Parklet Keeper Agreement

1. Help with day-to-day maintenance of parklets. For example, litter picking when needed and making sure that debris doesn’t build up around the parklet base and stop the flow of water underneath. Day-to-day maintenance is anything that can be done in under 10 minutes. Any larger tasks, let the Council know.

2. Make sure that any plants are cared for. Both keeping them watered and ensuring that the plants don’t get too overgrown and become a visibility issue. When plants grow too high, they can block the view of the street for someone crossing and could potentially cause an issue.

3. Keep an eye out for anything that is blocking access to the parklet and move anything that can be moved easily. If there is a larger blockage, or something that blocks it frequently, please let the Council know.

4. If you have opted for foldaway seating, this will need to be unlocked and locked each morning and night. This can help with reducing any unwanted noise at night. If you and your neighbours have opted for this, it would be useful for several people to have keys so that everyone can help keeping up with this. Make sure to keep a record of who has a key so you know who you can ask and for security reasons.

5. While, as the Parklet Keeper, you will oversee the parklet and will be the point of contact with the Council, this does not mean it is solely your job to maintain the parklet. The Council will be liable for larger scale maintenance and available to advise on any other issues that arise. We suggest that you create a group, via email or Whatsapp for example, so that the community can help with day-to-day maintenance and reporting issues.

6. As the Parklet Keeper, it is your job to report any larger issues or ongoing issues to the Council. We understand that you may be busy at any given time, so we do not expect you to be on call to report issues 24/7. However, please let us know as soon as possible so that we can start fixing the issues as soon as possible.

7. There may be a situation where the Council needs to move the parklet, both on a temporary and permanent basis. Temporary situations could be emergency street works and permanent may be something like planned improvements to the road meaning it needs to be relocated. The Council reserves the right to do this at any time.

8. Let the Big Shift Officer know if you are no longer able to look after the parklet. You may know somebody else who may want to take your place, or we will need to recruit somebody new.

9. Read and sign the Parklet risk assessment. The Big Shift team will go through this with you to make sure that you and your neighbours understand everything in the form.