

**CERNE VALLEY PARISH COUNCIL**  
**Wayne Lewin, Clerk to the Council**  
**13 Stileham Bank, Milborne St Andrew, DT11 0LE**  
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**A meeting of the car Park Committee to be held at 3pm on Monday 04<sup>th</sup> March 2024**  
**On site at Kettlebridge Car Park**

**Committee:** Cllrs C. Paul, L. Prowse, and G. Muskett  
**Ex Officio** Cllr's F. Horsington (Chair), J. Bolt (Deputy Chair)

**Agenda**

1. Apologises for absence
2. Declarations of pecuniary and other interests
3. To agree the minutes of the previous meeting held on 28<sup>th</sup> September 2023
4. Chairs update
5. Finance update
  - a. Income, expenditure, and reserves
6. The Car Park (inspection, risk assessment and maintenance proposals)
7. The Picnic Area (inspection, risk assessment and maintenance proposals)
8. The Permissive Path (inspection, risk assessment and maintenance proposals)
9. The Wildlife Area (inspection, risk assessment and maintenance proposals)
10. EA request for use of Car Park – June / July 24
11. EV charging point – Terms and conditions of use and monitoring
12. General discussion period
13. Items and date for next meeting
14. Date of next meeting TBC

**Wayne Lewin**

**Parish Clerk**

**26<sup>th</sup> February 2024**

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**Minutes of the Meeting of the Car Park Committee**  
**held at 2pm on 11<sup>th</sup> September 2023, On site at Kettlebridge Car Park**

**Present:**

Cllrs L. Prowse, C. Paul, and W. Lewin

**1. Appointment of Chair**

Cllr Prowse was proposed and duly elected Chair of the Car Park committee.

**2. Apologises for absence**

Cllr Muskett sent apologises.

**3. Declarations of pecuniary and other interests**

No declarations were made.

**4. To agree the minutes of the previous meeting held on 06<sup>th</sup> March 2023**

These were agreed as a true and accurate record of the meeting.

**5. The Car Park (inspection and maintenance proposals)**

The only issue was the damaged post at the entrance of the Car Park.

On inspection there was minimal damage and only a small piece of splintered wood needed replacing.

**6. The Picnic Area (inspection and maintenance proposals)**

It was suggested that the trees needed some dead wood removed a lifting of the canopy.

A limit of £700 (net) was set. The Clerk would contact the tree surgeon.

Cllr Prowse was concerned on the condition of the memorial plaque from the Queen's Jubilee.

The Clerk would request some guidance from the RBLI.

Some wood bark would be placed around the tree.

**7. The Permissive Path (inspection and maintenance proposals)**

The committee agreed to take over responsibility for the whole length of the path from the car park to the A352' including the stretch previously the responsibility of F&E committee.

Complaints had been received from the public about the overgrown path from the Giants View Car park to Casterbridge. It was noted that this was an Up Cerne Estate responsibly, however members agreed that the creation of the permissive path (for the safety of walkers) would have been in vain.

Members suggested that a quote be obtained with a view to cutting back the overgrowth from the Giants View Car Park to Casterbridge.

A budget of £200 (net) was set.

**8. The Wildlife Area (inspection and maintenance proposals)**

The committee was happy with the condition of the area. The following projects were agreed:

- a. To obtain more wood chippings to create a path (Cllr Paul) offered to source this.
- b. To purchase some wild daffodil bulbs and bulb planter. Cllr Prowse would purchase these on repayment.
- c. To seek advise from EA on other plants to sow in a shady and part boggy area.

It was agreed NOT to pursue creating an edging to the path.

**9. Review of additional Car Park signage**

It was agreed to purchase two further 'point left' signs to assist visitors to the Car Park.

**10. Finance update**

**a. Income, expenditure, and reserves 23/24**

Income from honesty box	£ 1540
Expenditure	£ 328.85
Reserves	£ 3479.95

It was agreed that any excess could be allocated to other projects at year end but £ 2K must be kept in the reserve.

**b. Precept request for 2024/25**

No funds were requested from the Precept.

**11. Items for next meeting**

- Further enhancements of the wildlife area
- Routine maintenance of the picnic area
- The Queen's jubilee plaque

**12. Date of next meeting**

**11<sup>th</sup> March 2024**

There being no further business, the meeting closed at 3 pm.

**Cllr Prowse**

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**Chair**

**Date**

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# Cerne Valley Parish Council

## Committee Finances

### Car Park

#### **Income 23/24**

Precept	£ 0.00
Honesty Box	£ 2240

#### **Expenditure 23/24**

Precept	£ 0.00
Honesty Box	£ 1447.22

Income over expenditure      £ 792.78

Reserves                              £ 2000.00

# Elite Playground Inspections


**'Keeping Our Children Safer at Play'**

# Inspection Report

This report shows Findings and Tasks recorded during the Inspection(s) matching the selection criteria set in the Report Wizard. If no Findings or Tasks are shown, none were recorded.

Each Inspection includes a declaration signed by the Inspector stating that no defects were found other than those recorded.

## Inspections included in this report

<b>Provider</b>	Elite Playground Inspections	
<b>Site Name</b>	Kettlebridge Play Park	
<b>Actual Date</b>	08/02/2024 10:36:18	
<b>Inspection Type</b>	Playground-Operational	
<b>Inspector</b>	Steve Day	
<b>Inspection Status</b>	Completed	

## Finding Summary

### Kettlebridge Play Park Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Agility - Trapeze Walk	Surface - Hard or Sharp	08/02/2024 10:38:24		Medium
Site	Moss/algae present	08/02/2024 10:41:10		Medium


# Inspection - Kettlebridge Play Park - 08/02/2024 10:36:18


<b>Provider</b>	Elite Playground Inspections	
<b>Site Name</b>	Kettlebridge Play Park	
<b>Actual Date</b>	08/02/2024 10:36:18	
<b>Inspection Type</b>	Playground-Operational	
<b>Inspector</b>	Steve Day	
<b>Inspection Status</b>	Completed	

<b>Site Name</b>	Kettlebridge Play Park
<b>Address</b>	
<b>Postcode</b>	
<b>Notes</b>	

## Kettlebridge Play Park Inspected Asset List (see Inspection Notes for exceptions)

<b>Asset Name</b>	Agility - Trapeze Walk	
<b>Asset Sub Type</b>	Trapeze Rings	
<b>Asset Type</b>	Agility	
<b>Asset Category</b>	Equipment (Outdoor Play)	
<b>Manufacturer</b>		
		27/01/2023

<b>Asset Name</b>	Agility - Tree Trunk	
<b>Asset Sub Type</b>	Other (Specify in Name Field)	
<b>Asset Type</b>	Other	
<b>Asset Category</b>	Equipment (Outdoor Play)	
<b>Manufacturer</b>		
		27/01/2023

<b>Asset Name</b>	Agility - Zig Zag Stepper	
<b>Asset Sub Type</b>	Balance Beam	
<b>Asset Type</b>	Agility	
<b>Asset Category</b>	Equipment (Outdoor Play)	
<b>Manufacturer</b>		
		27/01/2023

<b>Asset Name</b>	Agilty - Mini Suspension Bridge
<b>Asset Sub Type</b>	Suspension Bridge
<b>Asset Type</b>	Agility
<b>Asset Category</b>	Equipment (Outdoor Play)
<b>Manufacturer</b>	



27/01/2023

<b>Asset Name</b>	Picnic Tables x 4
<b>Asset Sub Type</b>	Picnic Table
<b>Asset Type</b>	Seating
<b>Asset Category</b>	Facilities
<b>Manufacturer</b>	



27/01/2023

<b>Asset Name</b>	Site
<b>Asset Sub Type</b>	Children's playground
<b>Asset Type</b>	Children's Playground
<b>Asset Category</b>	Site
<b>Manufacturer</b>	



27/01/2023

<b>Asset Name</b>	Site - Surface
<b>Asset Sub Type</b>	Earth
<b>Asset Type</b>	General Surface
<b>Asset Category</b>	Surface
<b>Manufacturer</b>	




27/01/2023



# Findings and Tasks reported within the Inspection

## Agility - Trapeze Walk - Finding

<b>Finding Title</b>	Surface - Hard or Sharp	 <p style="text-align: center;">Asset Photo</p>
<b>Asset</b>	Agility - Trapeze Walk	
<b>Cause</b>	Act of God	
<b>Finding Creation Date</b>	08/02/2024 10:38:24	
<b>Finding Group</b>	Maintenance	
<b>Finding Notes</b>	Concrete foundations exposed. - possibly caused by soil being washed away from around the posts - make good surface	
<b>Finding Resolved Date</b>		
<b>Finding Status</b>	Open	
<b>Location</b>		
<b>Resolve By Date</b>		
<b>Risk Level</b>	Medium	

### Finding Photos



08/02/2024




08/02/2024

## Surface - Hard or Sharp - Task

<b>Task Title</b>	Remove surface hazards
<b>Resolve By Date</b>	
<b>Task Completed Date</b>	
<b>Task ID</b>	3813
<b>Task Notes</b>	
<b>Task Status</b>	Unapproved

## Site - Finding

<b>Finding Title</b>	Moss/algae present	 <p>Asset Photo</p>
<b>Asset</b>	Site	
<b>Cause</b>	Act of God	
<b>Finding Creation Date</b>	08/02/2024 10:41:10	
<b>Finding Group</b>	Maintenance	
<b>Finding Notes</b>	Slippery due to the algae & mud on the timber beams - remove algae etc	
<b>Finding Resolved Date</b>		
<b>Finding Status</b>	Open	
<b>Location</b>		
<b>Resolve By Date</b>		
<b>Risk Level</b>	Medium	

### Finding Photos



08/02/2024



08/02/2024

## Moss/algae present - Task

<b>Task Title</b>	Monitor
<b>Resolve By Date</b>	
<b>Task Completed Date</b>	
<b>Task ID</b>	3814
<b>Task Notes</b>	Remove
<b>Task Status</b>	Unapproved

## Previously Reported Findings and Tasks (unresolved at time of Inspection)


None Recorded.

**Findings and Tasks Reported Outside of the Inspection  
(unresolved at time of Inspection)**

**None Recorded.**

# Previously Reported Findings Marked Complete During Inspection

## Agilty - Mini Suspension Bridge - Finding

<b>Finding Title</b>	Item - Damaged	
<b>Asset</b>	Agilty - Mini Suspension Bridge	
<b>Cause</b>	Unknown	
<b>Finding Creation Date</b>	03/02/2023 14:30:05	
<b>Finding Group</b>	Maintenance	
<b>Finding Notes</b>	Timber slightly damaged	
<b>Finding Resolved Date</b>	08/02/2024 00:00:00	
<b>Finding Status</b>	Closed	
<b>Location</b>		
<b>Resolve By Date</b>		
<b>Risk Level</b>	Very Low	Asset Photo

Finding Photos



03/02/2023

## Item - Damaged - Task

<b>Task Title</b>	Monitor
<b>Resolve By Date</b>	
<b>Task Completed Date</b>	08/02/2024 00:00:00
<b>Task ID</b>	2915
<b>Task Notes</b>	
<b>Task Status</b>	Completed

## Cerne Valley Parish Council Risk Assessment

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

Risk assessment is a systematic general examination of conditions AND environmental factors that will enable the CVPC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the CVPC should then take all practical and necessary steps to reduce or eliminate the risks, **insofar as is practically possible**, making sure that the General Public are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify, the area to be risked assessed.
- ✍ Identify the potential risks.
- ✍ Evaluate, manage and control of the risk and record all findings.
- ✍ Review, assess and revise if

<b>HIGH</b>	<b>Requires urgent attention</b>
<b>MEDIUM</b>	<b>Requires review</b>
<b>LOW</b>	<b>Requires no further action</b>

<b>CAR PARK</b>					
Subject	Risk(s) Identified/ Injury	H / M /L	Management/Control of Risk/ Remedial action as required to reduce risk.	Risk after control H/M/L	Review/Assess/Revise
Communal pathways	Slips, trips and falls	L	Keep pathways mowed and clear of debris	L	Routine inspections
Debris	Cuts and infection	L	Remove debris from site on a regular basis	L	Routine maintenance
Vermin and insects	Disease, bites and stings	L	Individual monitoring	L	Annual checks
Gates and fencing	Cuts, scratches and bruising	L	Visual check for defects	L	Periodic checks
Hedges, trees and vegetation	Cuts, stretches and poison	L	Maintenance of all areas	L	Routine checks
Road	Pedestrian collision with vehicles	M	Ensure natural and artificial barriers are maintained Ensure entrance is clear of vegetation and debris	L	Bi annual meetings Routine inspections
Grass	Slips, trips and falls	L	Monthly cuts in growing season	L	Periodic checks
Main car park	Slips, trips and falls Pot holes	M	Ensure pot holes are repaired in a timely manner	L	Bi annual meetings Routine inspections
Benches	Collapse and trips	L	Maintenance	L	Periodic inspection