

Elmsted Parish Council

Hastingleigh Parish Council

Open Space Policy and Procedure

Adopted: May 2024

1. Objective: To create and maintain an attractive and safe environment for residents and their visitors by providing:
 - a. Open spaces; to include all open spaces, open space assets and standard assets.
 - b. children's play areas
 - c. approved maintenance standards

2. Areas of open spaces covered under the policy:

This policy covers the following areas of open spaces managed jointly by Elmsted and Hastingleigh Parish Councils:

2.1 The War Memorial

2.2 The football field

And individually by Hastingleigh Parish Council:

2.3 The pond area

And individually by Elmsted Parish Council:

2.4 Piece of land in front of Elmsted Church used as a car park.

3. Management procedure of the Open Spaces Policy:

The open spaces are managed through the joint asset management committee 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 space is covered under the policy (see item 2).

4.1 the overall management and maintenance of all open spaces owned or leased by Hastingleigh Parish Council and all related facilities including the trees on council land, 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 Joint Asset Management 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, required income will be recommended to full council for final approval.

4.6 to deal with any complaints or requests related to open spaces and associated facilities within known council policies.

4.7 to supervise any leases, rentals, letting agreements for property owned by the council and managed by the Joint Asset Committee; full power has been 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 chairperson of the joint asset committee, any such actions taken must be reported to all committee members by e-mail immediately and at the next joint asset 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. Any income that has not been previously agreed during the budget cycle will be sent for approval to the next appropriate full council meeting.

4.11 the Clerk has delegated authority to approve minor expenditure up to £500 within the agreed annual budget.

4.12 to agree what to include in annual maintenance contracts for areas within their remit.

4.13 where costs are likely to exceed £1000, to obtain at least three written quotes for 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 budget for capital expenditure and to purchase and install any equipment within a realistic replacement programme.