

# BURTON ROAD JUBILEE PARK MANAGEMENT PLAN

**2022-2026**



**Photo celebrating Gedling Borough Councils success in achieving 5 Green Flag Awarded parks in 2022 – photo credit: Rob McCleary  
Photo includes community group members from all sites, Parks staff and elected members**

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## **FOREWORD BY CLLR RON MCCROSSEN – PORTFOLIO HOLDER FOR THE ENVIRONMENT**

**We are delighted to be able to publish the Management Plan of Burton Road Jubilee Park.**

Gedling Borough Council's management and maintenance teams along with the Gedling Parks Community Group working in partnership at Burton Road Jubilee Park recognise the Green Flag Award Scheme as an excellent way to generate interest and raise the profile of the park. We're delighted to have achieved this quality award and aim to continue to provide a high standard quality park.

Generations of people have enjoyed trips to the park as a large open space nestled in the urban town of Carlton that offers peace and tranquillity. It offers a variety of pursuits such as walking, exercising on the gym equipment, children's play, wheeled sport facilities, meeting friends, attending events, community organised family fun days, environmental days and playing sports to name just a few. The pursuit of such leisure activities indicates that the park is 'highly valued', by locals and visitors alike.

We want our communities to feel proud of their local park, and this management plan sets out how we hope to achieve this. By improving the quality and diversity of the landscape and the facilities on offer within the park we will ensure that it can be enjoyed by all members of the community in the Borough. This desire is reflected in our vision statement.

### **Our Vision**

**'To develop and sustain the substantial recreational qualities of the site confirming its reputation as a 'Flagship Park in the South of the Borough'**

This management plan is deliberately designed as a working tool to assist staff, contractors, stakeholders and the park's community group to articulate and share their vision, understand their roles and responsibilities and plan for the of the park. Ultimately, open space belongs to all of us and we believe that the residents of Gedling Borough can, through the management plan, look forward with confidence to a positive future for one of the borough's premier parks. We are extremely proud of what has been achieved to date, and are committed to improving the park year on year.





**Family drumming session at the Summer Family Fun Day**

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**The Mayor of Gedling Cllr Patricia Andrews  
official opening of the new play facilities March 2012**



## Park Sponsors and Supporters

The following are local individuals, businesses and organisations that have regularly supported the development and management of the park, working alongside the Council

**Gedling Parks Community Group**  
**Gedling Guides, Brownies and Rainbows**  
**Cllr Jenny Hollingsworth**  
**Cllr Lynda Pearson**  
**Inn For a Penny Pub**  
**Morrisons Supermarket**  
**Boots Nottingham PLC**  
**Notts Fire Service**  
**Gedling Play Forum**  
**Mapperley and Carlton Rotary Club**  
**Romanos Ice Cream**  
**Greenwood Community Forest**  
**Coca Cola Enterprises Ltd**  
**Business in the Community**  
**Netherfield Women's Institute**  
**Netherfield Primary School**  
**All Hallows Primary School**  
**Priory Primary School**  
**Nottinghamshire County Council Youth Service**  
**Nottingham City Arts**  
**The Handmade Theatre Company**  
**U3A Carlton Local History**  
**Gedling Conservation Trust**  
**Nottinghamshire Community Payback**

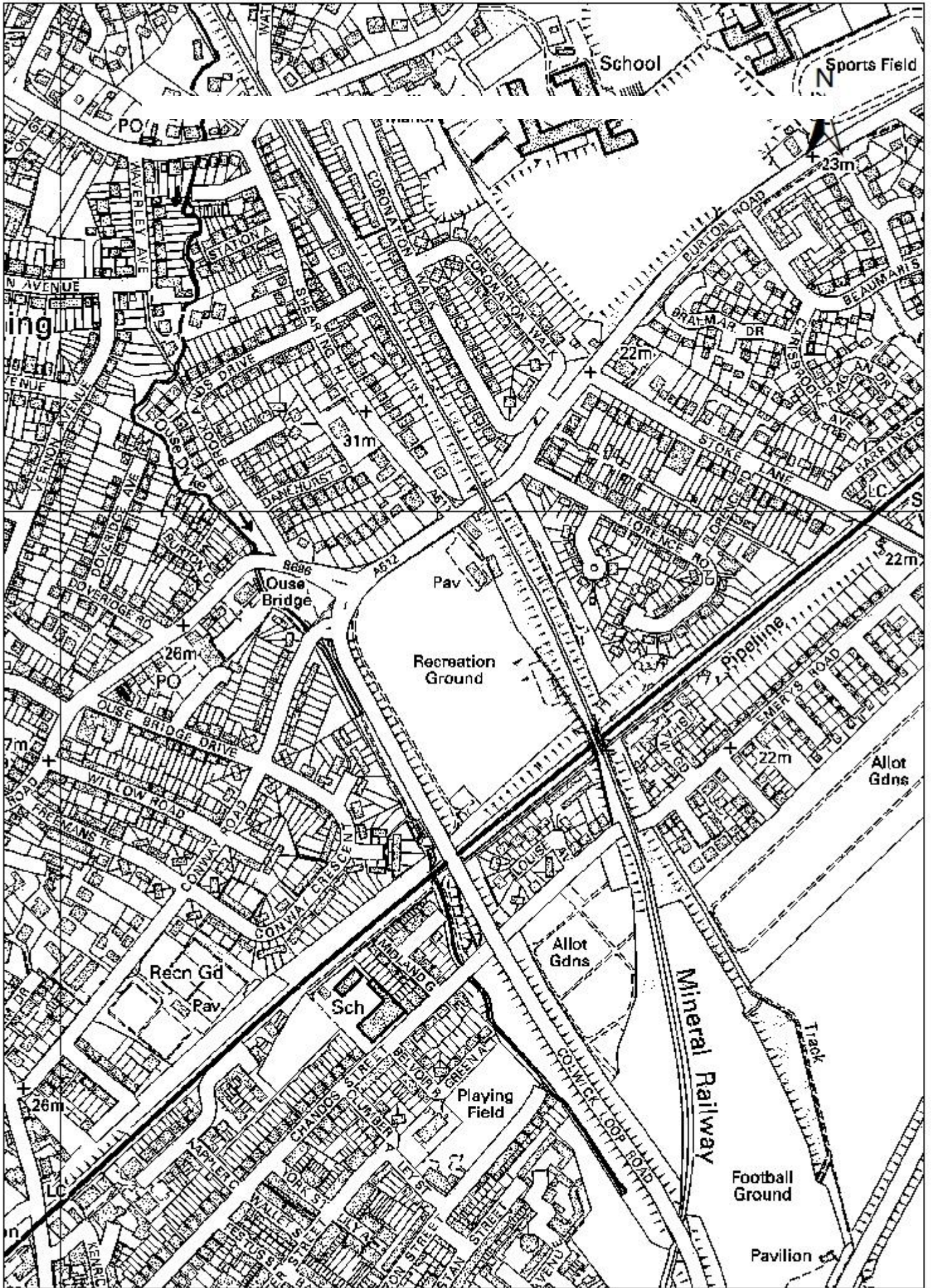
## **DIRECTIONS FROM NOTTINGHAM CITY CENTRE BY CAR**

1. Take the A612 Colwick/Southwell Road easterly direction out of Nottingham City Centre
2. At Netherfield Victoria Road junction with Colwick Loop Road bear left on the A6211 towards Carlton/Gedling
3. Continue for approx. 1 mile, Burton Road Jubilee Park is on the right hand side at the end of the Colwick Loop Road. At the traffic lights get in the right hand lane and go straight on, at the next set of traffic lights turn right into the car park.

## **DIRECTIONS FROM NOTTINGHAM CITY CENTRE BY BUS**

The 26 Pathfinder Line run by Nottingham City Transport provides a regularly service adjacent to the park, for further information see their website, <https://www.nctx.co.uk/timetables-tickets-maps/buses-lines/line/pathfinder>





Arial Photograph of Burton Road Jubilee Park



## VISION STATEMENT

‘To develop and sustain the substantial environmental, community, play, recreational and sports qualities of the site confirming its reputation as one the ‘flagship parks’ in the Borough.



**Summer Play Day organised by Gedling Play Forum and Gedling Borough Council 2019**

## **BURTON ROAD JUBILEE PARK A COMMUNITY ASSET**

Burton Road Jubilee Park is a significant public asset offering a range of leisure opportunities to the whole community. During 2011/12 Gedling Borough Council in partnership with Gedling Homes (now known as Jigsaw Homes) and WREN (now known as FCC Communities) invested approximately £300,000 pounds in developing and increasing the range of facilities within the park.

This document is a projection of how the park will be managed and maintained over the next four years. In common with most management plans, it sets out the details in a four year detailed cycle over that period. It outlines the periodic operations and actions, which will ensure sustainability of the site's fabric and continuous development of its assets.

The plan will be reviewed at regular intervals to ensure that the Council's aims and objectives are fulfilled while meeting our community's needs and expectations.

*"We are extremely proud of what has been achieved to date, with the support of our working partners and are committed to improving this amenity, year on year, for the benefit of the community. One of our immediate priorities is to maintain the high profile of the park, by retaining the Green Flag status for 2023/2024 thereby demonstrating a high quality green space that is well managed now and into the future".*

*Councillor Ron McCrossen*

*Portfolio Holder for Environment*



**The Skatepark funded by Gedling Homes and WREN**

## **INTRODUCTION**

This management plan for Burton Road Jubilee Park has been written as a working document with the aim of providing a structure for future development, maintenance and management.

The Management Plan reflects the views of the council's parks staff, comments and suggestions from user's and park survey data. The document is accessible to the public via publication on the Council's website.

The Plan addresses both successes in the park and issues arising, whilst fulfilling the park's stakeholder's aims. The park is a useful educational resource used by local schools and other groups, taking interest in the parks flora and fauna, its industrial heritage and a venue for events.

The community groups, schools and volunteers have become paramount to the future development and management of the park. Community members work closely with the Council's parks staff, together they have and will continue to be a catalyst for the creative development of the park, bringing organised activities, enjoyment and education to all visitors.

The management plan is not a stand-alone document and should be read in conjunction with other relevant policies and documentation. The plan does however; bring together a wide range of issues and information in one document and where relevant, highlights links to other, more detailed documents/policies.

## **Background Motivation**

The management of the park is the responsibility of the Council's parks and street care teams. New developments have been implemented during recent years including a new play area situated close to the pavilion to make access from the car park easier and safer. Two new zip lines and a state of the art Skatepark. The developments were installed after extensive partnership working alongside the community which included 4 local primary schools from the towns of Netherfield, Carlton and Gedling, 2 local pre-school groups, a local secondary school and Nottinghamshire County Council's Youth Service.

Further motivation is the Council's continued commitment to retain the Green Flag Award, clearly demonstrating the high quality of the park to the community and elected members.

This management plan encompasses all the criteria of a comprehensive management plan and is based on the Green Flag Award criteria.

Gedling Borough Council is committed to raising and maintaining its standards within all of its parks and green spaces now and into the future.

## **Review and Monitoring**

The purpose of reviewing the results of the management plan demonstrate whether the correct interventions have been made, i.e. have the aims and objectives for the year been achieved by appropriate investment of resources and manpower; whether for promotion of the park, development and maintenance of the site and its facilities, or as a capital investment.

Monitoring will highlight where the successes and failures have occurred, how changes can be made and built upon; or mitigate as the case may be. The results leave space for flexibility when necessary, to fit any circumstances of change.

Reviewing and monitoring of all management practices and other circumstances impacting on the site, will occur at least annually, the timing to tie in with the Council's annual budget review exercise.

Throughout the year in the course of planned meetings, senior officers, operative colleagues, volunteers, outside agencies and partners will be kept informed by the park manager, of progress towards achieving our objectives.

The previous 'friends of' Burton Road Jubilee Park have in the past raised several thousands of pounds for the development of the park. It is with regret the group have disbanded, however, we now have established a core group of individuals interested in both Burton Road Jubilee Park and neighbouring parks which are Willow Lane and Lambley Lane, all based in the Gedling ward. These committed individuals are working to improve their green spaces and volunteer when available. This group currently play a

key role in the management and development of the park.

The local ward Councillors have engaged with the public during regular volunteering events to encourage their involvement, new members are steadily increasing and engaging in the sites potential.

## **SITE DESCRIPTION**

### **Name and Location**

#### **Burton Road Jubilee Park, Carlton, Nottingham, NG4 2QG**

The park is located close to the south of Gedling and north/east of Carlton, which is 3 miles east of Nottingham City centre. The park is 4.14 hectares and incorporates 2 senior football pitches and 2 cricket pitches, car park, pavilion, outdoor gym equipment, children's play area and skateboard park.

The main road adjacent to the park is the Colwick Loop Road A6211 and located on the eastern boundary is the elevated mineral railway line which is no longer live but historically was used to transport coal from Gedling Colliery to Nottingham City and beyond. Along the south boundary of the park is the east coast railway line.

Ownership:

Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold Nottingham NG5 6LU

Grid reference: E=462436, N=341975

### **History of Ownership**

In the early 1900s the land belonged to the Right Honourable Charles William Sydney the 4th Earl of Manvers. Educated at Eton and with the courtesy title of Viscount Newark, Earl Manvers was a Conservative MP for Newark until he succeeded to his father's peerage in 1900. When land taxes increased substantially a few years later, the aristocrat sold it to the lace manufacturers the Godfrey Brothers.

Soon after, the Godfrey brothers sold the land to Carlton Urban District Council at auction in 1911 for the sum of £1670, under the proviso that it would be used for recreational purposes for Carlton residents. We're proud to say that the land has been maintained as a public facility for over 100 years now, meaning that generations of local families have used and enjoyed it.

### **Earl of Manvers History**

The first four generations of Earl Manvers were all based very firmly in Nottinghamshire, taking local offices appropriate to their status, and interesting themselves greatly in local affairs. The family's wealth, almost all of which came from careful management of landed property, enabled the 3rd Earl Manvers to build the present sumptuous Thoresby Hall from 1864 to 1871.

However, as rent receipts for agricultural land fell in the late nineteenth and early twentieth centuries, the family began selling some of their estates. Properties in Wiltshire, Lincolnshire, Derbyshire and Yorkshire were sold in the 1910s and 1920s, and some of the outlying Nottinghamshire estates in the 1930s. Death duties following the death of the 5th Earl in 1940 forced the sale of the Holme Pierrepont estate.

In 1950 the estate was limited to properties in Perlethorpe, Budby, Edwinstowe, Laxton, Kneesall, Kersall and Eakring, plus chief rents from Weston, and rents from canal, railway and utility companies on the old Holme Pierrepont estate. With the 6th Earl's death, in 1955, the Manvers title became extinct. His widow remained at Thoresby Hall, which was sold in 1980, until her death in 1984.

## A WELCOMING PLACE

### Aims and Objectives

#### Aims

The park receives thousands of visitors each year, with recreation, community groups and sports activities being the main attraction. It is vitally important to give a good first impression. From the approach and arrival at the park it is the Council's aim to promote a positive and appealing green space. We believe there is something for everyone.

#### Objectives

- Welcoming site
- Good, clean and safe access for all.
- Maintain all accesses, car parks, pathways and fencing in good order mindful of DDA and visitors/staff safety
- Clear signage, both internally and externally.
- Equal access for all

#### Achieving the objectives

##### Welcoming Site

Provide a welcoming entrance into and around the park.

There are 3 welcoming signs at the main access points providing relevant park information.

**Use of Signage** – The same design has been used on all signs for the park, which promotes a consistent approach. The main park sign is very large, is situated to the right of the main entrance of the car park (see below) and is clearly visible from the main road which is an excellent advertisement for the park.

**Access-** Public transport serves the park via the Nottingham to Southwell pathfinder route 26, with a bus stop close to the main entrance. This is a regular service throughout the day and caters for wheelchair and pushchair access. Parking is available on site with provision of 3 designated disability parking bays. Access to the park is unrestricted and can be made from 4 strategically placed pedestrian points around the perimeter. There is no conflict with vehicles. All of the footpaths are suitable for pushchairs wheelchairs and cyclists and are 1.5m wide therefore providing good and safe access to all facilities within the park by all users.





## Safer Vehicular Access

During 2010 A 3-way traffic light system on the adjacent highway was installed to assist with exiting the park from the car park, this was actioned after the then on-site Playgroup campaigned for safer access and exit from the park.



In addition a notice board has been installed adjacent to the main pedestrian access point from Burton Road providing up to date information for park users.

Requirements for disabled users are considered at the entrances and footpaths.

Inclusive design techniques are featured in the Park, it is recognised nationally that disabled people are currently under-represented as park users. Gedling Borough Council aim to promote accessibility for all.

During 2015/16 we commissioned Nottinghamshire County Council to undertake a specialist access audit for the park and recommend any actions required to improve access for all. Many of the recommendations have

been implemented in recent years, they include:

- A park leaflet with access details for disabled users and visitors using public transport - see below.
- Use of minimum distances between bench provision as per best practice guidelines
- Include disability access information on website.

Other recommendations will be implemented when funding allows.

- If adding more picnic benches include benches that are wheelchair accessible, e.g. with an extended table top and hard surfacing beneath and to the side for pushchairs
- When main entrance signs are replaced consider including disability information



**Pavilion artwork – wall facing park entrance – welcoming visitors**

**History**

The park has been a public open green space since 1911, it was purchased by the Carlton and Urban District Council from Messers Godfrey Brothers. The now disused mineral railway line on the western boundary was used to transport coal from nearby Gedling pit (now a Country Park).

**Disability Information**

The park offers good sound pathways to access the whole range of facilities including seating. There are two marked disabled parking bays in the car park. The site is mainly flat, there are some gradients but none are more than 5 degrees (1 in 12)



**The Friends of Burton Road Jubilee Park**

The Friends Group are community volunteers who meet monthly with the objective to improve the park's recreational, environmental and educational facilities for the benefit of the whole community. Environmental volunteering opportunities are available all year round, activities include Bulb and Tree Planting and maintenance of the wildflower and nature areas. The dates and times are published in the park's notice board and on the Council's website. The group organise regular community events and new members are always welcome, if you are interested in joining please contact us by:

**Email** [burtonroadpark@gmail.com](mailto:burtonroadpark@gmail.com)  
**Facebook** [www.facebook.com/BurtonRoadJubileePark](https://www.facebook.com/BurtonRoadJubileePark)

**How to find us**

**Car:** The site is located adjacent to the A6211 Colwick Loop Road, close to the junction with Shearing Hill, approximately 3.5 miles east of Nottingham city centre (south of Gedling and north/east of Carlton). Postcode for the park is NG4 2QF.

**Bus:** Pathfinder 100 run by Nottingham City Transport, run a regular service with bus stops close to the park. Further information can be obtained from their website [www.nctx.co.uk](http://www.nctx.co.uk)

**Parking:** The main car park is accessible from Burton Road and has two marked bays for disability parking situated close to the pavilion and the footpath onto the park.

**Contact us:** Parks and Street Care 0115 9013 621 or email: [parks@gedling.gov.uk](mailto:parks@gedling.gov.uk) [www.gedling.gov.uk/parks](http://www.gedling.gov.uk/parks)



**Burton Road Jubilee Park**



[www.gedling.gov.uk](http://www.gedling.gov.uk)

[www.gedling.gov.uk](http://www.gedling.gov.uk)

**Burton Road Jubilee Park**

Burton Road Jubilee Park, locally known as the 'Cricket Field' is located close to Gedling Village and Carlton, it is a Green Flag award winning park recognising it as a high quality park and a valued community asset. The park is approximately 4.14 hectares in size and offers a range of facilities for recreation, community events and sports activities. The large area of open space and woodland fringes within an urban setting is what gives the park its appeal.

**Facilities**

- Two senior football pitches
- Two cricket pitches
- Childrens play area including two zip lines
- Skatepark
- Outdoor gym
- Nature trail
- Wildflower meadow
- Perimeter footpaths providing good access for those less able around the park
- Pavilion with changing rooms and showers
- Car Park with disability bays
- Picnic benches and ample seating with litter bins.



**Burton Road Jubilee Park (General Parks Leaflet)**

## HEALTHY, SAFE AND SECURE

### Aims and Objectives

#### Aims

Gedling Borough Council's aim is to achieve a healthy, safe and secure environment in all parks.

Parks that are well used, have a sense of local ownership, and parks that are well promoted are less likely to be prone to anti-social behaviour, as well as making visitors feel more secure.

#### Objectives

- Appropriate provision of quality facilities and activities
- Safe equipment, facilities, staff, volunteers and users
- Personal security
- Deal with anti-social behaviour in an effective manner
- Control of dogs/dog fouling

### Achieving the Objectives

#### Appropriate provision of Quality Facilities and Activities

The park is already a popular destination for dog walkers and participation sports. The new perimeter footpaths provide easier egress for cyclists, runners, users of mobility scooters and pushchairs, particularly in the wet winter months.

The gym equipment is popular with those wanting to improve their fitness and there are plans to expand the range of equipment when funding allows.

During 2015 Gedling Borough Council made a commitment towards the reduction of smoking in our communities by signing up to the Nottinghamshire County and Nottingham City Declaration on Tobacco Control. One of the actions from this resulted in a ban on smoking in the Borough's play areas. The sign below has been installed adjacent to the access gates on the park and the campaign was

launched on national 'No Smoking Day' in March 2015 to benefit from widespread publicity.



**Please do not  
smoke near  
children and  
our play area.**



#### Signage on the Play Area

### Safe Equipment and Facilities

Gedling Borough Council accepts its responsibility to all users, volunteers, contractors and staff for their health and safety. This duty of care is considered within all parks maintenance operations, practical volunteer sessions and park events. All activities are risk assessed and contractors are vetted for their health & safety requirements.

A summary maintenance schedule is included in this plan as an appendix. (Appendix 1) this demonstrates the facilities are safe to use due to their inspection regime and associated repairs when required. A full detailed Landscape Quality Maintenance Manual is in place and available for viewing during the field assessment.

The Council operates a Health & Safety policy for the site. All reported incidents/accidents in the park are recorded immediately upon being reported and follow up management action investigated and monitored.

Our Accident, Incident and Hazard reporting procedure is now digitalised. Staff directly input on the system software called 'Assessnet'. Paper forms are still carried by our team for logging details and then transferred to the software appropriately. In addition, risk assessments

are carried out for all activities in the park. Please see example in Appendix 2

### **Volunteer Safety**

All volunteers are provided with a H&S induction and an information handbook about safe volunteering in our parks. Volunteers agree and sign up to our volunteer policy adopted in 2020. Further details can be found on our Website:-

<https://www.gedling.gov.uk/council/aboutus/policies/volunteeringpolicy/>

### **Personal Security**

Successful management of anti-social behaviour and vandalism contribute heavily towards overall safety of a park, giving its visitors the confidence to use the space. The prompt removal of graffiti has proven to reduce the reoccurrence. We aim to remove graffiti containing offensive, sexual or racial material within 24 hours and any other within 10 working days.

Our parks maintenance operatives are physically on site most days during peak periods which enables park users to feel more secure and discourages anti-social behaviour. A licensed Ice cream van is present most days during the summer months (often on sunny winter days too) they also act as the eyes and ears of the park and report any incidents when they occur.

Our team of Neighbourhood Wardens carry out regular patrols of the park during peak periods, working on a rota basis throughout the summer with the evening shift finishing at 10pm, 7 days a week. This service is complemented by occasional patrols by Nottinghamshire Police Community Support Officers.

The parks development team, park rangers and the wider environmental services staff work hard to make the park a secure place. The park is inspected daily during peak periods for damage and is regularly

patrolled by grounds staff, the play area is inspected weekly.

Any findings are reported promptly to the Parks and Street Care Operations Manager who ensures the repairs are completed satisfactorily and in a timely manner.

Criminal damage in the park is reported and logged with the Police and Gedling Borough's Anti-Social Behaviour team; any incidents reported are discussed during monthly ASB/Crime meetings attended by our community safety and parks staff.

There are 2 vehicular access gates used by our grounds maintenance staff. During community events vehicular access is strictly controlled by traffic management procedures.

### **Control of Dogs/Dog Fouling**

The park is fortunate to have a large dog walking community who work tirelessly keeping the park clean on a voluntary basis. They liaise with other dog owners and confront irresponsible owners who allow them to foul without cleaning up.

Whilst the Council does not recommend this, it is an example of how important a clean park is to the dog walking community. It is also fortunate the park is trouble free from boisterous dogs. During events on the park our neighbourhood wardens educate park users regarding dog fouling and litter problems, they also visit local Schools.

They will take enforcement action if necessary and if reported by the public, generally the wardens do not feel there is a problem here.

## WELL MAINTAINED AND CLEAN

### Aims and Objectives

#### Aims

Gedling Borough Council is committed to providing a clean park, with well-maintained buildings and landscape.

Instances of anti-social behaviour are far higher in parks that have fallen into disrepair, and the best way to combat such behaviour in parks lies in good design, maintenance, and management rather than heavy-handed security issues.

#### Objectives

- Litter and waste Management
- Horticultural Maintenance
- Arboricultural Maintenance
- Building and Infrastructure Maintenance
- Equipment Maintenance

### Achieving the outcome

#### Litter and Waste Management

Waste management inspections are in accordance with the Litter Act 1983 and dog fouling is covered under the Public Space Protection Order, making it a criminal offence to allow dogs to foul without cleaning this up.

The park is litter picked daily throughout the week during the high season and debris is removed. This is reduced to two times a week during the winter. Waste bins are emptied by grounds staff in accordance with the Council's guidelines, as detailed in the Landscape Quality Manual available for viewing during the field assessment. Also see Appendix 1, for the summary of maintenance schedule

Preventative measures are put in place on occasion, often using the resources available from Keep Britain Tidy, for example the 'Bag It and 'Bin It' stencils



**Young Infants from the local pre-school group helping to keep their park tidy.**

sprayed on the footpaths around the park (where appropriate)

#### Recycling Waste

At the entrance near the car park there is a recycling bin for recycling suitable items. A green waste composting system has been considered on the park but we do not believe there is a suitable position without attracting vandalism. We re-use chippings as mulch on site from tree pruning's and there is a recycling bin situated adjacent to the pavilion.

#### Horticultural Maintenance

The Burton Road Summary maintenance Programme is at Appendix 1.

The Grounds Maintenance staff from parks and street care maintain the park to a good level of horticultural practice - see Landscape Quality Manual available for viewing during field assessment. Our grounds maintenance staff have obtained horticultural qualifications to level 2. Our parks developments staff are educated to degree level in Horticulture and Conservation and work regularly with volunteers who have a keen interest in improving the horticultural standards on the park. An example of this is the development works taking place within the nature trail, i.e. removal of pernicious weeds and sowing native wildflowers.

**Arboriculture Maintenance** – Trees are visually inspected (ground inspection) every three months for damaged branches, recommended actions are dealt with promptly under strict health and safety guidelines by our in house staff trained in Arboriculture or by an Arboricultural contractor. We prioritise tree works highlighted as being dead, dying or diseased. We also carry out comprehensive safety surveys every two years on all trees and action the highlighted works in accordance with the severity rating. The last inspection was undertaken in March 2021 by Mr David Simpkin of 4D Tree Surveys. (a copy is available for inspection at the field assessment if required).

We have a policy to replant trees when any are felled taking into consideration reasons for the felling, i.e. disease that may be soil borne. Our policy is to plant native species ensuring stock that is of differing ages and diversity.

### **Buildings and Infrastructure Maintenance**

The park pavilion has a kitchen area, toilets, showers and changing rooms with a main hall as you enter from the front of the building. During 2014 the kitchen area was replaced. Other improvements have seen the building painted with the help of Community Pay Back Team and the roof of the building repaired.

At the front of the pavilion is a large paved area which is used as an entertainment and seating area during summer community galas.

Inspection and repair of the pathways, paved area, fencing, signage and park furniture is carried out bi-annually in accordance with the Landscape Quality Manual, please note the roadway adjacent to the Colwick Loop Road (ending at the pumping station) is owned and maintained by Severn Trent Water.

### **Play Areas, Gym Equipment and Skateboard Park Maintenance**

Visual Inspections are carried out weekly, with a more in depth survey/technical inspection every three months. These inspections are carried out by our in-house RoSPA trained staff in accordance with British and European standards.

Given the success of other projects around the borough a graffiti artist was employed during 2017 to engage with local young people to work up a design on the boundary wall behind the play area. Improvements and touch ups will be carried out in summer 2023. To date this project has seen a reduction in tagging in this area and where incidents do occur on the skateboard park, either PASC operatives or the Community Payback Team are assisting with their young offenders to clean the area.



**Graffiti Mural**

## ENVIRONMENTAL MANAGEMENT

### Aims and Objectives

#### Aims

Gedling Borough Council is committed to managing the site with a positive impact on the environment.

#### Objectives

- Managing Environmental Impact
- Waste Minimisation
- Chemical Use
- Peat Use
- Climate Change Adaption Strategies

The Council has an Environmental Policy Statement which can be viewed as a separate document during the field assessment.

#### Achieving the Objectives



#### Managing Environmental Impact

#### **Water Fountain installed in front of the pavilion with the aim of reducing single-use plastic.**

The water fountain was installed in 2021 with the main aim of reducing single use plastic. This is a very popular feature of the park used by all the sports clubs and families, particularly during the hot summer months, I have experienced children queuing to use it. Our maintenance operatives have reported reduced plastic bottle litter following sports matches so we are aware it is a success. In addition a local dog walker has installed a metal water bowl for dog use, which is also very welcomed and used daily by our four legged friends.

One of the key aims of the Aligned Core Strategy is to ensure good access to parks and open spaces, reducing the need to travel. Further information can be found on the Borough Council website:

<http://www.gedling.gov.uk/planningbuildingcontrol/planningpolicy/localdevelopmentframework/greaternottinghamalignedcorestrategy/>

#### **Carbon Management Strategy**

Gedling Borough Council adopted their Carbon Management Strategy 2021-2030 in 2021. The strategy has ambitious plans

to achieve net-zero emissions by 2030 and has six key areas where emissions can be reduced. For parks management this includes decarbonisation of fleet vehicles, installation of energy efficient LED lighting in park buildings, planting trees and creating pollination zones. For more information see this link

<https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/environmentalhealth/Appendix%20A%20-%20Carbon%20Management%20Strategy%20%20Action%20Plan.pdf>

### **Chemical Use:**

In 2021 the Council adopted a policy prohibiting the use of Glyphosate on all Council owned open spaces. Alternatives are being trialled to minimise the harmful environmental effects of chemical use. Since 2021 weeds surrounding footpaths and around park furniture are maintained by either infrequent strimming or culturally by hand.

### **Materials**

- No peat use or products containing peat
- Avoid purchasing plants grown in peat or products containing peat
- Purchase plants and trees from locally grown suppliers

### **Recycled waste material**

There is an onsite recycling bin which is sorted when emptied by our grounds staff. Waste from tree works are chipped and used as mulch on site. In some instances they are recycled at the local allotment site on Stoke Lane which is less than a mile away. Leaf fall is collected and bagged then



distributed to the local allotment site as with tree waste.

### **Use of Recycled Plastic park furniture**

Two new picnic benches and 2 flat benches made from moulded recycled plastic have been installed around the play area. Recycled plastic manufacture is the preferred material for all park furniture and signage when new and replacements are considered.

### **Recycled Plastic Furniture**

The sustainable qualities and reduced maintenance requirements make recycled furniture a more attractive option and is been used borough wide.

### **Climate Change Adaption Strategies**

The nature trail was once an inaccessible area of the park dominated by brambles and nettles and extremely wet in the winter months. The development of this area Included planting several native trees to alleviate the possibility of flooding and this seems to be quite successful. We have installed a willow structure which provides some welcome shade during the summer and also helps to 'soak up' excess water in the area. The quality and quantity of trees throughout the site also provide much needed shade in the summer.



such, additional trees (*Prunus avium* 'Flore Plena' and a native hedge to screen the fence line have been introduced into this area.

In addition we have installed a Hibernaculum, and shallow pond and planted native hedging to screen the Severn Trent Pumping station. We anticipate increases in the faunal species residing within the park. Park volunteers were able to assist with these installations including Conservation students from Nottingham Trent University. Future projects will include further planting of flora to attract beneficial insects including Bees.

An information panel will be installed on the nature trail detailing the works carried out so far and why it is beneficial to the flora and fauna of the park.

## BIODIVERSITY, LANDSCAPE AND HERITAGE

### Aims

Gedling Borough Council and Gedling Parks Community Group aim to increase the value of the park's heritage and also enhance the biodiversity of the area.

### Objectives

- Management of natural features, wild fauna and flora
- Conservation of landscape features
- Conservation of buildings and structures

### Wildflower Meadow Creation

During 2014/15 the nature trail area was developed within the park, using a mixture of seed with perennial grasses and annual wildflowers. Following feedback from the Green Flag judges this area is now to be returned to a long grass with bulbs and a flowering meadow area.

The parks department do recognise that this form of management not only reduces the need for mechanical maintenance, but also provides rich nectar for insects. However, with ever reducing limited resources this particular meadow is now not sustainable in its current size and as



**Meadow Interpretation Board currently on site**

**Tree Planting** - introduction of new trees will have the following considerations:

- Native species with pest and disease resistance
- Pollution tolerance
- Climate change
- Water sustainability
- Value of habitat

Tree planting remains a mainstream objective of the council and is included in the service level plan for the parks department. As such, the parks team have continued to plant trees where appropriate on Burton Road Jubilee Park throughout the previous years; although space is now becoming precious and opportunities limited.

## Aim to improve Biodiversity and habitats by:

- Leaving dead wood standing
- Creating log piles for habitats
- Erecting bird/bat boxes
- Install Bug Hotels in appropriate locations
- Plant native wildflower species



**Picture of All Hallows School Children creating log piles**

## Environmental and Biodiversity

Urban greening is important to the environmental impact on the townscape; trees greatly improve the effects of:

- Carbon omissions
- Poor air Quality
- Air pollution
- Surface water run off
- Urban heat islands
- Noise pollution
- Animal and invertebrates habitats

## HABITAT MANAGEMENT

Various proposals are being considered to improve the Biodiversity of the flora and fauna in the park. We are developing a nature trail along the railway boundary of the park working with local community groups and other partners.

This area was overgrown, wasn't used by park users and occasionally suffered from ASB. By opening the area up, making it

more attractive and accessible we believe we are improving the biodiversity and 'designing out' any future ASB.

The project began in Autumn 2014 clearing brambles and nettles and removing self-set invasive tree species which were dominating the area. Replacement native trees have been planted in the area and native wildflowers and bulbs have also been added.

Children from a local primary school have in the past installed their own log piles along the nature trail which we hope to build upon in subsequent years. (See picture above).

We have begun to develop some of the grassed areas into wildflower meadows with a mix of perennial wildflowers and meadow grasses.



**Wildflower Meadow**

The location, character and size of the park can limit opportunities to create suitable habitats for wildlife on a large scale, however there are many small enhancements that can be made and which we'll plan for future years.

Some areas around the play area and skatepark are maintained with a reduced mowing regime to encourage enhanced biodiversity.

During 2015/16 we enlisted the services of EMEC Ecology to provide a specialist Ecological assessment of the park which included habitat and notable species recording, this was required in order to determine the development of the ecological value of the park into the future.

## **The Locality and Industrial Heritage:**

Railway lines are located on 2 of the park boundaries. The railway played a vital role in the neighbourhood's industrial heritage, in fact, the local town of Netherfield was built to accommodate the railway workers, who worked at the sidings situated where the Victoria Retail Park is now located. During the Second World War the sidings were the largest in Europe.

The mineral railway line (along the boundary adjacent to the play area and skateboard park) was used to transport Coal from Gedling Colliery, but since the pit closure in 1991 the line is no longer active and there are suggested plans to develop it into a green corridor/ walk/cycle route linking neighbouring green spaces, including Burton Road Jubilee Park and the recently developed Gedling Country Park.

To find out more about the history of the park, contact was made with the University of the 3<sup>rd</sup> Age Carlton History group who have assisted in the creation of a history interpretation board, the sporting history and use of the park is well reflected within the information supplied on site.

## **Buildings and Heritage**

According to the Burra charter places that are likely to be of significance are, "those which help an understanding of the past or enrich the present, and which will be of value to future generations". Burton Road Jubilee Park evokes a strong sense of place, giving heritage value to the local and wider community.

fitness enthusiasts, adults and children attending events organised by the community, young people meeting friends after school or college and the sports clubs (including 2 Football teams and 2 Cricket teams). In fact this park is quite unique in that it is the only recreation ground within the Borough that offers 2 senior Football pitches and 2 Cricket Pitches.

**COMMUNITY INVOLVEMENT**

**Aims and Objectives**

**Aims**

Visitors to the park often span many generations of families, who can all relate to Burton Road Jubilee Park as a place of recreation and evoking a strong sense of place. They all have a valid say in the future of the park and are invited and encouraged to become involved.

**Objectives**

- Community involvement in management and development
- Appropriate provision for community

People that use or live in close proximity to parks and green spaces are known to have improvements to their mental health and improved physical health.



**Skateboard Jam 2019**

It is difficult to obtain exact park user figures as currently we don't monitor this, however following a site based face to face annual park survey carried out by parks staff the park attracts a large number of dog walkers, families accessing the play area,



**Cricketer Sculpture installed 2020 following consultation with the community group to steer the design. It represents the heritage of Cricket on this site and is in keeping with the local nickname for the park 'the Cricket field' or 'Cricko'**

In addition to formal sports matches being played on the grounds there are also regular informal practice sessions throughout the week all year round. It has therefore been assumed that there are in excess of 30,000 park users per annum, a figure that will continue to expand with more events in the park.

The results of the parks survey identified a number of improvements required, such as more bins around the Skateboard Park, and provide a café with toilets and a youth club in a new purpose built pavilion. Some suggestions we are unable to provide but where possible we try to accommodate requests. Nottinghamshire County Council Youth Service rent the pavilion for their outreach youth group meetings.

Prior to Covid we estimated over 5000 children attended events in the park, many attending environmental events and the annual play day. An exit survey was carried at the annual summer play day in 2019, an estimated 2500 people attended.



### **Annual August Play Day Event**

Unfortunately, following both Corporate and Government guidance because of the pandemic all borough wide events were cancelled in 2020. Further restrictions were also observed and actioned during 2021 and 2022. To date no corporate decision has been made with regards 2023, but it is hoped the annual play day will resume in 2023.

Many members of the public have taken an active interest in the recent changes within the site, the Council promote the park to the local and wider community, through delivery of our marketing plan and community events normally held throughout the year. The events are published on Gedling Borough Council's 'What's On' webpage, GBC Facebook and on the site notice board. It is also our aim to give wider consultation to the public who use the space. This is discussed further under the Marketing Criteria.

### **Achieving the Objectives**

The new community group – Gedling Parks Community Group were constituted in September 2022. The group have been meeting regularly on site since 2019 and hold monthly litter picks in the park. The group are planning park improvements across the 3 sites they represent including

maintaining regular community activities on this park. They regularly post facebook updates.

Two young members of the group have special educational needs. Their parents praise the group for the welcoming and inclusivity ethos of the group, explaining their children have boosted their confidence working in a larger group, as a team and regularly lobby their local elected members and organisations to improve the area



### **Members of the Gedling Parks Community Group pictured at one of their regular litter picks.**

During the past two years the park has greatly benefitted from weekly maintenance and development sessions attended by the

Community Payback team. The works they have carried out greatly improve the park, the tasks include, painting and repairing wooden fencing, clearing the boundary bank of brambles, trimming the willow sculpture on the nature trail, removing graffiti on park signage and bins, hedge planting on the nature trail and park boundaries etc etc . The park is very fortunate to have regular help from the group and they are greatly appreciated by regular park users.

GBC parks development team continue to try and attract new volunteers for regular maintenance tasks and we continue to identify new user groups, such as the Children's Centre in Netherfield who use the park on a regular basis for their activities.

All Hallows Primary School bring children to the park at the end of each term as recognition of their achievements throughout the year. The children thoroughly enjoy their visits and use the visits to check on park updates. In addition to this many pupils are our junior park rangers getting involved with Bulb Planting and regular litter picks.



**All Hallows Primary School  
Bulb Planting**

The Marketing Plan (Please see Appendix 5) is crucial for informing current users and encouraging new users about the value of the park as a recreational and educational resource on their doorstep. The webpage is a really useful information page to those residents new to the area and searching for recreational facilities nearby.



**Local Police attending the Play Day  
event**

Consultation at present is largely through the elected members, local schools, sports teams and the community group, their views reflect the aims of Burton Road being an educational resource and providing relaxation for all the people of Carlton and the wider community.

The Gedling Brownies and Rainbows use the pavilion for the weekly meets and the

leaders of the groups also attend the community group meetings.



**Ranger/Community Activity  
BTO National Nest Box making in the  
pavilion**

GBC parks development staff have developed a successful working relationship with a number of local partners and are currently helped by Business in the Community, who source corporate volunteers from a range of organisations to volunteer to undertake environmental tasks on the parks

## MARKETING & COMMUNICATION

### Aims and Objectives

#### Aims

Gedling Borough Council are proud to promote their parks and in particular the status of Burton Road Jubilee Park. It is our aim to work in partnership with the community as highlighted in the 'Community Involvement' section mentioned above to promote the Park. We have a strategic marketing plan to complement the wider management plan which will be reviewed annually

- Marketing and Promotion
- Appropriate Information Channels
- Appropriate Educational and Interpretational Information

#### Objectives

- Promote the park and its facilities via dedicated webpage and promotional literature
- Use a postcard sized satisfaction survey which visitors are encouraged to fill in in order to gain user/visitor feedback.
- Encourage the public to fill in an online user satisfaction survey available as a link on general parks and Burton Road Park webpages
- Carry out annual face to face park surveys

- Promote the park using the on-site notice board and articles in Borough wide 'Contacts' magazine
- Continue to create links and provide activities with local schools and community groups
- To work in Partnership with the groups that use our parks
- To promote the park to the local and wider community
- Liaise with the Communications Officer towards the review of the Marketing Plan/Strategy for the service
- Head of Parks to decide on a baseline for performance indicators
- Ensure that any displayed information is current and of the highest quality, on and off site
- Display educational information about the site within the site, e.g. wildflower interpretation panel and the park heritage information panel
- Welcome local forest schools to use the park for educational purposes
- Facebook page to promote the park and community activities

Although the status of the park and what it offers does guide the nature and content of events and activities, we are working hard on promoting the park to the local and wider community through council marketing material, Green Flag & Love Parks webpages, press releases and photo opportunities to the local media.

## **FUTURE CHALLENGES AND CONSTRAINTS**

The next few years will be a challenging time for many local authority's parks departments with continued budget reductions. Gedling Borough Council will endeavour to provide high standards of service to our park users.

Carlton, like most Nottinghamshire townships has endured considerable change in the last 30 years. The park has not suffered unduly from its proximity to the town centre; however there are areas within the site that attract attention from graffiti artists from time to time, such as the skatepark..

Currently a main challenge to management is to continually maintain the site to a degree, which will negate the substantial seasonal wear and tear on the grassed and formal play areas. This will entail careful evaluation year on year and exploiting available resources.

The second significant challenge is to continually support community groups with an interest in Burton Road Jubilee Park and promote the park well within the wider community.

### **Park Maintenance Plan**

The Landscape Quality Manual which contains performance criteria is set out as a park maintenance specification, schedule and bill of quantities. These documents will be available during the Green Flag field assessment and are available separately from the parks department. This document outlines all the site's current maintenance practices for the grounds hard and soft features, including guidance notes of practices carried out on site, frequency of actions; all within good health and safety practises and COSHH regulations.

The parks grounds maintenance budgets for Burton Road Jubilee Park for tax year 2023/2024 is £25,000.00.



## MANAGEMENT

### Aims and Objectives

#### Aims

#### The vision for Burton Road Jubilee Park is:

To develop and sustain the substantial recreational and educational qualities of the site confirming its reputation as one of the 'Flagship Parks' of the Borough'

#### Objectives

- To provide a welcoming park with excellent access for all.
- To create a clean and safe park environment.
- To maintain the park to BS7370
- To adhere to good environmental and biodiversity values when carrying out operations in the park.
- To increase the number of people who use the park and encourage more community groups to use the park.
- To promote parks events to the local and wider community and promote the park as first class outdoor education facility.

#### Partners

We promote partnership working, which is vital to the development of the park. Our partners include:

- Parks and street care services, Inc. parks development.
- Community services, Inc. arts and play officers
- Technical services.
- Facilities management services.
- Nottinghamshire County Council.
- Gedling Parks Community Group
- Football and Cricket Clubs.
- Business in the Community
- Coca Cola (Nottm)
- Boots PLC Nottingham
- McDonalds Restaurants

- Gedling Play Partnership.
- Gedling Play Forum.
- Local and County Councillors
- Local businesses
- Local Schools, including All Hallows Primary, Netherfield Primary, Carlton Le Willows Secondary and Nottingham Trent University
- Community Payback

#### Policies

- Gedling Plan 2021-2023
- Aligned Core Strategy 2011-2028
- South Nottingham Community Safety strategy 2013 onwards
- Gedling Borough Council Green Space Strategy 2021-2026
- GBC Parks Byelaws.
- Gedling Borough Councils Heritage Strategy (2018)
- Carbon Management Strategy 2021-2030
- Nottinghamshire Bio-Diversity Action Plan (BAP)
- The Sustainable Communities Strategy Vision 2026 and its 5 Priorities
- Corporate Volunteer Policy (2020)
- Animal Welfare Policy (2014)
- Gedling Health and Wellbeing Plan (2018)
- Gedling Sport and Physical Activity Strategy (2018-2022)

## **Management of the Park**

Responsibility for the overall management of Burton Road Jubilee Park is principally with Gedling Borough Council under the direction of the Head of Environment who is assisted by the Parks Operational Manager, Parks Development Officer, Urban Park Rangers, Parks and Street Care Supervisors and Grounds maintenance operatives.

All staff work alongside one another within the same department and meet regularly to discuss maintenance and future development.

All management operations including marketing and promotion will be designed to reflect the completion of the stated aims and objectives. The Park does and will continue to require a significant amount of practical ongoing maintenance, to support the newly refurbished fabric of the site; in order that its valuable community asset may be further promoted by the Council and the Community Group.

Burton Road Jubilee Park has always been popular and well used by the people of Carlton and the wider community.

The park has benefited from external funding from S106 developments, Gedling Homes Public Realms and WREN (now FCC Communities) reflecting its commitment to developing the resources of the site for the continued enjoyment of all its visitors. Currently the site does not suffer from targeted vandalism, though from time to time there are inevitably signs of vandalism, which are dealt with promptly by grounds staff.

The park is established as a useful community asset in terms of environmental education. We have achieved this in partnership with local primary schools in the first instance.

Regular inspections by parks development staff and grounds maintenance result in suggestions being made to improve the park, some of the suggestions result in applications for funding, such as the new footpath installed during 2014. Other suggestions have been incorporated into the park's action plan.

## **Resources for the Park**

The costs associated with park management are from the budgets held by Gedling Borough Council. Burton Road Jubilee Park budgets for specialist areas such as children's play equipment and young people's equipment wherever possible will be funded from outside grant schemes such as FCC and the Nottinghamshire County Council Local Improvement Scheme to be able to provide the very highest standard.

## ANALYSIS AND ASSESSMENT

The analysis and assessment assists managers to take the most appropriate actions over a set period. This should achieve a balance between the needs of the site, the community, corporate strategy and resources available. A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis is a well-used management technique, which clarifies the areas causing concern and those that are delivering successfully.

The following analysis focuses on the criteria for the Green flag award scheme. This is used above in Management Aims. The criteria are typical of almost all park sites.

### **Chart 2: SWOT**

<b>A welcoming place</b>	
Strengths	Excellent vehicle and pedestrian access; convenient disabled parking spaces; main sign in place; the general aspect at entrances is welcoming; little evidence of litter; most pathways internally are accessible to all; staff commitment and thriving community group use; marketing strategy
Weaknesses	No day to day staff presence on site; Better delineation of southern boundaries needed; Budget reduction and reduced frequencies of maintenance.
Opportunities	Identify funding opportunities for continued developments;
Threats	Lack of resources to continue improvements/developments;

<b>Healthy safe and secure</b>	
Strengths	Well defined paths; regular inspection of facilities, features and paths; risk assessments up-to-date; regular recorded safety checks for the playground and skatepark; Improving grounds maintenance; Telephone numbers for the public to contact the parks department in case of accident/incident or reporting a fault.
Weaknesses	No permanent site based ranger; contact information not published at all accesses; Grounds maintenance frequency reduced due to budget constraints.
Opportunities	Increase 'official' presence on site, keep notice board information up to date; Increase the number of events; develop accompanied school visits; improve and increase information at accesses, increase fitness facilities
Threats	Budget reduction to grounds maintenance and development, Increase in ASB/crime

<b>Well maintained and clean</b>	
Strengths	Condition surveys of parks buildings carried out annually; promotional programme re schools and public education being discussed; grounds maintenance specified to BS 7370; commitment from staff, local councillors and community members, regular community litter picks and maintenance from Community Payback
Weaknesses	Budget reductions and maintenance frequency.
Opportunities	To promote the park as a well-maintained site; opportunities to work with local schools and other visitors
Threats	Lack of funding for general promotion and focus on everyday park events; lack of resources to fund public interest events in the park

<b>Sustainability</b>	
Strengths	Active involvement of staff in promoting environmental statement and policy; community group and operational staff involved in discussions of draft management plan; continued improvement to nature trail, recycling of litter on site. Installation of a water fountain to discourage single use plastic.
Weaknesses	No facilities available on site for green waste composting/recycling; no regular staff presence on site.
Opportunities	To manage the park and its facilities via the Management Plan; To research further funding for education and health issues; To further involve other officers, all operatives and all other volunteers together from time to time; Promote appropriate events; To produce info for public.
Threats	Lack of officer/operative time to progress and complete practical objectives

<b>Conservation and Heritage</b>	
Strengths	A new area identified to increase biodiversity; Full community support to develop wildflower/meadow planting; Funding obtained to provide new facilities; New safe pedestrian access for the public; It's an attractive site with heritage information panel.
Weaknesses	Require more detailed surveys of flora and fauna; maintenance of newly restored fabric not always comprehensive; more interpretation for visitors;
Opportunities	To promote the sites special qualities particularly the industrial history; potential to be an excellent resource for schools and other groups e.g. the development and promotion of the nature trail; green corridor linking local green spaces using the decommissioned mineral railway line.
Threats	Lack of resources

<b>Community Involvement</b>	
Strengths	Marketing Plan in place; Park focused events planning; Community Pay Back assisting on parks maintenance and development; local schools are regular supporters of the park and good councillor member involvement. Gedling Brownies and Rainbows involved with site and Notts County Council Youth Service.
Weaknesses	No representation from the sports clubs despite several attempts to invite them onto community group. Sustainability of the community volunteers; competition from other local parks the community group represent, i.e. differing priorities for developments across 3 local parks.
Opportunities	Continue to encourage sports clubs to be involved with the community group; Set up volunteering sessions to include council members and the community; Monitor progress of the plan through 'Action Plan'; Promote as the valuable asset it is to the local people and business community
Threats	Lack of available funding sources to promote the park and to attract new interest.

<b>Marketing</b>	
Strengths	The marketing plan is in place and monitored; Produced and promoted a leaflet about the park to promote locally and on our website; The site is very much an environmental asset; Promoted through Green Flag award; Installation of notice board on park, community group regularly post facebook messages
Weaknesses	Decreased park events during pandemic resulting in reduced marketing of the park.
Opportunities	To include the park in other linked advertising about events, national, regional and local including Green Flag website; staff to talk to visitors at every opportunity about what is on the park; Promote the uniqueness of the site; Promote the site to as many new groups as possible. Corporate proposals on 'Mineral Line' to link all green spaces; promote the park and the community group at all local park events
Threats	Potential lack of funding to carry out the necessary research and promotions; concern re: extra wear and tear on the site as a result of increased events and use; failure to achieve the green flag award.

<b>Management</b>	
Strengths	Commitment of staff to achieve objectives in plan and to maintain the newly refurbished areas; Work on the ground is beginning to relate to the changing needs; prioritise limiting budgets for maintenance; Green Flag status a priority; regular meetings held with staff and community group.
Weaknesses	Budget reductions may influence staff morale; loss of staff due to economic climate
Opportunities	Retain the green flag award; access any appropriate further capital or revenue funding; Increase events in the park to increase visitor numbers and income; to comprehensively promote the site to the people of Carlton/Gedling and other surrounding areas. Development staff to ensure park management and friends group support
Threats	Lack of commitment, staff/volunteer time; material resources; To forward objectives as planned.

## BURTON ROAD JUBILEE PARK ACTION PLAN 2022-26

Aim 1: To Provide an Accessible and Welcoming Park.								
Objectives	Action	Lead	Delivery				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Ensure All entrances to park are clear and free from litter and debris. Ensure signage is clean and in good condition	Regular inspections	PASC Operations Manager	○	■	■	■	Existing revenue budget	To ensure a welcoming access to the park for all users and at all entrances
Ensure all welcome signage is clean and appropriate	Regular Inspections	PASC Operations Manager	○	■	■	■	Existing revenue budget	To ensure informative and welcoming information signs
Provide an attractive boundary adjacent to the main Colwick Loop Road	Consider identification of funding to provide replacement knee rail fencing	Parks Development Officer	○	■	■	■	Possible external funding	The span of this fencing is beginning to deteriorate and several sections are requiring regular repairs. If external funding is not identified then ensure continual repairs.

Aim 2: To Ensure the Park is Safe & Secure								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✕ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Ensure the park boundaries are in good condition	Regular inspections	PASC Operations Manager	○	■	■	■	Existing revenue budgets	
Ensure the parks paths and roadways and car park surfaces are in good condition. No slip trip or fall hazards.	Continually review pedestrian safety in the park. Prune back shrubs/trees to allow for good visibility and access	PASC Operations Manager	○	■	■	■	Existing revenue budgets	Aim to provide easy safe access and egress to all of the parks facilities.
Ensure the park is safe and secure	Regular Neighborhood Warden, Police Community Support Officers & Litter picking patrols in the Park	Community Safety Manager	○	■	■	■	Existing staffing resources	Report and share knowledge of incidents where relevant, action remedial policy
Reduce ASB	All acts of anti-social behavior are monitored discussed and actioned	Community Safety Manager/Parks Development Officer	○	■	■	■	Existing revenue budgets Officer time	Parks development officer attends monthly multi agency Community Safety meetings, where such activity is discussed and actioned.
Inspect all tree stocks to ensure they do not present	Annual visual Tree safety survey to be undertaken in-house, Carry out tree work as identified.	PASC Manager & Arboricultural Supervisor	○	■	■		Existing revenue budgets	Ensure safety and effective maintenance of tree stock. Most recent tree condition survey

Aim 2: To Ensure the Park is Safe & Secure								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✗ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
a current or future hazard.							undertaken by Mr David Simpkin of 4DTreeSurveys March 2021	
Ensure requirements of the HSAW Act 1974 are adhered to during all parks operations and activities.	Regular staff toolbox talks re Safety Issues and formal health and safety training. Risk & COSHH Assessment of all operations and activities is carried out.	PASC Operations Manager	○	■	■	■	Existing revenue budgets and Officer time	Ensure daily risk assessments done. Ensure all parks operatives are trained in accident and incident reporting.
Provide facilities and activities that encourage the pursuit of a healthy lifestyle for all.	Progress the installation of additional gym equipment when funding allows	Parks development officer	○	■	■	■	Identify external funding source	Consider funding application by community group.
Young people sense of ownership of the building structures to reduce incidences of ASB and Graffiti	Young people engaged with the park and meet weekly in the pavilion.	Parks Development Officer and NCC Youth Service	○	■	■	■	Existing revenue funding	



Aim 3: To Provide a Well Maintained & Clean Park								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✕ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Provide a clean and well maintained park environment	Regular inspection by parks staff, local partners and members of the public to provide an immediate response to litter/vandalism/graffiti	Parks and street care operatives and community group volunteers	○	■	■	■	Existing revenue budgets	All offensive graffiti is cleaned off within 24hrs by either PASC or our partners Community Payback team who carry approved products to deal with such issues if on site. Daily litter removal.
Clean pavilion, showers and toilets	Carry out on a weekly basis by PASC staff.	PASC Staff, Facilities Manager	○	■	■	■	Existing revenue budgets	Ensure in good repair and in running order.
Clean and safe Children's Play Equipment	Inspect children's play equipment on a weekly basis and full technical audit every 3 months. Carry out running repairs as required.	PASC Technical Staff	○	■	■	■	Existing revenue budgets	
Empty and clean litterbins	Empty litter bins twice weekly	PASC Staff	○	■	■	■	Existing revenue budgets	Audit annually with a view to replacing worn out bins and positioning new bins in hot spot areas.
Provide clean and well maintained benches and seats.	Inspect on a weekly basis of all benches and seats in the park, clean as necessary	PASC Staff	○	■	■	■	Existing revenue budgets	Maintenance of benches and seats included in the maintenance schedule.
Maintain skatepark in good repair	Inspect on a weekly basis as play area above.	PASC Technical staff	○	■	■	■	Existing Revenue budgets	Maintenance requirements are carried out when necessary
Provide a well maintained park environment	Grounds maintenance to be carried out to BS7370 and in accordance with the Landscape quality manual	PASC Staff	○	■	■	■	Existing revenue budgets Officer time	Regularly updated Landscape Quality Manual
Maintain Nature Trail	Regular volunteer environmental sessions to include, litter picking, cultural hand weeding and general tidy	Parks development staff with volunteers	○	■	■	■	Existing revenue budgets.	To ensure area remains tidy and with minimal invasive weeds.

Aim 3: To Provide a Well Maintained & Clean Park								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✘ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Assistance from community sources for routine maintenance tasks to assist with well maintained and clean park	Community litter picks Use of Community Payback to assist with occasional maintenance, e.g. painting of knee rail wooden fencing. Raking and removal of wildflower cuttings	Parks Development Officer	○	■	■	■	Existing revenue funding – materials supplied	A great complement to existing maintenance tasks and operations.

Aim 4: To Enhance the Sustainability of the Site								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✗ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Increase ecological value of the park	Ensure sustainability of grass meadows or wildflower meadows in selected areas of park	Parks development officer	○	■	■	■	Existing revenue budgets	Beneficial for wildlife habitats and increased biodiversity. A Wildflower and grass meadow
To ensure the environmental sustainability of tree species within the park	2021 Survey of the trees on the park.	PASC Arboricultural team	○	■	■	■	Existing revenue budgets	Improved biodiversity, priority given to native species with new planting.
To ensure environmental sustainability	Follow good sustainable horticultural practices, such as no peat use, no pesticides, approved sources of limestone, recycle plastic plant pots	PASC Manager	○	■	■	■	Existing revenue budgets	Meet sustainable management aims
Reduce CO2 emissions	Use of electric mower on the cricket squares. Maintain in good working order the water fountain to reduce single use plastic. New hedge and tree planting	PASC Manager	○	■	■	■	Existing revenue budgets	Meeting sustainable management aims
Encourage sustainable energy use	Install and replace when required low LED wattage energy bulbs in pavilion and outside the pavilion. Ensure all electrical equipment is turned off after use.	Building Facilities Manager	○	■	■	■	Existing revenue budgets	Reduce CO2 emissions

Aim 4: To Enhance the Sustainability of the Site								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✗ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Sustainable sourcing of timber	Ensure all procured timber products meet the requirement of the forest stewardship council certification, or are from an accredited scheme supplier	PASC Officers	○	■	■	■	Existing revenue budgets	
Reduce environmental impact through transportation	Source all materials locally. Recycle tree chippings on site and raked leaves to local allotment site	PASC Officers	○	■	■	■	Existing revenue budgets	Reduce CO2 emissions

Aim 5: To Conserve, Enhance and Promote the Environmental, Cultural and Heritage Value of the Park.								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✗ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Prepare Nature Trail area for planned improved landscape works	Weed eradication in preparation for wildflower sowing.	PASC Manager and operatives	○	■	■	■	Existing Revenue Budget	When pernicious weeds are eradicated the intention is to plant wildlife beneficial flora.
Increase Ecological value of the site	Increase Bio-diversity of grass meadow by planting native primroses etc.	Parks Development Officer and Park Rangers	○	■	■	■	Existing revenue budgets.	Initial meadow will revert back to a long grass meadow given its proximity to the football pitches and we will focus on other areas within the nature trail for summer flowering species. We envisage cutting this area when the Fritillaries have finished flowering in early summer.
Develop a bog garden	creation of semi-wetland habitat on nature trail to increase diversity of flora and fauna and suitable habitat for amphibians.	Parks development officer and Park rangers	✓				Existing revenue budgets.	Increase Biodiversity of area. Original pond filled in as was subject to ASB. By keeping the liner in place it is hoped the feature will become a bog garden.
Enhance the range of flora in the park	Bulb planting at base of boundary trees, e.g. snowdrops, winter Aconites, wild garlic and native bluebells	Parks Development officer/park rangers/community volunteers	○	■	■	■	Existing Revenue Budgets. Explore external funding sources	This will complement the Daffodil bulbs already in these spaces and provide a more diverse flora. Annual operation
Enhance the range of fauna in the park	To increase potential for breeding amphibians, maintain the artificial Hibernaculum's adjacent to pond area on nature trail as recommended by the Ecological Survey.	Parks development officer/park rangers/ friends group	○	■	■	■	Existing Revenue Budgets. Explore external funding sources	

### Aim 5: To Conserve, Enhance and Promote the Environmental, Cultural and Heritage Value of the Park.

Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✘ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
	Install Bird and Bat boxes	Parks Development Officer/Park rangers/community volunteers	✓				Existing Revenue Budgets	Additional bird and bat boxes installed.
Consider further ecological surveys	Propose future Ecological – surveys, i.e. species present in wildflower area, bat activity, bird surveys and amphibians	Parks Development officer/park rangers	■				Existing Revenue Funding.	
Create Log piles in suitable area of park	Working with community to create and maintain habitats for invertebrates, to be increased year on year and positioned on nature trail	Parks Development officer/community group & park rangers	■	■	■	■		To enhance the fauna of the park.
Monitor bird species inhabiting Burton Road Jubilee Park	Record and monitor Bird species on Park	Park Rangers and partners		■		■	Existing revenue budgets/volunteer time	Ornithologist Survey 20/21 findings to be published on webpage and in Notice boards.
Ensure appropriate management of conservation and heritage features and art installations	Carry out monthly checks and record findings during PASC park inspection with supervisors and parks development staff	Parks Development Officer	○	■	■	■	Existing revenue budgets	Routine Inspection and Maintenance
Cultural art representations within the park	Consider further pieces of artwork as if identified by public consultation	Parks Development officer/Arts development officer	■	■	■	■	Existing Revenue Budget and possible external funding sources	Nature themed art sculpture installed 2021
Provide an information lectern in nature trail area	Provide the public with flora and fauna information found on the nature trail area and its Conservation Value	Parks Development Officer	■				Existing revenue budgets.	This will be completed when other progress has been completed



Aim 6: To Develop the Park as a Focus for the Local Community								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✗ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Encourage local community involvement in the development and management of the park.	Annual surveys conducted on the park to assess community satisfaction and obtain specific feedback from users. Identify user baseline and whether the facilities are appropriate, whether satisfied with maintenance and cleanliness and personal safety within the park.	Parks Development Officer/Park Rangers	○	■	■	■	Existing staff resources	Community ideas and recommendations evaluated and considered on a continual basis. Consultation with Skateboard users important when considering youth activities.
Ongoing support of park community group	Help to promote and develop the friends group, increasing awareness and membership. Outreach into wider community to target relevant and local established groups.	Parks Development Officer & Park Rangers	○	■	■	■	Existing revenue budgets	Friends group promoted at all park events. Local partners and groups contacted to gather support. Local Councillor assistance.
Identify wider community involvement in the park	Carry out annual general surveys to identify wider community involvement in the park. Use satisfaction survey to be used at all regular events	Parks Development Officer & Park Rangers	○	■	■	■	Existing revenue budgets	Annual Park Surveys undertaken.
Encouraging local involvement	Provide opportunities for community groups to be involved with events and activities	Parks Development Officer/ & Park Rangers	○	■	■	■	Existing revenue budgets	Local individuals, businesses and community organisations involved in park events and maintenance. Local primary school children involved with environmental activities
Increase involvement of young people in the park	Promote projects that young people from the community can be involved in the development of the nature trail (wildflower areas etc.)	Parks Development Officer & Park Rangers	○	■	■	■	Existing revenue budgets	Children from local primary schools regularly attend environmental task sessions on park .i.e. bulb planting



Aim 6: To Develop the Park as a Focus for the Local Community								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✘ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Hold regular activities and events in the park.	Working in partnership with the community group continue to organize events.	Parks Development /Rangers a	○	■	■	■	Existing revenue budgets	The community to identify the park as a community asset.
Encourage all sections of the community to use the park, value the community asset and volunteer where they can.	Promote the park to wider community audiences, such as Bootcamp exercise classes and businesses in the park. Continue to attempt to involve the sports clubs already using the park to be more involved with development and management	Parks Development & Park Rangers	○	■	■	■	Existing PASC & Leisure revenue budgets	Provide a well-used park and generate income from exercise training classes. Attract funding for development and volunteer availability for practical tasks.
To establish and maintain use of pavilion by local community groups. Park income generation	Current lease agreements with Nottinghamshire County Council Youth Service. Gedling Brownies and Rainbows.	Parks Development	○	■	■	■	Staffing resources	Community groups using the park provide many benefits including income generation and direct engagement with the groups for the overall benefit of the park

Aim 7: To Increase Awareness of the Park via Marketing								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✕ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Publicise the park through national initiatives such as Green flag to raise the parks profile and build local awareness through events and activities.	Post events on 'Green Flag' web site. Well publicise activities and the summer play day	Comms. Officer Leisure Events and Arts Officer Parks Neighborhood Team Parks Development & Park Rangers	○	■	■	■	Existing PASC & Leisure revenue budgets	Utilise IT systems, i.e. Internet, Facebook to full advantage. Utilise notice board on site. The management plan is published on the park's webpage
Promote the park and its facilities with local media	Achieve regular coverage in the local media, press, radio and television.	Comms. Officer Parks Development Officer/Friends Group & Park Rangers	○	■	■	■	Existing revenue budgets	The park has benefited from several press releases in the local newspaper and news coverage on local TV stations.
Work within the approved GBC Green Space Strategy	Continue to strive for Green Flag status	Communities Officer And PASC Management	○	■	■	■	Existing revenue budgets	To provide a consistent approach to parks maintenance and development across the Borough Council's parks and open spaces.

Aim 7: To Increase Awareness of the Park via Marketing								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✘ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Promote the park and its facilities on site	Ensure notice board and webpage information is relevant and up to date	Parks Development officer and Park Rangers	○	■	■	■	Existing revenue budgets	Ensure information is current at all times
Gain user satisfaction information and monitor whether the park is meeting the needs of the wider community	Encourage park users to complete postcard sized user survey at all events and activities. Annual summer targeted user survey to obtain baseline data.	Parks Development Officer/Park Rangers	○	■	■	■	Existing revenue budgets	Ensure park is meeting the needs of the community.
Strategic Marketing Plan	Ensure the plan remains up to date and fit for purpose.		○	■	■	■		See Appendix in management plan below.

Aim 8: Implementation of Effective Management								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✘ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Ensure a viable financial base for maintenance and development – Short term	Continue to attract capital funding for improvement through section 106 and external funding bodies such as Big Lottery 'Awards For All' and Notts CC Supporting Local Communities scheme	PASC Manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■	Existing PASC revenue & capital budgets. 106 contributions	Update 106 database Record capital bids at earliest opportunity. Be mindful of grant monies that may be drawn down by the community.
Ensure a viable financial base for maintenance and development – Long term	Consider long-term management in all works and factor in costings where available	PASC manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■	Existing PASC revenue budgets	In conjunction with the Green Spaces Strategy identify areas for future 106 and Capital realms projects
Ensure a viable financial base for maintenance and development – Quality assessment	Review management practices to ensure efficient working methods	PASC Manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■	Existing PASC revenue budgets	Lean management principals
Ensure a viable financial base for maintenance and development – Income streams	Explore opportunities for revenue generation (e.g. Hiring pavilion)	PASC Manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■	Existing PASC revenue budgets	Income from concessions and tenants in the pavilion, hire of parkland for fairs etc.

Aim 8: Implementation of Effective Management								
Objectives	Action	Lead	Delivery ✓ = Action Completed ○ = Action in Progress ■ = Action Proposed ✘ = Not completed				Resources	Comments
			YEAR 22/23	YEAR 23/24	YEAR 24/25	YEAR 25/26		
Ensure effective implementation of management plan	Shared borough wide park ranger and park development service responsible for implementing and co-ordinating management tasks	PASC Manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■		Monthly Parks Development/Parks Rangers meetings to progress tasks in place
Ensure effective implementation of management plan – Identify current and future priorities	Regular site walkabouts established with PASC Manager, Parks Development officer, Rangers and PASC supervisors. Members of the Community Group, GBC staff, and other stakeholders as appropriate, to monitor progress and identify outstanding priorities.	PASC Manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■	Existing PASC revenue budgets	Monthly Parks Development/Parks Rangers meetings to progress tasks in place
Ensure effective implementation of management plan – Green Flag preparation	Annual review of Management Plan and Action Plan progress	PASC Manager, Parks Development Officer, Parks Rangers, PASC Staff	○	■	■	■	Existing PASC revenue budgets	Monthly meetings to discuss management plan to ensure sections are reviewed on a rolling basis and updated as the year progresses
Ensure effective implementation of management plan – Partnership working	Regular meetings between park staff, Neighbourhoods team, Leisure and PASC Projects, officers to discuss progress	PASC Manager, Parks Development Officer, Parks Rangers,	○	■	■	■	Existing PASC revenue budgets	Encourage and develop effective partnership working practices



**Front and back of the Nature Sculpture installed 2021**



The mural on the pavilion – painted in 2021, welcoming visitors to the park. The design concept created by members of the community group and the young people from the Netherfield Loco Centre. Created by the artists, Charlotte Selby and Libby Simkins from the Handmade Theatre Company

## **FINANCE AND RESOURCES**

### **Grant Funding – Gedling Homes, WREN (now FCC Communities) and Nottinghamshire County Council Local Improvement Scheme, Veolia, Local and County Councillors**

The park has benefited from funding from the above partners, which has contributed substantially to the re-vitalisation of the park with new children's play areas, footpaths, skatepark, Gym equipment, new footpaths and car park improvements.

### **Revenue Funding**

The breakdown of the Maintenance/Management budgets required for the park's regular maintenance is outlined in the Landscape Quality Manual. £25,000 is Revenue Budget and an additional £35,000 is divided over ten years and was received from S106 development agreements to secured and manage the additional features following improvements to the park.

### **Staffing Structure**

The parks development function is managed by the Head of Environment with the assistance from the Parks Operations Manager, the Parks Development Officer and 2 full time Urban Park Rangers

Parks and Street Care also manage the Grounds Maintenance function. A dedicated team has been established to work with the parks development staff.

### **Work Programme**

The Grounds maintenance specification and work programme are detailed in the Landscape Quality Manual which is available from the parks and open spaces department and a copy will be available for viewing during the green flag application field assessment.



## MONITORING AND REVIEW

We are pleased to develop this management plan for the park and as such the aims and objectives delivered should be specific, measurable, attainable, realistic and timely, by all involved in the operational process.

An annual review and evaluation of the operational progress will be carried out annually. The process will also give opportunity to assess whether further revenue funding and other resources are necessary, for the current and subsequent financial years. For example, funding and/or other staff may be required to carry out marketing surveys to assist in the completion of the marketing strategy for the park. This exercise will require repeating, for different events, on a regular basis so that baseline information can be recorded and analysed. Subsequently, the results of those surveys may mean alterations to the present grounds maintenance regime.

The exercise is also invaluable in providing structure for planning, future accessing of external capital and revenue funding and fitting the timetable to the normal work programme on site for operative and ranger staff as well as for the community group and other partners.

Although the plan will be reviewed annually, it will be comprehensively revised to ensure its content remains relevant and up to date with the Council's policies and aims. This revision will also accommodate the changes to the fabric of the park since the refurbishment work, as it grows and matures and shows the effects of the various activities.



APPENDICES



## APPENDIX 1 – SUMMARY OF MAINTENANCE PROGRAM

<b>Burton Road Jubilee Park - Summary Work Program</b>	
<b>Daily Tasks - 363 Days of Year</b>	<b>Performance Criteria</b>
Litter pick and site patrol (Mon-Fri)	Litter to conform to Environmental Protection Act Code of Practice Cat 2 zone
Inspect signage and entrances - free any obstruction	
<b>Weekly Tasks</b>	
Clean Pavilion, including showers, toilets and kitchen	
Inspect Children's play area and skatepark – clean play and skatepark as necessary	In accordance with EN1176 and 1177
Litter picked (Mon-Fri) during high season, then 3x times weekly during low season	
<b>Bi-annual Tasks</b>	
Inspection and repair of all pathways, fencing, signage and park furniture	
<b>Annual</b>	
Annual inspection of buildings and structures (Inc the wall), maintain as necessary	
<b>Seasonal Tasks</b>	
<b>April – June</b>	
Grass cutting - amenity grass – fortnightly	Max height 75mm - min 25mm
Mark out 2 Cricket pitches	
Tree Inspection	Ground inspection
Strim or remove by hand nettles and brambles on nature trail	
Trim hedge along boundary adjacent to nature trail.	
Remove weeds adjacent to footpaths	
<b>July – September</b>	
Grass cutting - amenity grass – fortnightly	Max height 75mm - min 25mm
Repairs to goal areas as necessary	
Mark out 2 Senior Football Pitches	
Tree Inspection	Ground Inspection
Strim or remove by hand nettles and brambles on nature trail	
Trim hedge along boundary adjacent to nature trail.	
Remove weeds adjacent to footpath	
<b>October – December</b>	
Continue grass cutting as necessary	
Tree Inspection	Ground Inspection
Inspect and cleansing of Bird Boxes	
<b>January – March</b>	
Commence grass cutting when necessary	see above
Tree Inspection	Ground Inspection

## APPENDIX 2 – Health & Safety

### Form HS2: RISK ASSESSMENT - HAZARDS AND CONTROL MEASURES

Page 1 of 2

Workplace	Borough wide parks and open spaces		Section	PASC - Parks	Manager	J Richardson
Activity No.	P1-P12	Activity Description	Planting using hand tools, litter picking, weeding, brushing hard and soft surfaces, raking, mulching, hedge laying, Pruning of small/medium shrubs and trimming back vegetation (does not include working at height), bagging up green and general waste, installation of bird boxes (not working at height), species surveys recording, volunteer led walks,		Activity Location	Borough Wide (working at a 2m distance away from highway or watercourse)

No.	Nature of Hazard	Associated Risks	Severity Number	Exposure Number	Risk Number
1	<b>Contact with hazardous substances, e.g. Dog Faeces.</b>	Exposure to Taxicara virus	6	3	18
2	<b>Improper use of hand tools</b>	Physical injury	6	3	18
3	<b>Slips, trips and falls, uneven ground and vertical obstacles</b>	Physical injury	6	3	18
4	<b>Adverse Weather Conditions</b>	Wet clothing, illness, sunburn or hypothermia	3	3	9
5	<b>Contact injuries</b>	Physical injuries	3	3	9
6	<b>Sharp objects on land</b>	Physical injury	3	3	9
7	<b>Collison with vehicle</b>	Physical injury	3	3	9
8	<b>COVID 19</b>	Sickness or death associated with COVID	9	2	18
No.	Current control methods in place to reduce the risk number		Severity Number	Exposure Number	Risk Number
1	<b>Staff or volunteer supervisor to inspect and clean any identified prior to activities taking place.</b>		4	3	12
2	<b>Training on correct use and storage of tools when not in use. Council Officers to provide a Toolbox talk/guide to all volunteers at the beginning of each session. First aid kit available on site and</b>		2	3	6

	volunteers trained in emergency procedures to follow if incident occurs.			
3	Ground inspection. PASC staff or volunteer supervisor to inspect all areas. Make sure working areas are easy to access, on level ground and no vertical obstructions. First aid kit available on site and volunteers trained in emergency procedures to follow if incident occurs. Advice volunteers to wear Suitable footwear at all times to suit ground conditions and weather.	4	3	12
4	Cancel activity in extreme weather, advised to wear suitable clothing for the activity, e.g. sunscreen, waterproof clothing	1	1	1
5	Volunteers trained in safe use and storage of tools and safe personal working space. First aid kit available on site and volunteers trained in emergency procedures to follow if incident occurs.	2	2	4
6	All participants advised to wear protective gloves and suitable footwear. Grassed areas to be inspected by staff or volunteer supervisor prior to work commencing. If sharp needles are found then volunteers report to staff or volunteering supervisor, volunteers instructed not to handle without appropriate training. First aid kit available on site	2	2	4
7	Only PASC staff permitted to drive Council vehicle, 5mph speed limit whilst in public park and use hazard warning lights and horn to warn public. Stop vehicle to allow public access and egress.	2	2	4
8	Wipes, gloves and hand sanitizer gel made available at all sessions, tools wiped down before and after use, tools assigned to individual volunteers for duration of session to minimise chance of spreading infection. Small groups; 6 or less only, and encouraged to maintain 2m social distance rules where possible.	4	3	12

Manager	J Richardson	Signature	J Richardson	Date	31 <sup>st</sup> August 2021
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Is further action still required?

If Yes, continue overleaf

YES		NO	
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If No, Complete the first review box overleaf

## OUTSTANDING SIGNIFICANT RISKS

Page 2 of 2

No.	Significant Risk	Required Action To Reduce Risk	Person Accountable	Target Date	Date Complete
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**APPENDIX 3 – Judges Feedback from field assessment 2021.  
Responses to recommendations are included in the  
'Recommendations' column.**



**Green Flag Award 2021**

**Name of Site: Burton Road Jubilee Park**

**Managing Organisation: Gedling Borough Council**

*Desk Assessment Feedback (Management Plan and supporting documentation)*

Criteria	Strengths	Recommendations
<b>Presentation</b>	The plan is well presented has a clear structure and detailed contents page.	The contents page comes after 12 pages of endorsements, plans and other information. This is a little confusing and it would be better if all this sat behind the contents page. Also the plan details how the plan will be reviewed but it would benefit from a change register in which all the plan changes can be noted and highlighted each year <b>Response: The contents page is now positioned after the front cover. These are covered in the action plan, i.e. comments are made if proposed actions are ongoing. If completed they are removed from action plan.</b>
<b>Health, Safety &amp; Security</b>	The plan contains brief details about the security and health and safety arrangements within the Park. sections are brief and more details about actual inspections are provided in the appendices	.

<b>Maintenance of equipment, buildings &amp; landscape</b>	The Plan details the Grounds maintenance landscape and building maintenance with further details in the appendix.	
<b>Litter, cleanliness, vandalism</b>	The plan details the of the Parks position regarding litter and ASB with additional information within the appendix	
<b>Environmental Management</b>	Environmental management is well discussed with the plan. Details include use of pesticides peat use, waste minimisation and the use of recycled materials.	
<b>Biodiversity, Landscape and Heritage</b>	Details are provide re the wildflower area that have been created, tree planting, habitat areas.	The Building and Heritage section would benefit from a more detailed summary of the sites historic importance. <b>Response: The sites heritage and importance is described on pages 13, 14 and 15</b>
<b>Community Involvement</b>	the plan contains a good summary of the community activity on the Park including details re the events programme and the work of the Ranger and the Friends Group.	
<b>Marketing &amp; Communication</b>	The plan contain a good summary of the marketing activity that's backed up with a more detailed Marketing plan in the appendix	
<b>Overall management</b>	The plan contains a detailed summary of the Parks management with clear objectives identified partners and links to wider policy framework.	

**Additional comments**

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In general the plan is well structured and detailed. Just a few additions and amendments as detailed have been recommended.



## Field Assessment Feedback

Criteria	Strengths	Recommendations
<b>A Welcoming Place</b>	The Park has a good entrance welcoming signage and well-presented main entrance and carpark area.	The proposed pavilion mural with further enhance and improve the entrance. <b>Response: The mural was completed in 2021 and provides a welcoming feature into the park.</b>
<b>Healthy, Safe and Secure</b>	The Park has good open view in most areas and is very well used by he community which provides lots of surveillance within the Park.	
<b>Well Maintained and Clean</b>	The Park was clean and well maintain.	The Park is heavily used by Dog walkers and whilst Dog Fouling wasn't excessive it was present is several areas of the Park. Consider reinforcing
<b>Environmental Management</b>	The Park has clear evidence of transforming areas of the Park in order adapt to climate change. The Park has also used recycled materials to create benches and sculptures.	
<b>Biodiversity Landscape and Heritage</b>	The Park has created a new habitat area at the back of the Park and has bird boxes and habitat piles.	
<b>Community Involvement</b>	The Parks has plenty of community activities and involvement form the Parks Friends Group.	The new Girl Guide group will soon start to use the pavilion which will improve the use of the building and provide a new user group for the park. <b>Response: There are now 3 community user groups who now lease the pavilion</b>
<b>Marketing and Communication</b>	The Park has some new sculpture that are great and really help to promote the sites history and biodiversity	The proposed mural on the pavilion will also help to promote the parks as it will be very visible from the

		road side.
<b>Management</b>	The Park is well maintained in good condition and well used by the community.	The main area of concern is the Dog Fouling albeit this isn't excessive but a campaign to raise awareness may be worth considering. <b>Response: This will be considered at all parks events and activities.</b>

**Additional Comments**

Taking into account the overall management plan and operational management of the Park it is clear to see that there is evidence of ongoing improvement and community engagement. The Park has a great variety of facilities and is well maintained. I therefore have no hesitation in recommending Burton Rd Jubilee Park for a Green Flag Award in 2021/22.

## APPENDIX 4 – Burton Road Jubilee Park Marketing Strategy 2022-2026



**Aim:** To produce an effective marketing campaign that will encourage present and new visitors into the park to fill their leisure hours. It will promote the strong commitment that the Council has to its parks and open spaces, shown not least by its recent investment in Burton Road Jubilee Park.

These marketing actions are built into the overall management aims for the site.

### Aim: To Encourage the Involvement of Local People

OBJECTIVE	ACTION	DELIVERY	SUCCESS CRITERIA	RESOURCES	OFFICER RESPONSIBLE	OUTCOMES
<b>Ensure high profile of the park locally and Borough wide</b>	Develop web and social media platforms specifically for Burton Road Jubilee Park to include park facilities, photos and history information	Webpages reinstated 2018 and dedicated Facebook Page created.	Constant source of information. Hits to website/pages Customer feedback	Officer Time	IT Section Parks Development Officer and Communication	Specific site information available for existing and potential users
	Develop the concept of post card satisfaction surveys for use at all events and activities	Ongoing	Satisfied customer feedback, with useful information e.g. recommendations for future events/facilities	Officer time	Park Development Officer/ 'Friends Of' Group	Gain satisfaction reviews of all visitors
	Develop links with partners to promote the park wherever possible	Ongoing	User survey Increased customers	Officer Time	Park Development Officer	Improved partnership working

## Aim: To Encourage the Involvement of Local People

OBJECTIVE	ACTION	DELIVERY	SUCCESS CRITERIA	RESOURCES	OFFICER RESPONSIBLE	OUTCOMES
	Promote Parks satisfaction survey on webpage	Ongoing	Completed surveys received with suggestions for improvements by visitors, reach wider community	Officer time	Parks Development, IT staff	Gain satisfaction reviews of visitors, obtain improvement requirements
	Carry out face to face surveys with park users with assistance from friends group	Annually in summer	Completed surveys received with suggestions for improvements by visitors, reach wider community	Officer time	Parks Development, friends group	Gain satisfaction reviews of visitors and improved partnership working
<b>Assist with the promotion of community groups who use the park regularly</b>	Establish a small series of activities with community groups connected with the park designed to attract local people	Throughout the year	Increased community cohesion. Possible Income generation, assist to reach wider audience	Officer Time From existing revenue budgets	Parks development and Friends of group	Successful annual events
	Encourage the development of specialist subgroups through specialist events e.g. gardening groups	Seasonal	Landscape improvements and maintenance	Officer Time From existing revenue budgets	Parks development, friends group	Successful themed events

## Aim: To Encourage the Involvement of Local People

OBJECTIVE	ACTION	DELIVERY	SUCCESS CRITERIA	RESOURCES	OFFICER RESPONSIBLE	OUTCOMES
<b>Establish the park as a community resource e.g. for sports clubs</b>	Invite local clubs to use the facilities	Ongoing	Sports facilities well subscribed Well used park overall	Existing Budgets	Park Development Officer, Leisure Sports Development	Increased community use of the park

**Aim: To Establish Burton Road Jubilee Park as a Major Visitor Attraction Within the Area**

<b>OBJECTIVE</b>	<b>ACTION</b>	<b>DELIVERY</b>	<b>SUCCESS CRITERIA</b>	<b>RESOURCES</b>	<b>OFFICER RESPONSIBLE</b>	<b>OUTCOMES</b>
<b>Build Local Awareness</b>	Press releases for all major events in the park	Ongoing	Increased attendances at major events	Officer Time	Various officers responsible for individual events and communications staff	Activities and events well publicised
	Consult with the public to establish needs & establish alternative ways to consult	Ongoing	Improvements following consultation Positive comments from consultation	Officer Time	Parks development	Reach wider audience and council informed of visitor expectations
<b>Promote the park through events, activities and exhibitions</b>	Utilise cross marketing opportunities at facilities and events across the borough to exhibit the park	Ongoing	Literature in Leisure Centres, Libraries & Theatre Information at 3 events	Existing revenue	Parks development	Promotion at shows and events in Borough
	Continue to investigate innovate ways to draw people into the park. E.g. small scale events e.g. wildlife conservation activities, increase in facilities	Ongoing	Attendance Feedback	Officer Time	Various officers responsible for individual events	Increased visitor numbers

## Aim: To Establish Burton Road Jubilee Park as a Major Visitor Attraction Within the Area

OBJECTIVE	ACTION	DELIVERY	SUCCESS CRITERIA	RESOURCES	OFFICER RESPONSIBLE	OUTCOMES
	Interpret and promote conservation and heritage value through on site interpretation signage	Ongoing	Users informed of the conservation and heritage value of the park	Existing revenue budget/assistance with friends group funding	Parks development	Improved facilities/information sharing.
<b>Raise the profile of the park</b>	Retain and promote Green Flag Award	Annual	Achieving and maintaining Green Flag Award	Officer Time Existing revenue budgets	PASC Manager, Parks Development Officer	Achieve Green Flag award during period of plan
	Design and produce a series of high quality promotional information, guides and literature for the park in a range of languages, large type and other appropriate formats.	Ongoing where funding allows	Produce park leaflet	Officer Time Existing revenue budgets	PASC Manager, Parks Development Officer, Parks Rangers	Reference material available in accessible format for all
	Publish the parks Management plan on the webpage	Rreinstated 2018	Published plan is current	Officer time	PASC Manager, Parks Development Officer,	Plans on website
<b>Establish users of the park</b>	Devise and carry out visitor satisfaction surveys	At all events, available on webpage and annual face to face surveys	Feedback from users Improvements following survey Number of survey's completed	Officer time	Parks Development Officer, rangers	Reach wider community members