

People's Park, Grimsby Management & Maintenance Plan 2007 to 2017



**North East Lincolnshire Council
Environment, Economy & Housing Directorate
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Review Year 2012

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Attachments:

Example of Summer work programme

Example of Winter Work Programme

Maintenance Regime

Daily Priority Task Sheet

Vehicular Access Routes

Extract of Initial Public Consultation

Meeting the Green Flag Criteria

This Management Plan is in electronic and manual form. The additional information below is held by the Park Manager and is available on request.

Peoples Park Tree Survey

Conservation Management Plan

Green Stat Survey Results

People Counter Statistics

Visitor Risk Assessment

Park Incident Reports

Park Master Plan

FOREWORD***PEOPLE'S PARK TEN YEAR MANAGEMENT & MAINTENANCE PLAN 2007-2017***

Parks and open spaces can be havens for wildlife, places for quiet relaxation and reflection, venues for healthy exercise, areas for play and focal points for the community. For these reasons, parks and open spaces have an important role in providing communities with a balanced and agreeable quality of life. North East Lincolnshire is therefore fortunate to have a number of high quality and accessible parks and open spaces scattered across the area each with its own charm and each serving its own community.

Above all, parks make a key contribution to the image and identity of our local area. Our vision for parks is that by 2022, there will be a diverse network of safe, accessible and attractive green spaces that are well managed and maintained, through community participation, to enhance the quality of life, sense of well-being, health and learning opportunities for all sections of the community.

In People's Park, and with the valuable contribution of the Heritage Lottery Fund, North East Lincolnshire is especially fortunate to see a fine example of Victorian Parks Design revived and brought into the 21st Century for people of all ages to visit and enjoy.

In addition to the works that have made the park more attractive, a particularly welcome feature of the park is the new Pavilion. Designed and built with environmental sustainability in mind – the building is heated using renewable energy – the Pavilion creates a visually stunning and inviting place to relax, to meet with friends and family, and above all, to enjoy.

The Council is committed to creating spaces that are safe, clean and well maintained. In partnership with the Heritage Lottery Fund, the Friends of the Park and many other partners, North East Lincolnshire Council is pleased to be able to preserve and enhance this special place for future generations to enjoy.



Cllr Alexander Wallace, Portfolio Holder for Environment and Strategic Housing.

1 INTRODUCTION

This Management and Maintenance Plan (MMP) has been developed and adopted following the completion of the People's Park Heritage Lottery Funded Project.

This MMP has been revised and supersedes that initially developed by Golders Associates (UK) Ltd in consultation with North East Lincolnshire Council (NELC) as part of an obligation of the award of a grant from the Heritage Lottery Fund (HLF) for the restoration of People's Park.

1.1 Structure of the Management and Maintenance Plan

The MMP is structured to provide easy access to information. It is used as reference for those working within People's Park, while providing information about the aims and objectives of the park, e.g. "who does what" and what resources are available in achieving this. This MMP is split into the following sections:

Section 1 – 'Introduction' sets out the structure of the MMP.

Section 2 – 'WHERE ARE WE NOW' outlines the baseline information relating to the park, both as it was before the restoration works commenced and during the construction period. This includes a brief description, history of the park, its significance, and policies and strategies affecting the park. The management structures, staffing and responsibilities for the park and maintenance regimes are also included in this section.

Section 3 – 'WHERE DO WE WANT TO GET TO' lays down the vision, aims and objectives for the park including analysis and assessment of park issues.

Section 4 – 'HOW WILL WE GET THERE' identifies how the aims and objectives will be achieved and the operation of the park.

Section 5 – 'HOW WILL WE KNOW WHEN WE HAVE ARRIVED' sets out the proposed monitoring and review process.

1.2 Who the Management and Maintenance Plan is for?

This MMP is prepared for anyone involved in activities, work, conservation or events within People's Park. This includes:

- Park Manager – People's Park
- Gardeners (park attendants)
- NELC maintenance staff
- NELC Parks and Open Spaces Manager
- Events Organisers

- Croquet Club
- Bowls Club
- Community groups
- Environmental groups
- Conservation Officers; and
- Other Council Officers that may become involved in work at the park, including:
 - Highways Services (entrances, street lighting, and paths);
 - Engineering Services;
 - Building Maintenance;
 - Fire, Safety & Access Officer;
 - Schools & Children's Services;
 - Museums, Libraries & Arts Education Officers;
 - Health & Safety Officers;
 - Planning Services; and
 - Other professional advisors and their contracted staff.

1.3 Life of the Management and Maintenance Plan

This ten-year MMP covers the period 2007 to 2017. Although the plan is reviewed on an annual basis at an operational level by the Park Manager to ensure accuracy and to report of initiative undertaken, the plan is formally reviewed and updated every three years to ensure the long term focus of the park and its objectives is maintained. This MMP will therefore undergo a substantial review during 2012.

The MMP incorporates advice and comments from the HLF and NELC that informed the restoration and future aims of the project to be carried forward, and incorporates feedback achieved by the Green Flag Application process.

1.4 Review Process

A Management Board has been established to oversee the park's operation and development. Management Board representatives include:

- North East Lincolnshire Council's Parks and Open Spaces Manager;
- the Park Manager;
- Neighbourhood Safety representatives, comprising NELC Community Pride Officers, the Police and Police Community Support Officers;
- A representative of the Friends of the Park; and
- Local Councillors.

The Management Board meets a minimum of four times a year and is the mechanism for continued Community and Stakeholder engagement in the project.

The Management Board's role will be to coordinate:

- Reviewing the implementation and monitoring of the MMP;
- Marketing initiatives;
- Fundraising;
- Events;
- Operational budgets;
- Maintenance regimes; and
- Visitor services.

2 WHERE WE ARE NOW

2.1 Introduction

This section of the MMP describes the park, its management and maintenance programmes. It also sets out the wider policy context of issues that impact on the role of the park in the community, and provides relevant background information relating to the historical development of the park.

2.2 Park Address

The park's address is:

People's Park, Park Drive (off Welholme Road), Grimsby DN32 0EG.



2.3 Park Hours

Due to the open nature of the park it is in effect always open and accessible; most people visit the park on a 'dawn until dusk' basis.

The pavilion and the toilets are subject to separate opening and closing regimes. North East Lincolnshire Council, the body operating the café are required to, as

minimum, be open every weekend and everyday throughout school holidays. In practice, the café is open every day.

The public toilets are open everyday except Christmas Day and the café within the new pavilion are open throughout the year except Christmas Day, Boxing Day and New Years Day.

The Park Manager is present in the park Monday to Friday between 08.00 and 16.00. Park Operatives will be in the park 7 days per week and the café staff will also be on site 7 days a week. The Park Manager will also be present on weekends where an event is taking place on the park or to provide cover for staff on annual leave.

The hours of work of the park maintenance staff will be between 07.45am and 16.00 (winter) and 08.00 until dusk (summer).

The Community Pride Enforcement Section is also available throughout the year and the enforcement officer's route takes in the park area. The service regularly interacts with the Police and the Police Community Support Officers to ensure a consistent service. These routes will take place both within and outside the park opening hours on a random basis. There is also an Area Manager on call at weekends should they need to be contacted by the park staff.

2.4 Keys

The following suggested responsibilities for the arrangement of keys for facilities within the park is as follows:

Bollards: These are locked with NELC master key available to all park maintenance staff and Park Manager and NELC café staff.

Pavilion (including toilets): Park Manager, NELC master copy, NELC café staff.

Pavilion (toilets only): Park Manager and park maintenance staff.

Bowls Pavilion: Park Manager, park maintenance staff and bowls club.

Feeder Pillars/Pump House: Park Manager, NELC master copy.

With regards to the Bowls Club or croquet members, the provision of keys will form part of a formal occupation agreement.

2.5 Access

It is important to note that vehicular access is restricted to specific paths within the park. The reason for this is to minimise damage and associated repair costs as not all the paths have been constructed to vehicular specification.

Vehicles only traverse footpaths which are approved for vehicular use. If access is required along paths designed for pedestrian use only, then vehicles must be left on the vehicle approved paths and equipment transferred by trolley. The bollards have

been positioned to allow 'small' maintenance vehicles through onto the pedestrian specification path; the following vehicle types are classified as small:

- Transit Crew Cab Cargo; and
- Suzuki Cargo.

When large events are taking place in the park, vehicle access is to be gained from the west bandstand entrance as this route up to and around the bandstand is to HGV specification. This route is designed as a drop off point for heavy equipment and the surrounding grassed areas are also reinforced with 'grass crete' to allow distribution of goods onto the main grassed area.

2.6 Park Ownership, Bye Laws, Leases and Covenants

The land for People's Park was gifted to Grimsby Council by Edward Heneage and subsequently transferred to a charitable trust. North East Lincolnshire Council (NELC) is a charitable Trustee. The deed of gift is subject to a covenant for the land to be used as a park. Any new buildings require consent. NELC have obtained the necessary consents from the Charities Commission and Mr Heneage.

Great Grimsby Bye Laws apply to People's Park. Copies of the Bye Laws are available on request.

It should be noted that the Grimsby Bye Laws do NOT prohibit lighting of fires.

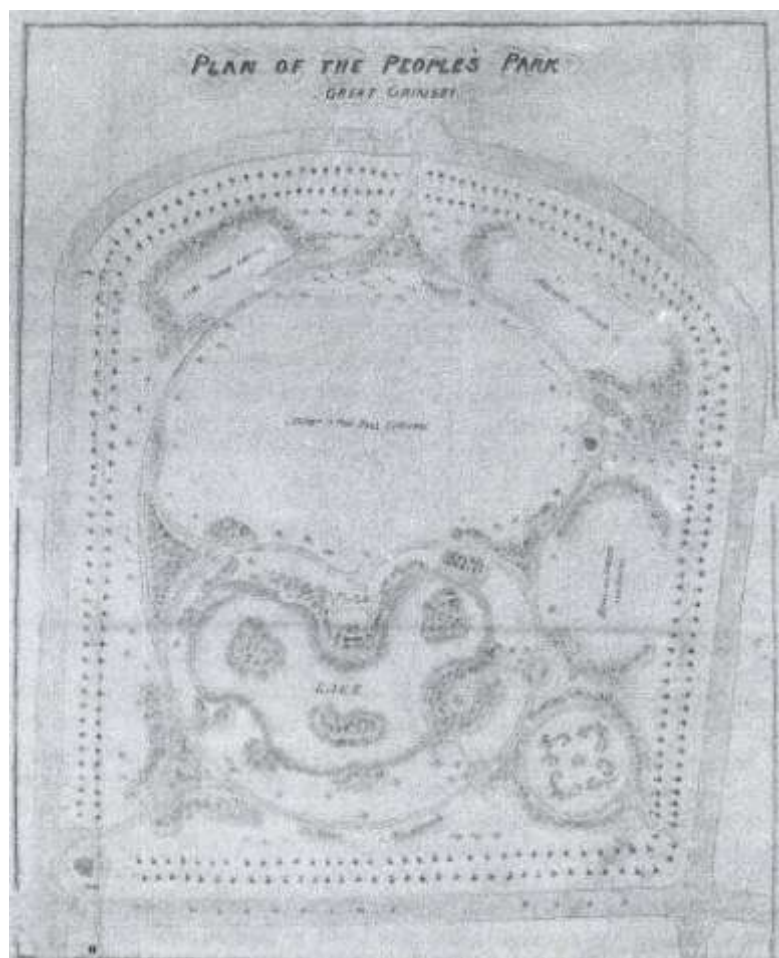
Also full copies of these Bye Laws are available on the NELC Website under 'Documents/Corporate Services/Law and Democratic Services/Regulations' and from the Park Manager.

2.7 An overview of Conservation and Heritage

A Brief History of the Park

The land for People's Park was donated by Edward Heneage in 1881. In 1882, the double avenue of trees around the park was planted. In 1882, a design competition was held and the winning design was 'Semper paratus' submitted by William Barron and Sons of Elvaston Nurseries at Barrowwash in Derbyshire.

The park was subsequently laid out in 1883 laid out to the winning design by William Barron and Son. This layout largely remains intact today with some minor modifications.

Figure 1: Barron's winning design of the park

Significance of the Park

The park is of national significance having been registered by English Heritage as a park of Special Historic Interest in England (II) in 2000. There is one listed structure within the park which is the Smethurst Memorial (Grade II) which was erected in 1894.

People's Park is in the Wellow Conservation Area and makes an important contribution to the character of the conservation area.

There are no ecological designations for the park but it is an important ecological resource in the surrounding urban setting of Grimsby. The trees and shrubs provide habitat for birds, bats and insects, while the lake contains fish and a variety of waterfowl both in residence and passing through and the park. In addition, the gardens and ponds associated with the Floral Hall are an important resource.

The park contains a number of attractive historic features. When approaching the park the open nature and the double avenue of trees that run around the perimeter are immediately apparent. This contrasts with many urban parks that are usually fenced in. Anti social and management issues have led to the need for the new

perimeter knee rail, however, the low nature of this rail still allows free pedestrian movement over it and does not impede sight lines.

Site Chronology

Below is a list showing the historical development of the park.

Year Event Information

- 1881 Edward Heneage offers land between Welholme Road and Weelsby Road for the purpose of establishing a public park.
- 1882 Park Committee commissioned the planting of a double avenue of trees around the park.
- 1883 Competition for the design of People's Park. William Barron's original design 'Semper Paratus' laid out with strong axis and curvilinear paths. Park opened on 17 August 1883 by the Duke and Duchess of Connaught.
- 1884 Entrance gates to Park Drive erected. Gates included a plaque detailing the gift of the land by Heneage. (demolished as part of the war effort in 1943).
- 1887 Glass House built in park. (continued today with the Floral Hall).
- 1889 Drinking fountain erected. (paid for by public subscription).
- 1894 Smethurst Memorial unveiled.
- 1900 Observatory built to celebrate Queen Victoria's 80th birthday. (demolished in 1949).
- 1911 Commemorative Avenue to George V planted. Remains largely intact.
- 1918 Aviary built in park. (within the grounds of the Floral Hall).
- 1919 Tank donated for park. (removed in 1930).
- 1925 Boat trips introduced on lake. (no longer available).
- 1928 Whale jawbones installed near one of the entrances. (This feature has now been lost).
- 1960 Replacement commemorative plaque unveiled by Sir Arthur Heneage. Replacement plaque in Grimsby archives, to be remounted in the new pavilion).
- 1973 New fountain installed in lake.
- 1975 Floral Halls built containing tropical, temperate and cool glass house sections.
- 1980 Circular Garden made into play area.
- 1990 New bandstand erected in the location of one of the original bandstands.
- 1992 Original lodge demolished by gate, replaced by chalet style house for park keeper.
- 2008 Completion of HLF Project to reinstate the parks original heritage features and the construction of a Pavilion.

2008 The original brass plaque which commemorated the official opening of the park way back in 1883 is erected and displayed in the Café on the park.

The HLF Project

The park remained relatively untouched from its original design dating from the late 19th Century. William Barron's design for People's Park remains as it was laid out in 1883 and few elements of the original design have been altered due to the restoration works. Barron was a well known landscape gardener of his time and the restoration proposals for People's Park aim to maintain the integrity of the original design and its character whilst responding to the requirements of today.

One of the key objectives of the project is to ensure that the inheritance and character of the original William Barron design is respected and retained. This has been achieved in a number of ways:

- By ensuring that the community and North East Lincolnshire understand the value of the resource that they have and commit to the long term management and maintenance of the park. This is illustrated this by the project's commitment to a dedicated park manager and the good working relationship with the well established and enthusiastic Friends Group.
- By re-establishing the original pathway network (especially in the vicinity of the lake) and soft landscape framework, original character areas remained substantially intact before the project began.
- By ensuring that the strong vegetation structure of the original design is retained for the future and ensuring that the tree and shrub stock undergoes a programme of reinvigoration to retain the existing stock where practical and replacement to reflect the character of the original design. Contemporary descriptions of the park dating from 1890 provide good descriptions of tree, shrub and herbaceous planting as well as bedding

As a result, it has been possible to retain the spirit of the original landscape because the structure in the park is largely in place. Over the years, the park lost, to some extent, its original grandeur and quality but has gained from the imposing maturity of the vegetation.

2.7.1 Restored Features of the Park

The following features are features that have been restored by the HLF programme:

- Demolition of Toilet blocks and erection of a New Pavilion
- Re-establish the original path layout and re-establish reference to the original gateways to Park Drive
- Viewing Area on the Mound

- New Terrace to Floral Hall
- Refurbish Bowls Pavilion
- Restore Smethurst Memorial
- Power supply to field
- Perimeter Knee Rail
- Works to the Lake
- Street Furniture
- Tree works to ensure longevity of existing tree structure, provide new tree planting to ensure complete avenue, re-establish key shrubberies and bedding out areas.
- Replanting and reinvigorating Shrub Beds
- Re-establish Bedding out areas
- Re-establish lawns and grass areas
- Interpretation, by provision of board and include in the new Park Manager's remit, an education brief to help the community to understand the context and background of the park,
- Gazebo on the mound
- Rose Garden reinstated

While it was not possible to retain all the initial objectives of the bid due to funding constraints, the long term management of the park will see the following features remain objectives as and when funding becomes available.

- Reinstate entrance features
- Reinstate Drinking Fountain

Design Problems

There were a number of design problems and issues (identified in the HLF Stage 2 submission) that were to be addressed by the restoration and construction works, these included:

- The erection of a knee rail has been erected round the perimeter of the park to prevent unauthorised access. Bollards at the entrances to prevent vehicle access but allow easy access for pedestrians. Collapsible bollards are now in place at the east and west entrance where maintenance vehicles are permitted to access the site.

- The drains have been cleared of the tree roots that were affecting the drainage of the park, but this is a recognised long term problem and the drains are to be repaired and protected from tree roots. The drainage from the lake requires regular maintenance including clearing the lake overflow from collected debris. As part of the restoration works the drains under the lake and from the lake overflow were lined to prevent tree roots growing into the pipe.
- Provision of an on-site permanent park manager to oversee the management of the park and they will have an office in the new pavilion and to overcome previous maintenance issues, to discourage anti-social behaviour and promote safety and security.
- Commitment of dedicated and ring fenced resources to maintain this park.

Prior to the restoration, there were a number of security issues affecting the park, namely anti social behavioural issues. These included:

- issues of vandalism;
- the gathering of homeless people/street drinkers and their associated litter;
- overgrown shrub planting led to enclosure in some areas and a lack of visibility leading to feelings of a lack of personal security; and
- serious incidents within the park including criminal damage, fires and burned out cars and a crime number logged

The restoration of the park therefore addressed these issues by:

- installation of a CCTV camera to the south of the pavilion to monitor access to the building and the surrounding area. This will be monitored centrally by NELC security services
- provision on lighting to increase its visibility and aid CCTV monitoring
- large scale vegetation clearance operation has taken place to open out views across the park and rid the park of the enclosed unsafe feel that it used to have. The planting beds have been replanted with low growing shrub species which combined with ongoing management of the shrubs should prevent this occurring in the future
- increased supervision in the park through the operation of the café at present by North East Lincolnshire Council and the presence of the Park Manager and full time maintenance staff

By encouraging people to visit the park, increased visitor numbers have seen improved informal surveillance presence in the park, which improves the general feeling of security.

Restoration of bedding features

In implementing the project, good quality contemporary descriptive evidence was obtained of the original bedding out areas. These are described in detail in section Stage 1 Report of the initial HLF bid and can be made available on request. In reflecting Barron's original design, the project has re-established a number of the major bedding out areas. Photographic evidence has shown linear beds alongside shrub and herbaceous beds and associated with the Smethurst Memorial. These have been re-established as part of the scheme.

The scroll shaped beds that were in the 'Rose' garden have now been reinstated, it was the intention that the feature of the rose garden would be created on the west side of the mound to the west of the lake and this has now taken place and the old play area moved.

The present design of the parks bedding has been undertaken in agreement with the Heritage Lottery Fund. The maintenance regime given in has been established to maintain this heritage feature.

2.8 Park Wildlife

As part of the restoration proposals two ecological surveys were carried out in the park. These were as follows:

Bat Survey

The lake and surrounding trees were found to be ideal feeding habitat for bats with a number of bats present. The bats were thought to roost in the surrounding large houses as there were few trees identified within the park with high or moderate roost potential. The report is available on request.

Aquatic Invertebrate Survey

The aquatic invertebrate survey of the lake found little ecological value in the lake due to the lack of any marginal vegetation due to the concrete and stone lake edges. The report is available on request.

2.9 Policy Context

The context of policies and strategies affecting People's Park is set out in the sections below.

Disability Discrimination Act, 1995

Park Managers have a responsibility to ensure that the services and facilities within them are as available to disabled people as any non-disabled person. From 1 October 2004 the Disability Discrimination Act 1995 (DDA) requires that any necessary physical alterations to premises in order to overcome barriers to access are complete.

Local Policies

There are a number of local policies and strategies in place of relevance to this MMP and MMP's for parks and green spaces are not intended to exist in isolation. They fulfil part of a series of aims, objectives and actions which relate back to broader policies and priorities of the Council and of the local community.

North East Lincolnshire Community Strategy (currently under review)

At the heart of these policies is the Community Strategy. The Government has required each Council to work in cooperation with a Local Strategic Partnership to prepare a Community Strategy for its area. This is intended to improve, in a sustainable way, the economic, social and environmental well being of the area.

The Community Strategy for North East Lincolnshire identifies and delivers the most important things that need to be done in our area and keeps track of progress made. At the heart of the strategy are issues which impact on the quality of life and on improving the physical appearance of the area, including Urban Renaissance initiatives, and which feature strongly the principles of safety, cleanliness and community involvement and ownership. The production and implementation of management plans for parks and green spaces through the involvement of the local community is, therefore, a key component in improving the physical appearance and quality of life of the area.

2.9.1 North East Lincolnshire Cultural Strategy

The North East Lincolnshire Cultural Strategy is a strategy which will be influenced by the outcomes of the Community Strategy. It highlights the national, regional and local context and links for cultural development, and focuses on a number of themes, including "responding to change and building on North East Lincolnshire's diverse landscapes, heritage, built and natural environments". It identifies links, through community consultation, between the management and development of green spaces and the cultural enrichment of the lives of local residents and tourists.

2.9.2 North East Lincolnshire Local Plan

The essential purpose of the Local Plan, adopted in 2003, is to provide clear positive guidance to developers and communities within the plan area regarding what land uses will be protected and what land uses will be provided or promoted. The Vision of the Local Plan is to help shape an environment that creates confidence in the area: by creating confidence for investment and regeneration, and confidence for communities that the environment and facilities they value will be protected. Valued open space contributes to this.

The Local Plan has adopted certain broad aims as being central considerations in the implementation of policies and its operation. All these aims have relevance to everyday provision and location of open space, green space and recreation:

- to maintain the well being of the environment, its resources and health of its inhabitants for now and the future;
- to manage land use development to reduce the number and necessity for journeys by private car and to encourage public transport development and use, cycling and walking to benefit all of those that need to travel for everyday tasks;
- to encourage and sustain the provision of services and amenities such as shops, leisure, tourism, employment generating uses and recreation facilities at both town centre and local neighbourhood level ensuring access for all;
- to safeguard and enhance the natural environment; and
- to safeguard and enhance the built environment and its historic heritage

The Local Plan is currently being revised as part of the Local Development Framework.

2.9.3 National Planning Policy

Government National Policy Guidance in PPG17 (July 2002) emphasises the value of open space to people's quality of life and states that planning policies for open space are fundamental to delivering broader Government objectives. It sets out how well designed and implemented planning policies for open space, sport and recreation can deliver the Government's broader objectives of urban renaissance, rural renewal, social and community inclusion, health and well-being and sustainable development.

In PPG17, the Government sets out its commitment, and its expectation of local planning authorities, to protect and meet communities' needs for playing fields, sports facilities and open spaces. The Government recognises that all open space is important for its contribution to the quality of urban and rural life (whether or not there is access to it, or whether in private or public ownership).

2.9.3.1 Government Guidance

CABE Space, established in 2003, is part of CABE, the Commission for Architecture and the Built Environment, which champions the quality of our buildings and open spaces. It was set up by CABE at the request of the Government, following the recommendations of the Urban Green Space Taskforce. CABE Space is publicly funded by the Department of Communities and Local Government, and is the national agency dealing with green spaces. It has produced guidance on the preparation of green space strategies and management plans.

2.9.3.2 Regional Guidance, Urban Renaissance - update

Urban Renaissance is an initiative led by the Regional Development Agency, Yorkshire Forward, directed towards a number of towns and cities within the region. Initially focused locally on Grimsby, the initiative was extended to cover all of North East Lincolnshire. Urban Renaissance is founded on the principle of Town Teams, assisted by professional experts, working towards a vision of regenerated towns in the next twenty years. In North East Lincolnshire, one focus of Urban Renaissance is the Freshney Forest Project – an ambitious scheme to develop a 'green mantle' of space around the urban areas containing trees, wildflower meadows, footpaths and cycleways. The future implementation of the Green Space Strategy, mentioned above, will provide the link between urban green space planning and the idea of the Freshney Forest. Other elements of Urban Renaissance locally include the growth of a 'healthy living heart' – urban regeneration taking account of quality urban design, urban spaces, parks streets, etc, with safety and cleanliness as core values. The production of parks management plans will play a key role in achieving this objective.

Yorkshire Forward will cease to exist in 2013 but the organisation is winding down and there will be no new programmes commissioned from here on in, although they will continue with the ERDF programmes during this time. There is no direct replacement for Yorkshire Forward in terms of a regional governing body, but the Government has invited proposals from across the UK for Local Enterprise Partnership, private sector led groups aimed at strengthening local economies (all part of the localism agenda). North East Lincolnshire is not currently part of a Local Enterprise Partnership, but is currently negotiating talks with Lincolnshire County Council.

2.9.3.3 North East Lincolnshire Bio-Diversity Action Plan

In 1998 North East Lincolnshire Council went into partnership with all other Councils that make up the historic county of Lincolnshire and developed the Biodiversity Action Plan for Lincolnshire. This was launched in 2000. In 2005, the plan was reviewed and in 2006, the second addition of the plan was launched. This is set to

run for 10 years but all categories of the plan are under permanent review and targets are monitored. Also in 2006, the steering group for the plan also launched the Lincolnshire Environmental Record Centre and set a criteria for all its wildlife sites.

The Council is an active member of the Biodiversity Action Partnership.

North East Lincolnshire Environment Strategy

North East Lincolnshire Council's Environment Strategy develops the Council's commitment to producing a safe and clean environment in which people can live, work and visit. The strategy focuses on achieving two aims: to set the Council on a path towards best practice in environmental management; to bring environmental issues on an equal footing with economic and social concerns in the context of sustainable development. Of particular relevance to open space management are the links to biodiversity and to the built environment, development and land use.

The examples of policies and initiatives outlined above give a clear indication of how the development of management plans is a small part of a very broad overall picture. Everyone involved in the preparation and implementation of a management plan will not just be helping their local park but will be contributing to the achievement of a vision for the whole area which will help address local, regional and national issues.

In 2008, the Council adopted an Environmental Sustainability Action Plan which takes on the issues of the need to tackle climate change and puts in place action to improve the Council's Community Leadership of environmental issues. The Environmental Strategy and Environmental Sustainability Action Plan will be replaced by the Environmental Sustainability Framework which is currently awaiting approval.

Conservation Area Designation

The Borough's rich heritage is reflected by 14 conservation areas, People's Park is situated within Wellow Conservation Area. People's Park contains one listed structure the Smethurst Memorial, (Grade II), erected in 1894. People's Park was included on English Heritage's Register of Parks and Gardens of Special Historic Interest in England in September 2001 (Grade II Ref. GD3336).

2.10 Local Council Policies and Procedures

The following is a summary of the main Council policies applicable to the future operation of the park.

Green Waste

All pruning from ground operations are chipped and used for mulch in beds and borders.

Other Waste

All pots and trays are collected and returned to the supplier of bedding plants as part of the Councils contract. Metal waste is stored and then goes to a scrap yard for recycling.

Pesticides

NELC is committed to reducing the application of pesticides in all parks and open spaces. Where pesticides are used NELC do not purchase any product on the UK "red list" or on the EU "black list". Non-residual pesticides are used and all operatives are fully trained.

Energy Efficiency

North East Lincolnshire Council is committed to energy efficiency and reducing energy consumption. The new pavilion has a number of energy saving features including ground source heat pump powered heating and heavy insulation. The pavilion is made from timber from sustainable sources, walls insulated with sheep's wool and as such has a low carbon footprint.

At a wider level, the Council has adopted an Environmental Sustainability Action Plan which features Climate Change as a headline issue. As part of this, the Council is participating in the Carbon Trust's Local Authority Carbon Management Programme and has a target of reducing carbon emissions from Council buildings and operations by 25% by 2012.

Peat

The Council does not use peat for any top dressing or mulching applications. It also works with its suppliers who are contracted to provide plants grown in reduced peat compost, with the current year's supply being grown in a 50% peat free material.

Vehicles, Machinery and Fuel

NELC is researching all its fleet in order to reduce vehicle emissions and improve fuel efficiency. The current fleet management arrangements ensure that vehicles are regularly renewed and adopt the latest European fuel and emission standards. The Ground's Maintenance Service have reduced the size of the vehicles around parks and open spaces and are evaluating potential of using electric vehicles in local urban areas to contribute to the climate change agenda.

Recycling

North East Lincolnshire Council has an active re-cycling team promoting kerbside collection and recycling point in central areas. Kerbside collections are for glass, cans and paper and have 100% coverage of the North East Lincolnshire area. All appropriate properties are also in receipt of a regular green waste inspection. Whilst

Peoples Park does not have provisions for recycling, Doughty Road Depot does have an excellent recycling point which is only a 10 minute walk away from the park.

Health and Safety

On joining North East Lincolnshire Council, all members of staff are given an induction hand book. For staff working in and around the parks, this includes a loose leaf binder that covers all aspects of health and safety in parks and open spaces. Council staff are asked to read and sign documentation to indicate that they have understood it. This document stays with the member of staff throughout their career and is reviewed every year and updated when the need arises. To update the document, all staff are given the relevant pages to read and sign and then add it to their document.

The 'Employee Induction Handbook' contains guidance on the following:

- General duties;
- Security;
- Building management;
- Vehicles;
- Operation of tools and machinery;
- Working on public highways;
- Quality of works, and
- Other miscellaneous information.

A reference copy is available in the Park Managers office.

Dog Fouling and Litter Enforcement

Peoples Park is a premier park in North East Lincolnshire and prides itself on been safe clean and green. We see Peoples Park as a focal point in the heart of Grimsby so our aim is provide a positive image of the park.

As part of their duties, the Peoples Park operatives inspect the park on a daily basis for litter and dog fouling, if any is found, the park staff clear it away and dispose of accordingly. The litter and dog bins are emptied on a daily basis by the Park operatives.

North East Lincolnshire Council has a zero tolerance policy on littering and dog fouling and has a number of Community Pride Enforcement Officers working in the area. They are operating in the area which covers Peoples Park. The Enforcement Officers do regular patrols around the park.

Under the Environmental Protection Act 1990 Sections 87 & 88 the Community Pride Enforcement Officers can issue a fixed penalty notice of £50 for littering which includes cigarette butts. Under the Dog Fouling on Land Act 1996 the Community Pride Enforcement Officers can also issue a fixed penalty notice of £50 for anyone not cleaning up after their dog/s. The Community Pride Enforcement Officers are a

valuable service for the Council and they are successful in issuing the fixed penalty notices around the area. A number of cases have gone to court resulting in some successful prosecutions.

Signage at all entrances of the park also states that it is an offence to litter and not clean up after your dog. These notices are clearly displayed around the park. The café is a good place for the public to enter and they can also help themselves to our booklets and leaflets with information on littering and dog fouling.

Education is another way of getting the message across to the public. The Park Manager and park staff inform the park users of the policies on littering and dog fouling. The Enforcement Officers regularly deliver education packages to schools and the wider community and the Police Community Support Officers have contact with the park users and they are also delivering education.

For any member of the public wanting to report littering or dog fouling, they can speak to the Park Manager in confidence or contact her on 01472 325785 or talk to the park staff. Alternatively the public can telephone the Council's Call Centre to report this on 01472 324500 as this issue will be directed through to the Community Pride section.

All dogs must be kept under control by their owners. Any dog owner who is not been responsible will be asked to place their dog on a lead or alternatively will be asked to leave the park. The legislation currently in place is to be updated in mid 2009 and will be superseded by the C.N.E.A 2003 dog control orders. A model template will be created to replace existing bye laws and legislation and can be tailored to meet the needs of any specific named area. Subject to confirmation by full council fines in the form of £80 fixed penalty notices can be issued to anyone not complying with the new legislation.

Graffiti

Graffiti that is found in the park is removed by Peoples Park operatives who are trained to use graffiti removers. There is a procedure for the removal of graffiti. All graffiti that is offensive is cleaned off immediately and any non offensive graffiti is cleaned off the same working day that it has been detected. Any graffiti that is stubborn on the footpaths will be removed by Cleansing staff with the use of a jet washing machine. A copy of our graffiti removal procedure for Peoples Park is available from the Park Manager.

Fly Tipping

NELC will remove fly tipping from this site as soon as found and reported to the Council.

Cycling

As with all of our Parks and open spaces North East Lincolnshire Council encourages health and fitness so cycling is permitted in Peoples Park as it is also good for the environment. We currently have a weekly visit to the park by a charity for partially sighted people and they ride their specially adapted bicycles round the park with the aid of an able sighted person. This not only promotes health and fitness but is of great benefit to the charity also.

Any person who is deemed not to be riding a cycle responsibly will be asked to walk their bike through the park.

3 WHERE DO WE WANT TO GET TO?

The overall vision for the park is in line with NELC's Green Space Strategy;

'By 2022, North East Lincolnshire will have a diverse network of safe, accessible and attractive green spaces that are well managed and maintained, through community participation, to enhance the quality of life, sense of well-being, health and learning opportunities of all sections of the community.'

NELC is committed to the ongoing management, maintenance and development of the park recognising the parks historic heritage whilst making sure it meets the needs of today. The overall vision for the park is that it will meet and exceed the Green Flag criteria for parks and open spaces. The criteria is listed below.

3.1 Green Flag Matrix of restored features

The following table assesses the restoration proposals against the criteria as outlined in the Green Flag Award Criteria.

Restoration Works	Green Flag Criteria							
	1. A Welcoming Place	2. Healthy, Safe and Secure	3. Well Maintained and Clean	4. Sustainability	5. Conservation and Heritage	6. Community Involvement	7. Marketing	8. Management
Demolition of Toilet Blocks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
New Pavilion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pathway Treatments	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>			
Seating Area on the Mound (viewing area)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
New pavilion Terrace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>		
Floral Hall Terrace	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Refurbish Bowls Pavilion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Restore Smethurst Memorial			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Power supply to field		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Perimeter Knee Rail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Works to Lake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Street Furniture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>			
Tree Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Replanting and reinvigorating Shrub beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Re-establish bedding out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Restoration Works	Green Flag Criteria							
	1. A Welcoming Place	2. Healthy, Safe and Secure	3. Well Maintained and Clean	4. Sustainability	5. Conservation and Heritage	6. Community Involvement	7. Marketing	8. Management
areas								
Re-establish lawns and grass areas	■	■	■					
Interpretation	■	■		■	■	■	■	■

Key

- Significant contribution to the Green Flag criteria
- Complementary contribution to the Green Flag criteria

The table above demonstrates how North East Lincolnshire Council are addressing the main criteria as set out by the Civic Trust under the Green Flag Award. It shows what is in place to address each item, how it is implemented and who is responsible for overseeing that element. It is hoped that by following this criteria that the standard of People’s Park will be kept high and that achieving Green Flag status would give recognition of this.

3.2 Management Vision and Objectives

This section describes the management vision and objectives for People’s Park in Grimsby.

Management Vision

The Conservation Management Plan Stage 1 Submission to the Heritage Lottery Fund identified a vision for People’s Park which was influenced by several factors. The historical significance of the park and the intactness of the original 1883 design by William Barron and Son has been adapted to meet contemporary needs, this ensuring that People’s Park has remained a premier park in Grimsby and North East Lincolnshire. Overall the park has been restored in keeping with the historical context whilst enhancing elements of the park to reflect the needs of present day users.

The park continues to provide a haven for passive recreation close to the heart of Grimsby, and facilities reflect current needs while paying heed to the historic context and character of the park. The provision of interpretation boards will raise

awareness of the rich historical background of the park among the many people who visit the park.

People's Park is a valued recreational resource and a haven for wildlife surrounded by residential development. The vision for the park is a well managed and well used resource of historic interest providing facilities and enjoyment for present and future users.

Key objectives for the MMP of People's Park combined with the preceding construction and restoration works are:

- to ensure that People's Park remains as a special area for passive and semi active recreation;
- to ensure that inheritance and character of the original William Barron design is respected and retained;
- to ensure that the strong vegetation structure of the original design is retained for the future and ensure that tree and shrub stock undergoes a programme of reinvigoration to retain the existing stock where practical and replacement to reflect the original design; and
- to encourage continued public use, increase visitor numbers and ensure that the park is safe for public use and that the park does not feel intimidating.

North East Lincolnshire Council is strongly committed to the management and development of People's Park, recognising the importance of the historic landscape and the need to ensure that the park meets the demands of today's visitors. The Council manages the park to a high standard by monitoring its performance against the Green Flag criteria and the below aims:

- to restore the features and character of the park, respecting its historical context and reflecting present day needs;
- to increase park use and community ownership and provide an enhanced venue for events and passive recreation;
- to provide improved training and educational opportunities;
- to make a positive and practical contribution to the delivery of the Green Space Strategy for NELC; and
- to provide a quiet haven for wildlife by protecting and promoting the natural environment

Management Objectives

The Management Objectives include:

- to restore historic features and layout (construction phase);
- continued research of historical context;
- to establish Visitor & Stakeholder needs/perceptions;

- to provide interpretation material (historic, ecological and recreational);
- to increase the number of events;
- to increase community involvement;
- to expand Training & Education provision as outlined in the Training & Education plan;
- to build partnerships with users and the wider community;
- to consult with all users to produce sustainable improvements to the park;
- to maximise opportunities to enhance and develop the park;
- to contribute to BAP targets;
- to protect trees; (Tree Survey available on request)
- to maintain the condition of the lake

Ways of Achieving Objectives

The following is a list of possible ways of achieving the management objectives:

- construction and restoration programme;
- on going maintenance and management programme;
- maintain a database of historic information linked to the park;
- on going visitor surveys;
- marketing and promotion;
- avoid work to trees and shrubs during bird nesting season and other ecologically sensitive periods);
- annual review and update of interpretation material;
- continued community involvement in maintenance activities and input into interpretation material; and
- annual monitor and review of progress
- To carry on working alongside the Friends of the Park

Improvements/Development Proposals

Gazebo

As part of the Heritage Lottery funding, at Peoples Park we had our new Gazebo constructed up on the mound as this is where the original one was situated. The work commenced February 2010 and was finished by May 2010. This has now greatly enhanced the viewing area of the park and is also very much in keeping with the natural look of the park. The Gazebo plan is octagonal and the construction compliments the new pavilion as it is also made with the same materials such as

cedar shingle for the roof and larch timber. All wood has been pre-treated by using fire retardant impregnation (details on this project available on request).

Rose Garden

As part of the Heritage Lottery funding and North East Lincolnshire council, proposals were sought to reinstate the rose garden which is situated where the old children's play area used to be. The original plan shows detail of bedding shapes which contain ornamental bedding laid out in the form of scrolls around a central circular bed (page 7 shows the original map of the park with the bottom right displaying the scroll design of the rose garden). In November 2011 the area has again been restored to the original floral scroll design in order to respect the historic layout of the rest of the park. This mainly consists of bedding plants (to be replaced seasonally) and small herbaceous plants with a number of roses and buxus (details of this project available on request). Sadly in 2010 this work was held back somewhat due to the Governments financial situation and the uncertainty of funding for our new play area. The good news is that this project did eventually get the go ahead and will be completed early 2012.

New Play Area

As part of the government children's plan for play, North East Lincolnshire Council successfully secured just under £1 million from the Playbuilder programme to upgrade or install a number of play areas across the borough. The new play area was opened by the Mayoress in April 2010 and provides excellent facilities for the children who visit People's Park.

Friends of the Park

In April of 2010, Ann Turner stood down as Chairperson from the Friends of Peoples Park group. After over ten wonderful years assisting the Council and helping obtain funding from the Heritage Lottery, she decided that she could no longer run in capacity of Chairperson. Ann and the others on the group tirelessly tried to recruit new members to the group, but had to call it a day in April. Luckily in May, the Park Manager was approached by a small group of residents, a local business man and local councillors who expressed their wish to start a new Friends of the Park group. This news was gladly welcomed and the group proved they had potential when they organised a family event in the park in August 2010. The Friends of the Park (as they are newly named) also organised a Christmas event with carols around the Bandstand for the local community and a local school was involved in the singing the carols. The group are always on the look out for more members and they are looking at ways to fund more events and activities for 2011 to promote our lovely park. The Friends of the Park meet every second week of each month in the Café in

the Park and new members are very welcome. One of the larger events which the Friends of the Park organised in April 2011 was a Royal Wedding Day to mark the marriage of Prince William to Kate Middleton. The event was very successful and the friends of the park continue to organise events and also seasonal activities such as Halloween walks and Christmas carol singing around the bandstand.

Bandstand

The Bandstand in the park is a prominent feature and is used for music when events are organised for the park and the Council are looking at ways to fund the refurbishment of this. Currently in this climate, from 2011 to 2015 North East Lincolnshire Council are facing major cuts to their budgets and this includes the budget for parks and open spaces. Once money is available, then the Bandstand can be refurbished to its former glory so it can remain another important asset to the park.

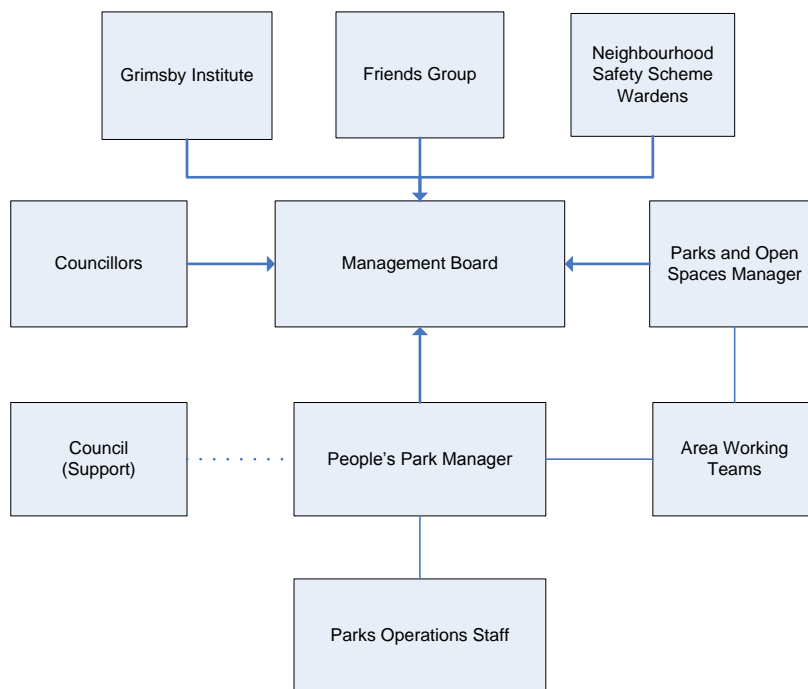
Work Placements

Again in 2011 the Park Manager has been working with other agencies such as the NHS Trust and other departments such as the Council's Through Care Team to provide volunteers who either have learning difficulties or young adults who have family and social problems. We are also working with probation services and have set up voluntary work for Community Payback people in the park so they can give back to society. All volunteers on the park are supervised by the park operatives and the park manager. The placements have been a success and it has helped the individuals to interact with the community and learn at the same time.

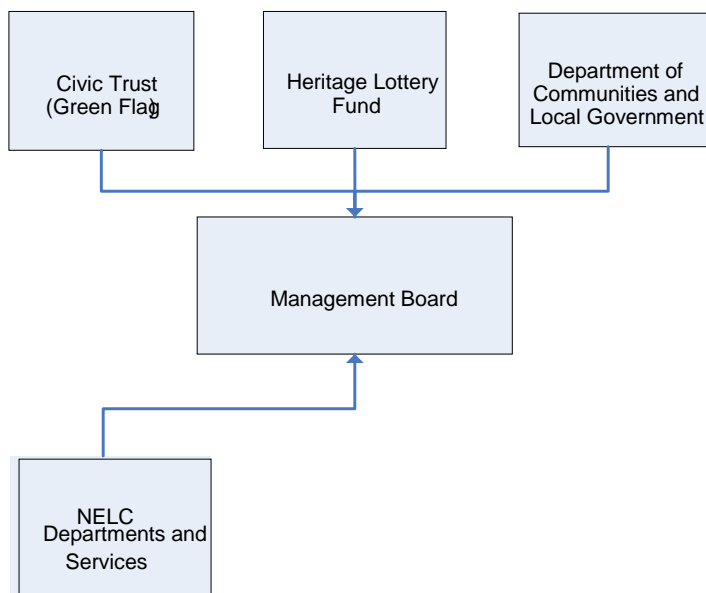
4 HOW WILL WE GET THERE?

4.1 Park Management Structure

The diagram below presents the management structure of the park. It indicates the main stakeholders and those parties involved in the management of the park



4.2 External Departments and Organisations



Operational Management Structure

A Management Board has been established to oversee the parks operation and development. The Management Board will include the following representatives:

- North East Lincolnshire Council Parks and Open Spaces Manager;
- Park Manager;
- Chair of Friends of the Park

- Community Pride Enforcement Officers
- Police and Police Community Support Officers
- Local Councillors.

The Management Board will meet at a minimum of quarterly but meetings often happen monthly and are held within the pavilion. The management board is the mechanism for continued Community and Stakeholder engagement in the project.

The Management Board's role will be to coordinate the following:

- Reviewing the implementation of project;
- Marketing initiatives;
- Fundraising;
- Events;
- Operational budgets;
- Maintenance regimes; and
- Visitor services.

The Park Manager will be located in an office within the new pavilion, and dedicated site based staff ensure that the pavilion opening/operational times are adjusted to take account of year round/seasonal activity and the café opening times. The Council are responsible in terms of site security and monitoring.

The café in the pavilion is currently operated by North East Lincolnshire Council. At a minimum, the café will be open every weekend and everyday during school holidays.

4.3 Park Manager

A condition of the National Lottery funding provided to the park was that a Park Manager would be funded for an initial period of 5 years (but this will be on ongoing position). The Park Manager is responsible for the day to day management of People's Park and to manage site buildings, resources, staff, grounds maintenance, cleanliness regimes and horticultural improvements.

Management activities must be to the benefit to the natural environment and must respect, and be in keeping with, the heritage of the park. In delivery this, the Park Manager is required to lead and develop their team, ensuring it has the capacity and capability to deliver the outcomes of the park.

The park manager also takes a lead role in managing the pavilion, overseeing the park's activities, and co-ordinating the delivery of grounds maintenance and cleanliness activities. In doing this, the manager engages with the local community

and other council directorates/agencies and user groups to develop services to ensure that service strategy and provision fully reflects the customer's requirements.

Overall the Manager will work under the direction of the Council's Parks and Open Spaces Manager to develop policies for the development, improvement and management of the site/services to meet the aspirations of the park's local community. In summary, the Park Managers main responsibilities include:

- to contribute to the ongoing delivery of the Heritage Lottery Fund project, developing and monitoring performance indicators as identified in the business plan and maintenance and management plan;
- to organise, attend and administer the meetings of the Park Management Board;
- to develop the park to the benefit of the natural environment and in keeping with the historic character of the park. Within this context, to implement and monitor grounds maintenance schedules and horticultural improvements that reflect the historic value of the park, ensuring that work achieved is to the highest standards;
- to exercise effective leadership, direction and control in managing, promoting and coordinate the successful operation of the park under the supervision of the Parks and Open Spaces Manager in order to continuously improve and ensure an effective, efficient and quality service focused on customer needs;
- to ensure the Parks and Open Spaces Manager is kept fully informed of key information relating to the operation of the park in order that members can be kept fully informed;
- to write reports for and attend meetings as necessary, especially Council meetings and meetings of user groups; and
- to supervise sub-contractors, when appropriate where their work is complementary to that of their own staff.

The Park Maintenance Team

In addition to the Park Manager, the following resources are dedicated to the maintenance and management of People's Park:

- 2 x Full Time Operatives (split shifts)
- Parks and Open Spaces Manager (strategy development); and
- Environmental Improvement Section.

The park maintenance team will be enhanced through work based learning & training initiatives as detailed in the Training, Education & Interpretation Plan.

Park Management and Maintenance Staff Posts

Name of Post	Employed/ managed by	Main duties	% time dedicated to park	Based in park yes/no
Park Manager	NELC	Responsible for operation and management and maintenance of the whole park.	100% (37hrs/week)	yes
Park Attendants x 2	NELC	Maintenance of park, Grass cutting, pruning, weeding, litter picking, collection of monies, maintenance of bowling greens. Inspection of play area (daily task sheets available on request for other duties)	100% (37hrs/week)	yes
Operatives x various	NELC	Grounds maintenance of park, grass cutting, tree pruning.	Generally seasonal work such as bowls green maintenance. Tree pruning. Selective weed spraying. Gang mowing. This includes specialist work.	No

Section 6 provided financial information related to the management of the park.

4.4 Staff Training

The Council, across all services, (which is the Park Managers department) is accredited with IIP. All staff are given regular work planning and performance development reviews to ensure the aims/objectives of the project are cascaded down to the operative level to ensure the team is working towards key targets. The process identifies personal training needs and feeds into the Directorate Training Plan to ensure effective prioritisation of training budgets.

All new staff will undergo a comprehensive induction programme and all operatives are provided with an induction handbook which sets down all appropriate procedures and working practices.

Training for park staff			
Name of Post	Training Required	Learning Outcomes	Estimate of Cost
Park Manager	Health & Safety	Certification	£100
	Risk Management	Certification	£100
	Event Management	Certification	£100
	Method Statements	Certification	£100
	PA01/PA06	Certification	£500
	Valuing Diversity		Free
	Disability Equality Awareness		Free
Park Attendants x 2	Health & Safety	Certification	£100
	Risk Management	Certification	£100
	Event Management	Certification	£100
	Method Statements	Certification	£100
	PA01/PA06	Certification	£500
	Fire Marshall		Free
	Rotary Desk		Free
	Strimmer		Free
	First Aid	Certification	£100
	Valuing Diversity		Free
	Disability Equality Awareness		Free
Operatives x various	Events Management	Certification	£100
Mobile Attendant	ROSPA checks	Certification	£100

4.5 Roles and Responsibilities

The Park Manager will be responsible for the overall management of the park. There will however, be services and skills required from outside that of the People's Park operatives, as follows:

Area of Responsibility	Services/Person	Role
Buildings and Built Structures	<ul style="list-style-type: none"> • Architectural Consultancy • DSO Contractors 	<ul style="list-style-type: none"> • Specialist technical advice. • Reactive maintenance.
Horticulture	<ul style="list-style-type: none"> • Grounds Maintenance Area Team • Volunteers 	<ul style="list-style-type: none"> • Contribution to maintenance regime. • Grass cutting, leaf clearance, cleansing

		functions.
Arboriculture	<ul style="list-style-type: none"> • Grounds Maintenance Tree Section. 	<ul style="list-style-type: none"> • Tree works.
Lake Management	<ul style="list-style-type: none"> • Grounds Maintenance, supported by Environmental Control 	<ul style="list-style-type: none"> • Monitor water quality and maintain fountains.
Facilities (e.g. Play area)	<ul style="list-style-type: none"> • Grounds Maintenance Area Team 	<ul style="list-style-type: none"> • Inspections/repairs.
Services	<ul style="list-style-type: none"> • Statutory undertakers and NELC Neighbourhood Services 	<ul style="list-style-type: none"> • Technical Advice. • Testing.
Activities and events	<ul style="list-style-type: none"> • Businesses, Community Groups, Charities • Friends of the Park 	<ul style="list-style-type: none"> • Organisation & promotion.
Management of staff	<ul style="list-style-type: none"> • Ensure regular meetings with staff to discussion workloads and individual targets. • Undertake Quarterly Reviews in line with the North East Lincolnshire Council's Performance Appraisal, Review and Development Procedure. This includes: <ul style="list-style-type: none"> • identifying current and future learning and development needs of employees • explain to employees how individual performance contributes to unit, team, service and corporate objectives and targets • identifying individual learning and development needs to achieve individual objectives • formulating an individual development plan based on the performance appraisal discussion • continuous evaluation of improved performance through progress review meetings 	

4.6 Arboricultural Management

The trees in People's Park are what makes the park special. Indeed, it forms on the heritage features that were an integral part of the bid. A significant amount of tree works were undertaken as part of the HLF project, and it is important that trees, shrubs and bushes continue to be maintained (tree survey available on request).

Since the completion of the project, all trees in People's Park are maintained in consultation with North East Lincolnshire Council's Parks and Open Spaces Manager to ensure the safety of the public, as well as to keep the trees with in the park in the best possible condition. Minimal maintenance of the tree stock is now required due to these works, and mainly only consist of sucker growth and crown lifting.

Trees are inspected individually on an annual basis by our own members of staff who will in the very near future be trained to LANTRA standards. The annual inspection, backed by a written report, highlights any work required, as is defined by priority. Visual inspections are regularly carried out by the Park Manager who would identify dead wood or gale damaged branches. Any failures that occur within the park regardless of reason, ie: Vandalism, disease etc will be replaced during the coming planting season. All replacement trees will be sourced from a reputable supplier of Nursery stock grown to British standard in accordance with the national plant specification.

The trees within People's Park are maintained by North East Lincolnshire Councils in house arboricultural team who have the relevant certification to carry out the work.

Arboricultural Structure

Parks Open Spaces Manager

Area Manager NTCP & Lantra Trained

Arboricultural Foreman NTCP & Lantra Trained

Arboricultural Team NTCP & Lantra Trained

Specialist Advice from the Tree and Woodlands Officer

4.7 Floral Hall

At present the Grimsby Institute are operating in the Floral Hall, but due to a restructure at the Institute this is on a temporary basis until another tenant is found to take over. Sadly the Grimsby Institute no longer have the resources to run the Floral Hall and North East Lincolnshire Council at present, are looking at tenders from interested parties.

4.8 Community Involvement

A new 'Friends of the Park' formed in June 2010 and they have already started trying to get the community involved again in 2011 with activities such as the royal wedding event which was held in April, Halloween walk and Christmas carols around the Bandstand in December. The Friends of the Park are also keen to promote the educational aspects within the park such as history, wildlife and nature. In 2012 the friends of the park are looking at organising more events and they are also assisting with the possibility of a multi cultural day in June 2012 organised for the park, by a local community group. They are still working on an educational tool which they can use for our local schools. The park manager is also on hand to assist the Friends of the Park with their proposals so that the wider community can be reached. Local

schools visit the park on a regular basis and they come to the park as part of their lesson plans which includes nature and wildlife habitats. The Friends of the park have been getting schools involved in their activities such as the carol singing around the Bandstand. The Park Ward action group are very active and this group covers issues relating to the park also. They are a strong community group and are also looking to hold some events and activities in the park by working alongside the Friends of the Park and the Park Manager.

4.8.1 Public Consultation

A public consultation exercise was held as part of the development of the Stage 1 Conservation Management Plan (conservation management plan available on request). Following the completion of the restoration works consultation activities with visitors is ongoing.

The Council in 2008 acquired the Green Stat online survey methodology to receive feedback from residents and visitors on site. This is monitored by Environmental Improvement Section and the Park Manager.

The results are analysed and responded by the park manager and where possible, feedback is incorporated into daily management practices. Detailed results are available on request.

4.8.2 Events

The park in 2011 has had various events and activities such as children's half term activities once again organised by the Pre School Learning Alliance and the Council's Play Rangers. Other activities included nature walk by the Lincolnshire Wildlife Trust back in July, event to celebrate the royal wedding organised by the Friends of the Park in April, weekly activities from Foresight Charity with their specially adapted bikes around the park, Salvation Army Band played in the Bandstand in May, Easter egg hunts, one by the Play Rangers and other by Grimsby Institute in April. Blue Cross Animal hospital held a talk and display for micro-chipping pets in April. For Love Parks Week in July we had a display from our environmental improvement section giving out information about parks and also customer survey forms for greenstat. The Pre School Learning Alliance also held family activities for young children. Local primary schools have also visited the park to do nature walks during the summer and autumn and we have a weekly walk well group which go around the park.

4.8.3 Lease Arrangements for Concessions

The café in the park is present operated by North East Lincolnshire Councils Cultural Services department via a Tenancy at will. This is reviewed annually.

4.9 Maintenance Vision and Objectives

Maintenance is a key factor in the ongoing success of the park. The park will need to meet and exceed the aspirations of local residents and visitors and in order for this to happen the maintenance must be of the highest standard. High standards should encourage positive use and create levels of respect for the park's facilities from the parks users. The aim is to: *'Have a park that the local people will be proud of'*.

By regular review and development of this MMP, the management and maintenance team is able to build on existing achievements and can continue to promote the public enjoyment making People's Park an interesting and safe place to visit. This requires a varied programme of activities and events, linking the park to other leisure or educational facilities to be made available to all members of the public.

4.9.1 Maintenance Regime

The Park Manager supervises the work of 2 Operatives who work a 3.5 days on 3.5 days off shift pattern during summer and winter. The Park Manager also liaises with the Parks and Open Spaces Manager in respect of other additional grounds maintenance and cleansing works as and when required. This would be for specialist tasks such as arboricultural work.

The Park Manager is responsible for all regular inspections, arranging and checking all statutory and preventative maintenance works, health & safety, site & building security, repairs. The Park Manager is also expected to undertake minor repairs, testing and remedial works if appropriate.

Maintenance work on the park is varied and at the back of this plan is a typical Summer and Winter work programme for the park which shows duties that are carried out by the Operatives. The Park Managers role is also operational so they will also carry out some of the maintenance duties within the park.

Legislative need:

- Electrical installation testing – annually;
- Fire alarm installation - annual service contract with quarterly visits;
- Emergency lighting testing - annual contract with quarterly visits;
- Gas installation soundness testing – annually;
- Boiler servicing – annually;
- Water hygiene works - initial survey and associated remedial works followed by a programme of monitoring on a quarterly basis;
- Fire appliance servicing – annually; and
- Portable electrical appliance testing – annually.

Proactive maintenance:

- Rainwater goods inspection and clearance – annually;
- Main drainage inspection and cleansing – annually; and
- Sanitary fittings inspection and overhaul (tap washers, ball valves, cistern siphons etc) – annually.

Planned maintenance:

- External redecoration - three yearly;
- Internal redecoration - three to five yearly dependent on usage;
- Window Cleaning – monthly;
- Cleaning (toilet facilities) - daily;
- CCTV maintenance – annually; and
- Play Equipment

The maintenance of People's Park is based upon the resources as governed by that agreed with Heritage Lottery Fund.

Components of People's Park:

The park is made up of several different components that contribute to the overall historic character of a Victorian public park. Each of the components of the park has been analysed in terms of:

- the objective of the maintenance;
- a performance specification; and
- a schedule of tasks.

The budget for maintenance in the park is incorporated into the MMP is given below.

The master plan for the park is available on request and this shows the location of the components in the park and their corresponding proposal numbers. The detailed design drawings and plans that accompany this MMP are contained within the separate documentation 'People's Park Heritage Restoration Project, As Built Drawings'.

Section 7 provides details on the 10 year financial plan.

NELC provides the resources to meet the above costs mainly through the Park Manager supported by an additional full time operative, additional labour through the

area team and additional revenue budget. Tenders are also been sought for the running of the café so once this is in place a lease and contributions to the park will eventually be established.

The work will also be supported by continued voluntary work and the establishment of activities. The work will also be supported by continued voluntary work / activities through the Friends of the Park Group but these have not been included in the above.

4.9.2 Operation of the New Pavilion Café

The Council owns and manages the new pavilion and at present North East Lincolnshire Councils Cultural Services department operate from the Café through a lease arrangement. Building management costs are funded by NELC but all operating costs (e.g. utilities) will be met by new tenants through a lease arrangement.

4.10 Annual Maintenance Programme

This table provides a brief outline of the main annual areas of work and who is responsible. This list is designed to be reviewed and added to by the Park Manager as and when required.

ACTION	RESPONSIBILITY	OBJECTIVES	FREQUENCY
Events programming	PM, FP	To provide a range of year round events in the park	Annually (and ongoing)
Events management	PM, PSM, PA, FP	Operation of events	All year round
Publicity	PM, PSM, FP	Publication of events and the park	All year round
Newsletter	FP	Ongoing news and features	4 per annum (every season)
Financial monitoring	PM, PSM	Sound management	Monthly
Community Consultation	PM, FP, NIS	Ongoing monitoring against aims and objectives	Annually
Horticultural maintenance	PM, PA	Ensure quality in workmanship	All year round
Green Flag status	PM, PA, PSM	Apply for status	Annually

Key:

PM	Park Manager
PA	Park Attendants
PSM	Parks & Open Spaces Manager
NIS	Neighbourhood Improvement Section
FP	Friends of the Park

5 HOW WILL WE KNOW WHEN WE HAVE ARRIVED

5.1 Monitoring and Review of the Plan

Monitoring and review of this Management Plan ensure its relevance as the park evolves, by adding updated information about the management of the park and any new issues that arise. Following the completion of the HLF restoration work, this plan has been revised to ensure that all areas of management and maintenance are adequately encompassed.

A detailed review of the management plan takes place every three years and shall involve all relevant stakeholders. The first substantial review of this nature will take place in 2012. As part of the review process, performance indicators will be analysed, including feedback on visitor's surveys, and it is proposed that there will be an external scrutiny procedure.

The review will take the following format:

- Survey of staff/services on the relevance of the Plan's contents;
- Individual services/staff will be asked to check that what is contained in the Plan is what happens in practice;
- Analysis of performance indicators;
- The Management Board will manage the review process, with the option of including external scrutiny;
- The Park Manager will draw up any evolving changes to the MMP and a change control procedure will record the reasons for the changes;
- It is envisaged that there will then be a short review period, with the amended MMP circulated swiftly to ensure that the Plan is kept up to date; and
- The Plan will be printed in a format that allows insertion or replacement of relevant sections. (NB. There will be controlled circulation of hard copies of the Management Plan, in order to ensure versions are up to date. Electronic versions will be provided on the North East Lincolnshire Council Intranet and website.)

Performance Indicators

Performance Indicators will measure whether the management and maintenance standards have been reached. They will cover a variety of measures ranging from periodic checking of performance specifications, to visitor numbers and visitor satisfaction surveys. The following performance indicators are used to assess how well the Plan has been implemented:

- Number and range of bedding displays;
- Number of visitors, to the park and pavilion;
- Number of water fowl observed; and
- Number of volunteer days.
- Park and Floral Hall visitor numbers;
- Incidents of anti-social behaviour (e.g. abandoned vehicles, fly-tipping, graffiti, vandalism);
- Public satisfaction;
- Number of events held;
- Number of educational activities;
- Income (e.g. sponsorship);
- Café/meeting room use; and
- Bowls Pavilion use.

Green Stat Survey

The responsibility for data collection for the above indicators will lie with the Park Manager who will provide regular reports to the Park Management Board. In addition NELC, monitor Parks and Open Spaces satisfaction through the household survey and citizen panel and we also monitor satisfaction through the Green Stat consultation tool, now procured to enable measurement of satisfaction by park users. The Green Stat surveys are a valuable tool and are used for most of our parks and open spaces. Results from the survey are available from the Park Manager and are available on request.

People Counters

In July 2009 the park also had people counters installed at each entrance to the park and this enables us to monitor park usage. In the month of July 2009 we had a staggering 58,275 visitors to the park. Monthly visitor numbers are available on request.

Who is to Monitor

The Park Manager is responsible for maintaining the performance information. The Management Board will manage the review process, including arranging for external review if required.

6 FUTURE ACTIONS

Proposed Action/development	Project lead	Resources required	Timescale	Comments
Maintenance of the Bandstand	Park Manager, Area Manager	£1000	2015	To refurbish the Bandstand subject to funds
On Site Bungalow	Parks/Facilities/Asset Management	None	Ongoing	Awaiting information from Charities Commission as regards the future of the Park Lodge
Reinstate Rose Garden (Heritage P3 objective)	HLF/NELC/Park Manager	Circa £20000	2012	Proposals have successfully gone ahead to reinstate the former Rose garden which was situated where the children's play area is. Work commenced in October 2011. The Rose garden will be in keeping with the parks original historic design and should be completed early 2012.
Reinstate Drinking Fountain (Heritage P3 objective)	Park Manager	Est £5000	2013	The drinking fountain has been located but is in a state of disrepair. Funding has yet to be obtained.
Develop Marketing Strategy to include future events	Environmental Improvement Team/ Park Manager, Friends of the Park	£500 PA	Ongoing	Park Manager and Friends of the Park to promote park and invite groups to hold activities in park. Also promote the educational benefits to schools. Promote through the park, media, NELC, park management board, newsletter. Marketing Strategy must tie-in with the service marketing strategy in preparation.

Proposed Action/development	Project lead	Resources required	Timescale	Comments
Maintenance of Park	Park Manager, Park Staff, Parks, Cleansing, Contractors	No additional expenditure/ funded within core revenue budget.	Ongoing	Everyday maintenance to be kept to a high standard such as mowing, strimming, hedge cutting, maintenance of the bowling greens and other grounds work to be ongoing by the people's park staff. Triple mowing and use of the swingo for paths will be administered on a weekly basis by the help of parks and cleansing staff. Tree works when needed will also be undertaken by Parks. Peoples park staff and will oversee the maintenance and planting of flower & shrub beds. NELC to top up mulch/bark 2012 and to replace plants that have died off naturally. NELC to replace plants that have been damaged.
Working with other local agencies	Park Manager, Police, PCSO's, Community Pride Enforcement Officers	Variable	Ongoing	Working with agencies to ensure that low level anti social behaviour is tackled on the park. Sharing of intelligence between agencies. Enforcement Officers to enforce for littering and dog fouling.
Planting schedule	Park Manager, Friends of the Park, other agencies, community groups	No additional expenditure/ funded within core revenue	Ongoing 5 year plan – 2008 to 2013	To work with other groups on additional planting schedules on the park. NELC to do year on year bulb planting in the park assisted by the friends of group. Already planted 200kg of daffodil bulbs and 7kg of bluebells. 1 st batch planted Oct 08.

Proposed Action/development	Project lead	Resources required	Timescale	Comments
		budget.		<p>This is an ongoing 5 year spring bulb planting plan and 20 x 25kg of daffodil bulbs were planted in November 2009 around the park. Also two weekends in November provided the public the opportunity to plant some bulbs under the avenue of trees in the park and if they wished they could dedicate the bulbs to a loved one or someone special. The bulb planting will be an ongoing yearly autumn event and eventually the whole of the avenue will be a carpet of colour with spring bulbs such as crocus and chionodoxa. 2 x 75 metres worth of mixed bulbs have been planted at both sides of the south entrance of the park in between the avenue of trees in December 2009 and should give a wealth of colour in the spring of 2010. 2010 saw yet more planting of 5 x 25kg of daffodils in the park and also a further 16 sq mtrs of mixed bulbs were planted in Oct 2010 to the north west side of the park between the avenue of trees. The Women's Institute still continue to maintain their bed within the grounds of the bowling greens. More bulbs to be planted 2012 subject to funds.</p>

Proposed Action/development	Project lead	Resources required	Timescale	Comments
Customer Surveys	Park Manager	None	Ongoing	To continue to receive feedback from the general public by asking for their comments and filling in the Green Stat surveys for the park so that we can also monitor park usage. People counters installed in July 2009 to monitor park usage.

7 FINANCIAL PLAN

The tables below present the financial plan for People's Park. It will be reviewed annually to ensure its accuracy and relevance.

7.1 Year 1 to 5

*Assumption of inflation @ 2.5%

Revenue Costs	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13
Salaries	63000	64575	66189	73825	75717
Planting	10000	6000	4000	3000	3075
Repair and Maintenance (pavilion)	12000	12300	12608	12923	13246
Paving and paths (tarmac and resin bound)	3000	3075	3152	3231	3311
Repair and Maintenance of play area	3500	3588	3677	5000	5125
Utilities	3000	3075	3152	3231	3311
Repair and Maintenance of furniture	2000	2050	2101	2154	2208
Total	<u>96500</u>	<u>94663</u>	<u>94879</u>	<u>103364</u>	<u>105993</u>
Scheduled Maintenance Work (hours)					
Bowling Green Maintenance	500	500	500	500	500
Shrub Maintenance- weeding, pruning, weed spraying	220	220	220	220	220
Grass cutting - R/O mower	170	170	170	170	170
Grass cutting - gang mower	150	150	150	150	150
Leaf collection x 3 Oct/Nov/Dec	150	150	150	150	150
Cleansing Operations (incl lake)	120	120	120	120	120
Tree pruning - crown lifting	100	100	100	100	100
Hedge cutting - 3 times a year	80	80	80	80	80
Rose Ben Maint - weeding, pruning, weedkilling	60	60	60	60	60
Sweep path (mechanical) x 12	48	48	48	48	48
Bedding Out - 3 beds opp floral hall	40	40	40	40	40
Weed spray Application x 3 paths / obstacles	35	35	35	35	35
Pond (weed spray application) if required x 2	16	16	16	16	16
Total Hours	1689	1689	1689	1689	1689
Charge out rate (£/hour)	15	15	16	16	17
Approximate annual cost of maintenance	<u>25335</u>	<u>25968</u>	<u>26618</u>	<u>27283</u>	<u>27965</u>

Revenue Costs	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13
P3 Expenditure					
Gazebo	9000	80000	0	0	0
Reinstatement of Rose Garden (subject to approval)	0	0	0	20000	0
Play Area (subject to sale approvals)	0	0	0	96000	0
Reinstatement of Drinking Fountain				5000	
Total	<u>9000</u>	<u>80000</u>	<u>0</u>	<u>121000</u>	<u>0</u>
Income					
Sale of tickets-bowling greens approx	-1000	-1025	-1051	-1077	-1104
Income from café tenancy	-2000	-2050	-2101	-2154	-2208
Sponsorship and events	-500	-750	-769	-788	-808
Income from sale of Lodge (subject to approvals and valuation)	0	0	-100000	0	0
HLF Final Payment				-210000	
Income	<u>-3500</u>	<u>-3825</u>	<u>-83921</u>	<u>-214019</u>	<u>-4119</u>
Total Expenditure	130835	200631	221497	149665	127782
Total Income	-3500	-3825	-83921	-214019	-4119
<u>Net Annual Budget</u>	<u>127335</u>	<u>195806</u>	<u>137576</u>	<u>-74354</u>	<u>123662</u>

7.2 Year 6 to 10

*Assumption of inflation @ 2.5%

Revenue Costs	FY13/14	FY14/15	FY16/17	FY17/18	FY18/19
Salaries	73106	74934	76807	78727	80695
Planting	3152	3231	3311	3394	3479
Repair and Maintenance (pavilion)	13577	13916	14264	14621	14986
Paving and paths (tarmac and resin bound)	3394	3479	3566	3655	3747
Repair and Maintenance of play area	5253	5384	5519	5657	5798
Utilities	3394	3479	3566	3655	3747
Repair and Maintenance of furniture	2263	2319	2377	2437	2498
Total	<u>104139</u>	<u>106742</u>	<u>109410</u>	<u>112146</u>	<u>114950</u>

Revenue Costs	FY13/14	FY14/15	FY16/17	FY17/18	FY18/19
Scheduled Maintenance Work (hours)					
Bowling Green Maintenance	500	500	500	500	500
Shrub Maintenance- weeding, pruning, weed killing	220	220	220	220	220
Grass cutting - R/O mower	170	170	170	170	170
Grass cutting - gang mower	150	150	150	150	150
Leaf collection x 3 Oct/Nov/Dec	150	150	150	150	150
Cleansing Operations (inc lake)	120	120	120	120	120
Tree pruning - crown lifting	100	100	100	100	100
Hedge cutting - 3 times a year	80	80	80	80	80
Rose Ben Maint - weeding, pruning, weed killing	60	60	60	60	60
Sweep path (mechanical) x 12	48	48	48	48	48
Bedding Out - 3 beds opp floral hall	40	40	40	40	40
Weed kill Application x 3 paths / obstacles	35	35	35	35	35
Pond (weed kill application) if required x 2	16	16	16	16	16
Total Hours	1689	1689	1689	1689	1689
Charge out rate (£/hour)	17	17	18	18	19
Approximate annual cost of maintenance	<u>28664</u>	<u>29381</u>	<u>30115</u>	<u>30868</u>	<u>31640</u>
P3 Expenditure					
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Income					
Sale of tickets-bowling greens approx	-1131	-1160	-1189	-1218	-1249
Income from café tenancy	-2263	-2319	-2377	-2437	-2498
Sponsorship and events	-828	-849	-870	-892	-914
Income from sale of Lodge (subject to approvals and valuation)	0	0	0	0	0
HLF Final Payment					
<u>Income</u>	<u>-4222</u>	<u>-4328</u>	<u>-4436</u>	<u>-4547</u>	<u>-4660</u>
Total Expenditure	130976	134251	137607	141047	144573
Total Income	-4222	-4328	-4436	-4547	-4660
<u>Net Annual Budget</u>	<u>126754</u>	<u>129923</u>	<u>133171</u>	<u>136500</u>	<u>139913</u>

Maintenance Regime

ROSEBEDS

Definition : Cultivated areas provided for decorative purposes, containing roses or roses and bulbs.

Rosebed Maintenance

(a) Operations

- i. Maintenance - 20 times (once fortnightly) March to November inclusive and 3 times (once monthly) December to February inclusive.

Remove all litter, brash, debris etc. from rosebushes and beds. Remove from site and dispose of. Remove dead flower heads from plants by cutting flower stems back to nearest joint. Remove all sucker growths from the base of plants. Remove all cut vegetation from site and dispose of. Mix insecticides/pesticides to manufacturer's instructions in container away from grassed and planted areas avoiding spillage. Spray all plants when pests/diseases are evident, ensuring that the undersides of leaves are not missed. Hoe off all weeds cleanly and remove. Break surface to produce a light tilth. Remove all debris and weeds from site. Clean up and leave adjacent areas tidy. Allow for all necessary ancillary operations.

- ii. Light Fork/Cultivate Rosebeds – Once in October or November.

Clear surface debris and fallen vegetation. Remove from site and dispose off. Fork whole area to a depth of 50mm breaking down clods and leaving surface even and free from weeds. Clean up and leave adjacent areas tidy. Allow for all necessary ancillary operations.

- iii. Remove Bult Tops After Flowering – Once six weeks after cessation of flowering.

Remove old bulb tops using hand shears cutting down to ground level. Rake up and remove from site and dispose of. Allow for all necessary ancillary operations.

- iv. Annual Prune Roses – Bush and Standard - Once in March.

Cut out all dead and decaying wood and crossing branches. Cut shoots of pencil thickness or over back to three buds and weaker growth to one or two buds making cut immediately above outward growing bud. Sweep up and leave area tidy. Remove all cuttings from site and dispose of. Allow for all necessary ancillary operations.

v. Cut Back Bush and Standard Roses – Autumn Prune – Once in November.

Reduce long growths by approximately one third. Remove any broken stems. Sweep up and leave area tidy. Remove all cuttings from site and dispose of. Allow for all necessary ancillary operations.

vi. Prune Climbing/Rambling Roses – Once in November.

Cut all ties supporting the rose growths and lower stems to the ground. Remove old flowering wood together with any dead or weak growths to ground level. Retain all healthy shoots and new growth. Tie back selected shoots to supports using tarred twine or plastic ties. Shorten back lateral growths to two or three buds. Remove all cuttings from site and dispose of. Sweep up and leave area tidy. Allow for all necessary ancillary operations.

vii. Apply Fertiliser to Rosebeds – Once in March.

Broadcast approved rose fertiliser by hand at the rate of 70 gsm/sq.m or to manufacturer's directions over the whole bed or border. Cultivate in to a depth of 50mm. Allow for all necessary ancillary operations.

viii. Tie up Climbing/Rambling Roses - 3 times (once each in August, November and March)

Tie growths to supports as required using plastic ties or tarred twine. Allow for all necessary ancillary operations.

ix. Maintenance of Stakes and Ties to Standard Roses - 3 times (once each in August, November and March)

Inspect and if required replace stake. Tie standard rose to stake using pads and tree belts. Nail belts securely to stake. Allow for all necessary ancillary operations.

x. Clear Bed of Debris – Once in November.

Rake out or remove by hand all leaves and other debris and remove from site and dispose off. Allow for all necessary ancillary operations.

(b) Equipment - Dutch or Drag hoe, secateurs, knapsack sprayers, fork or cultivator, Hand shears and short handled loppers

(c) Materials - Approved insecticides/pesticides, fertilisers, pads, ties stakes, clout nails.

(d) Finish - All roses to be kept pest/disease free and maintained to good horticultural practice. Beds to be weed clear and in a tidy condition.

ROSEBEDS WITH PLANTEX

Definition - Cultivated areas provided for decorative purposes, containing roses in a bed covered with 'plantex' or similar and a bark mulch.

Maintenance of Rosebeds with 'Plantex'

a) Operations

i **Maintenance** – 20 times (once fortnightly) March to November inclusive and 3 times (once monthly) December to February inclusive.

The Contractor shall maintain the beds as detailed in Schedule of Rates Item 1001 except that no digging, forking or hoeing operations shall be carried out. Weeds shall be removed by hand only. In addition, the Contractor shall carefully 'tuck in' any of the exposed membrane and he shall once yearly in November supply and spread bark or other approved material to maintain a constant depth of 50mm.

b) Equipment - Secateurs, knapsack sprayers, hand shears and short handled loppers.

c) Materials - As detailed in Schedule of Rates Item 1001 and bulk bark as approved.

d) Finish - As detailed in Schedule of Rates Item 1001

FLOWER BEDS/BOWLS/CARPET BEDS

Definition –

Flower beds/bowls – Cultivated areas provided for decorative purposes, containing annuals, perennials, bulbs or corms.

Carpet beds – Cultivated areas provided for decorative purposes containing dwarf slow growing colourful compact foliage plants e.g. Alternanthera, Sedum Spathulifolium, Pyrethrum ‘Golden Moss.’

Flower beds/bowls with Summer Bedding

a) Operations

i) Maintenance - 18 times (once weekly) commencing 1st week in June.

Remove all litter, brash, debris etc., remove from site and dispose of. Remove dead flowerheads, remove from site and dispose of. Mix insecticides/pesticides to manufacturer's instructions in a container away from grassed and planted areas avoiding spillage. Spray all plants when pests/diseases are evident ensuring that the undersides of leaves are not missed.

Hoe off all weeds cleanly, break surface to produce a light tilth, and remove all debris/weeds from site and dispose of. Clean up and leave adjacent areas tidy. Water as required or as directed by the Supervising Officer. Allow for all necessary ancillary operations.

ii. Dig over beds incorporating manure/compost – Once in May prior to planting summer bedding.

Spread well rotted manure or approved soil improving compost at the rate of 3kgs per sq. m. Dig in by single trenching to a depth of 275mm. All stones, weeds and other unwanted material is to be removed from site and disposed of. Tread the bed, firm and rake to a fine tilth and shape to a slightly concave profile. Push the edge back and slope upwards by the use of a hoe or spade to an angle of 45 degrees.

iii. Apply Fertiliser – Once in May prior to planting out summer bedding.

Broadcast fertiliser by hand at the rate of 70 gms per sq.m or to manufacturer's instructions over the whole bed or bowl. Dig in to a depth of 150mm. Firm and rake level the whole bed and leave ready for planting. Allow for all necessary ancillary operations.

iv. Plant Out Summer Bedding - Once during the first week of June or as directed by the Supervising Officer.

Thoroughly water all plants prior to planting if necessary. Rake and prepare beds for planting. Plant dot plants, main carpet and edging plants at the intervals specified on the design layout supplied by the Employer and firm in lightly. Dot plants are to be staked and tied as required by the Supervising Officer. After completing the planting hoe the whole bed to remove footprints and throw back all edges. Allow for all necessary ancillary operations.

v. Irrigate – as required

During periods of dry weather or when instructed by the Supervising Officer, carefully water the beds by the use of a hosepipe at low pressure or by watering by watering cans until the topsoil is moist to a depth of 200mm. Irrigation shall only be carried out during the early morning or evening to avoid scorching of foliage by direct sunlight.

vi. Remove Summer Bedding - Once during the first week of October or as directed by the Supervising Officer.

Carefully lift summer bedding plants, Retain a ball of soil on plants which are to be returned to the Nursery. Return all bulbs/corns, chlorophytums, fuchsias, lobelia cardinalis, cordeline australis, draecena terminalis, centaurea ragacina, abutilons, aichrysum domesticum,

geranium Caroline Schmidt and any other plants specified by the Supervising Officer to the Nursery to be stored or disposed of by the Employer. Dispose of any remaining bedding plants. Allow for all necessary ancillary operations.

b) Equipment - Spade or fork, dutch or drag hoe, secateurs, knapsack sprayers, or controlled droplet application equipment, water bowser, hose pipe and watering cans.

c) Materials - Approved insecticides/pesticides, manure and compost. Plants as provided by the Employer.

d) Finish - All plants to be kept pest/disease free and maintained to good horticultural practice. Beds to be weed clear and in a tidy condition.

1102 Flowerbed/bowls with Spring Bedding

a) Operations

i Maintenance – 2 times (once fortnightly) in March. 8 times (once weekly) in April/May. 4 times (once fortnightly) in October/November 3 times (once monthly) in December to February inclusive.

Remove all litter, brash, debris etc., remove from site and dispose of. Remove dead flowerheads, remove from site and dispose of. Mix insecticides/pesticides to manufacturer's instructions in a container away from grassed and planted areas avoiding spillage. Spray all plants when pests/diseases are evident ensuring that the undersides of leaves are not missed. Hoe off all weeds cleanly, break surface to produce a light tilth and remove all debris/weeds from site and dispose of. Clean up and leave adjacent areas tidy. Water as required or as directed by the Supervising Officer.

ii Dig over beds incorporating manure/compost – Once in October prior to planting out spring bedding.

Spread well rotted manure or approved soil improving compost at the rate of 5kgs per sq.m. Dig in by single trenching to a depth of 275mm. All stones, weeds and other unwanted material is to be removed from site and disposed of. Tread the bed, firm and rake to a fine tilth and shape to a slightly concave profile. Push the edge back and slope upwards by the use of a hoe or spade to an angle of 45 degrees. Where bulbs are to be planted 'Quintosene' or similar approved shall be incorporated into the soil at the manufacturer's rate.

iii Plant Out Spring Bedding – Once during the second week of October or as directed by the Supervising Officer.

Thoroughly water all plants prior to planting if necessary. Rake and prepare beds for planting. Plant out main carpet and edging plants and bulbs at the intervals specified on the design layout supplied by the Employer and firm in lightly. Daffodils and tulips should be planted 150mm deep, Hyacinths 75mm deep, Crocus 25mm deep. After completing the planting hoe the whole bed to remove footprints and throw back all edges. Allow for all necessary ancillary operations.

iv Remove Spring Bedding – Once during the last two weeks in May or as directed by the Supervising Officer.

Carefully lift or pull out bedding plants. Retain a ball of soil on plants which are to be returned to the Nursery. Carefully lift, and remove flowerbulbs. Return all bulbs/corms, and any other plants specified by the Supervising Officer to the Nursery to be stored or disposed of by the Employer. Dispose of any remaining bedding plants. Allow for all necessary ancillary operations.

b) Equipment - Spade or fork, dutch or drag hoe, secateurs, knapsack sprayers, or controlled droplet application equipment

c) Materials - Approved insecticides/pesticides fungicide, manure and compost. Plants as provided by the Employer.

d) Finish - All plants to be kept pest/disease free and maintained to good horticultural practice. Beds to be weed clear and in a tidy condition.

Carpet Bed Maintenance**a) Operations**

- i Maintenance – 20 times (once weekly) commencing the third week in June or as directed by the Supervising Officer

Remove all litter, brash, debris etc., remove from site and dispose of. Mix insecticides/pesticides to manufacturer's instructions in a container away from grassed and planted areas avoiding spillage. Spray all plants when pests/diseases are evident ensuring that the undersides of leaves are not missed. Using single hand grass shears clip the carpet bedding at fortnightly intervals removing the minimum to ensure that the surface is level and the design is maintained. Remove all debris/ weeds/clipping by hand, remove from site and dispose of. Clean up and leave adjacent areas tidy. Water as required or as directed by the Supervising Officer. Allow for all necessary ancillary operations.

- ii Remove Carpet Bedding - Once during the first week of October or as directed by the Supervising Officer.

Carefully lift carpet bedding retaining a ball of soil on all plants. Return all plants to the Nursery to be stored or disposed of by the Employer. Allow for all necessary ancillary operations.

- iii Plant Out Carpet Bedding in Carpet beds – Once during the second week of June or as directed by the Supervising Officer.

Thoroughly water all plants prior to planting if necessary. Rake and prepare beds for planting. Plant out carpet bedding at the intervals specified on the design layout supplied by the Employer and firm in lightly. Thoroughly water beds. Allow for all necessary ancillary operations.

- iv Dig Over Beds - Once in May prior to planting out.

Dig by single trenching to a depth of 275mm. All stones, weeds and unwanted material is to be removed from site and disposed of. Tread the bed, firm and rake to a fine tilth.

- v Irrigate – as required.

During periods of dry weather or when instructed by the Supervising Officer, carefully water the beds by the use of a hosepipe at low pressure or by watering by watering cans until the topsoil is moist to a depth of 200 mm. Irrigation shall only be carried out during the early morning or evening to avoid scorching of foliage by direct sunlight.

- b) **Equipment** - Single hand grass shears, knapsack sprayers or controlled droplet application equipment.

- c) **Materials** - Approved insecticides/pesticides. Plants as provided by the Employer.

- d) **Finish** - All plants to be kept pest/disease free and maintained to good horticultural practice. Beds to be weed clear and in a tidy condition.

Daily Inspection of flower beds, bowls and carpet beds in the Resort Areas

Frequency

Once daily including weekends and public holidays.

- a) **Operation** - Inspect daily all seasonal bedding schemes. Remove any litter or other deleterious material. Remove from site and dispose of. Replant any plants removed by vandals. Report any thefts, major vandalism or other findings to the Supervising Officer without delay.

ROCKERIES

Definition - A heap of rock and soil for cultivating rock plants, alpines and shrubs

Hoe and Weed

- a) **Operations**

- i Maintenance – 15 times (once fortnightly) April to October inclusive. Once in February or March.

Remove dead flowerheads. Hoe off all weeds cleanly and remove. Break surface to produce a light tilth. Remove all debris and weeds from site and dispose of. Prune shrubs as specified in Schedule of Rates Item 1401. Clean up and leave adjacent areas tidy. Allow for all necessary ancillary operations.

- ii Remove Dead Flower stems – Once in November.

Cut all dead flower stems/shoots using shears or secateurs and remove from site. Allow for all necessary ancillary operations.

- iii Clear Bed of Debris – 2 times (once fortnightly) in October. Once last week in November. Once last week in December.

Rake out or remove by hand all leaves and other debris, remove from site and dispose of. Allow for all necessary ancillary operations.

- b) **Equipment** - Dutch or Drag hoe and secateurs

SHRUBBERIES

Definition - Cultivated areas provided for decorative purposes, containing shrubs or shrubs and bulbs.

Shrubbery Maintenance

- a) **Operations**

- i Maintenance - 15 times at regular intervals between March and November inclusive and 3 times at regular intervals December to February inclusive.

Remove all litter, brash, debris etc. from shrubs and beds. Hoe off all weeds cleanly and remove. Break surface to produce a light tilth. Remove all debris and weeds from site and dispose of. Clean up and leave adjacent areas tidy. Allow for all necessary ancillary operations.

ii Deep Fork – Once in November where specified by the Supervising Officer.

Clear surface debris and fallen vegetation. Remove from site and dispose of. Fork whole areas to a depth of 250mm breaking down clods and leaving surface even and free from weeds. Clean up and leave adjacent areas tidy. Allow for all necessary ancillary operations.

iii Remove Bulb Tops after Flowering - Once six weeks after cessation of flowering where specified by the Supervising Officer.

Remove old bulb tops using strimmer or hand shears cutting down to ground level. Rake up, remove from site and dispose of. Allow for all necessary ancillary operations.

iv Tie-Up Climbing Shrubs - 3 times (once each in May, November and March).

Tie growths to supports as required using plastic ties or tarred twine. Allow for all necessary ancillary operations.

v Prune Shrubs - Once according to the following schedule:-

Prune to the requirement of the variety concerned.

Spring Flowering Shrubs – Prune immediately after flowering by removal of all flowering stems and thinning out of young shoots.

Summer and Autumn Flowering Shrubs – As soon as growth begins in the spring cut back the previous years growth to within two buds of the older wood. Deciduous Shrubs grown for Foliage – Cut back close to ground level in early March.

Evergreen Shrubs – Prune in May or early June or September removing dead wood and any weak or unsightly growth affecting the natural habit of the plant.

Ground Cover Shrubs – (e.g. Hypericum Calycinum) Cut back spreading overhanging growth on one occasion in April.

Sweep up and leave area tidy. Remove all cuttings from site and dispose of. Allow for all necessary ancillary operations.

vi Clear Bed of Debris - Once in November.

Rake out or remove by hand all leaves and other debris, remove from site and dispose of. Allow for all necessary ancillary operations.

b) Equipment - Fork, secateurs and short handled loppers, strimmer or hedge shears approved. Dutch or Drag hoe.

c) Materials - Tarred twine or plastic ties

Maintenance of Shrubberies 'Plantex' and Bulk Bark Mulch Covered

a) Operations

i Maintenance - 15 times (once fortnightly) summer or as specified by the Supervising Officer.

Remove all litter, brash, debris etc., from shrubs and beds. Remove any weeds and other plants which are protruding through the mulch ensuring that the weeds and other plants are removed complete with roots. If it is necessary to clear the mulch from around the weeds and other plants prior to removal of the latter, the mulch must be replaced and spread evenly. Ensure that the dressing/bulk bark mulch is maintained to a depth of 50mm over the whole of the bed by the application of the same grade and type of existing dressing/mulch to the satisfaction of the Supervising Officer. Inspect the weed suppressant material (if installed) and carefully 'tuck in' any of the exposed membrane.

Remove all debris and weeds from site and dispose of. Clean up and leave adjacent areas tidy. Allow for all necessary ancillary operations.

Note: - No weedkillers are to be used on these shrubberies.

ii Tie-Up Climbing Shrubs - 3 times (once each in May, November and March)

Tie growths to supports as required using plastic ties or tarred twine. Allow for all necessary ancillary operations.

iii Prune Shrubs - Once according to the following schedule –

Prune to the requirement of the variety concerned.

Spring Flowering Shrubs – Prune immediately after flowering by removal of all flowering stems and thinning out of young shoots

Summer and Autumn Flowering Shrubs – As soon as growth begins in the spring cut back the previous years growth to within two buds of the older wood. Deciduous Shrubs grown for Foliage – Cut back close to ground level in early March

Evergreen Shrubs – Prune in May or early June or September removing dead wood and any weak or sunlighty growth affecting the natural habit of the plant.

Ground Cover Shrubs – (e.g. Hypericum Calycinum) Cut back spreading overhanging growth on one occasion in April.

Sweep up and leave area tidy. Remove all cuttings from site and dispose of. Allow for all necessary ancillary operations.

b) Equipment - Fork, secateurs and short handled loppers, strimmer or hedge shears approved. Dutch or Drag hoe.

c) Materials - Approved bulk bark mulch, intermediate grade, or dressing as specified by the Supervising Officer, tarred twine or plastic ties.

Example of Summer maintenance work programme**Jun-11**

	Task	Allocated to	Checked By Manager	Comments
Wed 1st	Finish weeding bed 6 (large bed) & 3		SW	Beds 3 & 4 done. 6 three quarters done
	Weed beds 8 & 9 (small beds)		SW	Completed
	Dead head roses in beds		SW	Completed
	Finish off weeding bed 6		SW	
Thurs 2nd	Strim around trees, paths, signs around park		SW	Completed
	Mow around beds		SW	Completed
	Sweep away all debris from strimming		SW	Completed
Fri 3rd	Remove weeds from north entrance (inside lodge grounds)		SW	Completed
	Sweep and clean all entrances in park		SW	Completed
	Finish removing suckers from limes inside park		SW	Completed
Sat 4th	Weed, dead head and side sheer Rose Beds		SW	Completed
	Finish last area of bed 6 weeding		SW	Completed
Sun 5th	Weed beds 1 & 2		SW	Completed
	Weed bed 26		SW	Completed
Mon 6th	Weed Alpine bed		SW	Not done due to planting out. To do 13.06.11

	Planting out ornamentals x 6	SW	Started today
Tues 7th	Planting out ornamentals x 6	SW	4 Beds complete
Wed 8th	Mow grass strips around the park	SW	Completed
	Planting out ornamentals	SW	Marigolds planted
	Wash down bins, signs etc...	SW	Completed
Thurs 9th	Finish off mowing grass areas	SW	Completed
	Planting out ornamentals	SW	Awaiting geraniums
	Mow grass in beds 19 & 31	SW	Completed
	Weed and side sheer beds 19 & 31	SW	Completed
Fri 10th	Weed roses around bandstand	SW	Completed
	Mow park perimeter	SW	Re-scheduled to Mon 13th due to heavy rain
	Finish off the last of the planting	SW	Completed
	Cut back daffodils around park	SW	Done beds 1 & 18 Started removing ground elder & bindweed
	Weed bed 7 (large bed)	SW	Completed
Sat 11th	Weed, dead head and side sheer Rose Beds	SW	Beds 10, 11, 16,17, 20 done
	Cut back daffodils around park	SW	Completed
	Weed, dead head and side sheer 6 x ornamentals	SW	Beds 8, 9, 12, 13, 14, 15, 25, 31 done
Sun 12th			Completed
	Cut back daffodils around park	SW	Completed
Mon 13th	Weed Alpine bed	SW	Completed

	Finish cutting back daffodils around park	SW	Bed 23 done
	Mow park perimeter	SW	Completed
	Mow passageway adjacent to park	SW	Completed
			Continuous weeding in this bed due to ground elder
Tues 14th	Weed bed 7 (large bed)	SW	Re-scheduled to 19.06.11
	Weed bed 17	SW	Completed
	Mow areas around park	SW	Completed
	Strim around trees, paths, signs around park	SW	2 thirds done
	Weed bed 28	SW	Completed
Wed 15th	Weed under hedges to beds 21 & 22	SW	Completed
	Weed bottom of bowls hedge	SW	Completed
	Finish off strimming	SW	Completed
	Edge bed 20	SW	Completed
	Wash down bins, signs etc...	SW	Completed
Thurs 16th	Weed under hedge at north entrance	SW	Completed
	Weed bed 12	SW	Half done
Fri 17th	Weed roses around bandstand	SW	Completed
	Weed lavender bed 29	SW	Half done
	Finish weeding bed 12	SW	Completed
	Cut hedge around the lodge	SW	Completed
Sat 18th	Weed, dead head and side sheer Rose Beds	SW	Completed

	Weed, mow & side sheer beds 34 & 35	SW	Completed
	Weed under hedge to bed 29	SW	Completed
Sun 19th	Weed, dead head and side sheer 6 x ornamentals	SW	Completed
	Finish weeding bed 17	SW	Completed
	Weed bed 30	SW	Completed
	Weed bed 33 near Bin store	SW	Completed
Mon 20th	Cut hedge to bowling green	SW	Mostly done
	Weed Alpine bed	SW	Completed
	Continue to weed bed 29 (large bed)	SW	Completed
	Weed bed 13	SW	Completed
Tues 21st	Weed bed 11	SW	Rescheduled for 24.06.11
	Finish cutting bowling green hedge	SW	Completed
	Weed bowls grips	SW	Green No. 2 done
	Weed edge of lake	SW	Completed
Wed 22nd	Weed beds 14 & 15	SW	Completed
	Cut hedge in bowls area nr Container	SW	Completed
	Weed bowls grips	SW	Completed
	Mow grass in beds 19 & 31	SW	Completed
	Side sheer and weed beds 19 & 31	SW	Completed
	Wash down bins, signs etc...	SW	Completed

Thurs 23rd	Weed bed 11	SW	Completed
	Weed Bed 24	SW	Completed
	Weed bed 10	SW	Completed
Fri 24th	Weed roses around bandstand	SW	Completed
	Mow park perimeter	SW	Completed
	Weed mound near Gazebo	SW	Completed
	Weed bed 9	SW	Completed
Sat 25th	Weed, dead head and side sheer Rose Beds	SW	Completed
	Remove goose grass from Beds 21 & 22	SW	Completed
	Weed Bed 1	SW	Completed
	Weed, dead head and side sheer 6 x ornamentals	SW	Completed
Sun 26th	Remove goose grass and weeds from Bed 26	SW	Completed
	Weed Bed 2	SW	Completed
Mon 27th	Weed Alpine bed	SW	Completed
Tues 28th	Paint knee rail posts	SW	Had to stop due to heavy rain
	Mow areas around park	SW	Had to stop due to heavy rain
	Weed Bed 4	SW	Completed
Wed 29th	Weed under hedges to beds 21 & 22	SW	Completed
	Mow areas around park	SW	Completed
	Weed Bed 5	SW	Completed
	Paint knee rail posts	SW	Ongoing
Thurs 30th	Weed under hedge at north entrance	SW	Completed

Example of a Winter maintenance work programme**Nov-11**

	Task	Allocated to	Checked By Manager	Comments
Tues 1st	Leaf removal		SW	Completed
Wed 2nd	Leaf removal		SW	Completed
Thurs 3rd	Leaf removal		SW	Completed
Fri 4th	Leaf removal		SW	Completed
Sat 5th	Leaf removal		SW	Completed
	Weed, side sheer and dead head Roses		SW	Completed
Sun 6th	Leaf removal		SW	Completed
	Weed, side sheer and dead head Ornamentals		SW	Completed
Mon 7th	Leaf removal		SW	Completed
Tues 8th	Leaf removal		SW	Completed
Wed 9th	Leaf removal		SW	Completed
Thurs 10th	Leaf removal		SW	Completed
Fri 11th	Leaf removal		SW	Completed
Sat 12th	Leaf removal		SW	Completed
	Weed, side sheer and dead head Roses		SW	Completed
Sun 13th	Leaf removal		SW	Completed
	Weed, side sheer and dead head Ornamentals		SW	Completed
Mon 14th	Leaf removal		SW	Completed

Tues 15th	Leaf removal	SW	Completed
Wed 16th	Leaf removal	SW	Completed
Thurs 17th	Leaf removal	SW	Completed
Fri 18th	Leaf removal	SW	Completed
Sat 19th	Leaf removal	SW	Completed
	Weed, side sheer and dead head Roses	SW	Completed
Sun 20th	Leaf removal	SW	Completed
	Weed, side sheer and dead head Ornamentals	SW	Completed
Mon 21st	Leaf removal	SW	Completed
Tues 22nd	Leaf removal	SW	Completed
Wed 23rd	Leaf removal	SW	Completed
Thurs 24th	Leaf removal	SW	Completed
Fri 25th	Leaf removal	SW	Completed
Sat 26th	Leaf removal	SW	Completed
	Weed, side sheer and dead head Roses	SW	Completed
Sun 27th	Leaf removal	SW	Completed
	Weed, side sheer and dead head Ornamentals	SW	Completed
Mon 28th	Leaf removal	SW	Completed
	Mowing grass strips and small areas in the park	SW	Completed
Tues 29th	Leaf removal		Completed
Wed 30th	Leaf removal		Completed



- P10 Restore Streetfront Menorah
- P11 Power supply to field
- P12 Perimeter Knee Rail
- P13 Swan House (Priority 3 - O)
- P14 Works to the Lake
- P15 Street Furniture
- P16 Refurbish Aviary (Priority 3 - O)
- P17 Tree works (Applicable to P10)
- P18 Replanting and minor works
- P19 Re-establish Bedding
- P20 Re-establish lawn and grass
- P21 Play Area (Priority 3 - O)
- P22 Interpretation



THE PEOPLE

SITE

Project No. **2388**

Client No. **2388**

Created by **AJE**

Drawing No. **2388 M 1**



VEHICULAR ACCESS ROUTES



EXTRACT OF INITIAL PUBLIC CONSULTATION

Age Range	Do you Visit?	How Often do you Visit?	Why do you Visit?	Improvement Feature	Would you visit Park if improved?	Comments
40-60 years	TRUE	Every day	Dog walking, family walks, events	Grass Verges both on road and alongside paths need	TRUE	The proposals seem really practical but will rely on ability to restrict access and parking.
40-60 years	TRUE	Weekly	Fishing	Toilets	TRUE	Fishing for disabled.
33	TRUE	Every day	Nice day out when sunny & clean	Pond	TRUE	Just keep it nice and clean
Over 60 yea	TRUE	Very regularly	Lived here for 36 years so like park	Paths	TRUE	Agree
40-60 years	TRUE	3.5 days a week	To work	Social element, dog fouling, drinking element	TRUE	Good luck
40-60 years	TRUE	Daily	Relaxation, dog walking, playground, short cut to school	Toilet and café. Security fencing	TRUE	
Over 60 yea	TRUE	Weekly		More control over	TRUE	
20-40 years	TRUE	Weekly	Play with children	Play area	TRUE	Very impressive
Over 60 yea	TRUE			Paths. Stop lorries and tractors using grass areas	TRUE	Grassing edge of lake not a good idea
20-40 years	TRUE	Monthly	Just passing through	Double avenue of trees needs restoration	TRUE	Concerns re cutting back/removal of trees. Traditional pavilion proposal. No ref to env awareness and sustainability issues with new build. Prefer round building - nature's curves! See aviary go.
20-40 years	TRUE	Weekly in summer. Monthly in winter	Meet friends, walk, relax, Floral Hall, events	Tree avenue. Rail to stop cars parking on site.	TRUE	Pavilion constructed from sustainable timber, solar panels. Current design too angular, more curves. Light up lake. Bird table / boxes. CCTV. Victorian style architecture.
Over 60 yea	TRUE	Once a year	Pleasant to walk through	The need to feel safe	TRUE	If safety improved
Over 60 yea	TRUE	3/4 times per week	Peace & quiet. Wildlife	More seats, wardens/rangers	TRUE	Keep going! And extend parks and gardens if possible.
12 years	TRUE	Every day	Climb trees	Toilets, play area, ariel runway, cleaner pond	TRUE	
Under 20 ye	TRUE	Every day	Climb trees and riding bike	Play area, rowing, cleaner	TRUE	
20-40 years	FALSE	Poor state and general neglect		Footpaths, flower boarders, playground	TRUE	Parking bays should be around perimeter, fully fenced. Close access nights. Stop council trucks from damaging grass/footpaths.
20-40 years	TRUE	Daily	Dog walking	Dog bins. Security - barriers	TRUE	Barriers in keeping with park, not bright white eyesore.
Over 60 yea	TRUE	Several times a week	Walk the dog and short cut	Restore paths / reduce vehicle parking / toilets	FALSE	Well done to all helpers
40 - 60 year	TRUE	Twice a day	Walk the dog	Pathways / overflowing pond / grassed areas	TRUE	Fence around park to stop cars parking on grass. Gates to stop cars altogether, particularly motorbikes racing around.
Over 60 yea	TRUE	Once / twice a week	To play croquet	Toilet facilities	TRUE	Toilets / more movement of water in lake. Park keeper. Like to see a wildflower area.
40-60 years	TRUE	Daily	Walk, fresh air	General tidy up and toilets	TRUE	Improve night security. Speed bumps.
20-40 years	TRUE	Every day	Dog walking	Pathways and drainage	TRUE	Ornamental low fence around perimeter
20-40 years	TRUE	2 weekly			FALSE	
20-40 years	TRUE	All the time	Peaceful. Wildlife. Vising all her life.	Lake, paths, litter.	TRUE	Prevent car parking on the grass. Bike lockups in view.
40-60 years	TRUE	Daily	Dog walking and recreation.	Fencing to prevent vehicle access. Pruning, paths.	TRUE	
20-40 years	TRUE				FALSE	
20-40 years	TRUE	Once / twice a week	On doorstep	Lighting for safety. Paths	TRUE	No comments as such but look forward to it being tidied up.
40-60 years	TRUE	Twice a month	Short cut to town		FALSE	Long overdue, hope the programme goes ahead.
Over 60 yea	TRUE	Twice a week	Take grandchildren	Wardens on site. Children's playground, lake, paths	TRUE	Visiting centre for social / business events. Toilets / restaurant facilities.
40 - 60 year	TRUE	2 - 3 times a day	Walk the dog mainly	Security after dark.	TRUE	Fence around perimeter to stop cars. Lighting. Reinstate gates around Park Drive.

MEETING THE GREEN FLAG CRITERIA

	Addressed By	Responsibility & Method
Creating a Welcoming and Safe Park		
Good and safe access	<ul style="list-style-type: none"> • Shrubs and hedges kept low • Routine patrol for litter and hazards • Welcoming entrances 	<u>Site Based Operatives</u> <ul style="list-style-type: none"> • Ongoing maintenance targeted at keeping site clean and safe, pathways kept clear of vegetation and debris. • Daily inspections of site
Effective signage	<ul style="list-style-type: none"> • Good signage at main entrances • Interpretation signs on key features 	<u>Parks Department</u> <ul style="list-style-type: none"> • Existing signage has good clear information with appropriate contact details
Equal access for all	<ul style="list-style-type: none"> • Good path network • Pathways kept clean at all times • Facilities DDA complaint Features aimed to encourage usage from a wide range of ages and backgrounds	<u>Site Based Operatives</u> <ul style="list-style-type: none"> • Emphasis on cleanliness of park, regular inspection of site and responsive clearance of vegetation and other hazards <u>Park Manager/Friends of the Park</u> <ul style="list-style-type: none"> • A annual events programme is to be developed and implemented
Ensuring Site is Healthy, Safe and Secure		
Safe equipment and facilities	<ul style="list-style-type: none"> • Routine inspections implemented 	<u>Park Manager/Site Based Operatives</u> <ul style="list-style-type: none"> • Daily inspection of play ground area and play equipment, routine maintenance carried out • Annual ROSPA checks and reports • Proactive maintenance with quick response to problems
Personal security within the park	<ul style="list-style-type: none"> • Good clear site lines throughout the park • Reporting of any incidents to Police or Parks staff 	<u>Park Manager/Site Based Operatives/Police/Community</u> <ul style="list-style-type: none"> • Targeted maintenance to ensure security • Regular management board meetings are held which the police and enforcement officers attend. Key concerns and issues are responded to and addressed where possible. • Local community able to, and aware of, the procedures to report incidents • Staff presence on site throughout the year except Christmas Day • PCSO and enforcement officers carry out regular and targeted patrols • On site CCTV camera monitor the pavilion area which is linked to NELC main security office, incidents are responded to appropriately. Police have access to CCTV footage.
Dog Fouling	<ul style="list-style-type: none"> • Adequate waste bins placed in appropriate locations • Appropriate signage and contact details placed around the site. • Enforcement Officer Patrols 	<u>Park Manager/Site Based Operatives/Street Cleansing Operatives/Enforcement Officers</u> <ul style="list-style-type: none"> • Daily emptying of bins through routine maintenance • Proactive reporting of incidents by staff and park users to enforcement officers

	Addressed By	Responsibility & Method
		<ul style="list-style-type: none"> Regular patrols by enforcement officers to educate and issue persistent dog fouling offenders with fixed penalty notice (FPN)
Appropriate provision of facilities	<ul style="list-style-type: none"> Facilities provided match the community needs 	<ul style="list-style-type: none"> Equipment and facilities are installed through consultation with the Friends of the Park, Bowling Club members, local community and other agencies. Recent improvements have also met the Heritage Lottery Fund requirements
Quality of facilities	<ul style="list-style-type: none"> Facilities are maintained to a standard appropriate to community needs 	<u>Park Manager/Site Based Operatives</u> <ul style="list-style-type: none"> Routine maintenance ensuring facilities are safe and usable
Ensuring Site is Clean and Well Maintained		
Litter and waste management	<ul style="list-style-type: none"> Site cleanliness is priority within maintenance works Appropriate number of duly waste and dog bins strategically placed around the park Flexible working patterns 	<u>Park Manager/Site Based Operatives</u> <ul style="list-style-type: none"> Staff are trained to ensure litter is cleared as a priority Pathways and lawn are kept free from litter and debris – done daily Bins are emptied daily Working practices are reviewed regularly to match current best practice
Grounds maintenance and horticulture	<ul style="list-style-type: none"> Site is maintained to a high standard of horticulture 	<u>Park Manager/Site Based Operatives/Street Cleansing Operatives</u> <ul style="list-style-type: none"> Staff are site based and ensure all works are carried out to the highest standards Methods of best practice and appropriate equipment are a priority for the park Environmental policies and local strategies are actively followed Feedback from staff and park users is used to adjust working standards and schedules
Buildings and infrastructure maintenance	<ul style="list-style-type: none"> Buildings are kept to a high standard of maintenance Infrastructure is excellent and maintained to support usage of the park Graffiti is managed and minimal within the park 	<u>Park Manager/Site Based Operatives</u> <ul style="list-style-type: none"> Maintenance requirements are prioritised and dealt with according to needs of building and structures Offensive graffiti is removed immediately by park operatives. Non offensive graffiti is removed as soon as possible Staff are trained to report defects as soon as they are identified
Sustainability		
Environmental Sustainability – Energy & Natural Resource Conservation, Pollution	<ul style="list-style-type: none"> An environmental policy is in place The policies are monitored and reviewed regularly Policies follow national and international policies and guidelines on environmental sustainability Pavilion built to high energy efficiency standards and heated using renewable 	<u>Neighbourhood Improvement Services/Parks Department</u> <ul style="list-style-type: none"> Implementation of existing and new environmental policies is carried out by Neighbourhood Improvements Services/Parks Department Procedures are in place and monitored via checklists and site inspections

	Addressed By	Responsibility & Method
	technologies (ground source heat pump)	
Pesticides	<ul style="list-style-type: none"> Continue to reduce the use of pesticides 	<u>Parks & Open Spaces Manager/Park Manager</u> <ul style="list-style-type: none"> Spraying regimes are monitored and adapted to best practice. All spraying operatives are trained to legal competences Spraying within People's Park is kept to a strict minimum
Waste Minimisation	<ul style="list-style-type: none"> Low or no peat usage All pots and trays are collected and returned to the supplier 	<u>Parks & Open Spaces Manager/Park Manager</u> <ul style="list-style-type: none"> Corporate policies in place which should ensure long term reduction/eradication of use of peat Increasing recycling opportunities is actively pursued
Arboriculture and Woodland Management	<ul style="list-style-type: none"> Tree inspection system in place Waste Management and recycling systems in place Qualified staff and approved contractors used for any arboriculture works 	<u>Parks & Open Spaces Manager/Park Manager</u> <ul style="list-style-type: none"> Green waste – timber is sold to a timber merchant or chipped for mulch or taken to Green Waste site for composting Tree Survey available on request
Conservation and Heritage		
Conservation for natural features, wild fauna and flora	<ul style="list-style-type: none"> Flora and fauna are treated sympathetically to the local environment and within environmental policies 	<u>Park Manager</u> <ul style="list-style-type: none"> Regular surveys and involvement of community and environmental agencies should ensure longer term protection and development Recent improvements of existing features within the park have been carried out in consultation with the Heritage Lottery Fund, stakeholders, Friends of groups and the local community
Conservation of landscape features	<ul style="list-style-type: none"> Historical landscape features have recently been reinstated and developed appropriately 	<u>Park Manager</u> <ul style="list-style-type: none"> Vegetation maintenance is ongoing to ensure the fabric and structure is maintained Park staff are involved directly with the practical maintenance of the park Conservation Plan available on request
Conservation of buildings and structures	<ul style="list-style-type: none"> The Smethurst Memorial is Grade II listed and protected and recently undergone a refurbishment The bowls pavilion has recently been refurbished Weekly inspections of site facilities and equipment is carried out 	<u>Park Manager/Site Based Operatives</u> <ul style="list-style-type: none"> Significant historical features have been restored and will be protected A new pavilion structure has recently been completed and will be protected Repairs to buildings are carried out at the earliest opportunity to prevent further disrepair
Community Involvement		
Community involvement in management and development	<ul style="list-style-type: none"> Community events and promotion of the park takes place regularly Decisions are made through the Management Board Feedback surveys from the 	<u>Park Manager</u> <ul style="list-style-type: none"> Regular meetings held with the Friends of the Park and the Management Board members. Copy of minutes available on request A marketing plan is to be developed in consultation with the Friends of group and the

	Addressed By	Responsibility & Method
	community will be carried out	<p>Management Board</p> <ul style="list-style-type: none"> • The Friends of group is a constituted group which is endorsed by NELC and is able to access funding opportunities • Sustainability will be a priority when carrying out future developments • Surveys will be carried out and form part on the ongoing development programme
Provision for the community	<ul style="list-style-type: none"> • Appropriate facilities match the community needs • Parks and Open Spaces Focus Group 	<p><u>Park Manager/Friends of Group/ Neighbourhood Improvement Staff</u></p> <ul style="list-style-type: none"> • Feedback surveys will provide a programme of what facilities or requirement the park users require • Meetings of the Parks and Open Spaces Focus Group enables all the Friends of groups to come together to discuss local green space issues and work together with the council to address issues and concerns, determining policy or accessing funding for green spaces
Marketing		
Marketing and promotion	<ul style="list-style-type: none"> • Promotional literature is available in public buildings throughout the borough • Information on events and the park is available within the pavilion • Community events are held within the People's Park 	<p><u>Park Manager</u></p> <ul style="list-style-type: none"> • A marketing strategy is to be developed for the future promotion of the park • Promotional literature is produced and distributed • NELC website provides good information and provides easy access to local and non local persons
Information provision and educational marketing	<ul style="list-style-type: none"> • Good signage and interpretation boards within the park provides useful information and contact details 	<p><u>Park Manager/Friends of the Park</u></p> <ul style="list-style-type: none"> • Groups are actively encouraged to use the park and get involved with activities where appropriate • An education programme for schools is to be developed
Overall Management		
Implementation of Management Plan	<ul style="list-style-type: none"> • All relevant staff, the management board members and other stakeholders are able to take part in the development and implementation of the management plan • Clear and defined policies are in place and adhered to • Defined roles for all staff • A development plan has been developed with timescales, budgets and funding proposals 	<p><u>Park Manager/Management Board</u></p> <ul style="list-style-type: none"> • The management plan is to be refreshed annually and updated every 3 years and its effectiveness monitored alongside performance indicators • The Green Flag Award criteria is being used as a tool to measure effectiveness and quality • The management board members are able to input into the management plan through a framed worked decision making process. This includes regular meetings with the Friends of the Park, bowls club members and the Parks and Open Spaces Focus Group. • Training will be made available to staff and community groups for relevant activities, budgets allowing