

Appendix A – Maintenance Schedule for Recreation Area

Current Areas of Maintenance:

1. Grass-cutting/strimming etc (fortnightly)
2. Tree survey reports (three years)
3. Regular inspection of play area equipment (ideally weekly)
4. Annual ROSPA safety inspection

Proposed Management Schedule:

1. Grass cutting is currently being done by Farm and Land Services Ltd and feedback has been positive – therefore this should continue.
 - The Clerk to the council should keep a track of invoices received and paid and update the council via a “Recreational Area Report” at each PCM.
 - On a rota basis, willing Councillors should inspect the Recreation Area prior to each PCM to ensure with a visual check that the grass-cutting is being completed and report back the Clerk during the meeting.
2. Tree surveys should be conducted every three years. The Clerk to the Council is to keep track of these inspections. The Clerk will monitor when the next inspection is due and notify the council with adequate notice to enable the PC to instruct an inspection. This will form part of the “Recreation Area Report”.
3. Fortnightly safety inspections of play equipment will be subcontracted to Farm and Land Services Ltd. Their detailed report will be sent to the Clerk of the Council who will keep a record of these inspections. The Clerk will notify the PC of any issues which need to be dealt with. Over time delegation of authority for some decisions can be allocated to the Clerk, but this requires further exploration. This will form part of the “Recreation Area Report”.
4. The Annual ROSPA inspection will continue as per the legal requirement and this shall be reviewed and recorded by the Clerk and any issues will be raised with the Parish Council for action. This will form part of the “Recreation Area Report”.