

Harborough District

Open Space Policy and Guidance

Implementation Plan 2026

Prepared by Harborough District Council

Change Log

version	Date	Modified by	Approved by	Reason	status
V1	Jan 2026	MB		Initial draft for Scrutiny Panel	draft
V2	Feb 2026	MB		Update commuted sum for maintenance figures. Include options for 30 yr, 15 yr, 10 yr and 5 yr commuted sum periods. Add off site contributions figures. Add outdoor sports provision example for 230 persons. Text amendments for clarity	draft
V3	April 2026	MB		Amended to just include 15 year commuted maintenance sum as advised by CMT/Cllrs	draft
V3.1	May 2026	MB	Cabinet 15/6/2026	Amendments for clarity and typos. Inclusion of example planning conditions. Note the appendix for template S106 agreement is not complete	adopted
V3.2	June 2026	MB		Initial paragraph added to reinforce equality consideration in open space design and delivery	adopted

The Open Space Policy and Guidance should be read alongside and reflect [Harborough District Council Equality Plan \(Strategy\) 2025/28](#) (and subsequent iterations), ensuring that all public open spaces are inclusive, accessible, and designed to meet the needs of all members of the community. Developers must demonstrate how equality considerations have informed the design, layout, and long-term management of open space provision, including compliance with relevant accessibility standards, inclusive play provision, and safe, welcoming environments for all users. This should be evidenced through submitted design statements, Landscape Management Plans, and supporting documentation, with developers expected to take proportionate and reasonable steps to eliminate barriers to access and promote equal use in accordance with council policies.

1 Summary of Recommendations from Open Spaces Strategy

1.1 This Open Space Policy and Guidance translates the recommendations and standards of Harborough District's Open Space Strategy (OSS) into a concise document for developers and others when open space is provided on new development to calculate the typology and amount of open space that a development should provide and the associated commuted sum. This document also provides the calculation of off site contributions where on site open space is not provided.

- 1.2 It is updated to reflect new quantity, quality, accessibility and value standards, adoption hierarchy, and long-term management protocols. The Plan prioritises multi-functional open spaces, biodiversity net gain (BNG), accessible greenways, and robust stewardship, ensuring compliance with the National Planning Policy Framework and Harborough Local Plan.
- 1.3 The recommendations from the Open Spaces Strategy Review are;
- Adopt and apply OSS standards for all typologies and greenways.
 - Secure on-site provision where viable; use targeted Section 106 contributions off-site when not viable.
 - Implement a clear adoption hierarchy. This policy implements a Parish Council ⇒ District Council ⇒ Management Company. adoption hierarchy with commuted sums (this policy implements 15 year commuted sums)
 - Require Landscape Management Plans (LMPs) and Habitat Management & Monitoring Plans (HMMPs) prior to transfer.
 - Establish annual monitoring of quality and value of open space.
 - Prioritise delivery in typologies showing District deficiencies: Allotments, Parks & Gardens, Children & Young People, and Natural & Semi-natural Greenspace (urban deficits).
- 1.4. Whilst the preference of the District Council is for new open space to be managed by a Local Authority and the Council will work in a positive way with the development industry to achieve this, it is acknowledged that this will not always be possible and third party management companies might be the most expedient solution in some circumstances.
- 1.5. This Open Space Guidance Policy and Document sets out guidance for the open space standards, commuted sum payments, and adoption of open spaces through an open space adoption hierarchy, and future maintenance of Public Open Spaces (POS) required in conjunction with new residential development in Harborough District.
- 1.6. This document replaces the Provision for Open Space Sport and Recreation - Delivery Plan 2021 and will be a 'live' document that may change according to new priorities and evidence. The guidance will be reviewed on an annual basis.

2 Introduction

- 2.1. Open space is important due to its valuable contribution to quality of life, health and the economy. Furthermore, open spaces provide green infrastructure (GI) benefits such as mitigating climate change, flood alleviation and ecosystem services. The provision of these facilities in our cities, towns and villages is of high importance to a sustainable future and is embedded in national planning policy.
- 2.2. Harborough District open space was audited in 2025 by The Environment Partnership (TEP). The Open Spaces Strategy has been produced in line with the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) for Open Space, Sports and Recreation Facilities, Public Rights of Way and

Local Green Space which have replaced PPG Note 17: Planning for Open Space Sport and Recreation (2002) and its Companion Guide, Assessing Needs and Opportunities: A companion guide to PPG 17 (2002) Outdoor sports facilities are not included in this review, as these are considered as part of the Harborough Playing Pitch Strategy (PPS) (2024).

2.3. Whilst the Companion Guide to PPG17 has been superseded, it is acknowledged that the principles and approach within the guidance have not been replaced, and it is still relevant to apply the methodology to assess needs for open space provision. This strategy acknowledges recent industry publications including the Natural England GI Framework, and the revised Fields in Trust (FiT) Creating great spaces for all document.

3 Standards for Open Space

3.1 Quantity

The quantity standards from the Strategy Review are shown in table 1. Civic Spaces have no quantity standard because there is no existing Harborough or relevant National Benchmark standard (Fields in Trust (FiT) Standards: Creating great spaces for all, 2024).

Table 1

Open Space Typology	Open Space Standard (ha/1,000)	Existing 2022 Provision (ha/1,000)	Future 2041 Provision projected (ha/1,000)
Allotments, Community Gardens and Orchards	0.35	0.27	0.21
Amenity Greenspace	0.9	1.52	1.18
Cemeteries and Other Burial Grounds	0.35	0.45	0.35
Civic Spaces	No Standard	0.01	0.01
Natural and Semi-Natural Greenspace (including Urban Woodlands)	8.5	9.08	7.08
Parks and Gardens	0.8	0.30	0.23
Provision for Children and Young People	0.25	0.11	0.08
Total (rounded to two decimal places)	11.15	11.72	9.14

Open Space Typology	Open Space Standard (ha/1,000)	Existing 2022 Provision (ha/1,000)	Future 2041 Provision projected (ha/1,000)
Greenways	1.3 (3.30km per 1,000 population)	11.37	8.87

3.2 Quality

The Quality standard is for all sites, other than those excluded, (e.g. smaller than 0.2ha), to achieve a Good Quality Score (70% or above, using the GFA benchmark). All sites audited are able to apply for a GFA if they wished to do so however some typologies such as Allotments, Community Gardens and Orchards and Provision for Children and Young People are most likely to be entered for an Award as part of a wider open space, such as an Amenity Greenspace, Natural and Semi-Natural Greenspace (including Urban Woodlands) or Parks and Garden.

3.3 Accessibility

The Accessibility standards are applied as isochrone buffers, reflecting real-world barriers to accessing open spaces. This has been converted into walking time to show approximately how long it should to walk to the open space. The accessibility standards are shown in table 2.

Table 2

Open Space Typology	Accessibility Standard
Allotments, Community Gardens and Orchards	2km (5 mins drive/bus)
Amenity Greenspace	800m (10 mins walk)
Cemeteries and Other Burial Grounds	2km (5 mins drive/bus)
Civic Spaces	No Standard
Natural and Semi-Natural Greenspace (including Urban Woodlands)	720m (10 mins walk)
Parks and Gardens	4km (10 mins drive/bus)
Provision for Children and Young People	400m-800m (5 - 10 mins walk)
Greenways	800m (less than 1 min drive)

The open space standards will help ensure that the quantity per 1000 population and quality are maintained at the same level to 2041. The standards have been set to take account of population growth and provide a robust mechanism for provision of open space.

4 Residential Developments

- 4.1 On all residential developments of 11 or more dwellings there will be a requirement for public open spaces provision in accordance with the standards specified in this Open Space Policy and Guidance document.
- 4.2 The District Council expects that developers meet the open space requirement as set out in this document; however, it may apply a degree of flexibility to the individual types of space having regard to the unique circumstances of the development site. The Council will give substantial weight to a design that works to provide good quality, multifunctional open space for communities and wildlife.
- 4.3 Where it is demonstrated that it is impractical or inappropriate to provide open space on-site, the District Council may consider an off-site financial contribution from the developer as a means of providing qualitative improvements to existing open space in lieu of on-site provision.
- 4.4 In instances where off-site financial contributions are proposed, the Council will endeavor to ensure that any qualitative improvements are within a reasonable distance of the development, but where this is not possible the contributions will be used for improving open space further afield.
- 4.5 It is the authority's expectation that the public open space will be offered to the Parish Council or District Council for adoption in accordance with the adoption hierarchy of the Open Spaces Strategy.

5 Calculation of the Commuted sum for maintenance

- 5.1 Commuted sums must be provided for initial and ongoing maintenance of open space when adopted by the local authority. This will ensure good quality maintenance of the site for the benefit of communities. Commuted sums are calculated for each typology recognising the individual requirements for maintenance that typologies present.
- 5.2 Open Space typologies include:
 - parks and gardens,
 - natural and semi-natural areas,
 - amenity greenspace,
 - provision for children and young people,
 - allotments,
 - cemeteries and burial grounds
 - green corridors,
 - civic spaces.

- 5.3. Developers will be expected to provide all the typologies on site except, usually, cemetery and burial ground provision and greenways provision. Civic Spaces will only usually be required on large scale development sites. Note that the provision for outdoor sport (playing pitches) is determined through the Playing Pitch Strategy.
- 5.4. It is recognised that smaller sites may not be suitable for all typologies of open space because of site constraints, or for example the typology will be unsustainable because of its small size. In these circumstances an off-site contribution will be expected. (see below) Off site contributions are in lieu of the on-site provision.
- 5.5. The **usual** minimum size of open space that is sustainable is set out in table 3. Note this is **guidance only** and each site will have its own unique requirements.

Table 3

Typology	Usual minimum size of typology to be sustainable	Usual minimum size of development
Parks and Gardens	0.25 hectares	sites over 100 dwellings otherwise off site contributions are required
Natural and Semi Natural Greenspaces (includes Urban Woodlands)	0.25 hectares	sites over 50 dwellings otherwise off site contributions are required
Outdoor Sports Facilities	0.8 hectares (one full size pitch)	contributions according to Playing Pitch Strategy
Amenity Greenspace	0.1 hectares	sites over 50 dwellings otherwise off site contributions are required
Provision for Children and Young People	0.02 hectares LAP 0.04 hectares LEAP 0.1 hectares NEAP	sites over 75 dwellings otherwise off site contributions are required
Allotments and Community Gardens/Orchards	0.4 hectares	sites over 50 dwellings otherwise off site contributions are required
Cemeteries, and Other Burial Grounds	No minimum size	off site contributions always required
Greenways	No minimum size	off site contributions always required

6.6. It is considered that for most applications an indication will be given about the number and type of houses within the development at pre application stage. If an application is received in 'outline' and the number and type of dwellings are unknown, then the open space requirement can be estimated based on the application an average household size of 2.3 (average for District).

6.7. When assessed against the relevant quantity standards, there may be a sufficient amount of the type of open space in the local area to meet the needs of the total population. For these types of open space, the Council may instead expect a developer contribution to enhance the quality or value of existing open space in the area.

6.8. The rates per hectare for commuted sums for 15 years maintenance (15 yrs for both soft and hard landscaping) are shown in table 4 below.

Table 4

Provision Type	Typology of open space					
	Parks and Gardens	Natural and semi natural greenspace	Amenity greenspace	Children and young people	Allotments	cemeteries and burial grounds
Soft landscaping commuted sum per ha	£726,763.00	£187,701.00	£127,092.00	£2,027,856.00	£1,524.00	£355,413.00
Hard landscaping commuted sum per ha	£176,648.00	£96,482.00	£153,369.00	£1,964,226.00	£63,243.00	£120,621.00
Total Cost per ha for 15 years commuted sum	£903,411.00	£284,183.00	£280,461.00	£3,992,082.00	£63,243.00	£120,976.413

6.9. Example calculation for a 100 dwelling development assuming 2.3 persons per dwelling is shown in table 5.

Table 5

Open Space Typology	Open Space Standard (ha/1,000)	Number of Persons	Usual minimum size to be sustainable on site (ha)	Amount of Open Space required on site (ha)	Assessment of sustainability of POS
Allotments, Community Gardens and Orchards	0.35	230	0.4	0.0805	Too small to be sustainable
Amenity Greenspace	0.9	230	0.1	0.207	Sustainable on site

Open Space Typology	Open Space Standard (ha/1,000)	Number of Persons	Usual minimum size to be sustainable on site (ha)	Amount of Open Space required on site (ha)	Assessment of sustainability of POS
Natural and Semi-Natural Greenspace (including Urban Woodlands)	8.5	230	0.25	1.955	Sustainable on site
Parks and Gardens	0.8	230	0.25	0.184	Too small to be sustainable
Provision for Children and Young People	0.25	230	0.02 hectares LAP 0.04 hectares LEAP 0.1 hectares NEAP	0.0575	Sustainable on site
Greenways	1.3 (3.30km per 1,000 population)		No minimum size	Off site	n/a
Cemeteries and Other Burial Grounds	0.35		No minimum size	Off site	n/a
Civic Spaces	No Standard			Only required for large scale sites	n/a

6.10. Note outdoor sports facilities will be required as per the Playing Pitch Strategy and calculated using Active Places Power Playing Pitch Calculator.

6.11. A commuted sum for maintenance can now be calculated for the on site open space provision using the area of open space generated by the site and the commuted sum per hectare as shown in table 6 below. Further details about commuted sums for maintenance can be found at Appendix A of this document.

6.12. Example commuted sum for 15 years maintenance (15 yr for both soft and hard landscaping) shown in table 6

Table 6

Open Space Typology	Open Space Standard (ha/1,000)	Number of Persons	Amount of Open Space required on site (ha)	Commuted sum 15 years (area x commuted sum per hectare)
Amenity Greenspace	0.9	230	0.207	£58,055.00
Natural and Semi-Natural Greenspace (including Urban Woodlands)	8.5	230	1.955	£555,577.00
Provision for Children and Young People	0.25	230	0.0575	£293,005.00
			Total 15 yr	£906,637.00

6 Calculation of the off-site capital sum

- 6.1 The sum calculated for each type of open space where full provision is not made on site will be based on the estimated cost of creating the public open spaces (and subsequent maintenance costs over a fifteen year period. Guidance on the amount of off-site contributions is provided in table 7 below with further detail contained at Appendix B of this document. Where partial provision is provided on-site, an off-site contribution (calculated pro rata) is required to meet the deficit.

Table 7

Open Space Typology	Cost of Off site provision if not provided on site (£ per person in new development)**	
	either enhance existing open space	Or provide new open space
Allotments and Community Gardens	£26	£36

Amenity Greenspace	£87	£119
Cemeteries and Burial Grounds	£97	£106
Civic Spaces	as required	as required
Natural and Semi Natural Greenspace (district wide)	£1,311	£1,614
Outdoor Sports	A per Playing Pitch Strategy and Sport England Pitch Calculator	
Parks and Gardens	£219	£247
Provision for Children and Young People	£55	£64
Greenways	£146	£193

** Contributions can be calculated pro rata i.e some on site provision with an off site contribution in lieu of on site contributions

6.13. The amount of off site contributions can now be calculated for those typologies that are not provided on site. The calculations are provided in Table 8 below using the example development of 100 dwellings and an assumed population of 230 persons **for enhancement of existing open space.**

Table 8

Open Space Typology	Open Space Standard (ha/1,000)	Number of Persons	Amount of Open Space required on site (ha)	Assessment of sustainability of POS	Contribution per person	Total Contribution
Allotments, Community Gardens and Orchards	0.35	230	0.0805	Off site	£26	£5,980.00

Open Space Typology	Open Space Standard (ha/1,000)	Number of Persons	Amount of Open Space required on site (ha)	Assessment of sustainability of POS	Contribution per person	Total Contribution
Amenity Greenspace	0.9	230	0.207	On site		
Natural and Semi-Natural Greenspace (including Urban Woodlands)	8.5	230	1.955	On site		
Parks and Gardens	0.8	230	0.184	Off site	£219	£50,370.00
Provision for Children and Young People	0.25	230	0.0575	On site		
Greenways	1.3 (3.30km per 1,000 population)		Off site	Off site	£146	£34,040.00
Cemeteries and Other Burial Grounds	0.35		Off site	Off site	£97	£22,310.00
Civic Spaces	No Standard		Only required for large scale sites	n/a		

*to be amended taking into account the Cabinets preferred approach for a commuted sum period

6.14. For the above example (100 dwellings) the outdoor sports commutes sum calculated as per Active Places Power Playing Pitch Calculator

<https://www.activeplacespower.com/pages/playingpitchcalculator>

Criteria

The PPC results presented below are based on the following user entered criteria:

Version name: 2025
 Area of interest: Harborough
New population demand estimated for: 230
 Current teams/members per sport age group: User Defined
 Current population: User Defined
 Percentage of play in the peak period: 100% Default
 Demand adjusted by: 0% Default
 Population profile: User Defined
:Estimated demand and costs for new pitches (matches and training demand) and ancillary provision

	Number of Pitches	Capital Cost	Lifecycle cost (per annum)	Changing rooms (number)	Changing rooms (cost)
Total	0.48	£87,228	£12,603	0.64	£133,905
Natural Grass Pitches	0.46	£62,357	£11,885	0.59	£125,070
Adult Football	0.08	£9,431	£1,858	0.16	£33,828
Youth Football	0.13	£12,653	£2,556	0.15	£32,228
Mini Soccer	0.11	£3,386	£671	0	£0
Rugby Union	0.08	£13,828	£2,558	0.15	£32,594
Rugby League	0	£0	£0	0	£0
Cricket	0.06	£23,059	£4,243	0.13	£26,421
Artificial Grass Pitches	0.02	£24,871	£717	0.04	£8,835
Sand Based	0	£4,150	£108	0.01	£1,712
3G	0.02	£20,721	£609	0.03	£7,123

Total outdoor sports off site commuted sum for site of 230 persons = £221,133.00

7 Planning Conditions

Effective use of planning conditions will ensure that if landscape management fails the Local Planning Authority can enforce compliance. Template conditions can be found at appendix C of the Open Spaces Strategy and are included for Landscape Management Plans below

Example Planning Conditions

Landscape Management Plan (LMP):

"No development shall commence (excluding site clearance and ground preparation) until a LMP has been submitted to and approved in writing by the Council.

The LMP shall include, but not be limited to:

a) A schedule of all landscaped and open space areas (formal and informal), Sustainable Urban Drainage Systems (SuDS) (if applicable), play areas (LAPs, LEAPs, NEAPs) (if applicable), allotments, and green infrastructure corridors;

b) Long-term design objectives, management responsibilities including the name of the responsible organisation aligning with the adoption hierarchy, and maintenance schedules for all landscape areas (excluding private domestic gardens);

c) Identification of the responsible management body aligning with the adoption hierarchy and evidence of capacity to fulfil obligations alongside details of funding to secure the long term stewardship of the site;

d) Arrangements for monitoring and reporting to the LPA every five years;

e) A contingency process to review and update the LMP if objectives are not being met, subject to written approval by the Council; and

f) Measures for replacement planting should any trees or vegetation die or fail within the first five years following implementation".

8 Adoption of Open Space and Future Maintenance

8.1 In order to maintain the high quality of public open spaces in the District, and to ensure that maintenance and enhancement can take place in the future, it is expected that developers will offer POS land to be adopted by the Parish Council or District Council, along with a suitable commuted sum for future maintenance.

8.2 It is however acknowledged that in some circumstances the open space will not be offered to the District Council or Parish Councils. In the event that the POS is passed to another party to maintain, the provisions laid out in Appendix C should be adhered to.

9 Administering the POS Adoption System

9.1 The expected planning process for open space from pre application advice to completion and adoption is set out at Appendix D.

9.2 A Commuted Sum for on-site provision of public open space maintenance is to be paid to the District Council at the same time as formal land adoption by the authority.

9.3 Formal Local Authority adoption of POS will only take place when the Council considers that the POS has reached an acceptable standard.

- 9.4 Upon practical completion, a 12 month maintenance period at the cost of the developer must be completed for snagging and replanting if required. This can be extended if the open space does not meet an acceptable standard.
- 9.5 The Final Certificate for completion of open space will be issued on completion of the maintenance period (including any extensions).
- 9.6 If the open space is being adopted by the Local Authority, adoption can only proceed once a commuted sum for 15 years maintenance has been received.
- 9.7 Off-site provision capital sums will be spent on open space improvements identified by the Council as part of the Section 106 agreement, other adopted strategy of the Council, neighbourhood plans or through consultation with Parish Councils.
- 9.8 Improvements to open space shall include;
- the creation of new areas where there is a deficiency;
 - raising existing standards and adding value to an area in terms of the recreational experience or habitat on offer.
 - Other open space priorities identified through strategies and policies of the Council or Parish Council
- 9.9 In addition to the commuted sum, applicants will be expected to pay the Councils legal costs involved in making the planning obligation.

10 Harborough District Council – Public Open Space (POS) Design Guidance

Purpose of the Guidance

- 10.1 The Open Space Design Guide sets out the minimum design standards for Public Open Space (POS) within Harborough District. These standards inform developer decisions on key aspects such as site location, accessibility, biodiversity, safety, and integration with surrounding development.
- 10.2 As part of any planning application, developers must submit a POS Design Statement that:
- Demonstrates compliance with the Council's Design Guidance.
 - Provides spatial plans showing the location and appropriate provision of all required open space typologies.
- 10.3 For large or phased developments, a Design Framework must be submitted at outline stage, followed by phase-specific Design Guides at reserved matters stage.

APPENDIX A

Commuted sums for maintenance

Table 9 - 15 yr commuted sum for soft landscaping and hard landscaping area

Open Space Typology	Quantity Provision Standard (ha/1,000 population) 2025	Commuted sum for maintenance for soft landscaped areas if adopted by the Council/ Parish Council (£ per ha for 15 yrs commuted sum)	Commuted sum for maintenance for hard landscaped areas if adopted by the Council/ Parish Council (£ per ha for 15 yrs commuted sum)	Total Commuted Sum Contribution for soft and hard landscaping (£ per ha) commuted sum
Allotments and Community Gardens	0.35	£ 1,524.75	£ 63,243.01	£ 64,767.76
Amenity Greenspace	0.9	£ 127,092.59	£ 153,369.83	£ 280,462.42
Cemeteries and Burial Grounds	0.35	£ 355,413.32	£ 120,621.36	£ 476,034.68
Civic Spaces	No standard	n/a	n/a	n/a

Natural and Semi Natural Greenspace	8.5	£ 187,701.34	£ 96,482.56	£ 284,183.90
Outdoor Sports	The adopted Playing Pitch Strategy is used to calculate contributions for outdoor sports facilities (Including artificial grass pitches) and ancillary facilities such as changing rooms, pavilions and other infrastructure required for outdoor sport. Sport England Active Places Power is used to calculate contributions and commuted sums for maintenance if required.			£ -
Parks and Gardens	0.8	£ 726,736.13	£ 176,648.06	£ 903,384.19
Provision for Children and Young People	0.25	£ 2,027,856.54	£ 1,964,226.83	£ 3,992,083.36
Greenways	3.3km/1000	Not required	Not required	n/a
Total POS per 1000 population (ha) if all typologies are on site	11.15	£ 3,426,324.66	£ 63,243.01	£ 6,000,916.31

APPENDIX B

Off site commuted sums

Open Space Typology	Quantity Provision Standard (ha/1,000 population) 2025	Usual minimum size of typology to be sustainable (ha)	Cost of Off site provision if not provided on site (£ per person in new development)**	
			Either enhance existing open space	Or provide new open space
Allotments and Community Gardens	0.35	0.25	£ 27.65	£ 36.21
Amenity Greenspace	0.9	0.1	£ 88.34	£ 110.35
Cemeteries and Burial Grounds	0.35	No minimum	£ 94.13	£ 102.70
Civic Spaces	No standard	No minimum	as required	as required
Natural and Semi Natural Greenspace	8.5	0.25	£ 1,226.56	£ 1,434.49
Parks and Gardens	0.8	0.25	£ 212.62	£ 232.19

Provision for Children and Young People	0.25	0.02 hectares LAP 0.04 hectares LEAP 0.1 hectares NEAP 0.5 hectares MUGA	£ 46.45	£ 52.57
Greenways	3.3km/1000	No minimum	£ 162.56	£ 194.36

** Contributions can be calculated pro rata i.e. some on site provision with an off site contribution in lieu of on site contributions

APPENDIX C

Adoption and Management of Open Space

POS should normally be offered to the Parish Council or Harborough District Council for adoption in accordance with the adoption hierarchy set out in this policy.

If the Council does not adopt the POS, the developer must provide and implement a Landscape Management Plan that ensures maintenance standards equivalent to those applied by the Council.

The approved Landscape Management Plan must be in place and approved by the Planning Authority prior to commencement of development.

Once completed, POS must provide unrestricted public access, year-round. Where safety or operational needs require fencing or gating, these must be agreed early in the design process and allow for Council or other maintenance vehicles access the areas post-adoption.

A post-installation independent safety audit, including a specialist audit for children's play areas, will be required before POS is signed off as complete.

Landscape Management Plan requirements

Introduction

The Landscape Management Plan must set out the requirements for the management of Public Open Spaces (POS) and play areas within Harborough District. Through Section 106 Agreements adopting authorities, developers and any subsequent management companies will be required to maintain POS in accordance with this plan unless an alternative approach has been formally approved in writing by Harborough District Council (HDC).

The plan applies until the land is formally transferred to either the Parish Council or the District Council

Public Open Space (POS) Scheme

Prior to commencement, a Section 106 Agreement will require the developer to submit a POS Scheme for approval by HDC. The Scheme will include as a minimum

- The Landscape Management Plan
- Habitat Management and Monitoring Plans (if required)
- Sustainable Drainage Systems (SuDS) Plans (if required)
- Approved Landscape Plans
- POS boundary plans

Further details of each element of the POS Scheme can be found below

The Landscape Management Plan

A Landscape Management Plan (LMP) is essential for the long-term management of open space to ensure good quality open spaces and should be produced prior to the transfer of open space. A LMP should provide the following minimum information:

- Desktop review of the site including context, designations and history;
- Site specific information including management considerations including ecology, arboriculture and public rights of way;
- Aims and objective for the management of the Site;
- Management organisation who will be responsible for the open space post practical completion;
- The LMP will include; a schedule of works, approved landscape plans and details of all the hard and soft landscaping elements;
- How the funding of long-term maintenance of the Site is going to be secured; and
- Procedure of review and monitoring of the open space and the Landscape Management Plan. A LMP should not be changed without written approval of the Local Planning Authority

The LMP will also include the following

- **Overall Management Objectives**

The primary objective of the Management Plan is to ensure that all Public Open Spaces (POS) and play areas are:

- Safe, welcoming, and accessible for all users.

- Managed in a sustainable and ecologically sensitive manner.

It is Harborough District Council's aspiration that all POS should meet a standard equivalent to the Green Flag Award.

- **How Maintenance Standards will be achieved**

To achieve the required landscape maintenance standards, activities must be carried out by a competent landscape contractor who meets the following minimum requirements:

- Professional Accreditation:
- Registered with the British Association of Landscape Industries (BALI).

Habitat Management & Monitoring Plans (HMMPs)

Where a HMMP is required and has been approved during the planning process, it will take precedence over the Landscape Management Plan, in the areas to which it applies, until the HMMP expires.

Sustainable Drainage Systems (SuDS)

The Management Plan should **not** cover SuDS. A separate **site-specific SuDS Management Plan** will be required under a Section 106 Agreement or planning condition.

All new developments must comply with Local Plan policies on flooding and water management and incorporate SuDS that deliver:

- Biodiversity benefits
- Water quality improvements
- Amenity value

SuDS should preferably be integrated within POS and designed from the outset as part of the site concept. SuDS may count towards provision of natural and semi natural greenspace. Approval will be secured via a Section 106 Agreement (template provided in **Appendix xx**).

The applicant will need to discuss the specific site requirements with the engineering and flood team at Harborough District Council or the Lead Local Flood Authority.

Approved Landscape Plans

The developer must include with the POS scheme a copy of the approved landscape plans for the site. These plans should, as a minimum, include all items listed in Table 1 at the end of this appendix.

- Table 1 must be completed to confirm the required details are provided.
- If any details are missing, additional plans must be submitted to show what has been or will be provided and where, to ensure proper management.

POS Boundary Plans

HDC's preference is to adopt POS either by the Parish or District Council. A Section 106 Agreement will typically require the developer to formally offer POS for adoption by either Parish Council or District Council prior to commencement of the development, although transfer will only occur once the land is laid out to an acceptable standard and a completion certificate has been issued.

To evaluate the offer, a printed boundary plan to a recognised scale is required. This plan must clearly show:

- What land is being offered for adoption
- What physically forms the boundary of that land (to define where responsibility starts and ends)
- Who is responsible for each boundary feature

APPENDIX D

Delivery of New Public Open Space (POS) in the Planning Process

Acronyms –

- POS – Public Open Space
- DMT – Development Management Team
- PO – Planning Officer
- SMDM – Service Manager Development Management
- NGSpO – Neighbourhood and Green Spaces Officer
- PCO – Planning Contributions Officer
- HDC - Harborough District Council
- LPA - Local Planning Authority
- LMP - Landscape Management Plan
- ManCo - Management Company

Step 1

Pre-planning advice

Occurs before planning application received by HDC.

Identifies and addresses issues early. Advice given concerning on site POS or off site POS contributions if required; however, on site POS provision is preferred. Pre planning advice is confidential in most cases.

- Developer submits concept landscape proposals received by DMT.
- NGSpO consulted by DMT/PO on concept landscape proposal.
- S106 contributions are calculated for the development by NGSpO (includes on site POS and off site POS contributions – usually 7 typologies of open space)

- POS requirements identified during pre-planning advice phase by NGSpO
- POS requirements supplied by NGSpO to DMT and developer/land owner
- On site POS adoption should be by Parish Council or District Council. Use of Management Companies is not preferred

Moves to Step 2

Step 2

Detailed Design – Occurs as part of planning application after consent for development is secured.

- PO conditions (template conditions are available as part of OSS Strategy at Appendix C) detailed landscape scheme as part of planning consent (POS Scheme to include Plans, specifications and Landscape Management Plan (LMP)).
- Developer submits detailed POS scheme in order to discharge planning condition. A checklist of the minimum requirements for the detailed landscape plans is provided at Appendix E of this document.
- A LMP should be produced prior to the transfer of POS to a third party (Parish or District Council, residents Management Company). A LMP should provide the following minimum information:
 - Desktop review of the site including context, designations and history;
 - Site specific information including management considerations including ecology, arboriculture and public rights of way;
 - Aims and objective for the management of the Site;
 - Management organisation who will be responsible for the open space post practical completion;
 - The LMP will include; a schedule of works, approved landscape plans and details of all the hard and soft landscaping elements;
 - How the funding of long-term maintenance of the Site is going to be secured; and
 - Procedure of review and monitoring of the open space and the Landscape Management Plan. A LMP should not be changed without written approval of the Local Planning Authority
- NGSpO reviews detailed landscape proposal considering site specific requirements. Will either recommend agreement to proposal or negotiate through the PO an acceptable detailed landscape proposal.

- If not previously provided at Pre Application stage, S106 contributions are calculated for the development and provided to the PO
- PO discharges relevant planning condition against detailed landscape proposal and forwards a copy of the S106 to the Planning Contributions Officer (PCO) who logs it on the Section 106 database

Moves to step 3

Step 3

Implementation – Developer and their appointed landscape company complete the onsite POS (may be phased).

- Developer lays out POS in accordance with accepted detailed POS Scheme.
- Developer seeks approval from LPA for POS at ‘Practical Completion’ by inviting NGSpO to inspect the POS.
- Developer submits with the invitation; a PDF drawing clearly illustrating the total area of the overall development and the calculated area of the relevant POS
- NGSpO inspects POS at the request of the developer and provides a report for the PO detailing whether the POS is satisfactorily complete or whether remedial action is required to sign off at Practical Completion stage.
- When signed off for Practical Completion the POS is maintained by the developer, at the developers expense for a 12 month period in accordance with the LMP. The developer maintains POS up to the stage where they wish, or are required under Section 106 Agreement (Step 4)

N.B. Most agreed landscape schemes require that both implementation and management of landscape be professionally monitored by the architect or other landscape professional as part of completion of the development. This monitoring will help the satisfactory implementation of on site POS and smooth operation of the adoption process

Inspection fails - remedial works identified and carried out by developer. Developer applies for reinspection.

Inspection passes - POS found to be substantially in accordance with agreed detailed landscape scheme. PO issues Practical Completion Certificate to Developer or Owner. (**Moves to Step 4**)

Step 4

Management – Occurs once practical completion certificate is issued by PO.

- Where no maintenance period has been secured under the Section 106 Agreement the Developer or Owner will transfer POS to a Parish Council, District Council or in accordance with the adoption hierarchy
- When a maintenance period has been secured under the S106 Agreement the Developer maintains the POS in accordance with the LMP for 12 months for snagging and remedial works.
- After 12 months the developer must contact the NGSpO and/or PO to sign off the POS for 'Final Completion
- The Developer may be required to provide a post installation inspection certificate for play areas or other structures/facilities associated with the POS.

(Moves to step 5)

Step 5

Legal transfer – Occurs once landscape maintenance transfer inspection passed and Final Certificate issued.

Developer transfers the POS with the commuted sum for maintenance to Parish Council, District Council in accordance with the adoption hierarchy. District Council Legal Services, Property Services and Environmental Services will deal with the transfer of open space to the Council

(Moves to step 6)

Step 6

Enforcement

- Once the Public Open Space has been transferred to the relevant management organisation (PC, DC or ManCo), concerns or complaints regarding the long-term management of the Public Open Space should be referred to the

respective management organisations in the first instance as it is their responsibility to maintain the Public Open Space in accordance with the approved LMP.

- It is the management organisation (PC, DC or ManCo) who are responsible for dealing with all ongoing maintenance. The planning enforcement team at HDC should only be contacted if there is a serious breach of planning control, for example the noncompliance of a planning condition that is having a serious significant impact on the immediate area and/or residential amenity.

APPENDIX E

Table 1: Detail to be included on approved plans

The approved landscape plan (or plans) should provide the following detail of items included in POS Scheme.

Site name and address:	
Planning application ref. no.:	
Approved landscape plan ref. no.:	

Item	On the approved l/s plan? (y/n/na)	Item	On the approved l/s plan? (y/n/na)
1. Final site contours		11. Man-made eco-habitats (location, type)	
2. Cross sections illustrating final site contours		12. Benches Bins and signs (location, manufacturer, make and model)	
3. Plant species, sizes and location (proposed and existing)		13. Water features	
4. Grass type (ornamental, amenity, meadow)		14. Fences (type, height and construction details)	
5. Play area (location, layout and equipment: manufacturer, make and models)		15. Informal kick about areas	
6. Paths (type identified: footpath, cycleway, vehicular access track, width and construction details)		16. Bridges (location, type, construction details)	

7. Maintenance access points		17. Bollards to prevent vehicle access (location, type and construction details)	
8. Drainage features not relating to a SuDs scheme		18. Other structures , e.g pergolas, sculptures etc.	
9. Easements		19. Steps	
10. Retaining structures (location, type, construction details)		20. Lighting (location, manufacturer, make and model)	