

## Kings Hill Parish Council

# Open Space Policy & Procedure

Adopted 18/11/2015

Review date 05/10/2016

### 1. Objective

To create and maintain an attractive and safe environment for residents and their visitors by providing:

- 1.1 Open Spaces to include all Open Spaces and Open Space assets and external assets.
- 1.2 Children's play areas
- 1.3 Approved Maintenance Standards
- 1.4 Allotment facilities that will meet residents needs and which are well maintained, accessible to all, healthy, safe and secure

### 2. Areas of Open Spaces covered under the Policy

This policy covers the following areas of Open Spaces within Kings Hill and Kings Hill Sports Park.

- 2.1 Anson Avenue green open space
- 2.2 Anson Avenue Playground
- 2.3 Lapins Lane
- 2.4 Garden Way
- 2.5 Landscaped areas at the Sports Park
- 2.6 Kings Hill Allotments site at the Sports Park
- 2.7 Other open spaces will be added by agreement

### 3. Management Procedure

The Open Spaces are managed through the Amenities Committee of the Council with the day to day management of the amenities devolved to the Clerk to the Council.

### 4. General Rights and Powers for all areas of Open Spaces covered under the Policy (see item 2)

- 4.1 The overall management and maintenance of all open spaces owned or leased by this Council and all related facilities including the trees on Council land, footpaths, street furniture, play equipment and any other item which may properly be considered to come within the remit of this Committee, by virtue of being on or within an open space.
- 4.2 To repair or replace any such item within the agreed budget, to include making such provision for their upkeep and improvement as is deemed

necessary by the Amenities Committee. This function will be devolved to the Clerk to the Council.

- 4.3 To remove any such items that are deemed unsafe for use by persons
- 4.4 To determine and define any policies appertaining to the open spaces, their care, use and maintenance within known Council guidelines.
- 4.5 To make adequate budget provision for all open spaces and facilities within the care of the Committee. Such budgets will be recommended to the Finance and HR Committee and hence to Full Council, for final approval.
- 4.6 To deal with any complaints or requests related to the open spaces and associated facilities within known Council policies.
- 4.7 To supervise any leases, rentals, letting for agreements for property owned by the Council and managed by the Amenities Committee; full power being granted to administer these in line with any existing Council policies.
- 4.8 To consider and make recommendations related to health and safety issues where they are relevant to the work of this Committee, and to ensure as far as possible that all legal requirements are met.
- 4.9 To deal with any urgent items that arise appertaining to any open space or related facilities. In the case of an emergency, power to act will be devolved to the Clerk to the Council in consultation with the Chairman of the Amenities Committee. Any such action taken must be reported to all Committee Members by email immediately and at the next Amenities Committee meeting.
- 4.10 In pursuance of the above, to spend up to the maximum on any previously agreed and allocated budget item without further reference to the Full Council or the Finance and HR Committee. Any spending that has not been previously agreed during the budget cycle will be sent for approval at the next appropriate Full Council meeting.
- 4.11 The Clerk has delegated authority to approve minor expenditure up to £250 within the agreed annual budget.
- 4.12 To agree what to include in annual maintenance contracts for areas within their remit.
- 4.13 To obtain at least 3 written quotes for annual maintenance contracts and appoint contractors.
- 4.14 To oversee the maintenance contract to ensure value for money and quality control.
- 4.15 To ensure that regular inspections are undertaken by a suitably qualified person and to deal appropriately with any items raised within those reports to ensure the safety of residents and children using the facility.
- 4.16 To consider and make recommendations to Full Council for a budget for capital expenditure and to purchase and install any equipment within a realistic replacement programme.
- 4.17 To ensure the litter bins on open spaces and play areas maintained by the Parish Council are emptied on a regular basis by the appointed contractor.
- 4.18 To inform users of the dog fouling order on any Parish Council site through appropriate signage.

**5. General Rights and Powers for Kings Hill Allotments (in addition to those listed in item 4 above)**

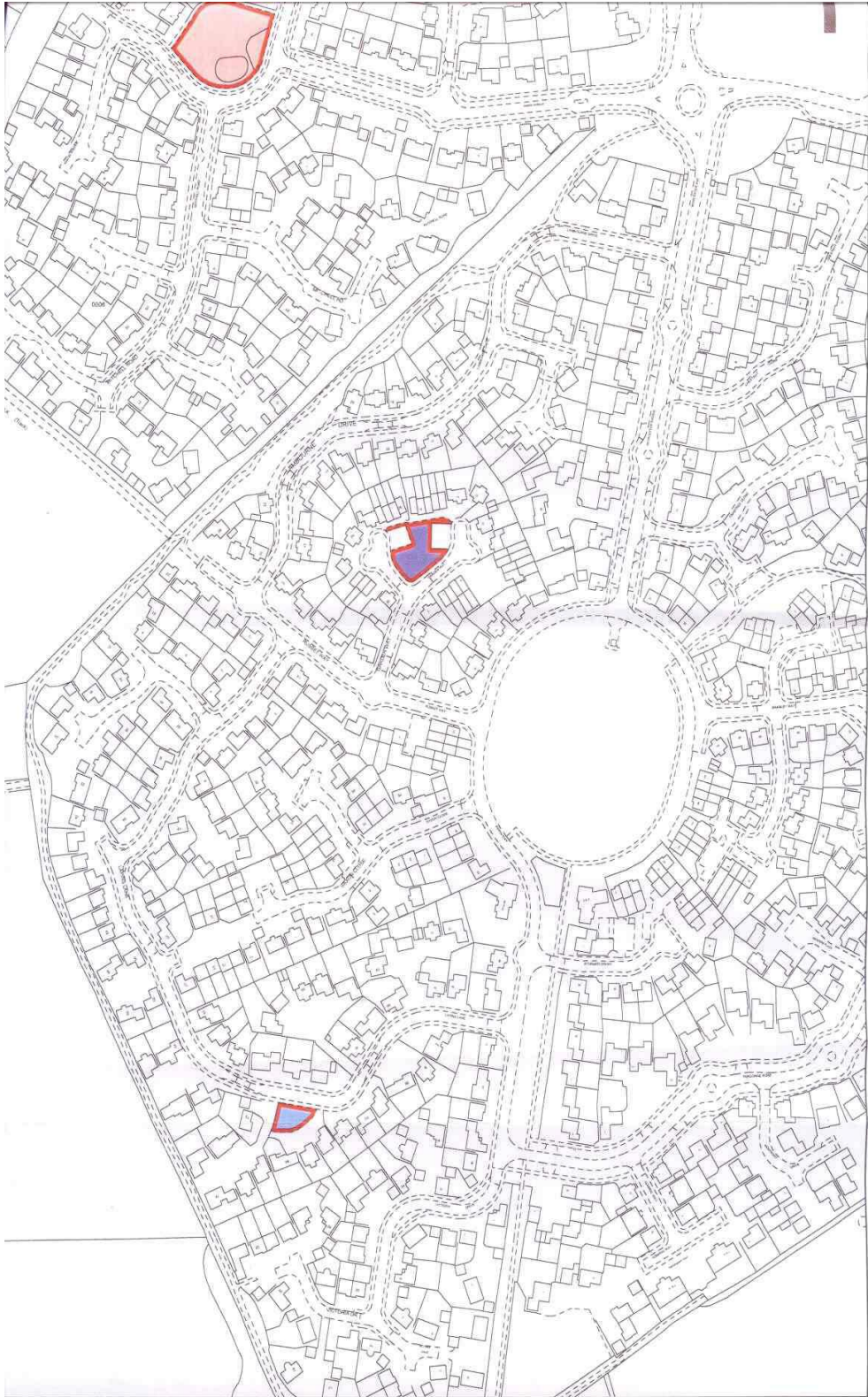
- 5.1 To manage the operation and administration of the allotments on a day to day basis within approved budgets.
- 5.2 To maintain shared areas (fences, pathways, signage, water stands and taps and hedging) to an appropriate standard and within Council budgets.
- 5.3 Requests to be added to the allotment waiting lists will be done on a strictly first come first served basis. All requests must be made in writing. Allocation of a vacant plot will also be undertaken on this basis and on payment of the appropriate fees.
- 5.4 Regular inspections will be undertaken and Council Inspectors will follow the Council's clear approved criteria during the inspection. Any plot holder not cultivating their plot to the expected standard will be given notification of the Council's concerns in writing with a date by which the plot should be cultivated to the expected standard. Failure to comply with the Council's rules about standards of cultivation will eventually result in removal from the site and the plot being allocated to the next person on the waiting list.
- 5.5 Administration for the allotments will adhere to the Data Protection Act.
- 5.6 The tenancy agreement will be reviewed at least annually.
- 5.7 Rules and regulations for the allotment site will be reviewed at least annually.

**Map for 3 Open Spaces:**

- Anson Avenue
- Garden Way
- Lapins Lane

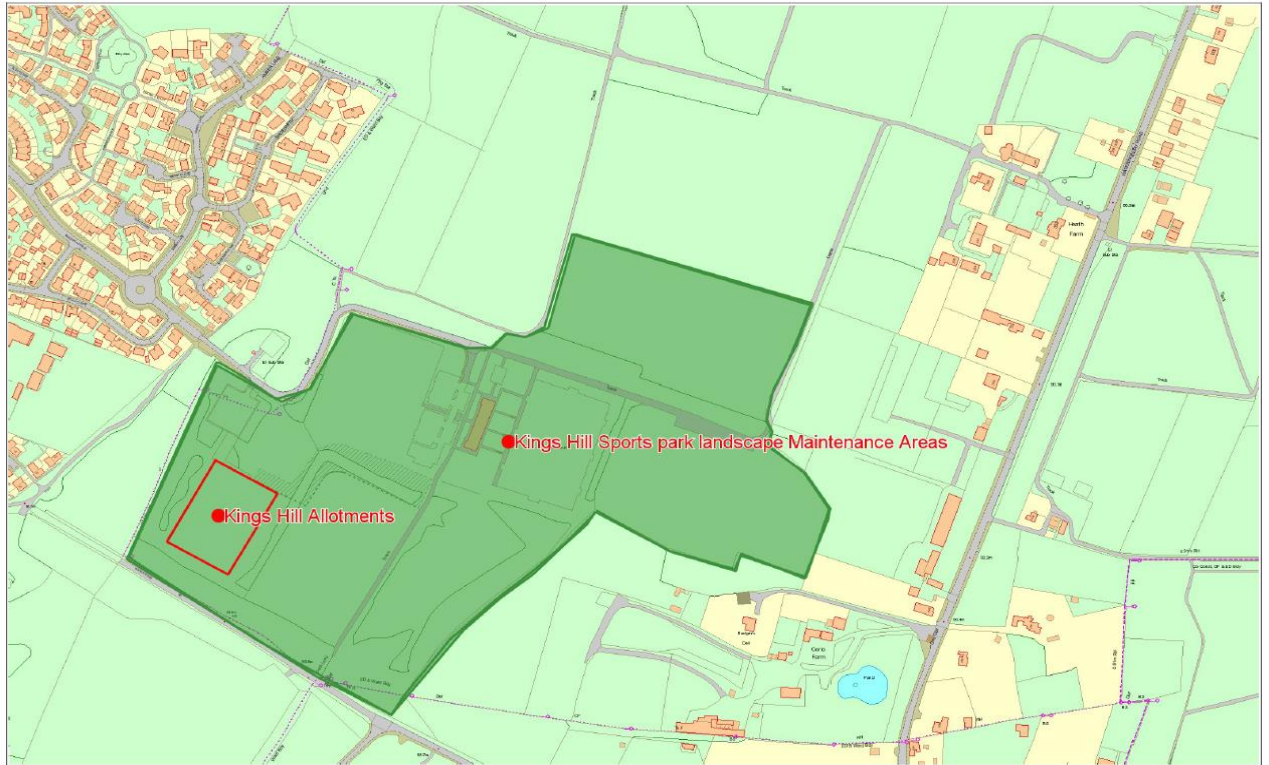
**Map for Kings Hill Allotments**

**Map for Landscaped Area of Kings Hill Sports Park**









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