>northeast boundary of the cricket club and<br>Lower Bury Lane.                                                                                                                                                                       |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                                                                                              |
| EPF/1463/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 35, Church Hill,<br>Epping, CM16 4RA.<br>R S Designs.                           | Demolition of existing garage and rear<br>conservatory, construction of single storey<br>side/rear extension, part first floor rear<br>extension, basement extension with light<br>well and relaying front driveway/forecourt<br>along with associated internal alterations. |
| <p>Committee <b>OBJECT</b> to this application. They consider that the scale, massing and extent of the proposed extension would result in an unacceptable form of development to this historic property in Epping. The current extension plans for the side and rear of the property would still be visible from aspects of the street view and would fail to preserve or enhance the character and appearance of the historic property within the Epping Conservation Area. A resident in attendance raised significant concerns regarding the size and structural safety of the proposed basement extension, particularly due to its close proximity to a private side access road containing underground utility cables and pipes serving three neighbouring properties. Given the potential risk to adjoining infrastructure and neighbouring properties, the Committee suggests that a detailed structural engineer's report be required before the application is determined. The submitted Basement Impact Assessment states that <i>"There is no known information with regards to buried infrastructure in close proximity to the site"</i>; however, the private residents' road is located directly adjacent to the site and is understood to contain relevant underground services. Committee would refer this application for close supervision by the Conservation Officer at EFDC with regard to the impact on the historic property, the Conservation Area, the street scene, and the potential implications for neighbouring infrastructure.</p> <p><b>Relevant policies: EFDC Local Plan 2011-2033, Part One: Policy DM7 A DM9 E DM12 A (I) (iv) B, C (I) E (I) (II)</b><br/> <b>Epping Town Council Neighbourhood Plan 2023-2033: Policy 12.</b></p> |                                                                                 |                                                                                                                                                                                                                                                                              |

**116 PLANNING DECISIONS**

Committee **NOTED** the decisions as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

The Chairman closed the meeting at **7.39pm**.

**Signature of Chairman**

**Date**

**MINUTES** of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 25th August 2026 at 7.15pm.**

**PRESENT:** Cllr N Avey (Chairman)  
Cllr M Wright (Vice Chairman)  
Cllr C McCredie  
Cllr G Scruton  
Cllr C Burgess

**OFFICER:** Jo-Ann Lewis (Planning, Market & Events Officer)

**IN ATTENDANCE:** Two members of the public were present.

**138 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**139 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**140 DISPENSATIONS**

There were no dispensations.

**141 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 11th August 2026 be signed by the Chairman as a true record.**

**142 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.

**143 NOTICES AND INFORMATION**

There were no notices or information.

**144 PLANNING APPLICATIONS**

|                                                                                                                                                                                                                                                 |                                                   |                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/1501/26                                                                                                                                                                                                                                     | 166, High Street,<br>Epping, CM16 4AQ.<br>Mr Lee. | Change of use of first and second floor including renovation of front façade and rear extension to create maisonette over existing commercial unit. |
| Committee have <b>NO OBJECTION</b> to this application. They would suggest that the rear access staircase to the planned maisonette be situated against the wall to ensure neighbouring properties and any residential parking are not impeded. |                                                   |                                                                                                                                                     |



|                                                                                                                                                                                                |                                                                    |                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/1498/26                                                                                                                                                                                    | 24, Western Avenue,<br>Epping, CM16 4JS.<br>Mr & Mrs Williams.     | Proposed demolition of existing outbuildings and replaced with new side extension to provide additional living accommodation including render finish to whole dwelling.                                                                                                                                                                          |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                        |                                                                    |                                                                                                                                                                                                                                                                                                                                                  |
| EPF/1522/26                                                                                                                                                                                    | 28, Station Road,<br>Epping, CM16 4HN.<br>Mr J Hammond.            | Two storey rear extension and part single storey front extension with alterations to property entrance and roof.                                                                                                                                                                                                                                 |
| Committee have <b>NO OBJECTION</b> to this application. The proposed plans show some trees obscured. Committee hope that no trees are to be removed in the absence of a submitted tree report. |                                                                    |                                                                                                                                                                                                                                                                                                                                                  |
| EPF/1533/26                                                                                                                                                                                    | Stoneleigh,<br>Hemnall Street,<br>Epping, CM16 4LR.<br>Mr M Singh. | Proposed single storey rear extension, two storey side extension, loft conversion including dormer window to rear elevation and roof lights to front and rear elevations, extended first floor dormer to rear and integral garage to front elevation following removal of existing garage together with new driveway and fence to side boundary. |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                        |                                                                    |                                                                                                                                                                                                                                                                                                                                                  |
| EPF/1552/26                                                                                                                                                                                    | 70, Bower Hill,<br>Epping, CM16 7AW.<br>Mr & Mrs Irwin.            | Single storey side and rear extension, loft conversion with rear dormer, detached annexe, enlargement of existing driveway to create additional parking and boundary wall changes.                                                                                                                                                               |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                        |                                                                    |                                                                                                                                                                                                                                                                                                                                                  |

**145 PLANNING DECISIONS**

Committee **NOTED** that no decisions were received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

The Chairman closed the meeting at **7.35pm**.

**Signature of Chairman**

**Date**

## ATTACHMENT D

### FROM: CITY OF LONDON CORPORATION

In 2028, Epping Forest will celebrate the 150th anniversary of the Epping Forest Act 1878, a remarkable milestone marking 150 years of saving the Forest and shaping the way green spaces are protected around the world.

This anniversary is an opportunity to celebrate how the Forest was saved and to highlight why the conservation and protection of Epping Forest is more important than ever today. Between August 2027 and August 2028 we will be hosting a programme of events across the Forest under the EF150 banner to commemorate this landmark occasion.

We are delighted to invite you to become an Official Supporter of EF150.

#### What does this mean?

We are inviting community groups and organisations across Epping Forest to host their own events as part of the EF150 celebrations. If you would like to get involved, please complete the attached application form with details of your proposed event/s.

[Epping Forest 150 - Official Supporter event application – Fill in form](#)

Please note that all events will be subject to our standard event licensing policy and procedures found [here](#). As a Registered Charity, we have no funding available in association with this programme, however we may be able to highlight potential funding applications which may be available for such events and activities.

#### What are the benefits?

If your event is approved, you will:

- Become an Official Supporter of EF150.
- Receive promotional support through our communication channels.
- Have your event featured in our Annual Epping Forest Visitor Guide.
- Gain exclusive access to the Official Supporter EF150 branding to promote your event.

#### What happens next?

Please submit your event proposal, with as much detail as possible at this stage, by **4 September** via the link above.

All submissions will be reviewed, and successful applicants will be invited to join the programme as Official Supporters of EF150.

Any queries in the interim, please do get in touch.

We look forward to celebrating this historic milestone with you and working together to create a memorable programme of events across the Forest.



**Epping  
Forest**

Registered Charity

#### Engagement and Volunteering Officer

Epping Forest (Registered Charity 232990)

City of London Corporation | Natural Environment Department

The Warren | Loughton | IG10 4RW

[www.cityoflondon.gov.uk/eppingforest](http://www.cityoflondon.gov.uk/eppingforest)

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Website: <http://www.cityoflondon.gov.uk>

**TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Razia Sharif**

|                        |                                                    |
|------------------------|----------------------------------------------------|
| Sunday 16th August     | Climate change film at St John's Church            |
| Wednesday 19th August  | Teddy Bear's Picnic CountyCare Buckhurst Hill      |
| Thursday 20th August   | Play in the Park at Stonards                       |
| Tuesday 25th August    | Neighbourhood Plan Party at Epping Hall            |
| Wednesday 26th August  | Planning changes informal meeting with suggestions |
| Saturday 29th August   | Epping Horticultural Society Show                  |
| Saturday 5th September | Mini Festival Day 1 (10am- 4pm)                    |
| Sunday 6th September   | Mini Festival Day 2 (3-5pm)                        |

**DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Nigel Avey**

|                     |                                         |
|---------------------|-----------------------------------------|
| Tuesday 25th August | Neighbourhood Plan Party at Epping Hall |
|---------------------|-----------------------------------------|

**REPORT OF THE TOWN CLERK****1 EPPING TOWN COUNCIL WEBSITE**

Epping Town Council's new website has been built over the last three months and the final content is being uploaded. The new website has not only focused on accessibility, we have also been able to streamline it, so it is not holding so much old information and it has allowed us to add new elements, such as our competitions and awards. The Clerk hopes the new website will go live in September 2026.

**2 EPPING ROSEBOWL**

The first Epping Rosebowl awarded to residents was presented at Epping Horticultural Society's Show on 29<sup>th</sup> August 2026. Please look out for potential residential gardens to nominate for next year and spread the word amongst our residents.

**3 GROUNDS STAFF THANK YOU**

The Town Clerk would like to formally thank the two members of our grounds team who have moved on to new roles, for all their work with Epping Town Council.

**4 SPECIAL MEMORY PICNIC BENCH: STONARDS HILL RECREATION GROUND**

The Town Clerk will be organising an unveiling of our new picnic bench (hopefully in September) in honour of our much missed late groundsman Martin Patience. This will be with Martin's family and we welcome members to attend.

**5 NEW INTERNAL AUDITOR**

Heelis & Lodge have now been appointed as Epping Town Council's internal auditor from 2026-27. The Town Clerk has received their letter of engagement and independence. The appointment is for five years with two interim and one year end visits per financial year.

**6 ST CLARE LIONS ON THE LOOSE TRAIL**

The beautiful St Clare Lions that are on display in the district are going to be auctioned on 24<sup>th</sup> September 2026, 6.30pm at Saint Nicholas School.

From St Clare:

Tickets for the Auction are now available, and if you're unable to attend in person, you can also register to bid online. Full details are available on their website [here](#).



# Auction



**Date:** Thursday 24 September 2026  
**Time:** 6:30pm  
**Venue:** Saint Nicholas School

*The auction will be held both in person, with the option to bid online for those unable to attend*

The Lions on the Loose Grand Auction takes place on **Thursday 24 September 2026**, when our magnificent pride will go under the hammer in a special evening celebrating the success of the trail and raising vital funds for St Clare Hospice.

This is your chance to bid for your favourite Lion and take home a truly unique piece of the trail. Each sculpture has been individually designed, which means every Lion is a one-of-a-kind work of art that cannot be bought anywhere else. Tickets are £25 including glass of bubbly on arrival.

Before the auction, the entire pride will come together for one final time at our special Farewell Event at Passmores Academy, Harlow, on 19 and 20 September. This is a unique opportunity to see all the Lions together before they find their forever homes. Tickets are available [here](#).

**ONE WEEKEND ONLY**

## Farewell Event

Join us at **Passmores Academy** on **Sat 19 & Sun 20 Sept** to see the lion pride together one final time before they head to auction.



St Clare Hospice 

## The Farewell Event

**Date:** 19 & 20 September 2026  
**Time:** 9:00am - 4:00pm  
**Venue:** [Passmores Academy](#)



The Farewell Weekend is your chance to see the entire pride of lions together in one place for the very last time before they head to auction. This special event offers a moment to celebrate the creativity, community spirit, and generosity that made the trail possible.

**BOOK TICKETS NOW!**

**ATTACHMENTS G & H  
FINANCE**

**SEPARATE ATTACHMENT**

## **ATTACHMENT I**

**Annual Governance Accountability Return (AGAR)**

**Externally audited**



## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Epping Town 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' 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:

09/06/2026

and recorded as minute reference:

Minute #60 of 2026/27

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

Chair

Clerk

www.eppingtowncouncil.gov.uk



## Section 2 – Accounting Statements 2025/26 for

Epping Town Council

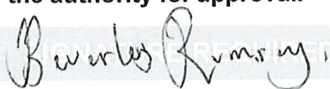
ENTER NAME OF AUTHORITY

|                                                             | Year ending           |                       | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March<br>2025<br>£ | 31 March<br>2026<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 261,606               | 271,176               | Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.                                                       |
| 2. (+) Precept or Rates and Levies                          | 621,795               | 645,791               | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 318,300               | 249,825               | 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                                          | 438,561               | 455,402               | 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                     | 83,999                | 22,323                | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                   | 407,965               | 414,252               | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                     |
| 7. (=) Balances carried forward                             | 271,176               | 274,815               | Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).                                                                                                                |
| 8. Total value of cash and short term investments           | 260,960               | 259,901               | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets | 4,467,960             | 4,467,655             | 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                                        | 75,023                | 55,273                | 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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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

03/06/2026

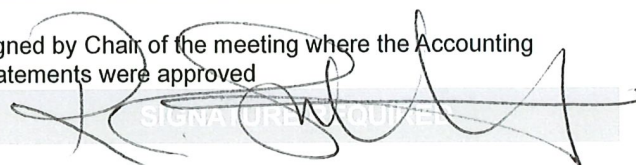
I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2026

as recorded in minute reference:

Minute #61 of 2026/27

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



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

In respect of **Epping Town Council – EX0069**

### 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

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review

- The smaller authority has confirmed that it is not sole managing trustee, and the response for Section 2, Box 11 should be ‘Yes’.

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

None

### 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

**PKF LITTLEJOHN LLP**

External Auditor Signature

PKF Littlejohn LLP

Date

28/08/2026

## **ATTACHMENT J**

### **Playground refurbishment tasks: August 2026**

Epping Town Council's playgrounds are inspected weekly by our grounds team and annually by an external inspector. The annual inspection reports for the 5 playgrounds have been assessed by the Town Supervisor with the Town Clerk and the list of items to be dealt with are detailed below.

The reports are lengthy, so only the items that are moderate risk or higher or where equipment specific inspections have not been possible, have been included.

Some 'on the ground' issues are not picked up by inspection reports and the Town Supervisor will make a judgement on what work is required/able to be completed.

The playgrounds get extensive use and are subject to vandalism. We have had more vandalism issues this year in terms of graffiti. Offensive graffiti is removed as soon as practically possible. Some graffiti is very strong and difficult to remove. We have also had supply issues where it is not possible to get parts quickly as they need to be ordered in by the suppliers.

We are looking for a playground inspection company who will externally inspect at height. This is not proving easy to find.

#### **Lower Swaines 72 page report**

Multiplay – caps and rope plate parts being sourced

Zip wire – sourcing parts

#### **Frampton Rd 53 page report**

Remove shop. Look for replacement

Remove train. Look for replacement

Problem with exercise bike (awaiting check)

Basket swing awaiting parts

#### **Parklands 45 page report**

Mushroom been tightened

Graffiti done

Sourcing more effective graffiti paint

Swing fixed

#### **Ivy Chimneys 93 page report**

Wetpour being done, has been delayed due to extreme heat

Replace 2 swings with coloured ones

Rotted timber to be removed

Cable way being monitored

#### **Stonards 91 page report**

New rope on the nest – in hand

Multi play unit – in hand

Basketball post to be painted



the **play inspection** company

---

## Annual Inspection

Epping Town Council

Frampton Road Recreation Ground

Frampton Road, Epping, Essex, CM16 6RP



**API** Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL  
t- 01202 590675 e- info@playinspections.co.uk

[www. playinspections .co.uk](http://www.playinspections.co.uk)





## 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.

| <b>Inspection recommendations of relevant standards</b><br><b>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</b> | <b>Annual Main</b> | <b>RPII Annual/<br/>Post<br/>Installation<br/>Inspection</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|
| 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>>                                                               |                                                               |                                                                    |                                                                |                                                                      |
| <p>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).</p> <p>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.</p> |                                                                                         |   |                                                                          |                                                                          |                                                               |                                                                    |                                                                |                                                                      |



## Frampton Road Recreation Ground

Inspection Ref: 3132869

Site Ref: 64303

Inspected: 30-June-2026 - 08:00 by James Law (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk



**Location:**

The site is partially overlooked by properties in the local community

**Disabled Access:**

Generally accessible - The area provides access to a range of users, including some people with disabilities; however, certain features may require reasonable assistance or adjustment to enable full use.

**! 12 - Moderate Risk**

**Item:** Mini Basket Swing  
**Manufacturer:** Wicksteed Playgrounds  
**Surface Type:** Bonded Rubber Mulch  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes  
**Life Expectancy:** >10 Years  
**Total Findings:** 7



**Finding 1**

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

**Finding 3**

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

**Finding 5**

The shackle is rusting - Monitor for any further deterioration and replace as required

**Finding 7**

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains - Monitor use and replace with compliant links at the next maintenance cycle

**Finding 2**

The seat is severely damaged and requires replacing - Replace damaged seat

**Finding 4**

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

**Finding 6**

The chain link has been damaged and has distorted - Replace



**12 - Moderate Risk (Finding 2)**

**Item:** Swings - Mini Basket Swing  
**Manufacturer:** Wicksteed Playgrounds

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



**Finding:** The seat is severely damaged and requires replacing

**Action:** Replace damaged seat

**8 - Low Risk (Finding 3)**

**Item:** Swings - Mini Basket Swing  
**Manufacturer:** Wicksteed Playgrounds

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



**Finding:** The bushes are worn or missing

**Action:** Replace worn or missing bushes



the **play inspection** company

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## Annual Inspection

Epping Town Council

Ivy Chimneys Recreation Ground

Ivy Chimney, Epping, Essex, CM16 4EP



**API** Associate



Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL  
t- 01202 590675 e- info@playinspections.co.uk

[www.playinspections.co.uk](http://www.playinspections.co.uk)



## Ivy Chimneys Recreation Ground

Inspection Ref: 3132868

Site Ref: 64302

Inspected: 30-June-2026 - 10:34 by James Law (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk



**Location:**

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

**Disabled Access:**

Generally accessible - The area provides access to a range of users, including some people with disabilities; however, certain features may require reasonable assistance or adjustment to enable full use.

**! 12 - Moderate Risk**

**Item:** Multi Play (Junior)  
**Manufacturer:** Hags  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes  
**Life Expectancy:** >10 Years  
**Total Findings:** 9



**Finding 1**

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

**Finding 3**

There is some graffiti present - Remove the graffiti

**Finding 5**

The chain covering is damaged - Monitor for any further deterioration and replace as required

**Finding 7**

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

**Finding 9**

There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

**Finding 2**

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

**Finding 4**

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

**Finding 6**

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

**Finding 8**

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

**! 12 - Moderate Risk**

**Item:** Activity Trail  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** Yes  
**Life Expectancy:** 3 - 5 Years  
**Total Findings:** 3



**Finding 1**

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

**Finding 2**

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

**Finding 3**

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

**12 - Moderate Risk**

**Item:** Cable Runway  
**Manufacturer:** Hags  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes  
**Life Expectancy:** >10 Years  
**Total Findings:** 15



**Finding 1**

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

**Finding 3**

The seat suspension cover has been damaged - Monitor for any further deterioration and replace as required

**Finding 5**

The dampening spring or tyre is damaged or broken on the item - Replace spring or tyre

**Finding 7**

The chain/rope covering is damaged - Replace

**Finding 9**

The height of the seat is less than 350mm when loaded and does not meet the requirements of BS EN 1176 Part 4 - Ensure the seat is a minimum of 350mm above ground level when loaded with 69.5kg

**Finding 11**

There is a bike lock attached to the framework - Remove

**Finding 13**

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

**Finding 2**

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

**Finding 4**

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

**Finding 6**

The chain links are worn excessively and require renewing - Replace worn chains

**Finding 8**

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

**Finding 10**

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

**Finding 12**

The surfacing is severely damaged - Repair damaged areas of surfacing

**Finding 14**

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



**i** 5 - Very Low Risk (Finding 2)

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

**Risk Level:** V - Very Low Risk  
**Surface:** Bitmac



**Finding:** The gate is not operating correctly

**Action:** Take effective action to ensure the gate closes between 4 and 8 seconds

**i** 0 - Risk Assessment not Undertaken (Finding 3)

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

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Bitmac



**Finding:** There is some graffiti present

**Action:** Remove the graffiti



**i** 6 - Low Risk (Finding 1)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Hags

**Risk Level:** L - Low Risk  
**Surface:** Mixed Surface



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

**Action:** Secure all loose fixings

**i** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Ancillary Items - Picnic Table  
**Manufacturer:** Hags

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



**Finding:** There is some graffiti present

**Action:** Remove the graffiti



**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Rotor Play - Dish Roundabout  
**Manufacturer:** Inclusive Play

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Wet Pour



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 10 - Low Risk (Finding 3)

**Item:** Rotor Play - Dish Roundabout  
**Manufacturer:** Inclusive Play

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** There is or are fixings missing on the item

**Action:** Replace all missing fixings

**!** 12 - Moderate Risk (Finding 2)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Hags

**Risk Level:** M - Moderate Risk  
**Surface:** Wet Pour



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

**Action:** Repair surfacing



**i** 0 - Risk Assessment not Undertaken (Finding 3)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Hags

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Wet Pour



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 4 - Very Low Risk (Finding 4)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Hags

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



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

**Action:** Monitor for any further deterioration and repair as required

 12 - Moderate Risk (Finding 1)

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

**Risk Level:** M - Moderate Risk  
**Surface:** Grass



**Finding:** There are areas or parts of the timber posts on the structure that have rotted  
**Action:** Replace all affected timbers



**i** 0 - Risk Assessment not Undertaken (Finding 14)

**Item:** Swings - 2 Bay 4 Seat (Flat)  
**Manufacturer:** SMP

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Wet Pour



**Finding:** The seat(s) and suspension were missing at the time of inspection and the inspector was unable to make a full compliance assessment

**Action:** Replace missing seat(s) and suspension(s) (subject to any other findings needing correction)

**i** 6 - Low Risk (Finding 15)

**Item:** Swings - 2 Bay 4 Seat (Flat)  
**Manufacturer:** SMP

**Risk Level:** L - Low Risk  
**Surface:** Wet Pour



**Finding:** The surface has subsided in some areas

**Action:** Monitor for any further deterioration and repair as required

**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Multi Use Games Area - Basketball Post  
**Manufacturer:** Not Identified

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Bitmac



**Finding:** There is some graffiti present



**Action:** Remove the graffiti

**i** 6 - Low Risk (Finding 3)

**Item:** Multi Use Games Area - Basketball Post  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** The bitumen surface is worn or damaged



**Action:** Repair the bitumen to provide a uniform surface



**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Other - Cable Runway  
**Manufacturer:** Hags

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Grass Matrix Tiles



**Finding:** The seat connection cannot be inspected without dismantling the seat

**Action:** Dismantle the seat to inspect the seat connection for wear

**i** 6 - Low Risk (Finding 3)

**Item:** Other - Cable Runway  
**Manufacturer:** Hags

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



**Finding:** The seat suspension cover has been damaged

**Action:** Monitor for any further deterioration and replace as required



12 - Moderate Risk (Finding 12)

**Item:** Other - Cable Runway  
**Manufacturer:** Hags

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



**Finding:** The surfacing is severely damaged

**Action:** Repair damaged areas of surfacing



| <div>            0 - Risk Assessment not Undertaken (Finding 15)         </div>                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                                                                                     |                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------|------------------------------------|
| <b>Item:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Other - Cable Runway | <b>Risk Level:</b>                                                                  | N - Risk Assessment not Undertaken |
| <b>Manufacturer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Hags                 | <b>Surface:</b>                                                                     | Grass Matrix Tiles                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |  |                                    |
| <b>Finding:</b> We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment |                      | <b>Action:</b> Inspect in accordance with the manufacturers recommendations         |                                    |

**i** 6 - Low Risk (Finding 5)

**Item:** Multi Use Games Area - 5 a side Goals  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The item is slightly loose in its foundations

**Action:** Monitor for any further deterioration and repair as required

**i** 0 - Risk Assessment not Undertaken (Finding 6)

**Item:** Multi Use Games Area - 5 a side Goals  
**Manufacturer:** Not Identified

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



**Finding:** NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.

**Action:** Implement load testing as required



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## Annual Inspection

Epping Town Council

Lower Swaines Recreation Ground

Lower Swaines, Epping, Essex, CM16 5ES



**API** Associate



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## Lower Swaines Recreation Ground

Inspection Ref: 3132867

Site Ref: 64301

Inspected: 30-June-2026 - 09:09 by James Law (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk



**Location:**

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

**Disabled Access:**

Generally accessible - The area provides access to a range of users, including some people with disabilities; however, certain features may require reasonable assistance or adjustment to enable full use.



**! 12 - Moderate Risk**

**Item:** Cable Runway  
**Manufacturer:** Kompan Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes  
**Life Expectancy:** >10 Years  
**Total Findings:** 8



**Finding 1**

We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations

**Finding 3**

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

**Finding 5**

The dampening spring or tyre is damaged or broken on the item - Replace spring or tyre

**Finding 7**

The edges of the grass mat surface are raised / lifting above the surrounding surface - Secure edges of grass mats as per the API Code of Practice to remove trip hazards

**Finding 2**

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

**Finding 4**

The height of the seat is less than 350mm when loaded and does not meet the requirements of BS EN 1176 Part 4 - Ensure the seat is a minimum of 350mm above ground level when loaded with 69.5kg

**Finding 6**

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

**Finding 8**

The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear

| <div> <div></div> <div>0 - Risk Assessment not Undertaken (Finding 1)</div> </div> |                        |                                                                                                              |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------|
| Item:                                                                                                                                                              | Ancillary Items - Sign | Risk Level:                                                                                                  | N - Risk Assessment not Undertaken |
| Manufacturer:                                                                                                                                                      | Not Identified         | Surface:                                                                                                     | Grass                              |
| <div>  </div>                                                                     |                        | <div>  </div>             |                                    |
| <div>  </div>                                                                  |                        | <div> <p><b>Finding:</b> There is some graffiti present</p> <p><b>Action:</b> Remove the graffiti</p> </div> |                                    |



**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Not Identified

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



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 6 - Low Risk (Finding 3)

**Item:** Ancillary Items - Bench  
**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



**i** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Activity Equipment - Play Panel  
**Manufacturer:** Not Identified

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** N/A



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 8 - Low Risk (Finding 2)

**Item:** Activity Equipment - Play Panel  
**Manufacturer:** Not Identified

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



**Finding:** There are projecting bolt thread(s) present

**Action:** Remove excess thread length and deburr or provide cap



**i** 4 - Very Low Risk (Finding 1)

**Item:** Gates - Gate - Combination  
**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** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Ancillary Items - Picnic Table  
**Manufacturer:** Not Identified

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Bitmac



**Finding:** There is some graffiti present

**Action:** Remove the graffiti



**i** 4 - Very Low Risk (Finding 1)

**Item:** Activity Equipment - Play Panel  
**Manufacturer:** Not Identified

**Risk Level:** V - Very Low Risk  
**Surface:** Grass



**Finding:** Bolt cap cover/s missing or damaged

**Action:** Replace

**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Activity Equipment - Play Panel  
**Manufacturer:** Not Identified

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



**Finding:** There is some graffiti present

**Action:** Remove the graffiti



**i** 6 - Low Risk (Finding 4)

**Item:** Activity Equipment - Crawling Tunnel  
**Manufacturer:** Kompan Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

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

**i** 0 - Risk Assessment not Undertaken (Finding 5)

**Item:** Activity Equipment - Crawling Tunnel  
**Manufacturer:** Kompan Ltd

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



**Finding:** There is some graffiti present

**Action:** Remove the graffiti



**i** 0 - Risk Assessment not Undertaken (Finding 2)

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

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Wet Pour



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Other - Cable Runway  
**Manufacturer:** Kompan Ltd

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Grass Matrix Tiles



**Finding:** We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment

**Action:** Inspect in accordance with the manufacturers recommendations



|                                                                                                                                                                                                                             |  |                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------|--|
| <div>  <b>12 - Moderate Risk (Finding 2)</b> </div>                                                                                         |  |                                                                                      |  |
| <b>Item:</b> Other - Cable Runway<br><b>Manufacturer:</b> Kompan Ltd                                                                                                                                                        |  | <b>Risk Level:</b> M - Moderate Risk<br><b>Surface:</b> Grass Matrix Tiles           |  |
|                                                                                                                                            |  |   |  |
|                                                                                                                                                                                                                             |  |  |  |
| <b>Finding:</b> The grass has eroded within the impact area of the equipment and may not provide the necessary impact attenuating properties for the equipment fall height; the surface may also be slippery in wet weather |  | <b>Action:</b> Reinstate the grass or provide an all weather surface                 |  |



**i** 8 - Low Risk (Finding 7)

**Item:** Other - Cable Runway  
**Manufacturer:** Kompan Ltd

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



**Finding:** The edges of the grass mat surface are raised / lifting above the surrounding surface

**Action:** Secure edges of grass mats as per the API Code of Practice to remove trip hazards

**i** 0 - Risk Assessment not Undertaken (Finding 8)

**Item:** Other - Cable Runway  
**Manufacturer:** Kompan Ltd

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Grass Matrix Tiles



**Finding:** The seat connection cannot be inspected without dismantling the seat

**Action:** Dismantle the seat to inspect the seat connection for wear



**i** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Activity Equipment - Climbing Blocks  
**Manufacturer:** Kompan Ltd

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Grass Matrix Tiles



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 8 - Low Risk (Finding 2)

**Item:** Activity Equipment - Climbing Blocks  
**Manufacturer:** Kompan Ltd

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



**Finding:** The handgrips have been damaged

**Action:** Repair or replace the item / affected part



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## Annual Inspection

Epping Town Council

Parklands Coopersale Recreation Ground

Parklands, Coopersale, Epping, Essex, CM16 7RQ



**API** Associate



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# Parklands Coopersale Recreation Ground

Inspection Ref: 3132870

Site Ref: 64304

Inspected: 30-June-2026 - 13:18 by James Law (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk



**Location:**

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

**Disabled Access:**

Generally accessible - The area provides access to a range of users, including some people with disabilities; however, certain features may require reasonable assistance or adjustment to enable full use.

**! 12 - Moderate Risk**

**Item:** 1 Bay Mixed Seat, 1 Cradle, 1 Flat  
**Manufacturer:** Proludic  
**Surface Type:** Wet Pour  
**Item Quantity:** 1  
**Equipment Compliance:** No  
**Surface Area Compliance:** Yes  
**Life Expectancy:** >10 Years  
**Total Findings:** 6



**Finding 1**

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 (350mm minimum clearance required) - Adjust seat height/s (400mm-500mm is recommended)

**Finding 3**

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

**Finding 5**

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

**Finding 2**

The chain links are worn excessively and require renewing - Replace worn chains

**Finding 4**

The chain openings are in excess of 8.6mm and do not meet the recommendations of BS EN 1176 Part 1 - Monitor - No action given the risk assessment

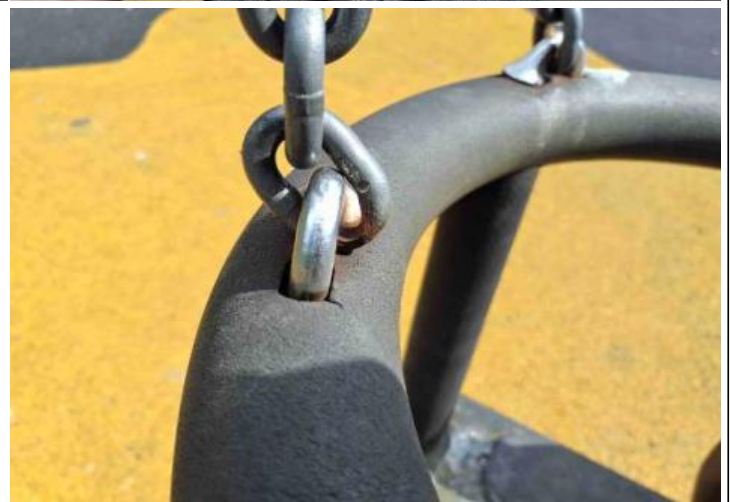
**Finding 6**

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

**!** 12 - Moderate Risk (Finding 2)

**Item:** Swings - 1 Bay Mixed Seat, 1 Cradle, 1 Flat  
**Manufacturer:** Proludic

**Risk Level:** M - Moderate Risk  
**Surface:** Wet Pour



**Finding:** The chain links are worn excessively and require renewing

**Action:** Replace worn chains



**i** 0 - Risk Assessment not Undertaken (Finding 1)

**Item:** Activity Equipment - Play Panel  
**Manufacturer:** Not Identified

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



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Play Panel  
**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



the **play inspection** company

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## Annual Inspection

Epping Town Council

Stonards Hill Recreation Ground

Stonards Hill, Epping, Essex, CM16 4QE



**API** Associate



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## Stonards Hill Recreation Ground

Inspection Ref: 3138016

Site Ref: 64300

Inspected: 6-July-2026 - 08:24 by James Law (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk



**Location:**

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

**Disabled Access:**

Generally accessible - The area provides access to a range of users, including some people with disabilities; however, certain features may require reasonable assistance or adjustment to enable full use.



**! 12 - Moderate Risk**

**Item:** Basketball Post  
**Manufacturer:** Not Identified  
**Surface Type:** Bitmac  
**Item Quantity:** 1  
**Equipment Compliance:** Yes  
**Surface Area Compliance:** N/A  
**Life Expectancy:** 5 -10 Years  
**Total Findings:** 4



**Finding 1**

The graphics card is severely damaged - Replace

**Finding 2**

There is some graffiti present - Remove the graffiti

**Finding 3**

There are trip hazards at the edges of the surface - Remove trip hazard

**Finding 4**

The bitumen surface is worn or damaged - Repair the bitumen to provide a uniform surface

**i** 0 - Risk Assessment not Undertaken (Finding 4)

**Item:** Gates - Gate - Maintenance  
**Manufacturer:** Not Identified

**Risk Level:** N - Risk Assessment not Undertaken  
**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** 5 - Very Low Risk (Finding 1)

**Item:** Fences - Fence  
**Manufacturer:** Not Identified

**Risk Level:** V - Very Low Risk  
**Surface:** Grass



**Finding:** There are potential head and neck entrapments in the fence  
**Action:** Monitor use no remedial action is required

**i** 0 - Risk Assessment not Undertaken (Finding 8)

**Item:** Swings - 1 Bay 2 Seat (Flat)  
**Manufacturer:** SMP

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Wet Pour



**Finding:** NOTE - The fixings or components for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level but a maintenance inspection should be undertaken to assess the condition, security and wear of the components at intervals in accordance with the manufacturers recommendations.

**Action:** Inspect in accordance with the manufacturers recommendations



**i** 8 - Low Risk (Finding 3)

**Item:** Other - Table Tennis  
**Manufacturer:** Cornilleau

**Risk Level:** L - Low Risk  
**Surface:** Tarmac



**Finding:** There are trip hazards at the edges of the surface **Action:** Remove trip hazard

**!** 12 - Moderate Risk (Finding 1)

**Item:** Multi Use Games Area - Basketball Post  
**Manufacturer:** Not Identified

**Risk Level:** M - Moderate Risk  
**Surface:** Bitmac



**Finding:** The graphics card is severely damaged **Action:** Replace

**i** 0 - Risk Assessment not Undertaken (Finding 2)

**Item:** Multi Use Games Area - Basketball Post  
**Manufacturer:** Not Identified

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Bitmac



**Finding:** There is some graffiti present

**Action:** Remove the graffiti

**i** 8 - Low Risk (Finding 3)

**Item:** Multi Use Games Area - Basketball Post  
**Manufacturer:** Not Identified

**Risk Level:** L - Low Risk  
**Surface:** Bitmac



**Finding:** There are trip hazards at the edges of the surface

**Action:** Remove trip hazard



**i** 5 - Very Low Risk (Finding 11)

**Item:** Outdoor Fitness Equipment - Fit Point  
**Manufacturer:** Fresh Air Fitness

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



**Finding:** There is a head and neck entrapment in the framework in contravention of the requirements of BS EN 16630:2015 clause 4.3.6.1

**Action:** Monitor - No action given the risk assessment

**i** 0 - Risk Assessment not Undertaken (Finding 12)

**Item:** Outdoor Fitness Equipment - Fit Point  
**Manufacturer:** Fresh Air Fitness

**Risk Level:** N - Risk Assessment not Undertaken  
**Surface:** Grass Matrix Tiles



**Finding:** There is some graffiti present

**Action:** Remove the graffiti



## **ATTACHMENT K**

### **HEALTH AND SAFETY PROJECT**

JCH Safety and Facilities Services started with Epping Town Council on the Health and Safety project on Thursday 13<sup>th</sup> August 2026. The project will cover health and safety across all Council's functions. JCH have undertaken considerable work on Epping Hall and reports have been generated for action. The reports will cover: health and safety issues, building defects and best working practices. The Town Clerk meets with JCH regularly to review works. A meeting of the Health and Safety Committee will take place in September 2026 so members can review the scope of works. JCH will then move onto the Jack Silley Pavilion and Stonards Hill recreation ground depot next.

Council will be kept informed of progress, details and actions required and undertaken.

## EPHING TOWN COUNCIL

### TERMS OF REFERENCE FOR HEALTH & SAFETY COMMITTEE

The Health & Safety Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Health & Safety Committee shall determine to place before Council or matters which the Health & Safety Committee may resolve to defer for consideration by Council.

**This Committee is an ad hoc Committee meeting as and when required only.**

1. To receive apologies for absence from members of the Health & Safety Committee.
2. To confirm the minutes of previous Health & Safety Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interest from members of the Health & Safety Committee.
4. To receive, consider and respond to public questions or presentations in relation to the Health & Safety Committee, should they not be answerable by the Town Clerk.
5. To consider matters raised by the Health & Safety Project contractor and the Town Clerk and authorise any action/s requiring immediate or urgent attention.
6. To authorise the Town Clerk to take additional external advice and undertake any emergency works up to a value of £15,000 (following Financial Regulation 5.18 (a)).
7. To authorise the Town Clerk to undertake any works which if not progressed would mean Council do not meet their statutory or legislative requirements, up to a value of £15,000 (following Financial Regulation 5.18 (a) (in excess of this would be considered by full Council)).
8. To determine which matters should go to full Council in advance of progression.
9. To consider and prioritise the order of works which are non urgent and not requiring immediate attention but are categorised as necessary.
10. To authorise a member of the Health & Safety Committee in conjunction with the Town Clerk to attend meetings and speak on behalf of the Committee, if required.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Health & Safety Committee by Council.

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| <p>For review: Ordinary Council meeting 8<sup>th</sup> September 2026<br/>Date for review: Annual Council meeting 11<sup>th</sup> May 2027</p> |
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