

STOURPORT-ON-SEVERN TOWN COUNCIL

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THE CIVIC CENTRE
NEW STREET
STOURPORT-ON-SEVERN
WORCS
DY13 8UN

Your Ref:

26th July 2018

Our Ref:

DW/SS

TO MEMBERS OF THE PARKS COMMITTEE

Dear Sir/Madam

MEETING OF THE PARKS COMMITTEE – 31ST JULY 2018

You are hereby summoned to attend a MEETING of the PARKS COMMITTEE of the STOURPORT-ON-SEVERN TOWN COUNCIL to be held in the Mayor's Parlour, The Civic Centre, New Street, Stourport-on-Severn on TUESDAY 31ST JULY 2018 commencing at 3.00 pm for the purpose of transacting the business set out in the Agenda below.

Yours faithfully

David Willetts

Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the Minutes of the Meeting of the Committee held on the 23rd January 2018. (Appendix 1)
3. Declarations of Interest - to invite Members to declare any interest in any item on this Agenda.
4. Safety of crossing Lower Lickhill Road to the Memorial Park.
5. Riverside Paddling Pool.
6. Splash Pad Suggestion from Local Resident.

7. Fields in Trust Centenary Programme. (Appendix 2)

Members requested further details on the benefits of Fields in Trust registration. An officer meeting with a Fields in Trust representative was held which highlighted the benefits as shown on the attached Appendix. There is a small charge for registration which can be rolled up with the registration of Council land process.

There is a symbolic element to obtaining Fields in Trust status this year because of the 100 year commemoration and it is recommended that the Council apply for registration.

8. Green Flag Accreditation. (Appendix 3)

Members requested at the meeting dated 23rd January 2018 that a further assessment be carried out of the costs and benefits of applying for Green Flag accreditation in relation to the War Memorial Park. The Green Flag Award is a national award system which commenced in 1997. Two parks in Wyre Forest, Brinton Park Kidderminster and QE Gardens have recently successfully retained their accredited status.

The award system is assessed against criteria detailed in 7 Sections shown in the attached Appendix 3.

The Council already has an existing Management Plan for the period 2012-2022 which is in the process of being updated. The Town Clerk and Parks Manager have held a site meeting with a Wyre Forest District Council (WFDC) representative who has given practical advice and support to achieving full accreditation.

It is considered that obtaining Green Flag status would demonstrate a benchmarked standard of management of the park. It would also enhance tourism in the town by raising the profile of the park as a valuable community asset worthy of a visit in its own right.

Applications have to be submitted by January of each year and cost in the region of £700. WFDC has utilised Community First Partnership, a Hagley based firm to assemble and submit management plans and applications which are compliant with all the criteria required to meet the judging requirements. There is insufficient expertise and capacity to carry out the necessary submission internally and it is recommended that Community Partnerships be appointed if the project is to be progressed at a quote in the region of £3,000-£5,000 depending on consultancy days required.

The committee is requested to approve the resources to proceed with a Green Flag application subject to further briefings and reports as required.

Any other business in accordance with Standing Orders.

COMMITTEE MEMBERS

Councillor Mrs J P Bennett
Councillor D Little
Councillor R Lloyd
Councillor C Rogers
Councillor J Shaw



**MINUTES OF A MEETING OF THE PARKS COMMITTEE
OF STOURPORT-ON-SEVERN TOWN COUNCIL
HELD IN THE MAYOR'S PARLOUR, CIVIC CENTRE, STOURPORT-ON-SEVERN
3 PM ON THURSDAY 23RD JANUARY 2018**

PRESENT: Councillors J A Shaw (Chair)
Mrs J P Bennett
C Brewer
D Little
C Rogers

Observer: Councillor Mrs V M Higgs

15. APOLOGIES FOR ABSENCE

Councillor R Lloyd. Councillor C Brewer deputised for Councillor Lloyd. Members requested consideration be given to working commitments prior to arranging future meetings.

16. MINUTES

It was RESOLVED that the Minutes of the meeting of the Committee held on 17th October 2017 be confirmed as a correct record and signed by the Chairman.

17. DECLARATIONS OF INTEREST

None.

18. TREASURER'S REPORT FOR PRIORITY AND BUDGET SETTING 2017/18

The Treasurer presented a report in relation to the budget for 2018/19.

The Committee approved the revised estimate for 2017/18 and draft budget for 2018/19 including the Vehicle and Plant programme. The Committee approved "headline" cemetery fees be increased from £670 to £700 with effect from 1st April 2018 together with other cemetery fees being increased by the same percentage.

The Committee approved a nil increase for rents for allotments for 2018/19.

19. TOWN CENTRE FLORAL DISPLAYS

Members considered bids in relation to service options.

1. Actual income and expenditure for the 6 months ended 30th September was noted
2. The Committee approved the revised estimate for 2017/18, the draft budget for 2018/19 and the Vehicle and Plant Programme
3. The Committee approved the proposals in relation to cemetery fees and allotments as detailed in item 4) above.
4. The Committee recommended to the Finance Committee that a sum of £10,000 be delegated to the Parks Committee to spend on service improvements within the operational jurisdiction of the Committee.

20. CENTENARY FIELDS

The Committee considered a proposal in respect of a Fields in Trust Centenary Programme. Approved in principle although a more detailed report to be submitted to the next Committee.

21. PETANQUE PITCH

The Committee considered a request to consider a Petanque pitch to be installed in the Memorial Park. To be investigated and a more detailed report be submitted to the next meeting.

22. NOTICE BOARDS AND SIGNAGE

The Committee considered options in relation to signage and notice board provision at the War Memorial Park. To be considered as part of 19.4 above in relation to service options.

23. FINANCIAL DONATION FROM FRIENDS OF THE PARK AND PURCHASE OF NEW INFANTS PLAY EQUIPMENT

The Committee noted the financial donation from the disbanded Friends of the Park group and the purchase of a new feature from Wicksteed called Marco Polo in the infants play area.

24. GREEN FLAG ACCREDITATION

The Committee approved in principle a bid to be scoped to enable the Council to attain Green Flag accreditation in relation to the War Memorial Park. Further reports to be submitted to future meetings.

The meeting was closed at 4.05pm.

Email from Fields in Trust

As you may know, Lickhill Memorial Park was nominated in the recent UK's Best Park competition. As it is clearly a well-loved park, I was wondering if you would be interested in protecting it with Fields in Trust as part of our Centenary Fields Programme, which we are delivering in partnership with The Royal British Legion?

We have more than 150 landowners involved in the Programme so far and it would be great if Stourport Town Council were to join them. We protect land via a Deed of Dedication signed by the Council and our Trustees, which protects a green space for its local community for ever. Ownership and management of the space remains with the landowner.

Here is a bit more information:

The [Centenary Fields](#) programme was launched by Fields in Trust's President, The Duke of Cambridge in 2014 to create a nationwide legacy of outdoor recreation spaces protected for their communities to mark the Centenary of World War I and honour the memory of those who fought and lost their lives in the conflict.

There are a number of benefits associated with the Programme:

- Making a public declaration of the intention to permanently protect the recreational facility for its users and local community;
- Joining the nationwide legacy of protected recreation spaces dedicated with 'Centenary Field' status to mark the Centenary of World War I and honour the memory of those who fought and lost their lives in the conflict.
- Access to grant funding from time to time
- Providing external funders with evidence that their investment is secured for the long term
- Free support materials for '[Centenary Have a Field Day](#)' commemorations to help facilitate local Centenary commemorations and engage the community to participate in Centenary activities at the site
- Free Centenary Fields plaque to install at the site to inform visitors of its Centenary Field status
- The opportunity to submit nominations for various categories at the [Annual Fields in Trust Awards](#) which celebrate the efforts and achievements of landowners, user groups and individuals who support and encourage activities on spaces protected with us.

The Green Flag Award

Criteria

A successful Green Flag Award site demonstrates through a sound management plan and a well-run site that the management understand:

- + **their users** – who they are, who they could be, what they want, how they are informed and involved
- + **their site** – what is special about its history, biodiversity, landscape, social and physical setting, and what it is trying to achieve
- + **their management strategy** – that what is there is safe, in line with legislation and policy, well maintained and that there are plans for the future

A green space is never finished – it needs to reflect and respond to the changing needs of its users, whilst retaining its character. The Green Flag Award is looking for continual improvement, hence the strapline 'raising the standard'. This is reflected in the scoring line used in the judging process. See the diagram below.

A green space should be striving to achieve a good level of management in all areas.

For example, in the area of horticultural management, a 'good' standard would require all horticultural elements to be managed in line with recognised horticultural practice – plants

to be in good condition and everywhere clearly looked after. An 'excellent' standard would only be awarded to a site with exemplary horticultural techniques displayed throughout, understood by all staff, and accompanied by a clear plan of both how this standard would be maintained in future years and why.

It may be that a site is demonstrating a good or excellent standard in all but one or two areas. To gain and retain the Green Flag Award, it would be expected that these areas are clearly identified in the management plan alongside a coherent strategy for development. Judges may make the Award, but with clear recommendations for improvement, to which applicants would be required to respond in subsequent assessments.

Applicants are judged against 27 different criteria divided into eight sections. These are not a list of requirements – the strength of the Green Flag Award is that it provides a framework for good management that professionals can evaluate and apply to their own particular site. For some sites, some of the sub-criteria will be 'not applicable' and for every site their proportionate importance will vary widely. This approach provides a clear but flexible framework for current management and future planning, and helps to make a case for funding, proving the value of the site to the community that it serves (often in ways that are otherwise difficult to quantify) and recognising the hard work of staff and volunteers.

Judges scoring line

0/1	2/3/4	5/6	7	8	9	10
Very poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

Listed below are the Green Flag Award assessment criteria. Should a National Operator wish to add an additional criterion relating to a specific agenda in that country, they are permitted to do so, subject to the prior and specific agreement of the Green Flag Award scheme. The Green Flag

Award standards are based on official standards set and recognised in the United Kingdom and/ or the European Union. Green Flag Award sites in other countries are expected to achieve these standards as a minimum, or their national equivalent if it is of a similar or higher standard.

Section 1: A welcoming Place

This section recognises the culmination of everything done well. A welcoming place is one that invites and draws people into it. This means creating a space which, through its visual appearance, range of facilities, standards of maintenance and ease of access, makes people feel that they are in a cared-for place.

1. Welcome
2. Good and Safe Access
3. Signage
4. Equal Access for All

Section 2: Healthy, Safe and Secure

This section looks at how well managers understand their users' needs, encouraging them to enjoy healthy activities using appropriate, safe-to-use facilities and activities, and to feel personally safe and secure.

5. Appropriate Provision of Quality Facilities and Activities
6. Safe Equipment and Facilities
7. Personal Security
8. Control of Dogs/Dog Fouling

Section 3: Well Maintained and Clean

For aesthetic as well as health and safety reasons, issues of cleanliness and maintenance must be addressed, in particular:

- + litter and other waste management issues must be adequately dealt with;
- + grounds, buildings, equipment and other features must be well maintained;
- + policies on litter, vandalism and maintenance should be in place, in practice, and regularly reviewed.

9. Litter and Waste Management
10. Horticultural Maintenance
11. Arboricultural Maintenance
12. Building and Infrastructure Maintenance
13. Equipment Maintenance

Section 4: Environmental Management

This section seeks to ensure that the way the site is managed has a positive impact on the environment, locally and globally, both now and for the future. Where choices can be made for future procurement, landscaping or buildings, they should aim to minimise energy and resource consumption and waste, and design in benefits to the local and global environment. Policies should seek to eliminate the use of peat and chemicals to control pests and as fertilisers. Horticultural and arboricultural decisions should reflect an understanding of the impacts of climate change.

- 14. **Managing Environmental Impact**
- 15. **Waste Minimisation**
- 16. **Chemical Use**
- 17. **Peat Use**
- 18. **Climate Change Adaption Strategies**

Section 5: Biodiversity, Landscape and Heritage

Attention should be paid to the appropriate management and conservation of natural features, wildlife and flora; landscape features; and buildings and structures. Their particular character and requirements should be identified and appropriate management strategies put in place to conserve and enhance them.

- 19. **Management of Natural Features, Wild Fauna and Flora**
- 20. **Conservation of Landscape Features**
- 21. **Conservation of Buildings and Structures**

Section 6: Community Involvement

This section examines the extent to which the managing organisation:

- + understands the community it seeks to serve;
- + actively and appropriately involves members of the community in making decisions about the site's development;
- + provides opportunities for active participation in site projects; and
- + ensures that there is appropriate provision of recreational facilities and activities for all sectors of the community.

- 22. **Community Involvement in Management and Development**
- 23. **Appropriate Provision for Community**

Section 7: Marketing and Communication

This section seeks to examine the ways that managers understand the key benefits of the site and how they use this information to promote it appropriately. They should understand who the main user groups are, could be or should be, and use a fitting range of interpretation and engagement techniques to communicate with them. This basis ensures that appropriate facilities, events and activities can be offered and most effectively promoted, and forms a solid foundation for development now and in the future.

24. Marketing and Promotion

25. Appropriate Information Channels

26. Appropriate Educational and Interpretational Information

Section 8: Management

This section evaluates how well the management plan is implemented on site.

27. Implementation of Management Plan