



# Barrowby Parish Council

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## Recreation and Green Space Group Maintenance Plan for Parish Green Spaces

### Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027

### 1. Introduction

This Maintenance Plan sets out how Barrowby Parish Council (PC) and the Recreation & Green Space Group (RAGS) will work together to care for the village's public green spaces in a way that promotes biodiversity, public safety and community enjoyment.

The plan clarifies:

- who is responsible for what maintenance tasks,
- how new planting and habitat improvements are approved and cared for,
- how volunteers and contractors operate safely and cooperatively.

The document applies to:

- **Village Green**
- **Lowfields Sports Field**
- **Adamstyles Play Area**

The Willows / proposed community orchard will be added to the plan once formal responsibilities are agreed.

### 2. Vision and Objectives

The Parish Council and RAGS share a common vision:

To ensure the parish's public green spaces are safe, welcoming and well cared for while supporting wildlife, increasing biodiversity and encouraging the community to enjoy nature.

To achieve this, the plan aims to:

- protect the safety and amenity value of all public recreational spaces;
- increase ecological value through sustainable planting and habitat creation;
- balance biodiversity gains with affordable and manageable long-term maintenance;
- involve and educate the community in caring for the environment.

### 3. Existing Maintenance Responsibilities

The following responsibilities continue unchanged:

<b>Task</b>	<b>Responsible</b>
Grass cutting	Parish Council contractor
Play equipment safety inspection	Parish Council contractor and Staff
Litter / leaf collection	Parish Council staff
Tree safety works (reactive / high risk)	Parish Council via qualified contractor

RAGS participation enhances these services — it does not replace them.

### 4. RAGS Routine Activities (No PC approval required)

RAGS volunteers may carry out the following low-risk activities, in line with the Parish Council Volunteer Policy and insurance conditions:

- Weeding, mulching and watering existing flower beds / established planting
- Removal of litter or harmful waste
- Low-level pruning of shrubs and bramble management (no working at height)
- Path / access clearance (non-mechanical)
- Maintenance of artificial wildlife features (e.g., bird boxes, bug hotels)
- Routine visual checks of trees, hedges, planting and structures
- Reporting hazards or concerns to the Parish Clerk

### 5. Activities Requiring Prior PC Approval

The following may only proceed once approved through the Parish Clerk:

- Any new tree, hedge, shrub, wildflower bed or habitat installation on Parish Council owned land
- Any works that may increase long-term maintenance or financial burden
- Any alteration to established mowing regimes or contractor access
- Any works near play equipment, sports pitches or high-footfall areas

- Any volunteer work involving tools outside “low risk” activity lists

Requests must include a **long-term care plan** (see Section 8).

## 6. Shared Responsibilities for Safety and Public Use

The PC retains legal responsibility for public safety. RAGS supports this responsibility by:

- reporting concerns promptly to the Clerk
- identifying opportunities for nature-friendly improvements that do not compromise safety or access
- advising the PC on biodiversity and sustainable planting

Where a RAGS activity is likely to affect safety, access, or the work of a contractor, approval must be obtained before proceeding.

## 7. Annual Maintenance Overview by Site

### Village Green

- Close-mown grass by contractor according to seasonal schedule
- Established trees and hedges retained and monitored for safety
- Flower beds maintained by Flower Group; new planting only following PC approval
- Wildlife features allowed provided they do not obstruct mowing, access or play

### Lowfields

- Close-mown grass to sports-field standard by contractor
- Hedgerows and boundary vegetation — visual monitoring by RAGS; pruning only with PC approval due to proximity to farmland and access routes
- Planting proposals considered on a case-by-case basis

### Adamstyles Play Area

- Formal play space; safety remains priority
- New planting adjacent to boundaries or outside equipment zones considered on a case-by-case basis, subject to approval and agreed maintenance plan
- No planting that reduces visibility of play equipment or supervision

## 8. Approval Process for New Planting or Biodiversity Projects

To prevent future cost burdens on the Parish Council, all proposals must include:

1. **Purpose** (e.g., pollinator planting, bird habitat, shade, visual enhancement)
2. **Location** (with sketch or map if appropriate)
3. **Species list**
4. **Establishment plan** (watering, mulching, protection)

5. **Long-term maintenance plan**
6. **Who will carry out ongoing care**
  - e.g., RAGS for first 2–3 years of establishment
  - then PC/contractors if agreed
7. **Expected cost to PC**
  - including future years (not just purchase)

The PC will approve, modify or decline proposals based on:

- safety
- maintenance/future workload
- environmental benefit
- budget constraints
- compatibility with recreational use

## **9. Risk Management & Insurance**

All volunteer activities must comply with:

- Barrowby Parish Council Volunteer Policy
- Site-specific risk assessments
- Health & safety briefings delivered by the RAGS Lead Volunteer

Volunteers must not:

- work at height unless they are a named authorised volunteer and the activity has been explicitly approved in advance by the Lead Volunteer, completed as a two-person task, and carried out in accordance with the relevant Working at Height Risk Assessment for that task
- operate power tools unless formally authorised and risk-assessed
- undertake work beyond their competency or physical ability
- work alone where avoidable

### **First Aid provision:**

BPC will provide a first aid kit at practical activities where practicable. Basic first aid may be administered by a volunteer who is not formally first-aid trained, where the injured person consents. Volunteers may choose either to receive basic first aid from another volunteer or to manage their own first aid if preferred.

## **10. Communication**

- RAGS communicates with the Parish Council via the Parish Clerk and Lead Volunteer.

- Routine matters can be handled informally; decisions requiring approval must be documented.
- The Parish Council will invite RAGS to be represented at meetings of the Buildings and Assets Committee so that ongoing work and future proposals can be discussed collaboratively.

## **11. Monitoring and Review**

This plan will be reviewed:

- annually by the Parish Council and RAGS Lead Volunteer, or
- sooner if circumstances change (e.g., new green space acquired, major planting project approved)

The review will consider:

- ecological benefits achieved
- volunteer capacity
- financial and maintenance implications
- community feedback

## **12. Summary**

Barrowby Parish Council and RAGS share the same objective — to help the parish's green spaces flourish for people and wildlife. This plan ensures that:

- volunteers are supported and valued,
- enhancements match the village's ambitions,
- biodiversity grows without creating unsustainable burdens.

By working collaboratively and making informed decisions together, Barrowby's green spaces will continue to thrive today and for future generations.