

## **Holme-next-the-Sea Parish Council**

### **Management of Open Spaces Policy**

#### **1. Introduction**

Open spaces are a vital part of the village environment. The spaces owned by the Parish Council have a significant impact on village life. They are Designated Local Green Spaces covered by policies in the adopted Neighbourhood Development Plan which is part of the Borough Council's Local Plan. In this document the term 'Open Spaces' refers to any space owned by the Parish Council or which becomes owned or managed by the Parish Council during the life of this Policy.

The quality of open spaces affects everyone in the community. The purpose of this document is to identify the relevant areas and their uses; for improvement where necessary and to put in place a maintenance plan. The maintenance plan must take account of the need to keep the areas fit for purpose; to maintain an attractive appearance and to achieve best value.

Key objectives:

- reinforce local identity and pride in the village
- enhance the physical character of the area
- protect and enhance biodiversity
- contribute to the creation of healthy places, including quiet areas
- improve opportunities to enjoy contact with the natural world

#### **2. Management Framework**

The aim of this policy is to provide a structured approach to managing open spaces and a basis for decision making and planning. In particular this document:

- sets out works and plans in relation to open spaces (globally and individually, where appropriate)
- seeks to develop approaches which, in the Parish Council's view, strikes the best overall balance and takes account of the range of considerations and views

### 3. Recreational Open Spaces

<b>Aim</b>	Provision of green spaces for the benefit of the inhabitants of Holme-next-the-Sea and visitors
<b>Description</b>	6 designated spaces in the village. The spaces are marked on the map at Appendix A. Note that the Village Sign flowerbed is maintained by the Parish Council but the Parish Council does not own the land. Aims are: <ul style="list-style-type: none"> <li>• Safety</li> <li>• Keeping the area tidy and attractive</li> <li>• Encouraging wildlife where appropriate</li> <li>• Controlling maintenance costs</li> </ul>
<b>Maintenance</b> (specific instructions for each of the 6 spaces are given in Appendix B)	<ul style="list-style-type: none"> <li>• Grass cutting and maintenance</li> <li>• Tree maintenance</li> <li>• Follow legislation and guidelines on the use of chemicals such as spraying of weedkillers</li> <li>• Removal of fallen branches;</li> <li>• Provision and maintenance of benches where appropriate;</li> <li>• Regular inspection of bike racks to ensure they are secure and fit for purpose</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

### 4. Habitat and Conservation

<b>Aim</b>	The Parish Council seeks to preserve habitats and where feasible, enhance them, subject to its other responsibilities and aims in managing the open spaces. Regard will also be given to the Parish Council's Biodiversity Policy.
<b>Description</b>	There are around xx substantial trees growing on the open spaces within the village. These require regular monitoring and maintenance work to be overseen by the Parish Council
<b>Maintenance</b>	The trees will be monitored by the Parish Council and, if necessary, specialist arboricultural advice sought and considered. Other relevant bodies will be consulted regarding habitat as necessary.
<b>Timing</b>	Maintenance will be carried out with regard to sensitive periods for wildlife.

### 5. Global

<b>Aim</b>	The Parish Council seeks to preserve the extent and aspect of open spaces.
<b>Future development</b>	The Council will review this policy annually and consider the future development of any and all open spaces as part of that review. Any new planting requires permission from the Parish Council

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## **6. Licences for Casual Use of Land**

Anyone wishing to hold an event on an open space owned by the Parish Council will be required to:

- seek Parish Council permission (in writing) from the Parish Clerk for such an event, **at least** one calendar month before the event is due to take place
- be responsible for the clearance of any debris resulting from the event
- be responsible for safety of people attending such an event. Event organisers should ensure that they have produced a Risk Assessment for any event
- assume responsibility, either personally or by payment, for any damage which needs to be rectified.

## **7. Metal detecting**

Anyone wishing to use a metal detector on Parish Council-owned land must apply to the Parish Clerk for permission to do so. Detecting without permission will result in the Parish Council viewing the removal of objects of cultural or financial value from its land as theft and will report to the Police accordingly. Permission will only be granted on the applicant agreeing to the National Council for Metal Detecting Model Search Agreement but will otherwise not be unreasonably withheld.

## **8. Risk Assessment**

The Parish Council has Risk Assessments for the following activities:

- an edge trimmer used by parish councillors to undertake small tasks as and when necessary - see Appendix C.
- the spraying of weedkiller – see Appendix D
- fire risks have been identified for Park Piece and appropriate signage has been put in place- see Appendix E.

**Appendix A – Open Spaces Managed by Holme-next-the-Sea Parish Council**



**Appendix B – Areas managed by the Parish Council**

<b>Location</b>	Park Piece
<b>Description (including any assets)</b>	<p>Park Piece was purchased by the Parish Council in 2008 on behalf of parishioners. Most of the field was put under the Queen Elizabeth II Fields in Trust Programme in January 2013 to preserve it, in perpetuity, for recreational use in the heart of the village. An obelisk surrounded by 3 benches commemorates this.</p> <p>The area is maintained as a semi-natural environment mostly given over to grass which is left to grow but cut back once a year. Mowed paths provide access around the field. Around 300 hedging plants and trees add to the mix of vegetation.</p> <p>In addition to the seating mentioned above there are two picnic tables located at the north and south ends of the field.</p> <p>Exercising of dogs is popular here with two dog waste bins provided for users. Owing to poor drainage the area suffers from flooding in the winter and drought in the summer. A scrape has been developed to support wildlife and provides a water feature for some part of the year but fire warning signs also warn users that the very dry conditions in the summer pose a risk.</p>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Grass cutting and maintenance (including strimming) – undertaken by contractor</li> <li>• hedge cutting but take into account the bird nesting season.</li> <li>• Tree maintenance</li> <li>• Follow all legislation and guidelines on the use of chemicals such as spraying of weedkillers</li> <li>• Removal of fallen branches</li> <li>• Provision and maintenance of obelisk, benches and picnic areas</li> <li>• Maintenance of footpath and bridges</li> <li>• Regular inspection of dog waste bins and collection</li> <li>• Regular inspection of the scrape on Park Piece in collaboration with Norfolk Ornithologists Association</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

<b>Location</b>	Village Green
<b>Description (including any assets)</b>	Strip of land adjacent to Beach Road passed by many visitors to Holme as they travel to the beach. The area is given over to grass and has the advantage of several attractive trees and two benches.
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Grass cutting and maintenance (including strimming) – undertaken by contractor</li> <li>• Tree maintenance</li> <li>• Removal of fallen branches</li> <li>• Provision and maintenance of benches</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

<b>Location</b>	Orchard Land
<b>Description (including any assets)</b>	Located at the north end of Beach Road adjacent to both Borough Council and Golf Club-run car parks and public toilets. Area is mainly given over to grass but surrounded on two sides by trees and hedging. 3 benches and 3 cycle racks have been provided.
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Grass cutting and maintenance (including strimming) – undertaken by contractor</li> <li>• Tree maintenance</li> <li>• Removal of fallen branches</li> <li>• Provision and maintenance of benches</li> <li>• Regular inspection of bike racks to ensure they are secure and fit for purpose</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

<b>Location</b>	Village Sign Flowerbed
<b>Description (including any assets)</b>	<p>Circular flowerbed around the Village Sign located on south side of Main Road adjacent to the bus stop.</p> <p>Planted with shrubs and flowers providing year-round interest and colour. This area is maintained by volunteers under the supervision of the Parish Council.</p> <p>Note: this land is not owned by the Parish Council</p>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Maintenance undertaken by volunteers under the supervision of the Parish Council</li> <li>• Planting bulbs where appropriate</li> <li>• Seeding in Spring where necessary</li> <li>• Follow all legislation and guidelines on the use of chemicals such as spraying of weedkillers</li> <li>• Provision and maintenance of bench</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

<b>Location</b>	Triangle Land
<b>Description (including any assets)</b>	<p>Small area of land located off Broadwater Road adjacent to the River Hun and Redwell Marsh. Can also be accessed by river path.</p> <p>Mostly grass with a few trees.</p> <p>One bench.</p>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Grass cutting and maintenance (including strimming) as and when required</li> <li>• Tree maintenance</li> <li>• Removal of fallen branches</li> <li>• Provision and maintenance of bench</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

<b>Location</b>	Village Sign Flowerbed
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<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

<b>Location</b>	Village Hall
<b>Description (including any assets)</b>	<p>Area to the front and side of the Village Hall in Kirkgate</p> <p>The area is mainly given over to grass but does have a small flowerbed in front of the Hall and a large horse chestnut tree.</p> <p>3 benches, a picnic table and 3 cycle racks have been provided.</p>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Grass cutting and maintenance (including strimming) – undertaken by contractor</li> <li>• Tree maintenance</li> <li>• Removal of fallen branches</li> <li>• Planting bulbs where appropriate</li> <li>• Seeding in Spring where necessary</li> <li>• Provision and maintenance of benches</li> <li>• Regular inspection of bike racks to ensure they are secure and fit for purpose</li> </ul>
<b>Timing</b>	Dependent on growing conditions
<b>Cost</b>	Parish Council

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Adopted Date: 14 October 2025

Reviewed:

**Appendix C – Risk Assessment: Using Portable Power Tools**

Hazard	Effect	Control measures	Residual risk	Checked
Electricity	Electric shock	Battery charged away from working area. Check condition of lead and plug before use. Use 110v or battery tools or RCD where practicable. Qualified person to test all portable electrical hand tools at least annually.	Low	
Moving parts	Entanglement	Loose clothing, jewellery etc. to be kept clear of moving parts. Use guards where appropriate.	Low	
Flying debris, vegetation etc.	Eye, hand or facial injury	<b>Use protective eyewear</b> or face shield. Use guards where appropriate. Wear protective gloves where appropriate. Advise nearby persons of hazard. Isolate area with barriers, tape etc. where necessary.	Low	
Noise	Hearing damage	<b>Wear hearing protection</b> if above 80dB or if uncomfortably loud request assessment if in doubt. Advise nearby persons of hazard.	Low/moderate	
Vibration	Hand/Arm Vibration Syndrome (HAVS) Carpal Tunnel Syndrome	Select power tools with lowest vibration levels. Minimise the time individuals use the equipment (e.g. job rotation). Restrict use of vibration inducing tools to recommended times (see manufacturer's information or label on equipment/ box). Ensure tools are safely stored, maintained and used according to manufacturer's instructions.	Low/moderate	
Coronavirus regulations and guidance	Contracting / passing on Covid-19	Follow all government public health advice and guidance. Ensure masks and gloves are worn for physical and health safety. Ensure social distancing measures are in place through screening / exclusion zones. Provision of warning notices for members of the public.	Moderate	

**Adopted Date: 14 October 2025**

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Hazard	Effect	Control measures	Residual risk	Checked
Ergonomic and work environment	Musculo-skeletal injury	Ensure there is adequate room to do the job. Check surrounding area for hazards and obstructions. Wear safety footwear unless feet protected by other means (e.g. sitting at a bench).	Low/moderate	
Slips, trips and falls	Minor injury Major injury Fatal injury	Ensure work area is free (as is practicable) from trailing cables, tools, materials, debris and spills. The use of ladders restricted to essential work.	Moderate Low Low	
Tool jamming or binding	Wrist/hand injury	Check tool is appropriate for the job and used in accordance with manufacturer's instructions. Ensure tools are maintained according to manufacturer's instructions.	Low/moderate	
Inappropriate use	All of above	Check tool is appropriate for the job and used in accordance with manufacturer's instructions. Inexperienced users shall be trained in the correct use of portable tools. Inexperienced power tools users should be supervised or observed when first using an unfamiliar item of equipment or in an unfamiliar environment by an experienced user. Power tools should be securely stored when not in use.	Low/moderate	

<b>Name of Assessor</b> Email:	<b>Signature</b>	<b>Date</b>
<b>Name of Supervisor</b> Email:	<b>Signature</b>	<b>Date</b>

Signature to confirm that this is a suitable and sufficient assessment of risk and that stated control measures are in place and will be reviewed annually.

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**Adopted Date: 14 October 2025**  
**Reviewed:**

**Appendix D – Risk Assessment: Use of Pesticides**

Activity	Use of pesticides/herbicides in parish-managed areas (verges, play areas, cemeteries, open spaces)
Assessor	[Insert Name]
Date	[Insert Date]
Review Date	[Insert Date]

Hazard	Persons at Risk	Risk (Before Controls)	Control Measures	Risk (After Controls)
Chemical exposure to operators (skin contact, inhalation, ingestion)	Staff, contractors	High	Use only approved products; COSHH assessment; trained/certified operators (NPTC PA1/PA6); PPE (gloves, goggles, coveralls, boots, respirator if required)	Low
Spray drift affecting public, children, pets	Public, wildlife	High	Apply only in suitable weather (no wind); avoid busy times; erect warning signage; restrict access until safe	Low
Environmental contamination (watercourses, pollinators, plants, soil)	Wildlife, environment	High	No spraying within 1 metre of water; use lowest effective dose; consider non-chemical alternatives first; follow label guidance	Medium
Incorrect storage/transport/disposal of pesticides	Staff, environment	High	Store in locked cabinet; labelled containers; follow SDS guidance; licensed waste disposal; transport securely	Low
Residual contamination in public spaces (play areas, paths)	Public (esp. children)	Medium	Avoid unnecessary spraying; signage; re-entry only after safe interval;	Low

**Adopted Date: 14 October 2025**

**Reviewed:**

			record all applications	
Manual handling of containers	Staff	Medium	Use correct lifting techniques; decant safely; use smaller containers where possible	Low
Slips, trips, falls while spraying	Staff	Medium	Good housekeeping; suitable footwear; awareness training	Low

**Appendix E – Fire sign**

**EXTREMELY  
HIGH RISK  
FROM FIRE**

No fires, barbecues,  
cooking stoves or  
overnight camping





By order of  
Holme-Next-The-Sea Parish Council