

**Appendix 1**

Open space audit form

Yellow boxes contribute to the 'Value' score  
Green boxes contribute to the 'Quality' score

## BASELINE ASSESSMENT (DESK BASED)

Total Baseline Scores

#Name?

Site ID:	<input type="text"/>		
Site Name:	<input type="text"/>		
Easting:	<input type="text"/>	Northing:	<input type="text"/>
Area (ha):	<input type="text"/>		
Neighbourhood:	<input type="text"/>	Ward:	<input type="text"/>
Owner:	<input type="text"/>	Manager:	<input type="text"/>
Stakeholders:	<input type="text"/>		
Type:	<input type="text"/>		
Hierarchy Level:	<input type="text"/>		
Classification:	<input type="text"/>		

### Planning Designations - National (Statutory) (score 0 or 3)

B13 Listed Building	<input type="checkbox"/>	<input type="checkbox"/>
B14 Scheduled Monument	<input type="checkbox"/>	<input type="checkbox"/>
B15 Site of Special Scientific Interest (SSSI):	<input type="checkbox"/>	<input type="checkbox"/>
B16 National Nature Reserve (NNR)	<input type="checkbox"/>	<input type="checkbox"/>
B17 Green Belt:	<input type="checkbox"/>	<input type="checkbox"/>
B18 Public footpaths:	<input type="checkbox"/>	<input type="checkbox"/>
B19 AONB:	<input type="checkbox"/>	<input type="checkbox"/>

### National (Non-Statutory) (score 0 or 3)

B20 EH Register of Historic Parks and Gardens	<input type="checkbox"/>	<input type="checkbox"/>
B21 Sustrans Cycle Routes	<input type="checkbox"/>	<input type="checkbox"/>
B22 Within a Flood Risk Zone	<input type="checkbox"/>	<input type="checkbox"/>

### Planning Designations - County (score 0 or 2)

B23 Site of Importance for Nature Conservation (SINC)	<input type="checkbox"/>	<input type="checkbox"/>
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### Planning Designations - Local (score 0 or 1)

B24 Conservation Area:	<input type="checkbox"/>	<input type="checkbox"/>
B25: Local Nature Reserve	<input type="checkbox"/>	<input type="checkbox"/>
B26 Local Wildlife Designation (check if needed)	<input type="checkbox"/>	<input type="checkbox"/>

## Community Involvement

B27 Is there a 'Friends of' group for this site?	<input type="checkbox"/>
B28 Name of group:	<input type="text"/>
B29 Is there a programme of activities / events which take place on the site?	<input type="checkbox"/>
B30 If so, score the quality of the events programme: (score 0 - 5)	<input type="checkbox"/>

## Management

B31 Is there a full-time staff presence on site?	<input type="checkbox"/>
B32 Has the site achieved a Green Flag award?	<input type="checkbox"/>
B33 Has the site achieved a Green Pennant award?	<input type="checkbox"/>
B34 Has the site achieved a Green Heritage award?	<input type="checkbox"/>

## THEME 1: A WELCOMING PLACE

Total Theme 1 Scores

#Name?

1 Date of audit:   
3. Surveyor:   
5. Photo ref:

4 Survey Site Access:   
6 Map ref:

### Site Access

7. Site access:   
8. If restricted access, what kind of restriction?   
9. If other, describe restriction (e.g. charge for use, members only):   
**SITE ACCESS: Tick if scope for enhancement**

### Site boundary / entrances

10. To what extent are the entrances/site approach well presented? (score 1 to 4)   
11. To what extent are the boundaries well defined and maintained? (score 1 to 3)   
**SITE BOUNDARY / ENTRANCES: Tick if scope for enhancement**

### Accessibility / barriers to access

12. Are the paths through the site uneven (such that they would inhibit access for a visitor with mobility difficulties?)   
13a. Are there buildings?   
13. If there are buildings on site, is there access for visitors with mobility difficulties (e.g. ramps, handrails)   
14. Are there any other barriers to access?  15. If so, what?   
16. Are entrances well located?   
17. Do paths fit with desire lines?   
18. Overall quality of access and accesses within open space (score 1-5)   
19. Is there a busy trafficked road immediately adjacent to the open space?   
20. If so, is there provision for pedestrians to cross safely?   
21. Are there any other barriers to accessing the open space (e.g. railways, rivers?)   
22. If so, what?   
23. Are there suitable public transport links adjacent to the open space?   
If so, what kind of transport?  
24. Rail  25. Bus stop  26. Other  27. if other what kind?   
28. Is there disabled parking?   
29. Overall quality of access and accesses to open space (score 1 - 5)   
**ACCESSIBILITY / BARRIERS TO ACCESS: Tick if scope for enhancement:**

### Signage / interpretation

30. Are there information signs at entrances?   
31. Is there a site plan locating the main facilities and features?   
32. Are the (entrance) signs clear and legible?   
33. Are the (entrance) signs an appropriate size and height?   
34. Is there other signage on site?   
If so, what sort?  
35. Interpretation  36. Information notice   
37. Waymarker / Trail marker  38. Warning / bylaw notice   
39. Overall provision of signage (score 1 - 2)   
40. Is the site easy to locate?   
41. Is there signage to the site?   
**SIGNAGE / INTEPRETATION: Tick if scope for enhancement:**

Baseline Value Score:

Baseline Quality Score:

Theme 1 Value:

Theme 1 Quality:

**THEME 2: HEALTHY, SAFE AND SECURE**

Total Theme 2 Scores

#Name?

**Play provision**

1. If a play area is within the site, please note type:  (if known)

2. Is there play equipment on site?

If so,

3. How many separate items of equipment?

4. What age groups are catered for? a. Under 5 years  b. 5 to 11 years  c. Over 11 years

5. What play activities are provided for?

a. Balancing  b. Rocking  c. Climbing / Agility  d. Sliding  e. Social Play  f. Swinging  g. Rotating  h. Jumping  i. Viewing  j. Counting  k. Touching

6. Is there impact absorbant surfacing around the equipment?

7. Is the play area fenced off from the rest of the open space?

If so,

8. Are there benches within the enclosure?

9. Are there litter bins within the enclosure?

10. Are gates outward opening?

11. Are gates self closing?

12. Is there a play area notice at the entrance stating dog free, children only and emergency contacts?

13. Is there space within the enclosure, separate from the equipped area, for informal play / general

14. Overall condition of play equipment (score 1 - 3)

Are there any natural play features incorporated within the play area (or within the open space?) e.g. tree trunks, climbing rocks or other natural materials

15. Is there other provision for play on site?

16. If so, what? (note condition for each feature, score 1-5)

a. MUGA

b. Interactive water play feature

c. Rebound wall

d. Skateboarding ramps

e. Youth shelter

f. Other  #Name?

g. Overall condition of other play provision?

**PLAY PROVISION: Tick if scope for enhancement**

**Active recreation / sport provision**

17. Note the number and condition score for each type of facility present on the site (score 1 - 3)

	No.	Score	Details (e.g. pitch surface)
17 Athletics track	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. Football pitch (full size)	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. Football pitch (junior)	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. Rugby pitch	<input type="text"/>	<input type="text"/>	<input type="text"/>
21. Cricket pitch	<input type="text"/>	<input type="text"/>	<input type="text"/>
22. Outdoor bowls	<input type="text"/>	<input type="text"/>	<input type="text"/>

23. Other pitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
24. Golf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
25. Other facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
54. Outdoor gym	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

ACTIVE RECREATION / SPORT PROVISION: Tick if scope for enhancement

### Evidence of informal recreational use

26. What evidence of informal recreation was apparent at the time of the audit?

a. Walking / dog walking	<input type="checkbox"/>	e. Desire lines	<input type="checkbox"/>
b. Children's play	<input type="checkbox"/>	f. Horse riding	<input type="checkbox"/>
c. Teenagers 'hanging out'	<input type="checkbox"/>	g. Skateboarding	<input type="checkbox"/>
d. Sitting / relaxing	<input type="checkbox"/>	h. Cycling	<input type="checkbox"/>

i. Other:

j: Overall provision for information recreation (score 1-3)

INFORMAL RECREATION: Tick if scope for enhancement

### Basic amenities / site furniture provision

	Presence	Score (1-3)		Presence	Score (1-3)
27. Operational toilets	<input type="checkbox"/>	<input type="checkbox"/>	35. Dog bins	<input type="checkbox"/>	<input type="checkbox"/>
28. Disabled toilets	<input type="checkbox"/>	<input type="checkbox"/>	36. Seating	<input type="checkbox"/>	<input type="checkbox"/>
29. Staff office	<input type="checkbox"/>	<input type="checkbox"/>	37. Nature trail	<input type="checkbox"/>	<input type="checkbox"/>
30. Onsite car parking	<input type="checkbox"/>	<input type="checkbox"/>	38. Trim trail	<input type="checkbox"/>	<input type="checkbox"/>
31. Offsite car parking	<input type="checkbox"/>	<input type="checkbox"/>	39. Drinking water fountain	<input type="checkbox"/>	<input type="checkbox"/>
32. Cafe	<input type="checkbox"/>	<input type="checkbox"/>	40. Lifebelts	<input type="checkbox"/>	<input type="checkbox"/>
33. Community centre	<input type="checkbox"/>	<input type="checkbox"/>	41. Public telephone	<input type="checkbox"/>	<input type="checkbox"/>
34. Litter bins	<input type="checkbox"/>	<input type="checkbox"/>	42. Cycle parking	<input type="checkbox"/>	<input type="checkbox"/>

43. Other basic amenities

BASIC AMENITIES: Tick if scope for enhancement

### Community safety / sense of security

44. Is there natural surveillance into the site from surrounding properties or roads?	<input type="checkbox"/>	47. Is lighting provided?	<input type="checkbox"/>
45. Do the approaches to the site feel open and secure?	<input type="checkbox"/>	48. If so, rate the quality of the lighting scheme (s	<input type="checkbox"/>
46. Are there vulnerable areas, dark corners on the site, with potential hiding places which could make users feel insecure?	<input type="checkbox"/>	49. At the time of audit were there Rangers or maintenance contractors visibly present on site?	<input type="checkbox"/>
	(minus)	50. At the time of the audit was there evidence that the site is used regularly as a thoroughfare?	<input type="checkbox"/>

COMMUNITY SAFETY: Tick if scope for enhancement

### Dog fouling

51. Is dog fouling evident on site?  (minus)

52. Are there 'no dog fouling' notices on site?
53. Is there a defined dog free area? (not including enclosed play area)

DOG FOULING: Tick if scope for enhancement

THEME 2: Any additional comments

### THEME 3: CLEAN AND WELL MAINTAINED

Total Theme 3 Score

#Name?

#### Litter / cleanliness

- |  |  |
|--|--|
| 1. Is litter evident on the ground? <input type="checkbox"/> | 4. Graffiti evident? <input type="checkbox"/> minus        |
| 2. State of litter bins? <input type="text"/>                | 5. Vandalism evident? <input type="checkbox"/> minus       |
| 3. State of dog bins? <input type="text"/>                   | 6. Overall level of cleanliness (1-5) <input type="text"/> |

LITTER / CLEANLINESS: Tick if scope for enhancement

#### Horticultural maintenance

7. Is there evidence that the open space is experiencing excessive wear due to large levels of use?
8. Overall condition / quality of planted areas (1-5)
9. Overall condition / quality of grass areas (1-5)

HORTICULTURAL MAINTENANCE: Tick if scope for enhancement

#### Water features maintenance

10. Quality of water, and associated edge treatment (if water features present) (score 1-3)

WATER: Tick if scope for enhancement

#### Allotments

11. Number of allotment plots:
12. Estimated number of plots in use:

ALLOTMENTS: Tick if scope for enhancement

#### Buildings and infrastructure

Are there any buildings or built structures on site? If so, note number and condition score for each building / built feature present)

	No.	Score (1-3)		No.	Score (1-3)
13. Paths	<input type="checkbox"/>	<input type="text"/>	18. Walls	<input type="checkbox"/>	<input type="text"/>
14. Pavilion / changing rooms	<input type="text"/>	<input type="text"/>	19. Bandstand	<input type="text"/>	<input type="text"/>
15. Leisure centre	<input type="text"/>	<input type="text"/>	20. Shelter	<input type="text"/>	<input type="text"/>
16. Community Hall	<input type="text"/>	<input type="text"/>	21. Food facilities	<input type="text"/>	<input type="text"/>
17. Staff office / building	<input type="text"/>	<input type="text"/>	22. Sculpture	<input type="text"/>	<input type="text"/>
23. Other	<input type="text"/>	<input type="text"/>	If other, what?	<input type="text"/>	

BUILDINGS AND INFRASTRUCTURE: Tick if scope for enhancement

THEME 3: Additional comments

### THEME 4: SUSTAINABILITY

Total Theme 4 Score

#Name?

#Name?

#### Environmental role

1. Does the open space provide a buffer for / absorb noise or air pollution from nearby traffic?
2. Does the open space provide a buffer for / absorb noise or air pollution from nearby industry?
3. Does the open space provide a buffer for / absorb noise or air pollution from something else?

ENVIRONMENTAL ROLE: Tick if scope for enhancement

#### Recycling

4. Is there a green waste composting area on site?

5. Are there recycling facilities for site users?

RECYCLING: Tick if scope for enhancement

### Tree management

6. Is there evidence of tree / woodland management?

7. Is there potential to increase tree coverage?

8. Is there any evidence of strimming / mowing damage around base of trees?

minus

TREE MANAGEMENT: Tick if scope for enhancement

THEME 4: Additional comments

## THEME 5: CONSERVATION AND HERITAGE

Total Theme 5 Score

#Name?

### Biodiversity

1. Does the site have potential for biodiversity enhancements?

2. Might the site be suitable for a local biodiversity designation?

3. Notes on biodiversity enhancement:

#Name?

BIODIVERSITY: Tick if scope for enhancement

### Structural / townscape role

Is the general character of the space... 4. Open or closed

5. Shaded or exposed

6. Does the open space contribute to the 'sense of place' of the immediate local area?

7. Is the open space visible from adjacent main road / railway / public transport routes?

8. Does the open space feature any recognisable landmark features of local importance?

9. If so, what?

10. Is the open space visually attractive?

STRUCTURAL / TOWNSCAPE ROLE: Tick if scope for enhancement

### Conservation

11. Is there indication that the natural features are being managed for nature conservation?

12. Rate the overall design of the open space (1-3)

13. Is there indication that historic buildings and structures are being conserved?

CONSERVATION: Tick if scope for enhancement

### Threats / Disturbances / Issues

What threats / disturbances / issues are affected the 'attractiveness' of the site? (all minus)

14. Road noise

17. Invading plants

20. Motorcycle scrambling

15. Rail noise

18. Erosion

21. Rubbish tipping

16. Pollution

19. Intrusive buildings

22. Other

#Name?

THREATS / DISTURBANCES / ISSUES: Tick if scope for enhancement

THEME 5: Additional comments

## THEME 6: COMMUNITY INVOLVEMENT

Total Theme 6 Score

#Name?

1. Is there a permanent public noticeboard on site?

2. If so, are up to date notices displayed?

3. Are there any temporary notices, informing users about current developments?

4. If so, are they up to date?

COMMUNITY INVOLVEMENT: Tick if scope for enhancement

THEME 6: Additional comments

## THEME 7: MARKETING

Total Theme 7 Score

#Name?

### Cultural role

Are any of the following social facilities located on site?

1. Community centre

2. Youth centre

3. Meeting hall

4. Indoor sports hall / leisure centre

5. Other social facility?

6. Is there a dedicated outdoor performance area on site?

7. If so, indicate scale of performance

8. Is there public art on site?

9. If so, how many pieces?

10. Is there a school adjacent to the site?

**CULTURAL ROLE / MARKETING: Tick if scope for enhancement**

THEME 7: Additional comments

T1\_2. Time spent surveying (minutes)

	Value Scores	Quality Scores
Baseline	#Name?	#Name?
Theme 1	#Name?	#Name?
Theme 2	#Name?	#Name?
Theme 3	#Name?	#Name?
Theme 4	#Name?	#Name?
Theme 5	#Name?	#Name?
Theme 6	#Name?	#Name?
Theme 7	#Name?	#Name?
<b>Site Score</b>	#Name?	#Name?

#Nam #Nam

VQ Rating (against current threshold)