

Annexe A

«Title» «Initials» «LastName»
«Parish»
«Address1»
«Address2»
«Address3»
«Address4»
«PostalCode»

Dear «Title» «LastName»

Play Equipment Questionnaire

Thanks to all parish councils who completed the questionnaire.

A number of parishes indicated that they would like to receive a summary of responses received. Please find this enclosed.

Analysis of the responses indicates some confusion over areas of responsibility. Clearly, these issues are too complex to resolve in correspondence. I would therefore like, in the near future, to organise a seminar at which we can discuss and try to clarify areas of responsibility. I would also like to use this meeting to make parish councils aware of current standards and to address any other concerns you may have over the management and development of play areas. Most respondents to the questionnaire said that they would find such a meeting useful.

One of the areas that require more urgent action concerns responsibility for providing public liability insurance cover for people using the sites. My understanding is that equipment on land owned by parish councils or where parish councils occupy sites leased or licensed from the District Council, that use of the play equipment should be covered by the parish council's public liability insurance. The value of this insurance should be £5m for each individual claim. This is separate and unrelated to the twice-yearly insurance inspections organised by this Council.

To confirm that you understand that on land owned by parish councils or on village based sites where the land is leased or licensed then it is the parish council's responsibility to provide public liability cover, I would be grateful if you could sign and return the enclosed copy of this letter.

Once again thank you for completing the questionnaire and please contact me on the above telephone number if you have any queries.

Yours sincerely



Chris Mason
Facilities and Development Manager

I have read and understand that the Parish Council is responsible for providing Public Liability Insurance to the value of £5m for each individual claim.

Signed:

Date: