

Shepway open space assessment

Site audit form scoring guidance



Audit question	Score	Quality/Condition Scoring Criteria
1. Welcoming place		
To what extent are the entrances well presented?	5	Easy to find, with a welcome/advisory sign, appropriate size, clear, clean, tidy, well maintained and inviting.
	3	Obvious, open inviting and clean.
	1	Apparent as an entrance.
To what extent are the boundaries well defined and maintained?	5	All clearly defined and well maintained.
	3	All clearly defined – maintenance 'patchy'.
	1	All clearly defined – maintenance needed.
Overall quality of access and accesses within open space?	5	Suitable materials, level for safe use, edges well defined, surfaces clean and debris and weed free, good disabled access throughout.
	3	Suitable materials, level for safe use, some disabled access.
	1	Road/paths in correct place, but in need of obvious repair, disabled access poor and very restricted.
Overall quality of access and accesses to open space?	5	Good public transport links which are suitably located, provision for pedestrians to cross busy trafficked roads, cycle parking within or adjacent to site and disabled parking adjacent to site.
	3	May have some public transport links but these may not be suitably located. Provision for pedestrians to cross busy trafficked roads, may have cycle parking and/ or disabled parking within or adjacent to site.
	1	No public transport links, provision for pedestrians to cross busy trafficked roads, cycle parking or disabled parking.
Overall quality of signage provision?	5	Information available for locals and visitors (could be on boards or leaflet form) in some detail.
	3	Limited information about the park made available.
	1	No information about the park made available.
2. Health, safety and secure		
Condition of play equipment?	5	High quality play equipment which is fit for purpose with paint work/woodwork in good physical condition, and suitable safety surface, good play appeal, attractive to existing and potential users.
	3	Generally fit for purpose but some evidence of vandalism or signs of rust on paintwork or damage to woodwork. Small areas of damage to safety surface. Average play appeal which may not be attractive to all potential users.
	1	Obvious damage to equipment through vandalism or lack of maintenance, surfacing not adequate for safety and/or showing major signs of disrepair. Very limited play appeal, not very attractive to users.
Condition of other play provision?	5	Other facilities are fit for purpose, in good physical condition, good play appeal, attractive to existing and potential users.
	3	Generally fit for purpose but some evidence of vandalism or deteriorating physical condition. Average play appeal which may not be attractive to all potential users.
	1	Obvious damage to equipment/facilities through vandalism or lack of maintenance, showing major signs of disrepair. Very limited play appeal, not very attractive to users.
Toilets	5	Provided within or adjacent to the park, easy to access, signed and well maintained.

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	3	Provided within or adjacent to the park, difficult to find, maintenance/condition is good/average.
	1	Provided within the park or adjacent to it, but in very poor condition and generally avoided by park users. Temporary toilet provision for events only.
Cafe	5	Building in good condition, clean and inviting. Accessible toilets provided.
	3	Building in fair condition, clean and inviting. Toilets provided.
	1	Building in poor condition, clean and inviting. No toilets provided.
Bins	5	Numerous and in good condition.
	3	Adequate number in good/average condition.
	1	Insufficient number in poor condition.
Seats	5	Numerous for the size of the site and in good condition.
	3	Adequate number in good/average condition.
	1	Insufficient seats in poor condition.
Nature trail	5	Route easily located with good signage, provides access for all with a good network of footpaths. Interpretation provided.
	3	Route located with access for all with a network of footpaths which are in a good condition. Some interpretation provided.
	1	Route not easily located and footpaths in poor condition/ no access. No interpretative material provided.
Life belts	5	Lifebelts easily identifiable and located in an appropriate location. Lifebelts clean and appear to be in good working order with no signs of vandalism.
	3	Lifebelts easily identifiable and located in an appropriate location. Lifebelts appear to be in good working order with no signs of vandalism.
	1	Lifebelts not easily identifiable or located in an appropriate location. Lifebelts appear not to be in good working order and/ or signs of vandalism.
Cycle parking	5	Located appropriately with good natural surveillance. Fit for purpose and in good physical condition.
	3	Located appropriately but limited surveillance, fit for purpose and in fair physical condition.
	1	Poorly located with no natural surveillance. Not fit for purpose and in poor condition.
Other basic amenities	5	Other facilities/provision is fit for purpose and in good physical condition.
	3	Generally fit for purpose but some evidence of vandalism or deteriorating physical condition.
	1	Obvious damage to facilities through vandalism or lack of maintenance, showing major signs of disrepair.
Outdoor athletics track	5	Even, flat surface which is well drained and in excellent condition. Permanent painted markings are clear. No sign of moss/ lichens. Access for disabled users.
	3	Some damage to the surface and evidence of litter/ debris, unofficial use, permanent markings fading. Some sign of ponding on the surface due to problems with drainage. Possibly signs of some moss/ lichens. Access for disabled players.
	1	Court surface is uneven, severely sloping showing major signs of disrepair (e.g. worn areas, potholes), potential health and safety concern. Level of litter/ debris, dog fouling, unofficial use poses major issue. Any permanent markings are very faint. Significant puddling or other evidence of poor drainage. Signs of moss/ lichens. No access for disabled players.

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Grass pitches	5	Full grass coverage (over 85%) with appropriate length grass. Even, flat surface which is well drained and in excellent condition. Where permanent painted markings exist, these are clear.
	3	Grass cover thin in places (60-84%). Some damage to surface and evidence of litter/ debris, unofficial use, permanent markings fading. Some signs of ponding on the surface due to problems with drainage.
	1	Grass cover less than 60%, inappropriate length of grass. Pitch surface uneven, severely sloping showing major signs of disrepair (e.g. worn areas, potholes), potential health and safety concern. Level of litter/ debris, dog fouling, unofficial use poses major issue. Any permanent markings are very faint. Significant puddling or other evidence of poor drainage.
Artificial pitches (e.g. astro turf)	5	Good surface coverage (over 85%) with appropriate length. Even, flat surface which is well drained and in excellent condition. Where permanent painted markings exist, these are clear. No sign of moss/ lichens. Access for disabled players.
	3	Surface thin in places (60-84%). Some damage to surface and evidence of litter/ debris, unofficial use, permanent markings fading. Some signs of ponding on the surface due to problems with drainage.
	1	Surface material less than 60% and inappropriate length. Pitch surface uneven, severely sloping showing major signs of disrepair (e.g. worn areas, potholes), potential health and safety concern. Level of litter/ debris, dog fouling, unofficial use poses major issue. Any permanent markings are very faint. Significant puddling or other evidence of poor drainage. Signs of moss/ lichens. No access for disabled players.
Tennis courts	5	Even, flat surface which is well drained and in excellent condition. Permanent painted markings are clear. Nets and surrounding fencing in good condition. No sign of moss/ lichens. Access for disabled players.
	3	Some damage to the surface and evidence of litter/ debris, unofficial use, permanent markings fading. Some sign of ponding on the surface due to problems with drainage. Nets and surrounding fencing in fair condition. Possibly signs of some moss/ lichens. Access for disabled players.
	1	Court surface is uneven, severely sloping showing major signs of disrepair (e.g. worn areas, potholes), potential health and safety concern. Level of litter/ debris, dog fouling, unofficial use poses major issue. Any permanent markings are very faint. Nets and fencing, if present, are in a poor condition. Significant puddling or other evidence of poor drainage. Signs of moss/ lichens. No access for disabled players.
Other	5	Other facilities/provision is fit for purpose and in good physical condition.
	3	Generally fit for purpose but some evidence of vandalism or deteriorating physical condition.
	1	Obvious damage to facilities through vandalism or lack of maintenance, showing major signs of disrepair.
3. Clean and well maintained		
Overall level of cleanliness	5	No evidence of litter, dog fouling or graffiti or vandalism.
	3	Predominately free of litter.
	1	Wide spread distribution of litter.
Overall condition/quality of planted areas (trees, shrubs, floral areas etc)	5	Numerous planting, with appropriate mix of plants, installed and maintained to a high standard.
	3	Limited range of plants, maintenance acceptable.
	1	Limited planting with limited maintenance.
Overall condition/quality of grass areas	5	Full grass cover throughout, dense sward, good colour and cleanly cut.
	3	Full grass cover throughout main area but some 'thin' patches evident; some bald areas discreet; grass cut frequently but length excessive between cuts, cut quality good (no tearing).

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	1	General grass cover poor, wear has led to patchy and poor cover with little or no serious attempts to correct the problem, clippings obvious and cut quality poor.
Overall condition/ quality of footpaths	5	Fit for purpose, good condition with surface clean, intact and no evidence of disrepair.
	3	Generally fit for purpose, fair condition with surface clean, and largely intact and little evidence of disrepair.
	1	Obvious damage to surfacing or showing major signs of disrepair.
Quality of water and associated edge treatment	5	Water appears clear, free of any surface weed, algae or leaf litter/ debris. Effective and visually appropriate edging to water feature. Evidence of water aeration/ circulation i.e. presence of pumps (if still water presence on site).
	3	Water appears slightly murky with some evidence of surface weed growth or algae or silt build up. Edging to water features unattractive or showing signs of deterioration. Little evidence of water aeration (if still water present on site).
	1	Water very cloudy with significant encroachment by invasive weed growth or algal bloom or depth of water significantly affected by silt build up. No evidence of aeration or circulation, water stagnant.
Condition of buildings or built structures?	5	Fit for purpose, good condition (brickwork in good condition, roofing in sound condition, gutters clear and intact, painted surfaces clean/intact, windows clean and undamaged, no evidence of vandalism).
	3	Generally fit for purpose but some evidence of vandalism or deteriorating physical condition (brickwork or roofing showing evidence of damage/deterioration or paintwork/woodwork deteriorating or gutters not operating fully or windows dirty/minor cracks evident).
	1	Obvious damage to buildings/structure through vandalism or lack of maintenance, showing major signs of disrepair (e.g. brickwork or roofing unsound or damaged paintwork, rotting woodwork, gutters blocked, broken glass).
Overall condition of allotment site	5	Over 75% of plots are operational, allotment site includes facilities for community use including green waste recycling, water points, footpaths and some raised beds. Boundaries and entrances in good condition and welcoming.
	3	Over 50% of plots are operational, allotment site contains some facilities including water points, footpaths. Boundaries and entrances in good condition and welcoming.
	1	Less than 50% of plots are operational, allotment site contains few or no some facilities. Boundaries and entrances in a poor condition and unwelcoming.