



Mattishall Parish Council

OPEN SPACES INSPECTION AND MAINTENANCE POLICY

The purpose of this policy is to outline the inspection regime and the procedure for any maintenance required for the Parish Council's open spaces, namely – All Saints Churchyard, The Village Green (Old school green), the cemetery and the allotments.

All Saints churchyard contains many mature trees and three gateways – it is located on Dereham Road. The village green is located on Dereham Road. It contains flowerbeds, the war memorial, seating, a table tennis table, a renovated red telephone box containing a defibrillator, a goal post and some trees. The cemetery, which is in Burgh lane, includes many graves and headstones, a memorial garden, seating, some mature trees, rose bushes and flower beds. The allotment site is in Burgh lane, and is divided into allotments with borders, a picnic area and some trees. There is a small area adjacent where the Parish Council has a locked container and rubbish bins.

Definitions

Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks.

Open Spaces for the purpose of this policy, Open Spaces incorporates the entire areas described and includes other facilities such as fencing, landscaping, signage, bins, pathways and other structures within the amenities.

Inspections

The inspection programme identifies all the known risks associated with these areas and generally takes one of the following forms:

- Routine (visual) Inspections
- Proactive Annual/Bi-annual Inspections
- Reactive Inspections

Routine (visual) Inspections

A Parish Council representative will conduct a weekly, visual inspection of the Village green. The routine visual inspection is required to identify obvious hazards that may result from vandalism (e.g. broken bottles), use, or weather conditions (e.g. dangerous surfaces). A report will be completed (along with the Play Area report) and submitted to the Parish Clerk after inspection. Any defaults identified as a result of these inspections should be reported immediately to the Parish Clerk. Reports must be retained for 21 years.

Proactive Annual/Bi-annual Inspections

The Churchyard, Cemetery and allotments will be inspected by at least 2 members of the Open Spaces working group, recorded on the inspection sheets and submitted to the Parish Clerk, with recommendations for remediation(s) where appropriate. These reports will be retained for 21 years.

Tree Inspections

These will be organised for all the open spaces, by the Parish Clerk and performed by a qualified arboriculturist/tree surgeon on a regular basis. A full report will be presented to the Parish Council and recommendations will be implemented as appropriate (to ensure public safety), after discussion at the next available Parish Council meeting.

Reactive Inspections

These will be undertaken based on complaints, requests, or notification of dangerous situations, reported to the Parish clerk for action as needed. These inspections will be undertaken by at least 2 representatives of the Council, or a qualified contractor if necessary.

In exceptional circumstances, e.g. dangerous tree, the Parish Clerk or, in his/her absence, member of the open spaces working group is empowered to organise immediate action to ensure the safety of the site.

Maintenance and response times

The inspections will highlight the degree of severity of any issues reported. Many issues will be straightforward to resolve or be dealt with by planned maintenance agreed by the Parish Council. Others will need to be referred to a contractor, in which case, the normal tendering process will be implemented.

The Parish Clerk or, in his/her absence, member of the open spaces working group has the authority to close any of the open spaces in the event of damage or a dangerous situation, until the problem has been rectified.

Insurance

The Parish Council's insurance covers specific named items and public liability. Please refer to the current insurance documents for the latest information.

Policy agreed: 1 March 2021
Policy due for review: March 2022