



West Wycombe Parish Council

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 13th JULY 2023 at 8PM
IN THE VILLAGE HALL, WEST WYCOMBE**

**MEMBER OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND
WEARING A MASK IS VOLUNTARY
PLEASE DO NOT ATTEND IF YOU HAVE COVID SYMPTOMS**

AGENDA

1. To accept apologies for absence
2. Declaration of disclosable pecuniary interests by Members relating to agenda items
3. To confirm and sign the minutes of the Annual Parish Meeting and the June Parish Council Meeting
4. Clerk's report on progress on items in the previous minutes

MEETING CLOSED FOR PUBLIC QUESTIONS

MEETING RE-OPENED

5. Correspondence – see Appendix 1
6. Planning Applications and Decisions: **23/06551/FUL46 Copperfields High Wycombe** -Householder application for formation of habitable room in roofspace with rear dormer and side facing rooflight
23/06490/TPO -West Wycombe Conservation Area West Wycombe Park -Prune crown back to boundary x 2 Yew (T1 & T2) and x 1 Holly (T4) and fell as inappropriate species for location x 1 Horse Chestnut (T3)
23/06620/FUL – Wyeseide, Park Farm Road, High Wycombe, HP12 4AF – Householder application to extend depth of first floor balconies
7. To respond to the Town and Parish Survey
8. To approve the revised Risk Assessments
9. To discuss Neighbourhood Watch in this parish
10. To discuss work required on the Pedestal Playing Field and place orders where necessary
11. To discuss CIL money and its allocation
12. To report any highways issues including Community Speedwatch
13. To set a date for the autumn litter pick
14. To approve the accounts for July 2023 - appendix 2
15. To agree for the Chairman and Clerk to process the August expenditure
16. Members questions
17. Date of next meeting - 10th August if required, 14th September at 8pm – venue to be confirmed.

SHARON L. HENSON, CLERK

6.7.2023

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Sharon L. Henson,
18, Portway Drive, West Wycombe, Buckinghamshire HP12 4AU
Telephone: 01494 – 448048 Email: clerk@westwycombeparishcouncil.gov.uk**

Appendix 1

Correspondence received 8th June – 6th July 2023

1. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
2. Website analysis for June – emailed.
3. Molins site work schedule – emailed
4. Resident complaint about parking in Beechwood Road – Clerk to make police contact
5. Confirmation of our order for the replacement scramble net from A.E. Evans
6. Planning enforcement has responded re our concerns about 6 Chorley Road – no planning breaches.
7. Price from Chiltern Rangers of £400 per day plus £40 for hire of machinery to cut and collect the hay in the Community Orchard.
8. Request for approval of memorial stone from Surmans – Clerk has given this.
9. Series of emails about the lack of advance notice signage prior to the Pedestal Roundabout resurfacing.

Clerks Report

1. Grant & Stone and the owners of the Rosemary Close flats and a resident of West Wycombe Road have all undertaken or are in the process of undertaking work to their boundary trees.
2. Mr Stocks has agreed to instal the new scramble net – delivery is being made to Smalldean Lane.
3. The Chorley Road verge and the allotment hedge have been cut back. Still waiting for the Oxford Road verge to be cut.
4. The order for the replacement fencing in the Pedestal Playing Field has been placed.
5. Swarco returned our MVAS, however Clerk refused to accept it as no modification had been made – gone back to Swarco.
6. The Community Orchard Wildflower Survey is due to take place during the morning of 7th July.
7. Clerk is chasing the Community Infrastructure Levy money which has not appeared in our bank and should have been received in May and has also obtained the guidelines for using the money.
8. Clerk will resume chasing West Wycombe Estate for the removal of the fallen tree once the flowers have gone to seed as removal of the tree will cause damage to the field.
9. Clerk will order a supply of litter pick bags once we have a date for the autumn litter pick.
10. Clerk has revised and updated the two Risk Assessment documents - emailed.
11. Southern Electric did not take any money from our account for street light energy in June - not sure if two payment will be made in July
12. Clerk has reported light numbers 2 and 6 as not working.

Appendix 2

Payments to be made in July 2023

Castle Water (dd)	£21.51	Allotment water
Southern Electric (dd)	£209.01	Streetlight energy
Post Office (debit card)	£12.00	Stamps
Southern Electric (dd)	£42.84	Feeder pillar energy
Mrs S Henson (BACS)	£657.57	June salary and expenses
Bucks Council (BACS)	£232.43	July pension
HMRC – online (BACS)	£125.44	Tax & NI
Acorn Landscaping (BACS)	£692.72	Highway grass, burial ground, Pedestal strimming
TBS Hygiene (BACS)	£154.80	June collections
West Wycombe Community Ass(BACS)	£50.00	June & July meetings
Giff gaff (debit card)	£6.00	Monthly charge for mobile
Smart Numbers (dd)	£23.99	Monthly service charge
Total	£2228.31	

Statement of account as at 1st July 2023

Opening balance as at 1 st June	£37739.25
Less June payments	£ 2376.14
Total	£ 35363.11



PLANNING FUTURES



A Guide to the Community Infrastructure Levy (CIL) for Parish and Town Councils

Planning Futures has been commissioned by the National Association of Local Councils' (NALC) Legal team to prepare this briefing note on how the Community Infrastructure Levy or CIL, can help your Town or Parish Council (TPC) to deliver and support local infrastructure provision.

What is CIL?

CIL is a charge on development that came into force in 2010 (and runs in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

Local Administrations can choose whether or not to charge CIL within their Borough/District and the levy is usually collected by the Local Planning Authority who are known as the “Charging Authorities” (CA).¹

The rate of CIL is set by the CA after consulting with their communities and developers (and is tested by Independent Examination).

The Town and Parish Council Share

TPCs are entitled to a “Neighbourhood proportion” (NP) (sometimes called the “Meaningful Proportion”) of the CIL monies received by the CA.

The amount you receive depends on whether or not you have an adopted Neighbourhood Plan in place.

No Neighbourhood Plan – You will receive 15% (capped at £100 per existing council tax dwelling in the Council’s area).

¹ In London, the boroughs collect the levy on behalf of the Mayor.



Adopted Neighbourhood Plan in your area (or a development that has been granted permission by a Neighbourhood Development order)? – You will receive 25% of CIL receipts (uncapped).²

What can you spend it on?

CIL monies can be used to support the development of the local area to fund:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area³.

“Infrastructure” includes physical, social and green infrastructure e.g. Highways; cycleways; education facilities; sports and community halls; parks and play areas.

CIL monies cannot be used for everyday TPC expenditure or for spending on items or services which fall outside the TPC’s remit (whether that be by statute or Power of Competence⁴).

Examples of how CIL monies have been spent include:

- Supporting a Town Bus service (**Henley on Thames Town Council**)
- Ultrafast fibre Broadband (**Waterstock Parish Council**)
- Installing village gates on a main road verge to slow down traffic (**Bix and Assendon Parish Council**)

Deciding your spending priorities

You should consult with your local community to create your list of local priorities.

To ensure that any consultation is inclusive and meaningful, and that all groups can engage with the CIL process, you should focus on ways of reaching out to all members of the community (particularly those who are less vocal or more vulnerable). TPC newsletters and websites/social media platforms are a useful resource for this, as are community engagement events.

CIL can be used to shape the future of your local area.

By engaging early with your CA, you can coordinate spending to leverage your CIL monies to maximum effect. For instance, you may wish to contribute to larger infrastructure projects to be undertaken by the District or County Council, which will benefit your area in the long-term.

Case Study:

² Where there is no TPC in an area, the CA will retain 15% as the NP and will consult with local communities as to spending priorities.

³ The 2010 Regs 59C

⁴ Localism Act 2011 Part 1

Wokingham Town Council worked with their CA to complete a £4.2million partnership project to refurbish the Market Place. The Town Council used their current and projected CIL monies (including some borrowing against projected CIL income) to contribute to a 50:50 basis to the project.

Whilst CIL is often thought of as a fund to support planned development – you may also wish to invest your CIL monies in infrastructure that will incentivise future development.

Putting together an Infrastructure Investment/Delivery Plan (IP) listing the priorities, will provide an evidence base for spending decisions, transparency for local communities and will help you to give the CAs a better understanding of your community priorities.

Spending deadline

The CA will pay out CIL monies collected to your TPC at regular intervals.

The monies should be spent within 5 years of receipt. If they are not, or they are used inappropriately, then the CA can recover the monies.

Reporting requirements

You must prepare a report for any financial year in which you receive CIL receipts⁵.

For that year, the report should include details of:

- total CIL receipts;
- total CIL expenditure;
- a summary of what the CIL was spent on;
- Details of any notice served by the CA for failure to use CIL monies within the required 5 year period or appropriately;
- the total amount of receipts retained at the end of the financial year (from that year and previous years).

These reports can be combined with other reports already produced by your TPC.

The report should be published on your website (or on the or the CA's website if you do not have one).

A copy of the report should be sent to the CA (from which you received the CIL monies) no later than 31st December following the relevant financial year, unless the report will be published on the CA's website.

⁵ The 2010 Regs 62A

Note: This is a general briefing note on the operation of CIL for TPCs who are advised to obtain independent legal advice on matters that can lawfully be funded from CIL receipts (particularly if they have previously had Town/Parish precept funding).

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RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

COVID-19

Hazard

With immunisation and the WHO declaring the pandemic is over this will no longer be fully risk assessed. Should such an event occur again the Parish Council will comply with all government guidance as we did, to the best of our ability throughout the period of the pandemic in 2020/21.

Possible Outcome / Worst Case

Illness

Risk Assess for Age / Ability

Low

Is Risk Apparent and Controllable to children participating

No

THE PLAYING FIELD SITE

Hazard

The proximity of the A4010, Cookshall Lane and the railway line.

Possible Outcome/Worst Case

Collision with vehicle. Train track accident. Death.

Risk Assess for Age / Ability

Medium/High

Reasonable and practical steps to avoid or reduce problem

The play area is fenced and a double gate system has been created to allow parents the opportunity to 'control' their children before leaving the playing field. The car park has been fenced off to make interaction with children and cars less likely. The car park is on the opposite side of the field to the play area. Younger children should be accompanied by an adult. The Pre School and Toddler Group supported the play area knowing the road conditions prior to us starting the project. There is a clear vision splay for vehicles and pedestrians from the playing field on to the pavement running alongside the A4010.

Value of allowing the activity

Good for physical and mental health if the guidelines are followed.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

Decision

The benefits outweigh the risks.

BRADENHAM ROAD (A4010) ACCESS

Hazard

The main trunk road to Aylesbury with high volumes of traffic therefore a risk of road traffic collision

Possible Outcome / Worst Case

Injury or death

Risk Assess for Age / Ability

High for all age groups

Is Risk Apparent and Controllable to children participating

Not to young children, but obvious to parents. With older children who have been given road sense training they should be able to assess the risk.

Reasonable and practical steps to avoid or reduce problem

The play area is fenced and a double gate system has been created to allow parents the opportunity to 'control' their children before leaving the playing field. The car park has been fenced off to make interaction with children and cars less likely. The car park is on the opposite side of the field to the play area. Younger children should be accompanied by an adult. The Pre School and Toddler Group supported the play area knowing the road conditions prior to us starting the project. There is a clear vision splay for vehicles and pedestrians from the playing field on to the pavement running alongside the A4010.

Value of allowing the activity

This is the only area available for a play area therefore we must manage it to ensure that children will have access to play/equipment. Children living in this area close to High Wycombe must develop road sense skills as once they move to senior school they will need these for their safety.

Decision

To go ahead being constantly aware of road issues. We have investigated a crossing being erected but we would need to fund it.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

COOKSHALL LANE ACCESS

Hazard

Narrow lane, residents on the furthest side, a railway bridge, petrol station and workshop - problems caused by the railway and the petrol station/garage/shop and farm traffic

Possible Outcome / Worst Case

Issues with alcohol purchased from the petrol station shop; train accident; explosion at petrol station; increase of vehicles visiting garage and petrol station. Potential for serious accidents/incidents. The play equipment is sited at the furthest side of the field which should not cause any noise/vandalism problems for residents and keep the children away from issues related to the garage. The railway line runs behind the whole field but there is a 2m high metal security fence along this boundary

Risk Assess for Age / Ability

Low to medium. High for teenagers who decide to experiment with alcohol away from the home environment and dare each other re trains, alcohol etc

Is Risk Apparent and Controllable to children participating

The risks are only obvious to the 12 plus age group and can be minimised.

Reasonable and practical steps to avoid or reduce problem

The 2m high metal fence to the rear boundary makes access to the railway line extremely difficult. The Parish Council has a comprehensive Emergency Plan and works with Thames Valley Police in case there are issues relating to underage drinking and anti social behaviour.

Value of allowing the activity

We live in a rural/suburban community and these are the normal issues to be considered.

Decision

The benefit of access to a play area for social skills and health for life.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

PLAYING FIELD BOUNDARY

Hazard

Trees, hedging - children climbing the trees and trying to get through the hedge and injury on the thorns within the hedge. Metal gates.

Possible Outcome / Worst Case

Broken limbs from falling off a tree and scratches from the hedge and access to the road through the hedge. Fingers caught in self closing gate.

Risk Assess for Age / Ability

Low to medium for all age groups

Is Risk Apparent and Controllable to children participating

The opportunities would be seen by older children but not by young children.

Reasonable and practical steps to avoid or reduce problem

Trees and hedges are inspected and cut. The trees are inspected on a regular basis and work undertaken as advised by the arboriculturist.

Value of allowing the activity

Most of our children have been brought up in the countryside and need to learn what plants have thorns, how thick branches need to be to bear their weight. Children need to accept boundaries are there for their own safety. Trees, hedges and grass as a natural surrounding have been shown to induce calm and reduce stress.

Decision

Regularly inspect. All trees have been inspected and works carried out where necessary. Keep the hedge cut and healthy.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

THE FIELD

Hazard

Cuts from broken glass and litter. Dog faeces.

Possible Outcome / Worst Case

Cuts and toxacara from dog faeces.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

No.

Reasonable and practical steps to avoid or reduce problem

Three litter bins installed and emptied by Buckinghamshire Council every week. Two dog faeces bins installed and emptied by a private contractor every week. The area is inspected every week. Signs erected asking people to clear up after their dogs and to keep dog on a lead.

Value of allowing the activity

Children must learn to be tidy and put away their own litter and to learn that sometimes other people can leave dangerous items on the ground.

Decision

Learn for life skills. We have not banned dogs as many families take their dogs with them. Children must learn that dogs should be approached with caution.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

TABLES AND SEATS

Hazard

Running into them and falling off them.

Possible Outcome / Worst Case

Bumps and possible broken limbs as well as splinters.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

Yes.

Reasonable and practical steps to avoid or reduce problem

Highly visible and maintained.

Value of allowing the activity

Seating allows social interaction and encourages parents to watch their children for safety and supervision. Encourage family eating.

Decision

Maintain and watch for deterioration of wood surface for splinters.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

ROUTES AROUND EQUIPMENT

Hazard

Bumping into each other and running into swings.

Possible Outcome / Worst Case

Bumps and possible skull damage.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

Yes.

Reasonable and practical steps to avoid or reduce problem

All equipment is highly visible and installed by an experienced play equipment company who took children's routing into account. Barriers have been erected between each set of swings.

Value of allowing the activity

Make children think about their own actions and those of other people.

Decision

Keep play pathways clear.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

SAFETY SURFACING

Hazard

Injury caused by falling from equipment with inappropriate surface installed.

Possible Outcome / Worst Case

Possible broken limbs and cracked skull.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

No - need to learn to assess the dangers of falling from height.

Reasonable and practical steps to avoid or reduce problem

Safety surfacing appropriate to each piece of equipment has been installed.

Value of allowing the activity

Teach children to assess the dangers.

Decision

Maintain safety surfacing and keep grass cut short.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

GOAL POSTS

Hazard

Running into them; swinging from them

Possible Outcome / Worst Case

Broken limbs from dropping of them or a bump on the head from running into them

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

Yes - too tall for young children to swing from them. Everyone could run/walk into them.

Reasonable and practical steps to avoid or reduce problem

Highly visible and extremely well installed in the ground

Value of allowing the activity

Football is a good team game allowing social interaction and a competitive spirit. Excellent activity for young people for fitness.

Decision

Maintain goalposts to a safe standard.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

WOODEN TRAIL

Hazard

Losing balance and falling off

Possible Outcome / Worst Case

Possible broken limbs/twisted ankle

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

No - basically safe and the children must learn to assess their own ability.

Reasonable and practical steps to avoid or reduce problem

All on a low level and installed in grass

Value of allowing the activity

Teach children to assess their own ability and to challenge themselves and to achieve. Improve balance.

Decision

Inspect regularly and maintain the wood to ensure no potential for splinters.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

BASKET SWING

Hazard

Standing and not holding on. Running in front and behind it.

Possible Outcome / Worst Case

Bumps and falling off if standing in it without holding on possibly causing broken limbs. Being knocked over by the swing causing at worst a skull fracture.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

Basically safe unless used incorrectly.

Reasonable and practical steps to avoid or reduce problem

Properly installed and safety surface installed.

Value of allowing the activity

Make children aware of their surroundings and use their judgement of distance and consequences of walking in front or behind a swing. Disability Discrimination Act accessible.

Decision

Inspect regularly.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

FLAT SEAT SWINGS

Hazard

Falling off and running in front and behind.

Possible Outcome / Worst Case

Bumps and falling off if standing on it without holding on possible broken limbs. Being knocked over by the swing causing at worst a skull fracture.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

Basically safe unless used incorrectly.

Reasonable and practical steps to avoid or reduce problem

Properly installed and safety surface installed.

Value of allowing the activity

Make children aware of their surroundings and use their judgement of distance and consequences of walking in front or behind a swing.

Decision

Inspect regularly.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

CRADLE SWING AND MOTHER CHILD SWING

Hazard

Running in front and behind and older children balancing on top of it.

Possible Outcome / Worst Case

Being knocked over or falling off by older children. Possible broken limbs or skull fracture.

Risk Assess for Age / Ability

Low to medium

Is Risk Apparent and Controllable to children participating

Basically safe unless used incorrectly.

Reasonable and practical steps to avoid or reduce problem

Properly installed and safety surface installed.

Value of allowing the activity

Make children aware of their surroundings and use their judgement of distance and consequences of walking in front or behind a swing.

Decision

Inspect regularly.



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

BASKETBALL/NETBALL

Hazard

Running into the post or being hit by a ball from the net.

Possible Outcome / Worst Case

Bruising and worst case skull damage.

Risk Assess for Age / Ability

Low to medium for under 12's

Is Risk Apparent and Controllable to children participating

Basically safe unless behaving unreasonably.

Reasonable and practical steps to avoid or reduce problem

Professionally installed and safety surface.

Value of allowing the activity.

Children to be alert to their surroundings, good physical activity for teenagers and adults

Decision

Inspect regularly



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

TABLE TENNIS TABLE

Hazard

Concrete table at head height.

Possible Outcome / Worst Case

Younger children walking/running into it and hitting their head, potential for causing a skull fracture.

Risk Assess for Age / Ability

Suitable for all except young children due to height of table.

Is Risk Apparent and Controllable to children participating

Yes for all except young children

Reasonable and practical steps to avoid or reduce problem

Plenty of clear space around the table

Value of allowing the activity

Good physical activity for every age including adults except the very young.

Decision

Inspect regularly



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

MULTIPLAY CLIMBING FRAME

Hazard

Falling from the high elements, falling off the pole element, slide burn, foot caught in the rope climbing section.

Possible Outcome / Worst Case

Broken limbs, skull damage, sprained wrists sprained ankles, getting stuck inside the 'caged tube' section. Spinal or skull fracture.

Risk Assess for Age / Ability

Suitable for all children except toddlers with adult supervision. Over 12's should be able to assess the risks if incorrectly used.

Is Risk Apparent and Controllable to children participating

With proper supervision and parental training on risk assessment yes it is apparent and controllable.

Reasonable and practical steps to avoid or reduce problem

Professionally erected and safety matting installed.

Value of allowing the activity

Learning to assess risk and good physical activity.

Decision

Regularly inspect



RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING FIELD, WEST WYCOMBE AS AT 1st JUNE 2023

THE PAVILION

Hazard

The Pavilion is not the Parish Council's responsibility but potential for vandalism and issues with the actual structure. Working with West Wycombe Estate and Downley Dynamos to decide what action should be taken to either the building or the area it is sited in.

ADULT GYM EQUIPMENT

Hazard

Incorrect use of the equipment. Injury from falling. Injury from equipment failure. Medical emergency caused by over exertion. Vandalism. Noise pollution

Possible outcome/Worst Case

Heart attack, broken limb, torn muscles, trapped fingers, complaints of noise/nuisance.

Risk Assess for Age/Ability

Users of the equipment do so at their own risk. All equipment has usage guidance.

Signage indicates that no one under 1.4m should use the equipment

Equipment is designed to minimise risk and complies with current legislation.

Is Risk Apparent and Controllable to Children

No

Reasonable and practical steps to avoid or reduce problem

Signage with advice for users. Users are expected to be aware of their responsibilities for their activities in accordance with general common sense and expected appropriate use of the equipment. The equipment is overlooked by residents which would act as a deterrent for vandalism and inappropriate behaviour.

Contact details to report any issues are on the main signage as is the Postcode of the site.

Value of allowing the activity

To improve the general physical and mental health of the adult members of the community.



**RISK BENEFIT ASSESSMENT FOR THE PEDESTAL PLAYING
FIELD, WEST WYCOMBE AS AT 1st JUNE 2023**

Reviewed June 2023



Health and Safety Risk Assessments

BUS SHELTERS

Hazard	Tripping on uneven surface
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months.
Hazard	Injury from damaged shelter
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Councillors to report any known damage to shelter or area to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months
Hazard	Health restrictions imposed by the Government
Who is at risk	Public
Risk Rating	High
Action required to reduce risk	Put up posters giving government guidelines for travelling on public transport e.g. wearing a mask and distancing as well as hand sanitizing

VILLAGE SIGNS

Hazard	Sign falling onto someone
Who is at risk	Public
Risk Rating	Low
Action required to reduce risk	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make area safe. Inspections to be carried out every 3 months

NOTICE BOARDS

Hazard	Injury from damaged notice board
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make notice board safe. Inspections to be carried out every 3 months. Repair and replace as necessary



Health and Safety Risk Assessments

MEETINGS – WEST WYCOMBE VILLAGE HALL/ LIBRARY

Hazard	Failing to escape in the case of a fire.
Who is at risk	Public, Councillors and Clerk
Risk Rating	Medium
Action required to reduce risk	Library -Fire exits – the only door - checked at the beginning of each meeting - Chair. Village Hall – several fire exits Public informed of action in the event of a fire at the beginning of each meeting - Chair
Hazard	Health restrictions imposed by the Government
Who is at risk	Public, Councillors and Clerk
Risk Rating	High
Action required to reduce risk	Hand sanitizing on entry and socially distance as per government guidelines
Hazard	Access around doors and entrances. Risk of: Trip hazards. Obstruction
Who is at risk	Public, Councillors and Clerk
Risk Rating	Medium
Action required to reduce risk	Meeting room and access checked prior to the meeting – Chair.
Hazard	Burning from hot liquids
Who is at risk	Public, Councillors and Clerk
Risk Rating	Low
Action required to reduce risk	Serve drinks in sturdy mugs.

BURIAL GROUND

Hazard	Trip hazard -paths, open plots. Fallen grave stones. Tree branches. Vehicle manoeuvring
Who is at risk	Funeral attendees Bereaved visitors Visitors
Risk Rating	Low
Action required to reduce risk	Plots are covered over prior to funeral. Burial ground regularly maintained Trees regularly inspected and works undertaken Grave stones regularly inspected Specific car park and special turning circle for hearse



Health and Safety Risk Assessments

ALLOTMENTS

Hazard	Injury when accessing site
Who is at risk	Public and Allotment holders
Risk Rating	Medium
Action required to reduce risk	Requirement for allotment holders to comply with the Rules and Regulations. Allotments fenced in to exclude those not permitted access to the site.
Hazard	Health restrictions imposed by the Government
Who is at risk	Public and Allotment holders
Risk Rating	Low
Action required to reduce risk	Comply with government guidelines.

FOOTPATHS

Hazard	Injury from tripping or falling
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Regular maintenance of grass on path to increase visibility of hazards on the ground.

CHRISTMAS TREES

Hazard	Trip hazards and obstructions. Electrocution
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Areas checked before installation. Power checked.

DOG BINS

Hazard	Injury from damaged dog bin.
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Councillors to report any known damage or injury to the Clerk promptly, Clerk take necessary action to make dog bin safe. Inspections to be carried out every 3 months.
Hazard	Handling of contaminated waste
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Only employ approved contractors with certificates to empty bins



Health and Safety Risk Assessments

SEATS AND BENCHES

Hazard	Collapsing. Splinters
Who is at risk	Public
Risk Rating	Low
Action required to reduce risk	Seats inspected regularly by Councillors. Report to Clerk if any damage. Clerk will organise removal or repair.
Hazard	Health restrictions imposed by the Government
Who is at risk	Public
Risk Rating	Medium
Action required to reduce risk	Advise users of health restrictions imposed by the Government guidelines for those in the Pedestal Playing Field.

EMPLOYMENT

Hazard	Lone working
Who is at risk	Clerk/Public
Risk Rating	Medium
Action required to reduce risk	When meeting contractors and members of the public, Clerk to make arrangements to be accompanied and should never meet at contractor / member of the public alone.
Hazard	Working from home
Who is at risk	Clerk
Risk Rating	Low
Action required to reduce risk	Clerk to notify Parish Council of any issues within the working environment requiring action, to comply with employment regulations.

MVAS

Hazard	Road traffic collision during installation/maintenance. Unit being dropped whilst working at a height above 2 metres
Who is at risk	Installer / Councillor / Clerk
Risk Rating	Medium
Action required to reduce risk	Installer has had official training. Bucks CC has assessed and approved all the potential MVAS sites.



Health and Safety Risk Assessments

PLAY EQUIPMENT

Including:	Football net, table tennis table, basketball, seats, picnic bench. A specific detailed Risk Assessment is available.
Hazard	Falls
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Suitable grass matting for fall height is installed. Condition monitored weekly
Hazard	General injuries from using the equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Equipment complied with regulations at time of installation, equipment is inspected annually.
Hazard	Injury from damaged equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Equipment and seats inspected visually weekly and any faults dealt with immediately. Annual RoSPA inspection undertaken.
Hazard	Trip hazards on the approach to equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Visual inspection of area carried at time of other inspections
Hazard	Health restrictions imposed by the Government
Who is at risk	Users of the equipment
Risk Rating	High
Action required to reduce risk	Advise users of the current status of the play area in relation to the Government Guidelines. Put up signs advising users of the protocols involved.

ADULT GYM EQUIPMENT

Including:	Seven pieces of specifically designed adult gym equipment
Hazard	Falls
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Suitable grass matting for fall height is installed. Condition monitored weekly
Hazard	General injuries from using the equipment
Who is at risk	Users of the equipment



Health and Safety Risk Assessments

Risk Rating	Medium
Action required to reduce risk	Equipment complied with regulations at time of installation, equipment is inspected annually.
Hazard	Injury from damaged equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Equipment and seats inspected visually weekly and any faults dealt with immediately.
Hazard	Trip hazards on the approach to equipment
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Visual inspection of area carried at time of other inspections
Hazard	Health restrictions imposed by the Government
Who is at risk	Users of the equipment
Risk Rating	High
Action required to reduce risk	Advise users of the current status of the play area in relation to the Government Guidelines. Put up signs advising users of the protocols involved.

COMMUNITY ORCHARD

Hazard	Injury from trees outside the boundary of the Orchard
Who is at risk	Everyone entering the site
Risk Rating	Medium
Action required to reduce risk	West Wycombe Estate are contacted on a regular basis
Hazard	Injury when cutting the grass and gathering
Who is at risk	Users of the equipment
Risk Rating	Medium
Action required to reduce risk	Use of appropriately trained volunteers or contractors
Hazard	Injury from fencing, gates and hedge
Who is at risk	Regularly monitored, repaired and maintained
Risk Rating	Low
Action required to reduce risk	Regularly monitored, repaired and maintained.

FOOTWAY AND STREET LIGHTING IN CHORLEY ROAD, BRADENHAM ROAD AND CHURCH LANE

Hazard	Damaged lighting column
Who is at risk	Pedestrians
Risk Rating	Low
Action required to reduce risk	Local contractor undertakes any maintenance work required



Health and Safety Risk Assessments

Hazard	Lights failing
Who is at risk	Pedestrians
Risk Rating	Low
Action required to reduce risk	Local contractor undertakes any maintenance work required

Reviewed June 2023