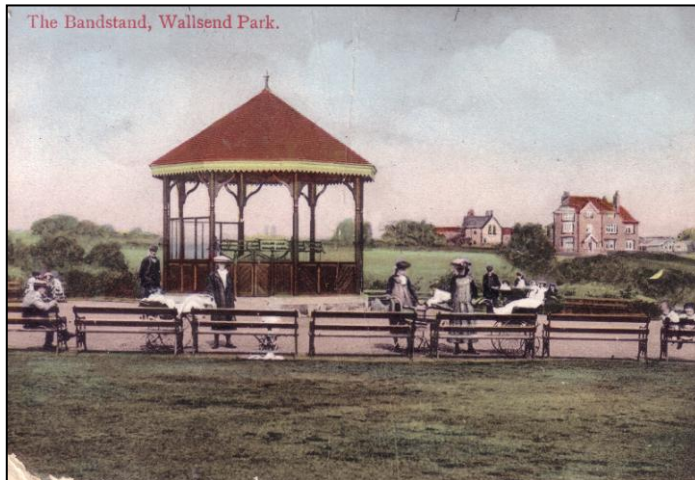




## Management Plan 2016 - 2021



This management plan has been written by Parks and Horticulture Team on behalf of Housing, Environment and Leisure, North Tyneside Council

It was produced in 2016 following a successful capital works programme as part of a Heritage Lottery Fund and Big Lottery Fund 'Parks for People' restoration project.

It is a working document and is designed to be reviewed and updated regularly.

Many of the topics

For more information or for a copy of the plan please contact the Parks Team on 0191 6432241.

#### Update Schedule

Updates	By	Date

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## **Introduction**

### **Summary of the plan**

This management plan presents North Tyneside Council's vision for Wallsend Parks, including its development and ongoing management. It also clearly outlines what can be expected in terms of maintenance standards and lists future actions for improvements. It is intended to be a working document for all staff, volunteers and partnership agencies involved in the day to day use of the park. The plan is to be reviewed annually and updates recorded. A 5 year action plan for maintenance and development is included to encourage a forward thinking approach to the ongoing development of the park.

The plan is written in line with the document *Raising the Standard* The Green Flag Award Guidance Manual (2009) and aims to present clear and detailed information on how the park meets the various assessment criteria.

The strategy document 'Healthy Parks, Healthy People' can be referred to for information on how North Tyneside Council as a Local Government Authority meets many of the Green Flag recommendations for the wider management operations that support of Wallsend Parks.

### **The vision for Wallsend Parks**

Wallsend Parks has been a key part of the town for over 100 years since it's opening in 1900. Since then it has changed considerably, with various extensions, changes and developments, with the range of uses and facilities evolving to meet modern demand. However the fundamental purpose of the park has remained the same: To provide a clean, green, well maintained outdoor space that provides a range of benefits to peoples daily lives, that also plays a deeper role as a cultural and social hub within the surrounding community.

The Heritage Lottery funded and Big Lottery funded 'Parks for People' redevelopment of Wallsend Parks between 2012 and 2014 was intrinsic in pushing this vision further to extend from every day requirements to creating a park as a resource for change in the community.

Today, and in the future, Wallsend Parks will contribute to a broad range of national aspirations of health, education, volunteering, community involvement, bio-diversity, history and heritage whilst retaining it's intimate relationship with the surrounding town and playing a very personal role in the local identity of Wallsend's residents.

## Site Map



## **Site Description**

(Formal site specifics are include in Appendix A)

### **Wallsend Parks**

Wallsend Parks comprises over 40 acres of public parkland formed of 3 distinctly different, but interconnected green spaces, north of Wallsend town centre. Each provides a different environment in which to relax, enjoy and explore. Collectively they also create a green corridor of diverse wildlife habitats, from the A 1060 Coast Road to Wallsend Burn and beyond.

#### **Richardson Dees Park**

Richardson Dees Park is a semi-formal Victorian park dating from 1900, with a range of leisure and recreational facilities. The formal end of the park to the south, includes a multi-age play area, outdoor gym, skate park, games courts, bowling greens, community pavilion and the Verandah Café (with toilets). The park has a variety of planting; including formal flower beds, mixed herbaceous and shrub borders and areas planted specifically for bees and wildlife.

To the north of this busy area there is a small lake and burnside paths that run through mixed woodland and offer the chance for a quiet stroll amongst the trees. A large activity field provides a valuable open space which is used for events, dog walking and recreation.

#### **Wallsend Hall Grounds**

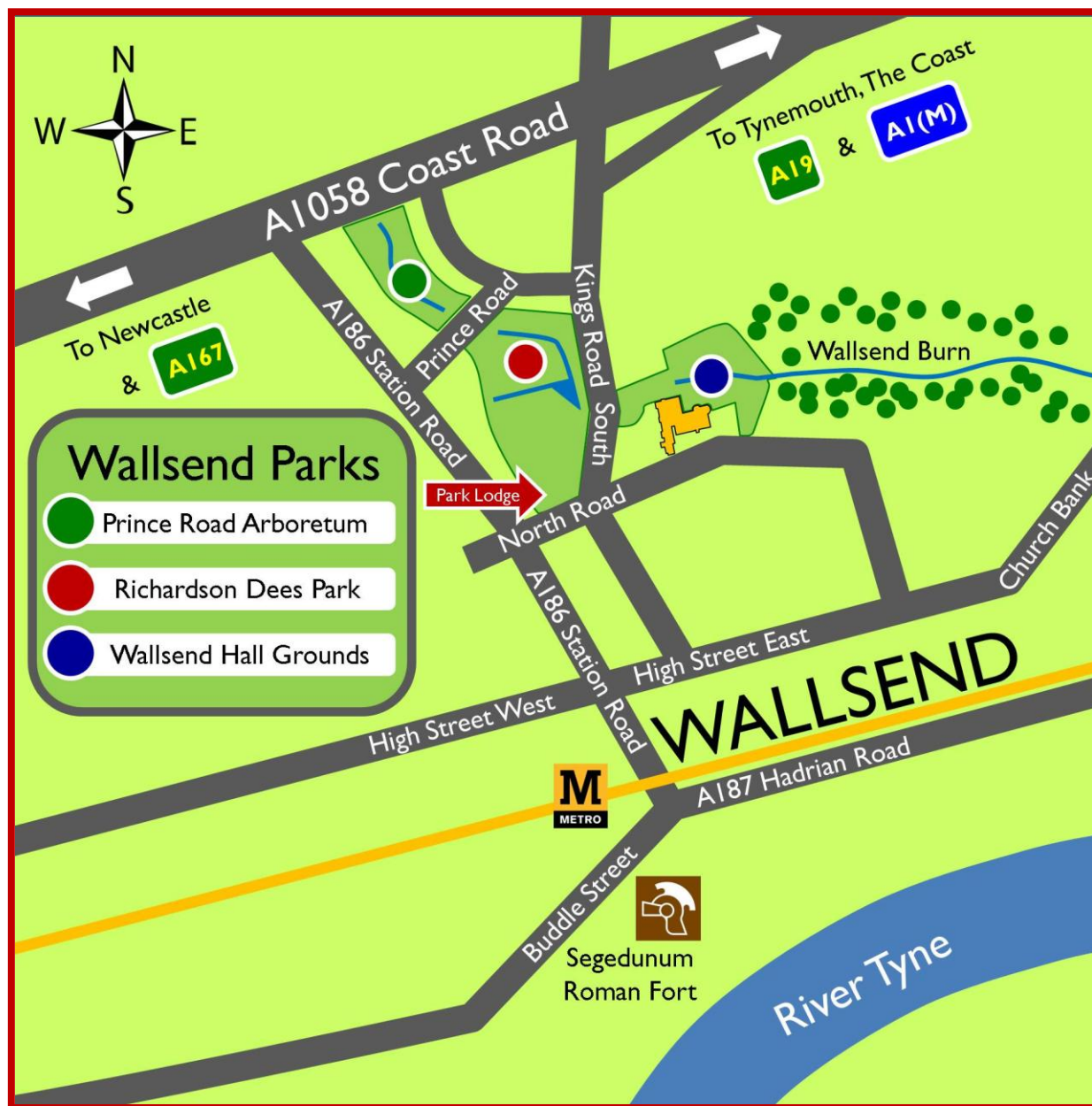
The Hall Grounds is a quiet historic parkland, with formal and woodland walks, wildflower slopes, a south facing kitchen garden, a natural watercourse and many features of historical interest. The grounds were the former pleasure gardens of the Grade II listed Wallsend Hall and were opened for public access in 1916 but date back to 1790. The watercourse that runs through the grounds is a key feature, providing a flow of movement along its entire length, navigating culverts, bridges, pools and weirs. Historic columns reclaimed from the former Wallsend Grammar School provide a focal point on the elevated formal promenade which also provides excellent views to the Hall and grounds. The Vinery wall is a rare example of a Georgian flued hot wall which would have been heated with fires to support the growth of vines and soft fruits. A gated Victorian fernery is incorporated into its construction.

#### **Prince Road Arboretum**

This open grassland area slopes down to a natural burn with a mixture of open recreational areas, diverse habitats and beautiful views over wild flower tinted slopes. The Arboretum houses a growing collection of specimen trees from all over the world. Of the 3 Wallsend Parks, the Arboretum is the least formal and is managed with wildlife in mind. Plenty of long grassland, native shrubs and areas of dense undergrowth provide habitats for a wide range of wildlife such as mammals, birds and insects.

\*Full site specifics are included in Appendix A





### 1.3 Site Location

Wallsend Parks is within the town of Wallsend, which lies approximately five miles to the east of Newcastle upon Tyne and five miles to the west of the Whitley Bay/Tynemouth coast in the borough of North Tyneside

#### **Address:**

Wallsend Parks  
Richardson Dees Park Lodge  
North Road  
Wallsend  
North Tyneside  
Tyne and Wear  
UK  
NE28 8RH

## **Historical context**

(Further historical information is provided in Appendix B)

### **Richardson Dees Park**

Richardson Dees Park was donated to the Wallsend Corporation in 1897 by Robert Richardson Dees, a well respected solicitor who owned Wallsend Hall at that time. The intended use of the land was always as a public park and it was officially opened on 4<sup>th</sup> June 1900 by George Burdon Hunter. The park was originally known as 'Wallsend Park' but was later renamed to honour its donor and as a reminder of the area's heritage. The lodge, bothy, bandstand, lake and bowling greens were all part of the original design. In fact, most of the paths today follow the same route they did over 100 years ago.

### **Wallsend Hall Grounds**

The Hall Grounds were originally designed around 1800 to serve as a kitchen garden to grow fresh produce and as a pleasure garden for the owners of Wallsend Hall to enjoy at their own leisure and to entertain their guests. There has been a hall on the site since the 1500s, built by the Hindmarsh Family, the chief family in Wallsend at the time. William Clarke (first Mayor of the Parish of Wallsend) purchased the Hall in 1790 and lived there until 1812 in which time the Hall was rebuilt and the extensive grounds landscaped as they are today.

In 1856 Robert Richardson Dees, a wealthy solicitor, bought the property and grounds and lived there for over 50 years. When he died at the age of 95 it was left to his nephew, Robert Irwin Dees. George Burton Hunter (Mayor 1902 – 1903) purchased the Hall in 1914, then donated the Hall and its beautiful grounds to the Mayor and Corporation (Town Council) in 1916 to be used as the public park it is today. Hunter had partnered with Charles Sheridan Swan's widow in 1880 to build on the shipbuilding boom and created the world famous C.S. Swan & Hunter Shipyard (or 'Swan Hunters'), on the River Tyne in Wallsend which built a range of British ocean liners including the RMS Mauretania and the RMS Carpathia.

### **Prince Road Arboretum**

The Arboretum is last extension of land in the development of Wallsend Parks, added around 1930 from land unsuitable for building between the converging housing developments at the time. At one time it was also part of the wider Wallsend C-Pit colliery site. Residents of the surrounding housing were permitted to use the land at the rear of their properties for allotments during the 2<sup>nd</sup> world war as part of the 'Dig for Victory' campaign. Today it provides a tranquil escape from the hustle and bustle of modern day life and a vital habitat sanctuary for wildlife.

### **Wallsend Village Green**

Although not registered as part of the Wallsend Parks collective, Wallsend Village Green is of significant historical importance to the development of the parks and the overall corridor of green space that they form together. The Green being the site of the original Hall, without its existence, the Hall Grounds may not have been protected and subsequently landscaped, and Robert Richardson Dees may not have lived here to donate the site of Richardson Dees Park to the public. The Green is thought to be the first settlement in the area, after the fort of Segedunum was abandoned by the Romans around 125AD.

## **Park Features**

Unless otherwise stated all the features listed below are managed and maintained by North Tyneside Council and are free to use.

### **Richardson Dees Park**

#### **Park Lodge**

The building dates from 1900 and was included in the original design of the park. Formerly the Park Keepers house, it now provides office accommodation for park staff as well as volunteer facilities. To the rear is an extensive service yard with an equipment store and storage bays.

#### **Bothy Toilet**

Dating from 1900, this old gardeners bothy has been converted into a single accessible toilet with baby change facilities.

#### **Formal Bedding**

The park retains a large area of formal, seasonal bedding which is popular with park visitors throughout the year. Planting plans are reviewed by park staff annually. Effort has been made to move towards the use of short lived flowering perennials to develop a more sustainable approach to bedding displays and reduce the use of peat.

#### **C-Pit Memorial Stone**

A memorial stone overlooks the former site of C-Pit colliery into which a poem 'My Garden' by Thomas Edwin Brown is engraved. It is unknown who supplied the stone or elected to choose this particular poem.

#### **Community Pavilion**

The community pavilion is a shared use building that comprises a main central room with a capacity for 60 people plus side changing rooms that are for use exclusively by the Wallsend Bowls Club. A booking system and regular communication between park staff and bowling club representatives allows the main room to be shared for use as an Outdoor Learning facility, as well as hired externally for children's parties, meetings and small conferences. Wallsend Boys Club use the facilities for their youth outreach sessions and volunteer meetings. It is also used for a range of park events throughout the year.

#### **Verandah Café**

The Verandah Café is managed by the Parks and Horticulture Team for North Tyneside Council. It has seating cover for up to 30 people indoors and a further 30 outdoors on the terrace and veranda. Opening times fluctuate throughout the year based on customer demand and the facility is closed from November – February for the winter. It offers a range of hot and cold drinks and snacks as well as special offers and meal deals. Often it supports large events with special ranges of food or drinks. The Café maintains the public toilet facilities within the building. The Café is named after the 'Verandah Cafes' that used to be commonplace on large cruise liners like those built at Swan Hunters Shipyard. RMS Titanic, Mauretania Lusitania all had Verandah Cafes on board.

**Bowling Green**

A competition standard bowling green with automatic irrigation system and artificial surrounds. Rented by Wallsend Bowls Club on an annual basis.

**Games Green**

A former bowling green now used as a general games green for pre-planned events and activities. Also hired out for childrens parties or for those wishing to hold an event in an enclosed space.

**Duffy Memorial Fountain**

A restored memorial fountain (now dry) originally from 1912 that forms the focal feature of the formal area of the park. Surrounded by extensive herbaceous planting and illuminated by spotlighting on a timer system.

**Play Area**

Widely recognised as one of the most innovative play areas in the North East. At 5000m<sup>2</sup> it offers a wide range of play equipment for all ages, including:

- Sand and water play
- Climbing rock
- Zip wire
- Teen shelter
- Puzzle station
- Timber forts
- Giant tunnel
- Picnic benches in open pockets of grass

**Skate Park**

A modern metal construction skate park covering the size of three tennis courts. Well used by a wide range of ages.

**MUGA**

A n enclosed multi use games area with football goals, cricket stumps and basketball hoops.

**Tennis Courts**

Four hard surface tennis courts with meshed nets within a gated enclosure with high fencing.

**Outdoor Gym**

Funded by the SITA Landfill Trust in 2010, the outdoor gym provides 4 hard surfaced areas with varying stations of exercise equipment, some of which are wheelchair accessible. All of the equipment operates under the users own body weight.

## **Lake**

Fed by two natural watercourses running in under bridges: Wallsend Burn and North Burn, the lake provides an open body of water for aquatic wildlife and an important landscape feature. A culvert provides an outflow under the adjacent road into Wallsend Hall Grounds.

## **Watercourses**

Two watercourses run through the park, converging at the lake. They provide sound and movement through the semi natural woodland that has now established around the northern parts of the park as well as encouraging a wider range of biodiversity.

## **Bridges**

A single concrete bridge over the North Burn provides a crossing point as well as two additional bridges as the watercourses enter the lake.

## **Woodland**

The northern areas of the park are heavily covered in semi-natural broadleaf woodland of medium quality. A woodland conservation management plan is in place and is stored at Park Lodge.

## **Recreation Field**

A large open field used for sport and recreation. It also has capacity to be used for large concert or family fun day events and benefits from several electricity points on it's perimeter that can support the power required for a large staged event.

## **Sculpture Trail**

A sculpture story trail begins from the play area in the park and extends into Hall Grounds and further afield to the Arboretum. Full information on the trail is included in the case study in Appendix H

## **Sustrans Bike Shed**

In 2015, funded by the Go Smarter initiative, Sustrans North East installed the Bike Shed, a community hub for sustainable travel. The Bike Shed is a timber clad container building with bike storage and a workshop area from which visitors can hire bikes for free or take part in a range of free events.

## **Equipment Store**

A small storage building is located behind the beech hedge adjacent to the bandstand which provides storage for outdoor event equipment.

## **Wallsend Hall Grounds**

### **Wallsend Hall**

The Hall sits on the upper South slopes of the Hall Grounds and is now privately leased for use as a wedding or conference venue. Park staff retain a relationship with the leaseholder and communicate regularly regarding and maintenance that may affect bookings.

### **Promenade**

The promenade is a modern formal walkway with collecting circles at either end, with a focal point of historical columns. It provides an important area for park visitors, or visitors to the adjacent health centre and village surgery to relax and unwind if they are visiting the area.

### **Watercourse**

After converging in Richardson Dees Park and dipping under the adjacent road, the single watercourse now emerges within Hall Grounds and carries visitors through the landscape to Crow Bank. A series of bridge, pools and weirs provide interest along the way.

### **Bridges**

Two bridges provide crossings along the watercourse: A restored steel Victorian bridge mid-way through the grounds and a restored, elevated steel walkway bridge overlooking the water pool at Crow Bank. Both provide excellent spots to stop at and reflect when visiting the park.

### **Kitchen Garden**

Details of the former kitchen garden for the hall have been restored in the form of herb, fruit and orchard planting in front of the Vinery Wall and a more natural foraging wild orchard area to the east of this area. Both have been made possible through the Friends of Wallsend Parks 'The Forgotten Orchard' project. See Case Study in Appendix I for more details.

### **Vinery Wall**

Currently closed off as a result of recent collapses, the Vinery wall is a surviving example of a flued heated hot wall built in the late 18<sup>th</sup> Century, which used to support glasshouses and a range of temperate fruit and vines. A proposal is in place to seek funding to restore the wall and fernery.

### **Fernery**

Dating from the late 19<sup>th</sup> Century, the fernery was also heated via basic flues from the wall. The fernery is currently closed as a result of recent collapses in the wall. A proposal is in place to restore it with a steel structure roof and provide access on guided events and educational visits.

## **Prince Road Arboretum**

### **Bridges**

A series of two bridges provide crossing points over the watercourse. Both are of concrete construction with steel railing side supports.

### **Watercourse**

A single watercourse known as 'North Burn' runs through the Arboretum and provides a range of habitats along the way. Water pools at the culvert to the south of the park and a proposal is in place to dam this area to create a dipping pond and platform with funding raised by the Friends of Wallsend Parks.

### **Specimen trees**

The Arboretum provides a site for the planting of a range of specimen trees in a bid to increase the arboricultural interest of the park. Planting projects have been supported by the Friends of Wallsend Parks, the Forestry Commission's Big Tree Plant with the help of local schools.

# CHAPTER 1: A WELCOMING PLACE

*The overall impression for someone approaching and entering the site should be positive and inviting.*

## 1.1 Announcing the park

Wallsend Parks is easily accessible from a number of convenient entrances from various routes in the area. All entrances are kept clean and well maintained and where a fence or wall is present are equipped with clear, informative signage announcing the name of the park and including a list of facilities and contact details. All locked gates also include a large sign at eye level that informs users of locking times and when the lights will be switched off. At well used entrances an integrated interpretation panel with notice board acts as a secondary point of information for upcoming events or park contact details as well as presenting a board of information from the interpretation project.

A historic colour scheme of burgundy red is used throughout the park on railings, street furniture and buildings to highlight the features as you approach from an entrance and to provide continuity and a sense of familiarity in the landscape throughout all 3 parks.

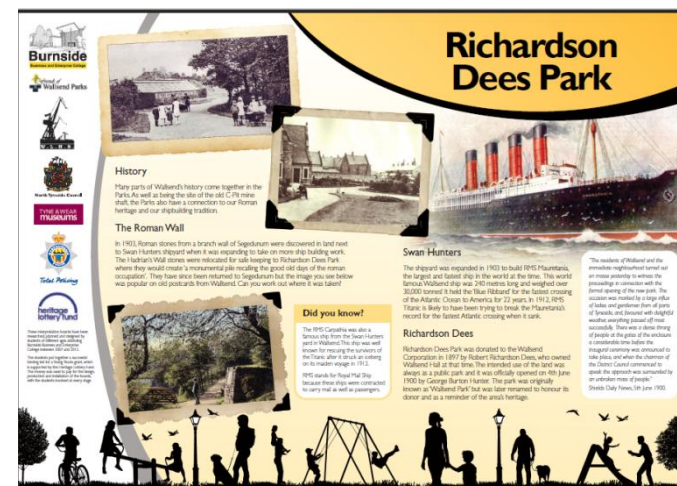
# Wallsend Parks Hall Grounds

<b>Facilities:</b> Woodland and waterside walks Kitchen garden Vinery wall and fernery Orchard and herb beds Formal gardens Historic promenade Wallsend Hall and Tea Rooms	<b>Contact us:</b> Park Warden: 07866 587 269 or 07581 069 814 Park Lodge: (0191) 643 7897 North Tyneside Council: 0345 2000 101 Email: <a href="mailto:wallsendparks@northtyneside.gov.uk">wallsendparks@northtyneside.gov.uk</a> Visit: <a href="http://www.northtyneside.gov.uk/wallsendparks">www.northtyneside.gov.uk/wallsendparks</a> Park bye laws apply and are displayed at the Park Lodge
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verandah café

Images are being monitored and recorded for public safety. This scheme is controlled by North Tyneside Council.

LOTTERY FUNDED





## **1.2 Physical access**

The parks are situated within a safe residential area and are used daily by commuters, shoppers and school children as a cut through and by a range of other users for specific visits. They are well served by bus and metro services as listed in Appendix A. When crossing between the parks, traffic calming or pedestrian crossing features are in place and many of the surrounding streets are restricted to 20mph.

The parks team endeavour to maintain not only the area within the park but to play a role in the cleansing and litter picking of surrounding footpaths. Bike parks are provided at the play area and 'The Bike Shed', a semi-permanent building ran by Sustrans North East, encourages the use of bikes and sustainable transport to visit the park and surrounding areas. It offers a range of events, free bike hire and mechanics workshops. Routes through the park are included on Sustrans local cycle network maps and there is national route signage in surrounding areas.



Work vehicles are restricted when possible to the Park View gate and a purpose built access to the service yard to minimise traffic through the park. The main entrance off North Road to Richardson Dees Park has a lockable gate which is kept closed to restrict vehicle access and a no entry sign informs drivers to contact the café or park offices before proceeding.

Most of the entrances open on to a wide area of footpath to allow visitors to check for approaching traffic and many have clear views of the road upon approaching the exit itself. Sightlines within the park are also maintained where appropriate to ensure a feeling of safety. Park staff can issue fixed penalty notices to deter dog fouling and if a regular problem persists, poster and leaflet campaigns appealing for action are introduced.

Three separate access audits were undertaken during Summer 2007. These covered three main user groups with special requirements: parents with young children, people with disabilities and BME communities. The results of the surveys depicted several access improvements required, which were completed as part of the 'Parks for People' regeneration project, including:

### **Hall Grounds**

- Crow Bank: Completely re-landscaped with improved watercourse, footbridge and entrance gates.
- Kings Road South: Newly formed landscape entrance with improved paths, open wildflower slopes and view of the de-culverted watercourse
- Wallsend Hall: Interpretation of historic promenade, creating a highly formal area of the park, which connects with the adjoining Hall, Health Centre and Surgeries.
- Improved access up the steep bank to Wallsend Hall from the lower levels of Hall Grounds.

#### Richardson Dees Park

- North Road: New entrance detail cobble sets and new surfacing to double gates
- Prince Road: New wide access path. Aligned to connect this park with the adjacent Arboretum.
- Various: All entrances have new path surfaces.
- Improved access to the lake
- Major engineering to the Park View entrance culvert: Raising the area by two metres to meet DDA access requirements.

#### Prince Road Arboretum

- Prince Road: New path installed and birds mouth fencing introduced to remove the risk of vehicle access
- Coast Road: Accessible paths installed at both sides including direct ramped wheelchair access from the bus stop.
- Introducing improved accessible paths at the top and bottom end of Prince Road Arboretum

All buildings in the park are wheelchair accessible and all include accessible toilet facilities with baby change.

### **1.3 Social access**

Extensive consultation in the lead up to the parks redevelopment in 2012 identified many of the reasons that people were deterred from visiting. This has led to a wide range of improvements which hope to tackle these barriers and create a fully inclusive park for all users.

Access improvements specifically for disabled users, those with mobility issues or travelling with pushchairs were made at:

- Coast Road Bus Stop - Prince Road Arboretum (removal of steps, ramp installed)
- Main footpath network from South Richardson Dees – North (formerly steep bank was reduced in gradient)
- Access to bandstand (steps removed and ramp incorporated into surfacing)
- Access to Park Lodge (ramp incorporated into surfacing)
- Access to Community Pavilion (ramp incorporated into surfacing)
- Access to Verandah Café (alternative ramped access provided adjacent to steps to veranda)

Accessible toilets with baby change facilities are included in Verandah Café, the Bothy toilet & within Park Lodge office facilities.

Thought has been given to how children of different age groups enjoy the green space. Play facilities for different age ranges are included in separate zones within a single play area, allowing different levels of play in one space but with subtle areas defined. E.g. The teen shelter, zip wire and climbing rock are positioned at the far end of the play area, whilst toddler swings, sand diggers and spring toys are positioned closest to the café, allowing parents to watch over younger children whilst enjoying refreshments from the terrace or picnic benches. A skate park and games court is provided for older age groups in a separate area altogether.

Benches are positioned throughout the site where appropriate to allow for rest stops. Benches have also been designed into the landscape in many places provided a specific view or within a special area e.g. the Duffy Memorial area. A thick screen of evergreen shrub planting and trees provides a sound barrier from the play site to this more formal area to reduce noise.

There are proposals to introduce PSPO's (Public Space Protection Orders) to control the access given to dogs or dogs off leads in certain areas of the park following consultation with users and residents. Built into the design of the park are natural and landscaped areas for quiet contemplation, within the core area as well as further afield.

The annual events programme aims to attract a wide range of audiences from young: Pumpkin Play Day, to families: Picnic in the Park, teens: Wacky Races, and the elderly: Age Takes Centre Stage Archery. In addition this, the Outdoor Learning and Environmental Education Service provide a learning resource for all ages and will tailor a visit to meet the requirements of those booking.

In terms of affordability, all Wallsend Parks facilities are free to use with the exception of bookable hired facilities. Free facilities include the tennis courts, skate park, MUGA, play area, outdoor gym, sculpture story trail, plant hunter trail and orienteering course.

All front line park staff wear a full uniform with the Council crest, 'Parks Team' label and a high visibility vest with 'PARK STAFF' on the rear. Staff are trained in customer service, approachable and will deal with any enquiries promptly in line with North Tyneside Councils Customer Service Standards, which are:

*To ensure that we provide the experience you have told us you want, we have developed a set of standards that all of our employees are expected to meet.*

- We will provide excellent, easy to use services
- Be polite, helpful and treat you with respect
- Give you clear and accurate information
- Act promptly

The Wallsend Parks front line team are based specifically at Park Lodge and therefore are familiar and friendly with the majority of regular park users. Staff are also Leisurewatch trained, which gives them an important understanding of when to raise safeguarding concerns surrounding children in leisure facilities and also provides a reporting system that links in to Northumbria Police.



*Leisurewatch is an annual membership scheme which includes training for your frontline staff and managers, on-site signage and branding, a thorough assessment of the site to gauge risk, a reporting system linked directly to the Police, and mystery visits to test the resilience of the systems in place.*

### **1.4 Aspects of design**

As outlined in the historical context, the design of Wallsend Parks as we see it today ranges from the late 1700's to the 1930's. Further design improvements have been implemented since 2012 during the regeneration project. A unique feature of Wallsend Parks as a collective is the wide range of different spaces that exist in close proximity e.g. Modern play facilities, a vibrant Café, skate park and outdoor gym are within a minutes walk of natural watercourses a historical kitchen garden, semi natural woodland and a Grade II listed Hall. Each park itself also has a distinct character: Prince Road Arboretum is a haven for wildlife, with minimal infrastructure and more open space. Richardson Dees is a combination of wooded denes, formal facilities and extensive planting schemes. And Hall Grounds is a historical landscape steeped in the heritage of Wallsend's industrial past with ancient beech trees, a flued hot wall and ruined fernery. This means there is a healthy range of interest to allow users to explore time and time again, discovering new paths or areas upon each visit.

The park benefits from a range of planting schemes and textures from mixed shrub planting, herbaceous borders, tree planting, rockery and annual bedding schemes. Many built features are softened with the use of planting or hedging. Landscape infrastructure such as railings, lighting, signage and interpretation boards show continuity with a burgundy red historic colour scheme and often hard street furniture such as bins and benches are lightened with the use of timber instead of plastic and metal.

The Verandah Café encourages park visitors to stay for longer visits with the provision of hot and cold drinks and snacks and clean, well maintained toilet facilities. It also includes a small shop unit where visitors can buy merchandise or educational materials. The extension to the building has a timber clad finish which announces the regeneration of the park whilst blending it into the natural landscape. The cladding was later replicated on the Bike Shed building to provide a continuation of design between the two buildings (including a burgundy red roof).

The service yard area of Park Lodge is well screened from the general public behind the Japanese garden planting and a fencing screen (or *Shoji*). Bamboo has been established at the fenceline base to soften the structure. Park Lodge itself is also timber clad to provide a softer landscape material and to highlight the restoration.

Various free self-led activities have been designed into the park. The sculpture story trail 'The Tale of the Sleeping Ginkgo Trolls' encourages young readers to explore the further reaches of the park rather than staying close to the formal play facilities. The purpose of the trail, as well as providing

a fun environmental message about conservation, is to help families try out other areas of the park that they might not normally visit. See Case Study in Appendix I for full information.

The Plant Hunter Passport is part of the Forgotten Orchard Project and is another free trail whereby families collect stamps from embossing presses hidden around the Hal Grounds. The trail aims to provide a learning experience with edible plants and the historical use of the grounds as the focus. See Case Study Appendix H for full information.

## **CHAPTER 2: HEALTHY SAFE AND SECURE**

*The Park must be a healthy, safe and secure place for all members of the community to use.*

### **2.1 Health and well-being**

Key to understanding the level of improvement Wallsend Parks can have on health and wellbeing in the area is a knowledge of the local demographics. A full Audience Development Plan was included in the Parks for People bid and is stored at Park Lodge. As a result of the research carried out the regeneration project was able to identify and address many of the areas where the park was lacking in facilities or provision.

North Tyneside is a Spearhead local authority, which means that it is considered to be one of the most deprived areas in England, in terms of health. The comparatively poor health of the borough's population is in part linked to the area's industrial legacy and poor socio-economic circumstances. Wallsend Parks sits within two North Tyneside ward boundaries of Northumberland and Wallsend, however the catchment area for the main park audience includes Battle Hill and Howdon wards also. Based on the 2001 Census and the 2007 Deprivation Indices, many of the Super Output Areas within these wards are within the bottom 10-20% nationally in terms of health deprivation.

Therefore it is more important than ever for the park to play a vital role in the improvement of people's health within the local area.

General access improvements have been mentioned in chapter one, which aim to break down initial access barriers to those making that first step into the park. In addition to this a wide range of provision is made within the park to encourage health and wellbeing.

North Tyneside Sports Development Team provide a range of free sports activities within the park throughout the year. These include tennis coaching, basketball, mini-Olympics, buggy push (fitness for mothers), street golf and a large sports family fun day. In addition to these standard activities, sport and health is included in many of the larger Wallsend Parks events such as Picnic in the Park and the Spring Fair.

The annual Wallsend Festival event 'Go Wild' is specifically themed around getting active in the outdoors and has been growing in popularity since it's inception in 2010. The event features a climbing wall, archery, orienteering, outdoor laser quest, sports activities, circus skills and a main event show (in 2015 it was national bike stunt display team). The event is attended by over 5,000 people on one day in the park every year.

To attract independent outdoor 'boot camp' providers, license fees for this activity are removed and instead only a registration fee is applied to check insurance and certification documents.

Sustrans North East own a semi-permanent facility within Richardson Dees Park called 'The Bike Shed'. The building is a timber clad container which contains a large area for bike storage and a small workshop space. Sustrans host a range of free events and activities throughout the year from the shed including bike mechanics workshops, guided bike rides, learn to ride and stabiliser sessions.





Young people on the whole are specifically encouraged to keep active with the wide range of play facilities in Richardson Dees Park. Equipment such as the climbing rock, zip wire, climbing forts, sand diggers, water play, skate park, tennis courts and games courts all lead to more physical activity when visiting the park.

A well equipped outdoor gym is open all year round and provides a free location for park users to keep fit and healthy and even combine a workout with a jog or walk around the park.

Seating is provided at many areas in the park, but most appropriate to health are those located on the formal promenade in Hall Grounds. Their situation directly outside the Wallsend Green Health Centre and the NHS G.B Hunter Memorial Hospital provide a quiet spot to get some fresh air or unwind before or after a visit to the facilities. The beautiful views over the grounds will no doubt provide a welcome respite from the upset often associated with health concerns visiting the facilities.

Linskill Healthy Walks is a small group of people who organise regular walks around North Tyneside. They visit Wallsend Parks every Monday and tend to follow varying routes throughout the park each week. The walks are not strenuous and leader Andy Robertson aims to make them as inclusive as possible for new walkers.

Bowling has been at the heart of healthy activities in Wallsend Parks since the clubs were formed in 1900. Today both mens and womens bowls continue weekly throughout the bowling season and the clubs have exclusive use of changing facilities within the community pavilion. The clubs have an active membership of around 75 people and are always advertising for new members.

The parks benefit from a 30 point orienteering course of varying difficulty. Free maps are available from Park Lodge (soon downloadable from the website)

## **2.2 Equipment and facilities**

All equipment and facilities in Wallsend Parks are inspected on a monthly basis by park staff using a recorded check sheet and any defects or hazards dealt with immediately, raised with the manager, or forwarded to the Council repairs and asset team. See Appendix O.

The play area, skate park, and outdoor gym is inspected weekly by trained play team staff. All equipment meets high EU standards. An annual ROSPA inspection of play equipment is carried out and acted upon.

Park Wardens carry out a daily park check for visual health and safety issues, graffiti, litter, vandalism and general defects. After stormy weather the tree canopy above park paths is inspected for loose branches. After heavy rain, culverts, bridges and weirs are cleared of accumulated debris to reduce flooding. If necessary, sluice gates are opened to lower water levels. If watercourses do flood they are cordoned off with barrier fencing and signage.

Water quality and temperature is tested regularly by our partners Capita North Tyneside and any defects reported to park management.

Toilets are inspected regularly throughout the day and cleaned as necessary. COSHH and cleaning contamination guidelines are adhered to during all operations.

First aid provision is located in the Park Lodge, Pavilion and Café and is checked regularly for stock and all staff are first aid trained. On site defibrillators are being explored. All staff have a certificate for Emergency First Aid as a minimum and some staff have undergone specific training for delivering first aid in challenging outdoor environments. All events have an emergency action plan and additional provision for first aid and consideration for fire risk as well as a full risk assessment.

No water emergency equipment is provided near watercourses as an Inland Water Risk Assessment only identified the need for hazard signage, which is checked regularly and kept clear of vegetation.



## 2.3 Security

The parks have seen an increase in community safety and a decline in anti social behaviour over several years to a point where crime and incidents of antisocial behaviour are now a rare occurrence.

One of the key drivers behind this improvement is the establishment of a fixed staff team for Wallsend Parks. Park keepers and Park Wardens work varying seasonal shifts to provide a staff presence from 7:30am – 7:00pm in the summer and 9:30am – 4:00pm in the Winter, 7 days a week.

The parks team have a close relationship with the Northumbria Police Neighbourhood Policing Team. Officers call in regularly to the park lodge to check for any recent incidents and likewise park wardens report any incidents directly to this team via email or phone. The park manager gives an annual talk at the police organised Wallsend Residents Association meeting and answers any queries during a Q&A session. Neighbourhood Police officers also attend the Wallsend Parks User Group.



Contact details including mobile phone numbers for park staff are included on park signage and within notice boards. A number for North Tyneside Council Security is also included on gate locking notices in case members of the public accidentally get locked in.

The park is equipped with 4x CCTV cameras within the core area. The cameras feed back to the park lodge where images are recorded in the interests of public safety. All 4 cameras rotate 360 degrees, can be set with an automatic roam function and include dark light infrared technology for night time image capture. The cameras are operated under North Tyneside CCTV policy and staff are trained in the legal storage and handling of CCTV images. An additional camera is installed on the side of Wallsend Hall which overlooks the Hall Grounds and provides protection for the high value features of the promenade, columns, vinery wall and fernery.

The park also has footpath lighting on a timer switch within the core area of the park. This illuminates whilst the park is still open outside of daylight hours and switches off at 8:30pm. There are restrictions on the use of the lighting during months of the year in the interests of wildlife conservation e.g. bats. These are adhered to within the illumination times.

Only Richardson Dees Park is locked throughout the night time and opening times are as follows: 6:00am – 9:00pm all year.

The Friends of Wallsend Parks, volunteers and regular park users often report any suspicious behaviour or incidents directly to park staff via phone, text, email or in person at Park Lodge.

The Park Wardens continue to work closely with the neighbourhood policing team to improve the safety of all park users and also will issue fixed penalty notices for failure to clear up after a dog and litter dropping when required to do so.

## **2.4 Towards a safer park**

Wallsend Parks benefits from an estimated 1 million visitors per year. The most sustainable approach to ensure the ongoing safety of the park is to involve as many of these people as possible through community involvement, volunteering, residents meetings and regular feedback. In addition to this, the provision of a site based, well trained and approachable parks team, means that users really can take ownership of their park and report any negative issues as they arise.

The environment itself is managed in such a way to reduce any aspects that may detract from a sense of safety. Much of this is detailed in the previous sections of this chapter.

Graffiti is removed immediately after reporting, litter is cleared on a regular basis, vandalism is addressed and deterred and sightlines around the park are kept clear and open where possible.

Park staff liaise regularly with the neighbourhood policing team and police make regular patrols or drive-ins to the park on a weekly basis. The community pavilion hosts annual police events bringing different agencies together to meet with residents and associations.

## **2.5 Health and safety policies**

North Tyneside Council operates under the Health and Safety at Work Act 1974 (HSWA) and all employees have a contractual duty to have read and adhere to, the Council's Health, Safety and Wellbeing Policy.

Healthy and Safety is an agenda item at the beginning of all Wallsend Parks team meetings.

Risk assessments for all operations are held in a folder in Park Lodge and are reviewed by the Horticulture and Parks department annually. Risk assessments are split into two categories: those applicable to Wallsend Parks (e.g. for individual machines or operations) and those specific to Wallsend Parks (e.g. for specific events or sites within this particular park).

Staff are not permitted to use any item of machinery unless they have had specific training on its use and have read and understood the risk assessment. Currently equipment training is delivered by Greenlay Grass Machinery. As well as this, some equipment requires NPTC Certification such as PA-1 and PA-6 for the application of pesticides to be carried out legally. Some high risk equipment such as compact tractor operators are also NPTC trained. Toolbox talks are held before the growing season annually reiterating the safe use of equipment and machines.



Suitable PPE is essential to meet Health and Safety requirements and all staff own regular PPE such as boots, gloves and ear defenders as well as specialist PPE for individual machines. Skin hygiene is also considered and pre work barrier creams, gritty and soft soap, as well as post work moisturizers are provided from dispensers for staff and volunteers in Park Lodge. SPF sun cream is also provided from dispensers for use in hot weather.

All staff have a certificate for Emergency First Aid as a minimum and some staff have undergone specific training for delivering first aid in challenging outdoor environments.



## 2.6 Control of dogs

Dog walking is major activity in Wallsend Parks and indeed in a 2009 regeneration survey 15% of people cited dog walking as their reason for visiting the park and in 2010 visitor count 30% of park users were identified as dog walkers. However in the same survey 26% of people sited dog fouling as a deterrent to them using the park. Whilst the Parks for People regeneration project has resulted in a much cleaner, better staffed and better used park, a sensitive approach is still required when tackling any issues involving dogs and owners.

The Dogs Fouling of Land Act 1996 also compels owners to clear up dog waste. Park staff can issue fixed penalty notices for the offence of dog fouling and if required, specific patrols do take place when offenders are reported. CCTV is also a useful tool in identifying repeat offenders. If there is a marked increase in dog fouling for one reason or another, a campaign to tackle it is raised through the use of leaflets and posters, with the intention of appealing to dog walkers to keep a closer eye on their pets. Workshops with local primary schools also take place and the artwork produced contributes to the appeal.

Dog Obedience Schools have been offered as part of the annual events programme at a subsidised rate, delivered by a qualified instructor in line with the Association of Pet Dog Trainers guidelines.

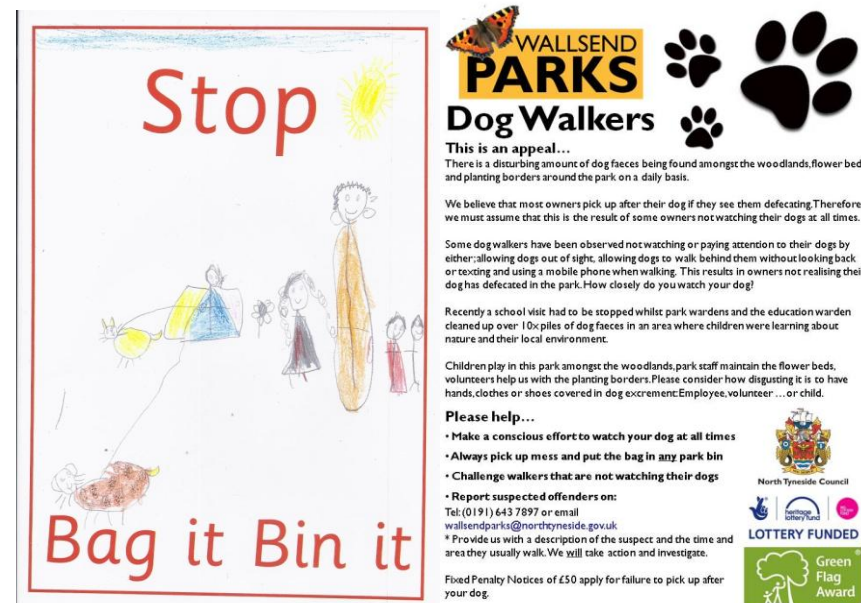
At present the only areas where dogs are officially banned from accessing are play areas. There are proposals to introduce PSPO's (Public Space Protection Orders) to control the access given to dogs or dogs off leads in certain areas of the park following consultation with users and residents.

North Tyneside Council operates a mixed public waste policy and therefore dog walkers can place bags in any of the park bins.

North Tyneside Council has a small team of Environmental Protection Officers who may be called in to collect strays or to assist in any other issues in relation to dog control within the park.

The council has an overall policy for the management of dogs and their mess The Council of the Borough of North Tyneside Dogs (Fouling of Land) Order No 1, 1997. Fixed penalty notices are issued in accordance with the Environmental Protection Act 1990, The Dogs (Fouling of Land) Act 1996 and the above order by authorised officers for North Tyneside Council.

Dog wardens are responsible for the removal of stray dogs, prevention and enforcement of dog fouling and dealing with dangerous dogs. Dog wardens are part of Environmental services.



## **CHAPTER 3: WELL MAINTAINED AND CLEAN**

*For aesthetic as well as health and safety reasons issues of cleanliness and maintenance must be addressed.*

### **3.1 Litter and waste management**

There is an adequate provision of litter bins which are emptied weekly and regular litterpicks conducted by the Park Wardens to maintain the park in a litter free condition. In addition to this volunteers may assist during times of high activity and staff leave.

The parks team are encourage to lift litter whenever they see it, rather than return to collect later in the day. This includes during the morning park checks by Park Wardens or during day to day operations by all team members. Special attention is made to the play area, skate park and tennis courts during peak hours in the summer as litter can increase significantly during this time.

A public mixed recycling bin is located adjacent to the play area in the core of Richardson Dees Park. The Verandah Café separates waste during table clearance into general waste and mixed recycling. There are also recycling bins within the café seating area. Storage for bins in screened within a separate Café bin store. The community pavilion and kitchen, and Park Lodge offices and break rooms all have mixed recycling bins. Trials have been carried out to separate recyclable waste during litter picking and it is proposed that this will be introduced in Summer 2016. General waste and recyclable waste is separated in the Park Lodge service yard and either placed in the skip or commercial recycling bins.

A second skip is used for green waste only and is collected to be recycled at SITA's North Shields site. However the majority of green waste, including seasonal bedding and grass clippings are recycled on site within 3x large dual composting bays in Richardson Dees Park as well as a green waste tip area in Hall Grounds. The compost produced is used for landscaping operations and topping up formal beds. Cardboard recycled from the cafe is added to improve consistency.

Thin horticultural brash and tree prunings are chipped on site using a compact Timberwolf.chipper. When large trees are felled as much of the tree is chipped as possible and large trunks of timber left on site to degrade. Bark chipping are supplied by the Council's Tree Team as a free by-product of their operations.

Controlled waste from feminine hygiene units and nappy bins is collected by an approved contractor.

All waste removed from site is covered by the appropriate waste transfer notes, stored in Park Lodge.

### **3.2 Grounds maintenance**

Wallsend Parks has a dedicated team to deliver grounds maintenance to a high standard throughout the year.

This team takes care of almost all horticultural maintenance with the parks. Outsourced maintenance includes play site inspections and gang mown grass areas. Large scale tree works are also outsourced through the Councils tree team. Independent contractors for large scale tree works or landscape maintenance and construction may be brought in as required.

All aspects of day to day maintenance is planned through the maintenance schedule and discussed at regular team meetings. This provides an overall view of monthly standards and target frequencies. An example of a monthly maintenance schedule for May is included in Appendix P, this accompanies a full site maintenance schedule in a separate document to oversee maintenance for the whole year. The monthly checklist is a much more practical method of monitoring ongoing maintenance tasks by the Park Keepers and Wardens and allows the team to check ahead by a month or two for upcoming tasks.

Via the Wallsend Parks User Group, residents, volunteers, partner organisations and other stakeholders can discuss the ongoing maintenance standards and approaches with the Park Manager and a different member of staff at each meeting. All maintenance enquiries or complaints are dealt with swiftly, often prioritising any issues that have been missed to resolve them as soon as possible.

Volunteers are involved in the ongoing maintenance of the park and have adopted several areas which they carry out the majority of maintenance at. These include the Duffy Memorial Fountain herbaceous borders, The Forgotten Orchard herb beds and the wild orchard area of the same project.

The demands of future maintenance are always a consideration when working with external funders on new park developments or planning alterations to planting schemes.

### **3.3 Buildings management and maintenance**

All the building and facilities in the park are officially maintained by the Councils Valuation and Asset Management Team. Any repairs required are reported in to this team and followed up using a checklist until completion. The checklist is managed by Park Wardens and records the nature of repair, date reported, reference number and any follow up calls or information. Smaller repairs are carried out by the Park Wardens.

Under the current structure the Asset Management Team hold budgets relating to the borough infrastructure, which includes park footpaths, railings, buildings etc. However the park also has a dedicated budget to address essential repairs, which are carried out 'in house' if there is a significant delay in response, or a lack of available funding.

Buildings are cleaned by Park Staff on a regular basis and are inspected as part of the monthly Health and Safety Inspection (see Appendix O). Building maintenance is also included in the overall maintenance schedule for the park.

### **3.4 Infrastructure and other facilities**

All infrastructure and other facilities within the park are inspected and addressed by the Park Wardens during the monthly Health and Safety Inspection (See Appendix O). Park Wardens also carry out a daily park check for visual infrastructure issues such as graffiti, litter, vandalism and general defects. Any faults or hazards are highlighted with the use of an appropriate sign or barrier. Purpose built barriers are stored in the service yard with hazard warning symbols for path closures.

### **3.5 Equipment Maintenance - Staff**

The annual servicing and ongoing repair of park equipment is undertaken centrally by the horticultural workshop based at the Council's Killingworth depot. However, more regular cleaning and basic maintenance is also carried out by the Park Keepers. Checklists for specific machines are printed and used as a guideline and include steps such as disconnecting the spark plug, the cleaning of blades, sharpening, cleaning air filters and washing machines down. An example for hedge cutter maintenance is included in Appendix Q. A full folder of checklists for every machine is stored in Park Lodge for copying.

Vehicles are serviced and repaired by the same horticultural workshop based at Killingworth. Park staff do however carry out regular cleaning and basic maintenance (cleaning air filters, topping up oil, coolant and lubrication from the park machinery store. All vehicles carry a daily checklist imprinted on the bonnet and staff must sign out vehicles each day and confirm they have carried out the checks. An example is included in Appendix R for a John Deere Gator ATV. Cleaning is carried out as required, especially after dirty jobs or the use of grit salt.

Fuel is stored in a purpose built fuel store which sits adjacent to the main machinery store. This includes a large diesel tank with trigger pump as well as storage for 20L 4 stroke and 5L 2 stroke jerry cans. The store has an inbuilt bund with capacity for the whole tank. A fuel log is kept and all fuel used is signed out in the appropriate folder. Disposable gloves are provided. Any spillages are recorded after being cleaned up with absorbent granules, bagged and disposed of.

Pesticides are stored in a purpose built chemical store which sits adjacent to the fuel store. This includes the storage of pesticides and other controlled substances such as fertilisers, grease and oil for the machines. A chemical log is kept and all chemicals used are signed out in the folder.

See appendix S for an example of the COSHH log. In addition to this a separate pesticides application log is kept which records where and when pesticides have been applied within the parks.

All maintenance of equipment and machines is carried out either within the machinery store (for hand held equipment) or in the service yard, using pedestrian barriers to create a safe working space.

Health and safety policies, risk assessments, PPE and training procedures have been included in chapter 2.

### **3.6 Equipment maintenance – Public**

Park Wardens carry out a daily visual inspection of all park equipment as part of the morning park check. Equipment is also inspected during the monthly Health and Safety Inspection (See Appendix O).

The play area is inspected on a weekly basis by trained play site staff from the Play and Urban Games section. They carry out their own maintenance dependent on the nature of any issues. The play area is also inspected annually through an external assessor: ROSPA, to ensure that current European Playground Standards EN1176/77 and BS EV ISO 9001 are adhered to.

### **3.7 Cleanliness**

The current policy is to uplift any fly tip that may be left within twenty four hours of being reported after making an investigation for evidence of its source so that legal action can be pursued. Large fly tips are removed by the Councils Street Cleansing team as they have the appropriate vehicles and machinery although fly tipping in general is rare and only tends to occur in the Crow Bank area.

When requested by park staff, the street cleansing team can bring in a street sweeping machine to tidy specific areas and paths, for example before an important event.

Graffiti is removed by the park warden with a removal kit the day it is discovered or reported. The street cleansing team may also be requested to assist with graffiti that is difficult to remove, too large for the Park Warden to tackle alone or on a difficult surface e.g. brickwork that requires industrial cleaners. The response time from street cleansing varies depending on the offensiveness of the graffiti and the prominence of the site. Explicit or racist graffiti should be removed within 24 hours of reporting.

Pest control is part of the Street cleansing team. They are responsible for dealing with statutory pest control which covers Rodents (rats and mice in domestic premises but not in commercial premises and Rats in the gardens of domestic premises but not Mice), Fleas, Bed Bugs, Cockroaches and they also treat for Bees and Wasps (non statutory) in both domestic and commercial premises as these are charged jobs. They can also give advice



in some other instances and do insect identification but don't deal with any type of bird or other mammal other than those above. In terms of other animals our Animal Welfare inspector would deal with any advice or issues.

Park Wardens are trained at the safe removal and storage of needle sticks and sharps. They will respond immediately to any reports of these items found within the park. As soon as the item has been located a member of staff will stay with it to ensure it does not pose a threat to anybody else. Park Wardens will either remove the item or call a response team via Envirolink who will send a street scarab with sharps kit to make the item safe and remove for disposal. This team will be called in any case in order to collect the retrieved sharp from the Park Warden for disposal.

## **CHAPTER 4: SUSTAINABILITY**

*Methods used in maintaining the green space and its facilities should be environmentally sound, relying on best practice according to current knowledge. Management should be aware of the range of techniques available to them, and demonstrate that informed choices have been made and are regularly reviewed.*

### **4.1 Environmental management**

North Tyneside Council is committed to the ideals of sustainability through its strategies, primarily the Bio-Diversity action plan (BAP). The aim of the Council is to maintain the Park in a sustainable way, to encourage wildlife and bio-diversity. In Wallsend Parks all park staff are responsible for contributing to sustainable actions. Figures are submitted annually which contribute to the BAP targets. The Council's Bio-diversity officer is consulted on all park developments in advance. Large areas of land within the park are maintained with the environment and it's biodiversity in mind. These include the woodlands, widower areas, watercourses and semi formal planting areas. Some annual bedding has been replaced with herbaceous planting to encourage pollinators and certain borders are being planted specifically with bees and insects in mind. An extended Phase 1 Habitat Survey report from Northumbria Wildlife Trust is stored in Park Lodge and referred to as required. A Conservation Management Plan is referred to for guidance on the future maintenance and development of sensitive areas.

Waste and recycling procedures have been covered in Chapter 2 of this plan.

### **4.2 Pesticides**

North Tyneside Councils policy on pesticide use is to demonstrate good practice to all users of the service to reduce pesticide application to a minimum and is restricted where possible to the control of invasive species such as Japanese Knotweed.

In Wallsend Parks, large areas of open ground, void of vegetation following the park restoration in 2013, and a relatively new team getting to grips with increased management has required pesticides to be used to control weed growth during the establishment of new planting schemes, hedges and trees. Therefore pesticides continue to be used at Wallsend Parks as a cost effective treatment of weeds.

It is proposed that the use of pesticides in these areas will reduce as the vegetation establishes over time. The majority of established planting areas are hand weeded or heavily mulched to control weeds, including the formal seasonal bedding, herbaceous borders, hedging trenches and mixed shrub planting. On an annual basis, effort is made to gap up any sparse areas in planting to reduce weed growth in borders.

All staff that apply pesticides carry a PA-1 and PA-6 NPTC certificate for the safe use of pesticides. In addition to this, some staff also hold a PA6-AW (application in or near water) and PA6-SI (application using stem injection equipment). Therefore the use, storage, transportation and disposal of pesticides is carried out in accordance with the law, health and safety guidelines and best practice.

All pesticide application is recorded on a pesticide log, including the amounts used, date, operator, spraying equipment and location. The sheet is stored in a folder at Park Lodge and the Assistant Park Keeper is currently in charge of overseeing all pesticide use within the park. This has been introduced in anticipation of new DEFRA application guidelines expected to be introduced before 202 which may stipulate this as a requirement. See an example of the pesticide application log in Appendix T

Only two pesticides are currently used in Wallsend Parks: Roundup Pro-Bioactive (Glyphosate): applied using Cooper Peglar CP15 knapsack sprayers & stem injection kit for Japanese Knotweed, and Curtail Weed Killer (2,4-D & clopyralid): applied using a compact compression sprayer only on rare occasions when *Conyza canadensis* (Horseweed / Maretail) poses an issue. Park staff are signed up the HSE e-bulletin to be notified of any updates in the list of banned products under the review of pesticides being carried out as part of EU directive 91/414/EC.

In order to address the use of pesticides head on in future, a Pesticide Reduction Plan is to be written as part of the action plan for 2016-17.

### **4.3 Materials**

The imported soil improver used in Wallsend Parks is a PAS certified, recycled green waste product called 'Greenleaf Organic Compost and Soil Conditioner'. It is made of 100% recycled product and is peat free. The manufacturers unique process of layering horse-muck with shredded green garden waste and combining the two matters in the process of sanitisation, stabilisation and maturation; produces a high quality compost rich in NPK, nitrogen, phosphate and potash. Greenleaf compost is processed and supplied locally from Bedlington, Northumberland.

The majority of green waste including seasonal bedding and grass clippings are recycled on site within 3x large dual composting bays in Richardson Dees Park as well as a green waste tip area in Hall Grounds. The compost produced is used for landscaping operations and topping up formal beds. Cardboard recycled from the cafe is added to improve consistency.

Thin horticultural brash and tree prunings are chipped on site using a compact Timberwolf.chipper. When large trees are felled as much of the tree is chipped as possible and large trunks of timber left on site to degrade. Bark chippings are supplied by the Council's Tree Team as a free by-product of their operations.

Seasonal bedding and landscape plants are currently supplied under contract from a nursery that unfortunately uses peat within the growing medium, however the use of peat in supplied plants will be included as a factor in the tender evaluation process for future contract procurement of these services to the Council.

No tropical hardwoods are used for timber products within the park, and where practical, all wooden materials are either reclaimed or Forest Stewardship Council certified.

#### **4.4 Resource conservation and waste management**

This topic is generally covered under other sections within this chapter.

An additional factor to consider is the strict storage and appropriate maintenance of all park machinery and equipment to prolong its use before disposal. If stored and maintained correctly the equipment used within the park will last for a much longer period of time and this target is reflected in the procedures adhered to at Wallsend Parks. Equipment is stored in a dry well ventilated machinery store to extend it's practical life.

Powered machinery, equipment or vehicles that have reached the end of their practical life for the Council are part exchanged with suppliers to be serviced and sold on or used for parts. Equipment, machinery and vehicles are also shared and exchanged between the wider parks team for use on other parts of the borough, rather than buying several of the same items.

#### **4.5 Recycling**

A culture of recycling materials is demonstrated and communicated to all park staff. Where possible, office furniture is sourced or donated through use of the WARPit local authority furniture recycling website. All bikes found in the park, when unclaimed are donated to a bike recycling centre after being checked for a police bike mark. Other unwanted materials are offered to The House of Objects Creative Recycling Centre based at the Councils Rising Sun Country Park. All office paper used within the Park Lodge is manufactured from recycled sources and in turn recycled within the internal bins.

During the Parks for People restoration project a number of materials were recycled or re-used within construction schemes, including:

- Railway sleepers from old raised beds were used to construct the service yard storage bays
- Red brick from former buildings were used as a skirt around the timber extension to Park Lodge
- Silt recovered during the dredging of the lake was used to re-landscape areas of Richardson Dees Park and Hall Grounds

- Historic columns reclaimed from the demolition of Wallsend Grammar School were used as a focal piece on the Hall Grounds promenade.
- A stone plinth that used to overlook the site of the East Gate of Segedunum in Hall Grounds was repositioned at a divide in the main path to affix a plaque acknowledging the Parks for People restoration project. ACTION!
- A series of tree stumps were carved in situ to form the Sculpture Story Trail, rather than importing hardwood timber.

Green waste and litter recycling is covered in previous sections of this chapter.

## **4.6 Horticultural and arboricultural management**

### **Horticultural**

The planning of planting areas takes into consideration the right plant for the right place, rather than attempting to establish species in unfavourable conditions and having to replace after failure. If planting fails to establish in an area alternative genus or species are used as a replacement after close appraisal of the site conditions.

The use of perennials to replace annual bedding has been referenced in previous sections. Trees and plants are monitored regularly to promote their survival and any issues tend to be noticed early on and addressed. Staff have access to a wide range of horticulture reference books within park lodge in order to identify plant pests and disease or physiological disorders.

### **Arboricultural**

A specialist arboricultural team within the Horticulture and Parks department undertakes the arboriculture maintenance within the park. The maintenance is instructed by the Park Manager and determined by the Arboricultural Assessment and Conservation Woodland Management Plan produced in 2009 which highlighted the following objectives:

- Address health and safety concerns
- Maintain and enhance visual amenity
- Encourage outdoor recreation opportunities
- Enhance wildlife value
- Reduce anti social behaviour in the area
- Eliminate nuisance problems to any neighbouring properties
- Bring the park into good arboricultural management

A full copy of the detailed arboricultural assessments and Conservation Woodland Management Plan is stored in Park Lodge.

Trees within the park are regularly inspected and monitored by the Park Warden who looks for signs of visual decline. Small scale tree works will be carried out by the Park Warden using bow saws, loppers, and telescopic pruning saw. If works are out of the park wardens capabilities, unsafe to carry out or if there is any cause for immediate concern, the Council arboricultural team will be called out and the tree will be assessed, with action taken as required. On occasion if a tree is still standing but suspected of posing a risk to the public or harbouring a pest of disease the area will be closed off and an arboricultural consultancy firm may be asked to provide an independent assessment.

In Wallsend Parks the parks team carry out tree planting activities which replenishes the trees that may have come to the end of their life cycle or needed to be removed due to damage. All trees that are selected and planted in the woodlands are approved by the arboricultural team and are native species, with the exception of specimen tree planting in the Arboretum and formal areas of Richardson Dees Park.

The authority needs to ensure that acceptable standards of safety are maintained for the users of parks and open spaces and still observe wildlife conservation principles. Use of locally produced native species provides an immediate biodiversity gain and is encouraged, whilst taking into account their suitability to environmental conditions in the urban environment. Where possible standing deadwood will be retained and felled trunks will be left on the woodland floor to support the range of saprophytic ecosystems that rely on decaying tree materials.

Public safety is of the utmost importance when decisions are made about trees in the borough.

#### **4.7 Pollution reduction**

The fuel safe and chemical safe stores located within the service yard are purpose built units with in-built bunding. Within the units are spillage kits to absorb any spillages that take place outside the stores. Machinery and vehicles are well maintained to avoid oil or fuel leaks and are inspected daily before use.

Watercourses within the park are visually checked as part of the morning inspection by Park Wardens. Any suspected pollution is reported to the Environment Agency and / or inspected by park staff. The team have a good knowledge of the source of water coming into the park and have in the past had to walk back up the line to check for causes of discolouration. Contracts are being explored for regular water testing, however currently the presence of a healthy range of aquatic bio-diversity is a good indicator that quality is adequate for a public park.

Footpath lighting within the park is limited to 8:30pm in the interests of bat conservation, which could be seen as a reduction in light pollution for biodiversity.

## **4.8 Water efficiency**

Water is supplied to the park via a meter through Northumbria Water and usage is generally monitored during monthly budget meetings. In this way overuse has been identified in the past and leaks located and addressed.

A rainwater harvesting system located adjacent to the play area collects water from the community pavilion and water play feature and then utilises it through the bowling green irrigation system. Irrigation is programmed to take place at night to reduce water evaporation accelerated in daytime.

All public hand basins are fitted with push taps to avoid being left on.

Bedding is kept well maintained to avoid competition for water from weeds.

## **4.9 Energy efficiency**

Zip heaters are used for hot water in many building locations as a more energy efficient method to firing the gas boiler. Footpath lighting is illuminated by LED streetlamps which use very little electricity. The heating controls in the park lodge are set to specific windows during working hours and therefore is not at risk of being left on. Heating controls in the community pavilion and Verandah Café are operated by a boost button, as the building is sometimes used at odd times. In this way, the heating is only used when the building is occupied and the timer runs down or can be reset to zero.

Buildings are well maintained to reduce drafts, the park lodge has been fitted with double glazed sash windows in keeping with the period of the building in an effort to reduce heat loss. The new extension to the park lodge and community pavilion meet the insulation regulations of 2013.

Lighting is switched off when offices are not in use and PC's and monitors are also shut down, with the exception being the visitor counter PC which must remain on at all times. Low energy appliances have been purchase where possible such as monitors and TV's. Thin client devices used to access the Council network use much less energy that standard PC towers.

Vehicles are well maintained to improve their efficiency and use of fuel

## **4.10 Air quality**

The North Tyneside Council Parks department operates a shared vehicle scheme which reduces the number of service vehicles on the road. A vehicle is stored at a central depot and is collected by different park staff based around their work schedule. Where possible local suppliers are used for equipment, materials and services in order to reduce the pollution produced through long distance transportation.

## **CHAPTER 5: CONSERVATION AND HERITAGE**

*Particular attention should be paid to the conservation and appropriate management of natural features, wildlife and flora; landscape features; buildings and structural features.*

### **5.1 Cultural landscape**

Wallsend Parks has a distinct cultural landscape that reflects the interaction over time between people and their surroundings. The parks have a history spanning over 200 years, from the use of Hall Grounds as a historic Georgian kitchen garden and pleasure ground to the development of Richardson Dees Park from former coal mine to grand Victorian public park. All of this heritage is entwined into the modern use of the park through the Young Roots interpretation project, providing this history on a day to day basis to park users.

### **5.2 Water management**

The water in Wallsend Parks supports a range of wildlife habitats which are described in the accompanying survey by Northumbria Wildlife Trust. Since the report wildlife has benefited from the clearance of the watercourses through development and better management, seeing an increase in regular visits from Kingfishers, the increased presence of aquatic invertebrates and fish such as Stickleback Roach and Grayling.

The park watercourses consist of two natural burns: Wallsend Burn and North Burn, which coverage at the man-made Richardson Dees Park Lake. The outflow from the lake is then passed under Kings Road South, through Wallsend Hall Grounds which flows out of the parks at Crow Bank and into Wallsend Burn. The water course then ultimately flows through the Willington Gut and into the River Tyne.

Lakes and watercourses within the parks have their silt and debris accumulation reduced using specially installed culvert and bridge grills, whereby some, but not all debris can be cleared before it enters the water system.

The management of these within the park is incorporated into the monthly maintenance schedule and includes: The clearance of culverts, watercourses, weirs, bridges and pools of silt, leaf litter and large debris such as tree trunks and branches on a regular basis or after a period of heavy rain. Throughout wet periods culverts are checked daily and debris cleared to ensure water flow.

Watercourse planting is reviewed on an annual basis and replenished where necessary. If it will establish, native species are used and sourced from a reputable supplier with known origin of plant material. Some watercourses are used as a resource for the Education Warden and the suitability of each site is considered and rotated to avoid overuse of each area.

**Himalayan balsam** (*Impatiens glandulifera*) has been a problem in the past, and is monitored and cleared annually. This takes place by hand pulling or strimming below the bottom node when the stems are at least 50cm tall and before the flowers turn to seeds. This can be between April and late June depending on the climatic conditions of the year and the location within the park.

Recreational use of the watercourses in the park by the public is not permitted.

### **5.3 Woodlands and trees**

Wallsend Parks contains mixed compartments of semi-natural woodland in Richardson Dees Park and Wallsend Hall Grounds. These support a range of wildlife including Pipistrelle bat, Noctule bat, Daubenton's bat, Sparrow Hawk, Great Spotted Woodpecker, Tawny Owl, Fox and Hedgehog. A population of Grey Squirrel has also advanced and advice is currently being sought on their recommended control.

The conservation of woodlands and trees within Wallsend Parks is guided by the Wallsend Parks Conservation Woodland Management Plan and the Arboricultural Assessments with associated recommendations. The key recommendations in terms of woodland management are:

- Prune back trees regularly that oversail roads and footpaths
- Regular thinning in dense areas of tree growth
- The removal of certain trees and small groups of trees is required to recreate original viewpoints
- Leave deadwood and habitat piles in appropriate areas away from the footpaths and waterways
- Remove deadwood from trees over footpaths and public areas
- Monitor footpath condition for root damage regularly to prevent trip hazards
- Planting of new trees (some specimen) to ensure continual establishment and tree cover
- Rubbish removal as and when required

In addition to this see section 4.6 for specific information on tree management.

Woodland ground flora is limited throughout the park consisting mainly of ferns, woodavens, bluebells and bramble. Proposals are in place to increase the woodland flora through plug planting as part of the action plan, particularly in places where the canopy has been opened up through tree felling. A period of one season will be left between felling to observe any existing species that emerge naturally before establishing imported stock from a reputable local supplier.

### **5.4 Grasslands**

There are large areas of amenity grassland across all three parks as well as areas managed as meadow grass, wildflower meadow and shaded wildflower. Regular re-establishment of wildflower areas is part of the annual action plan for the park.



Large drifts of *Crocus tommasinianus* (Crocus), *Narcissus pseudonarcissus* (Daffodil), *Galanthus nivalus* (Snowdrop) and *Hyacinthoides non-scripta* (Bluebell) are present in Richardson Dees Park and Wallsend Hall Grounds. Small patches of *Narcissus pseudonarcissus* are present in the grassland areas of the Arboretum and surrounding the boundary vegetation.

There is ongoing work to the slopes of the Arboretum to try and reduce the encroachment of *Convolvulus arvensis* (Field Bindweed) and establish wildflower areas leading down to the waters edge but this is limited by maintenance capacity throughout the year.

Further wildflower areas have been suggested through the North Tyneside Council Biodiversity Programme which allows residents to suggest increased areas for wildflower. This has resulted in new proposals for Wallsend Parks.

## 5.5 Other habitats

Herbaceous borders in Richardson Dees Park include many species on the RHS Plants for Pollinators list. As part of a review of annual bedding, the use of a perennial core has been successfully established with *Salvia x sylvestris* 'Mainacht' which complements formal *Pelargonium* species for Summer bedding schemes. Additional planting is also scheduled for the beds adjacent to the Verandah Café and Tennis courts, which will be comprised of native Heather *Calluna vulgaris* and associated heathland species which will further encourage pollinating insects.

Drainage discharge from the Wallsend Hall onto an adjacent bank is due to be developed as a wet wildflower area as part of habitat creation within the action plan

Dense shrub borders and hedges around the parks provide habitats for nesting birds. Hedge maintenance is restricted during the nesting season.

## 5.6 Fauna

Sightings of interesting bird species is common within the park including Kingfisher, Tawny Owl, Woodpecker and Sparrow hawk. Through the park events and Outdoor Learning service, the conservation of wildlife habitats is promoted, using things such as bat walks, bird spotting, nature walks, bug hunts and bird box and feeder workshops.

Some nest boxes are present within the park however the current policy is not to replace or maintain these as the use of ladders and associated health and safety risks make this impractical. Grey squirrels have populated the park but the advice from the Council's biodiversity officer has been that intervention is not required unless they threaten a Red Squirrel population, of which there are sadly none in Wallsend Parks.

## 5.7 Conservation of landscape

The park benefits from a Conservation Management Plan produced during the Heritage Lottery Parks for People restoration project. The project itself aimed to restore and conserve many of the parks landscape features, for example:

- The removal of self sown trees from banks in the Hall Grounds, to reconnect the view of the Hall from the associated landscape
- The de-culverting of the watercourse in Hall Grounds to restore the original design intentions of a waterside walk
- The establishment of an orchard in Hall Grounds by The Friends of Wallsend Parks

- The restoration of the Duffy Memorial Fountain and the associated formal gathering space and planting beside it (1912)
- The restoration of the Bandstand and planting displays that surround it
- The restoration of the Lake, footpaths and culverts including the introduction of a replica of a historic fence by the outfall.
- The restoration of the historic promenade and views across the grounds from the Hall.
- The ground interpretation of the former glasshouse in the kitchen garden using a delineated brick foundation.

In addition to this ongoing conservation is incorporated into the management and maintenance of the park in the form of:

- Reducing silt build up the lake and watercourses and monitoring it for contracted removal when required
- Removing self sown trees along the restored watercourses and on any viewpoints of historical importance
- The careful consideration of any future planting that may affect viewpoints across the designed landscape
- Succession planting to any woodland areas such as mature beech woodland to ensure replacement stock is establishing

Various conservation projects are still outstanding and have been placed on the action plan:

- Restore the Vinery Wall and Fernery
- Restore the Wallsend Burn entrance plinth
- Restore Crow Shoot building

## **5.8 Conservation of the built environment**

A list of historic buildings or structures within the parks management include the Duffy Memorial Fountain, Park Lodge, Park Pavilion, Bandstand, Vinery Wall, Fernery, gate piers, gates and railings, poetry stone and various bridges. All of these elements are inspected monthly as part of the Park Wardens Health and Safety inspection and any defects, deterioration or maintenance recorded and dealt with or reported to the relevant department for attention.

The Duffy Memorial Fountain, Hall Grounds bridges, Community Pavilion, Lake surround (paths & cobble sets), original footpath networks and Bandstand were all restored as part of the 'Parks for People' regeneration project. All works followed the guidance from the conservation management plan including inspection of historic photographs, paint analysis and archive document information in order to achieve as accurate a restoration as possible.

Only the Vinery Wall and Fernery are locally listed as part of the cartilage of the Wallsend Hall which itself is Grade II listed. The Vinery Wall suffered the collapse of a large section in April 2014 and has been fenced off since whilst North Tyneside Council identifies funding to restore it. The park action plan includes the application for funding from the Heritage Lottery Fund in 2016.

Wallsend Hall is owned by North Tyneside Council and leased out to a tenant. Therefore it is still maintained by the Council and the tenant reports and internal and external repairs to the appropriate contacts.

The Young Roots interpretation project features 16 information boards around the parks which include extensive information, dates and curiosities about the parks historic features. Park staff also lead an annual history walk in September as part of Heritage Open Weekend and the park manager regularly provides presentations on the history of the park to local organisations and groups.

## **5.9 Maintaining historic character**

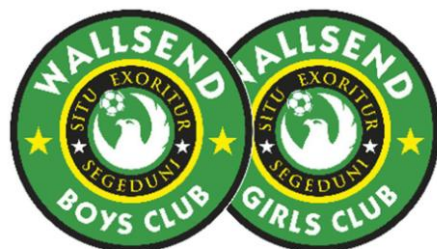
Careful consideration is made of the historic character of the park before any developments take place. This includes built structures, landscaping and planting schemes. The Conservation Management Plan is a useful resource to guide developments and a vast collection of historic photographs also assist in decision making. However, through the regeneration project, the park has mostly been returned as close to it's original character as is reasonably practical considering maintenance constraints and the current staffing. For example effort is made to ensure planting schemes with Richardson Dees Park at least resemble the vision of Victorian bedding, although some modern species are incorporated.

All works to the park that affect historic structure take place in consultation with the Heritage Lottery Fund and involving the Conservation Officer for North Tyneside Council. Listed building consent is applied for where necessary.

## **CHAPTER 6: COMMUNITY INVOLVEMENT**

*Park management authorities should actively pursue the involvement of members of the community, with representation of as many park user groups as possible.*

Community involvement has been an essential element of Wallsend Parks for almost two decades, starting with the formation of the Friends of Wallsend Parks in 1997. Since then the local community has supported and advised on the development of the parks through the overall 'Parks for People' regeneration project and onwards to representation and consultation on various platforms.



### **6.1 Patterns of use**

#### **Visitor Numbers**

The first annual day-to day visitor count was possible throughout 2011 using a gate laser counter and applying formula's based on previous manual counts. The exercise established that Wallsend Parks received at that time, an estimated 984,000 visits per year.

Following the completed restoration of the parks play area in July 2012 an increase of 30,000 visitors was observed that August, using comparative data with the previous year.

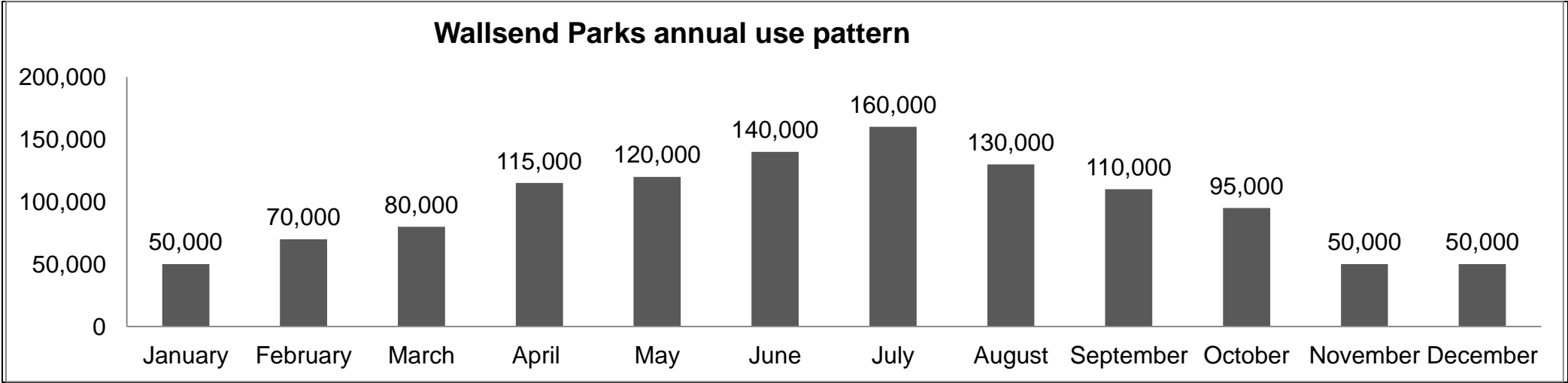
In terms of overall annual visitors to Wallsend Parks from April 2014 – March 2015 the total was recorded at 1,114,000. This figure is an increase of 130,000 visits per annum, roughly 350 visits per day.

The visitor counting system is used to monitor increases and decrease in park use and is reported through the Councils senior leadership as a performance target. In addition to this it is used to estimate attendance at large events, as the average use of a set day can be calculated from previous years, and the increase on an event day calculated in comparison.

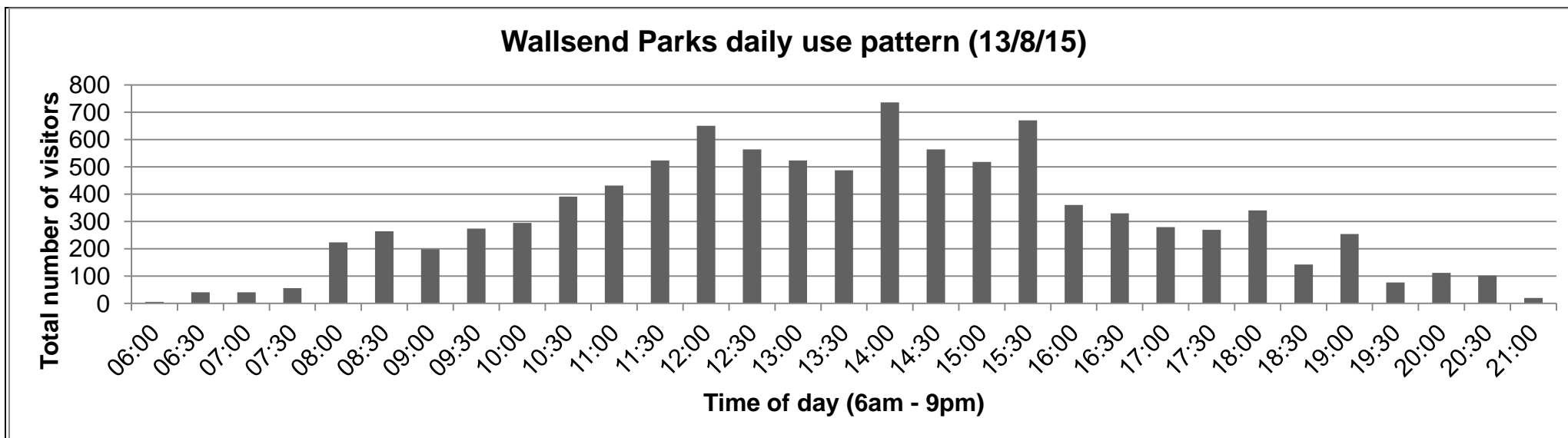
The table below gives an explanation of how the data is calculated. 60% of the raw data from one gate is taken and then the correct ratio's applied to calculate overall use of the park.

**Patterns of use**

With the visitor counting system we can also monitor patterns of use for planning maintenance, events and marketing. The graph below gives an approximate image of monthly use. Figures have been rounded to the nearest 5,000 for simplicity.



The second graph gives an example of the park visitor use during an average summer's day from which we can observe peak daily times.



## Survey Information

An ongoing survey of park users is carried out by volunteers and park wardens. Data for 2015 is yet to be fully analysed.

A new online survey was launched in February 2016 and is hosted by Smartsurvey TM. This was the only company that met the Council's policies on safe harbour of information under the Data Protection Act for Local Government Authorities. A target of 200 surveys per year is set, and these are mainly carried out face to face by The Friends of Wallsend Parks as well as Park Wardens.

The key information we find from the survey is :

- 96% rated the park facilities 'Very Good' or 'Good'
- 94% rated the overall quality of the park as 'Very Good' or 'Good'

In addition to this the Verandah Café carry out regular customer surveys and run a suggestion box at the counter.

In the wider context, North Tyneside Council's Residents Survey 2014 provides further insight into park usage for the borough. A copy is available to review from Park Lodge and staff are made aware of the results.

## 6.2 Community involvement in green space management and development

The Park Wardens and Senior Education Warden are responsible for the majority of community involvement in Wallsend Parks, however all members of the team are expected to be involved in projects that are appropriate to their role. A wide range of groups and organisations are involved with Wallsend Parks, as listed below.

### Wallsend Parks User Group

The Wallsend Parks User Group (chaired by the Park Manager) brings together residents, community groups, local organisations, volunteers, and park staff at regular quarterly meetings. The group guide and influence park management and maintenance decisions to ensure that the Wallsend 'Parks for People' Project continues to meet the needs and aspirations of the local community.

The objectives of the group agreed at its inaugural meeting are:

- To keep park users informed of ongoing management and maintenance including: park management, horticultural maintenance, external funding projects, improvement plans, events, activities and volunteer opportunities.
- To consult with park users and welcome them to influence and contribute to the future management and maintenance of the park in all of these aspects.
- To support, advise and fund user group led involvement in projects, maintenance, activities and events within the park.
- To encourage networking and collaboration between different groups in order to contribute to both the vision of the park and the needs of the users.
- To champion and actively promote the Wallsend Parks Project within the local and wider community.

### Friends of Wallsend Parks

Established in 1997, The Friends of Wallsend Parks are a group of volunteers who support the parks by organising annual community events, sourcing funding for improvements and promoting park events and activities. They play a crucial role in the the development of the parks through their ongoing consultation with the local community. The Friends hold regular meetings with the park staff and attend the user group meetings. The group deliver 2 large community events each year: The Spring Fair and the Annual Summer Dog Oscars, which each attract 500-1000 people per event. The group were intrinsic to the submission of the Heritage Lottery Fund 'Parks for People' grant and volunteers from the group worked endless hours to help with consultation events and activities as well as helping prepare and promote the bid itself. Before this they made important improvements to the Arboretum and Richardson Dees Par with large scale bulb and wildflower establishment projects as well as clean ups of the watercourses. Lately they secured £1,000 to create an educational mini-garden in Richardson Dees Park 'The Giants Garden' which explores the vast difference in sizes between plants such as *Gunnera mannicata* and *Gunnera magellanica*.

In 2013 they were successful in delivering the extensive 'Forgotten Orchard' a community orchard for Wallsend. See Appendix G for the case study. Future proposals include commissioning a new dipping platform for the Arboretum and establishing a memorial garden adjacent to the C-Pit coal mining area.

To find out more visit [www.friendsofwallsendparks.org.uk](http://www.friendsofwallsendparks.org.uk) or email [info@friendsofwallsendparks.org.uk](mailto:info@friendsofwallsendparks.org.uk) to become a member.

### **Weekly Volunteer Group**

Since 2010, a group of between 5-10 volunteers meet at the Park Lodge on Wednesdays to help the Park Wardens with a range of conservation tasks and park maintenance. They carry out key maintenance of the herbaceous borders at the Duffy Memorial Fountain as an adopted area. In addition to this they have also been essential to some permanent improvements to the park such as the reinstatement of paths, installing picnic and park benches and planting trees and hedging. The group have use of the volunteer room in Park Lodge where they are provided with PPE; Boots, gloves and high-viz vests.

### **Wallsend Boys Club**

**Wallsend Boys Club** is local youth football club, well known for producing professional footballers such as Alan Shearer, Peter Beardsley, Steve Bruce and Michael Carrick. The club has always delivered a side shoot of activities offering youth engagement and youth volunteering. This service used to be based on Station Road in Wallsend, until 2012 when the building was condemned and demolished. Since then they have been operating a mobile 'Boyza Bus' which moved around the area engaging with groups of youths.

A partnership was formed in 2015 when the club requested use of the park community pavilion as a more suitable base for outreach , volunteering and general engagement work. The club are now keyholders, and the room is offered to them rent free in exchange for the positive effect they have in the community. They operate a Girls Group on Tuesday nights, Young Volunteers on alternative Thursday nights and a general youth club on Friday nights. They regularly engage with over 40 young people on each session and cover activities such as card games, board games, cookery, sexual health advice or general socialising. In return, the club support large events in the park with volunteers and also by carrying out monthly volunteer tasks with the park warden on weekends.





From left to right: Wallsend Boys Club event volunteers. Wallsend Boys Club Maintenance Volunteers. Weekly Park Volunteers. Percy Main Eco-Club.

## Sustrans North East

**The 'Bike Shed' is a community cycle hub in Richardson Dees Park, funded by Go Smarter and managed by** Sustrans North East. Go Smarter encourages people to find sustainable ways to travel that are greener, cheaper and healthier. Installed in 2014, the Bike Shed provides a hub for a wide range of activities in the park such as bike maintenance workshops, bike-ability training, stabiliser sessions and much more. The building is a timber clad container which contains a large area for bike storage and a small workshop space. Sustrans have their own notice board to advertise events and activities adjacent to the building. They collaborate with the park on several large annual events such as Go Wild, Picnic in the Park and Family Fun Days. Sustrans are currently looking to engage it's own volunteers to carry out some of their operations.

## Wallsend Park Bowling Club

Bowling has been at the heart of healthy activities in Wallsend Parks for over 100 years, since clubs were formed in 1900. Today men's and women's teams play weekly throughout the season competing in several competitions or in friendly matches, as well as organising social events. The club also partake in larger park events by providing have-a-go bowls sessions or holding a book sale and raffle.

## Surestart Children's Centre

Located next door to the Park Lodge on North Road, Wallsend SureStart children's centre use the park regularly for walks, activities and events. The centre have collaborated with park staff do deliver events, or requested use of particular spaces or the community room in order to run their own. Cross promotion takes place, utilising their notice boards in the centre for park events and leaflets.

### **Percy Main Primary: Eco-club**

Eco-club is a primary after school volunteer club run by Percy Main Primary in conjunction with the Wallsend Parks Senior Education Warden. Since 2014, the group attend every Tuesday during the Spring and Summer school terms and carry out a range of helpful volunteering activities in the parks. These have included cleaning notice boards and signs, clearing weeds from flower beds, lifting leaves and litter from park entrances and adopting the maintenance of the Grow and Eat community vegetable plot.

### **Grow and Eat**

The Grow and Eat project is a North Tyneside initiative which aims to increase community access to healthy food – primarily fruit and vegetables – through local growing/production and distribution. The project also aims to work in partnership with other organisations to provide knowledge, skills and resources in relation to preparing and cooking healthy, affordable meals. The emphasis is on engagement of local people and volunteers to develop skills and capacity in communities and secure the sustainable initiatives. At Wallsend Parks these objectives have been supported by the Grow and Eat officer since 2015 through demonstrations and workshops at specific events or as part of the Go Wild festival. He has also provided the engagement with Percy Main Primary to enable them to properly maintain the community vegetable plot, the creation of a second herb plot with the Foundation Futures project and ongoing discussions with the Verandah Café to review healthy menu options.



### **ZOE: Percy Main Veg Bed + Mike Brannigan Workshop**

### **Northumbria Police Neighbourhood Policing Team**

Information in previous chapters 1 & 2 outline the healthy relationship park staff and members of the public have with the Neighbourhood Policing Team. Thankfully this has led to a much more confident community that is willing to report issues directly to the police and often followed up with second phone call to Park Wardens.

### **Atkinson House Duke of Edinburgh Award Students**

Atkinson House School is Northumberland Councils only designated provision for pupils aged 11-18, with behavioural, emotional & social difficulties. The school has always been designated to cater for boys/young men. Since 2014 a group of 10 students has been carrying out weekly visits to Wallsend Parks to work alongside the Park Warden during term time. Tasks carried out include tree pruning, leaf and litter clearance, path edging and weeding.

### **Foundation Futures**

Foundation Futures is a non-profit specialist teaching service providing support to schools and other education providers to help ensure that the most vulnerable and disadvantaged learners are able to participate actively and effectively in education. They have been working with North Tyneside Council's parks department since a partnership was formed in 2015. At Wallsend Parks, the group helped design and construct a second Grow and Eat raised bed in Richardson Dees Park, met the Grow and Eat Officer to learn about food production and planted a range of herbs. Ongoing volunteering for their pupils is organized at regular meetings, covering a range of task to develop skills and communication.

### **Linskill Healthy Walks**

Linskill Healthy Walks is a local walking group who organise regular routes around North Tyneside. They visit Wallsend Parks every Monday and tend to follow varying routes throughout the park each week. The walks are not strenuous and leader Andy Robertson aims to make them as inclusive as possible for new walkers. The group has posters and leaflets displayed on the Verandah Café and park notice boards to encourage new members. The Park Manager provides mapping and information to the walk leader and held a presentation to the group upon the completion of the redevelopment in the Wallsend Library.

### **Wallsend Hall / Festival Partnership**

Up until 2013, Wallsend Festival was a one day event, taking place on the first Saturday of July in the town centre. Having previously incorporated park activities into the programme, a partnership was proposed with the leaseholder of the Wallsend Hall to deliver a separate, outdoor themed event on the Sunday, to create a two day programme. Since 2014, Wallsend Parks and Wallsend Hall & Green have staged a partnership Sunday programme which has attracted over 5,000 people. The event has been praised for it's more laid back atmosphere and family vibe, compared to the hustle and bustle of the town centre event.

### **National Citizenship Service (NCS)**

The parks have developed a relationship with the organisations that deliver NCS for young people in the area. Annually NCS groups approach the park with proposals for NCS 2 week projects which generally culminate in charity fundraising or awareness events held in the park. These have included cake sales and a family fun day for Teenage Cancer Trust and 'Project Ready to Recycle' which held a remade clothing fashion show, recycling activities and researched and installed a recycling plaque, whilst unveiled a new recycling bin in the park with the Mayor of North Tyneside in 2015.

### **6.3 Facilities**

A list of facilities is included in appendix A and as have been discussed throughout this plan.

Wallsend Parks hosts a wide range of regular and annual events and activities which attract over 7,000 people per year an example of the annual events programme is provided in Appendix E.

Many of these are delivered by the community or in partnership with stakeholders e.g. Friends of Wallsend Parks, Wallsend Hall, Surestart Childrens Centre , Wallsend Boys Club, Wallsend Churches, Sustrans, Northumbria Police, Library Service and NCS . The park as a venue for community led events and activities is encouraged and policies and procedures are in place to accommodate this.

### **6.4 Children's Play**

Wallsend Parks benefits from what is widely recognised as one of the best and most innovative play areas in the North East of England. Play facilities for different age ranges are included in separate zones within a single play area, allowing different levels of play in one space but with subtle areas defined. E.g. The teen shelter, zip wire and climbing rock are positioned at the far end of the play area, whilst toddler swings, sand diggers and spring toys are positioned closest to the café, allowing parents to watch over younger children whilst enjoying refreshments from the café terrace or picnic benches.

The area also includes a significant amount of land form and planting to encourage natural play. A large walk-through tunnel is built into a turf mount, a teen shelter projects from the hill adjacent to this, and a wide range of mature trees and planting is present throughout. The site also includes a water play system and sand play, both of which encourage practical problem solving play such as damming, moving materials and diverting flows.

As well as the specific play area, a skate park and games court is provided for older age groups in a separate area altogether. For park events a redundant bowling green is used as a safe, enclosed green area for all sorts of play e.g. archery, giant games, parachute and crazy golf. This area can be booked for children's parties where families can use the space for their own games / play.

The park Sculpture Story Trail and Plant Hunter trail also have elements of play alongside genuine learning outcomes.

### **6.5 Educational facilities**

Wallsend Parks hosts a range of educational events throughout the year to encourage learning about the outdoor environment and local history. These have included bat walks using hand held detectors, bird bee and butterfly walks, general nature walks, tree identification walks, park history walk and many more. In addition to this at large events such as Go Wild, partnerships have been made with Northumberland College Kirkley Hall (Horticulture, Agriculture and Animal Husbandry), whereby the college managed several stalls including animal handling (reptiles and small mammals) from their zoo and tree climbing using arboriculture ropes and techniques. The aim of this was to advertise the various courses the college provides in the outdoor environment, to support local involvement in this type of industry.



When booking children's parties, parents can pick from a menu of educational activities for the group, either delivered in the woodland areas or within the games green for proximity to the party room hired in the pavilion.

## Outdoor Learning and Environmental Education Service



The North Tyneside Council Outdoor Learning and Environmental Education Service provides a vital resource for school visits to parks across three main hubs: The Rising Sun Country Park, Wallsend Parks and Northumberland Park. The service operates with a senior education warden at each park, who co-ordinates and delivers planned learning sessions which tie in to the National Curriculum. A pool of Casual Education Wardens is also available to expand the capacity of visits.

Below is how the service is advertised to schools and organisations:

*Our natural environment in North Tyneside is a valued resource that can support a broad range of school curriculum subjects. North Tyneside Parks provide diverse, safe and well maintained locations for interactive outdoor learning activities. They can present challenges and interactions that can not be achieved within a classroom setting or in school grounds.*

*Outdoor learning in parks is 'hands on' and creative, providing learners with real experiences and a chance to achieve beyond expectation.*

### **Why choose us?**

- *Our fully qualified outdoor learning team are experienced and knowledgeable at facilitating activities outdoors.*
- *All of our warden led sessions and sites are fully risk assessed.*
- *We offer half or full day sessions and will provide advice and recommendations to school staff planning a visit.*
- *We work with all ages in all weather conditions and ensure a safe and enjoyable experience.*
- *We aim to promote environmental responsibility, sustainability and an understanding and appreciation of nature and wildlife at all times.*
- *Our services have a great reputation locally and regionally, with most schools booking repeat visits year on year.*
- *All of our parks follow Green Flag standards to ensure your pupils are visiting a safe, welcoming and well maintained public space.*

In 2015 1,700 school children visited Wallsend Parks as part of a booked in advance, paid-for visit. Many of these are part of long term partnership projects whereby the same class visits for a number of weeks in a row. The most successful of these has been with Richardson Dees Primary, based in the town centre. They have partnered with the Education Warden to deliver a 20 week literacy project, which uses a designated area in the Hall Grounds to develop literacy skills through engagement with the outdoor environment. The project was such a success that the school has continued to book each year with the park, and also branched into other 6 week programmes for numeracy and

The park provides specific areas for learning within the outdoor environment. A designated area in Hall Grounds has been created as an outdoor classroom as well as a secondary area in Richardson Dees Park. Both were created from basic clearings made in the woodlands and introducing seating logs and an area for fire pits. These areas are checked by the Park Warden the day before any visit to ensure they are litter free, clean and safe to use. The community pavilion is also used as a base from which to carry out outdoor learning, where schools can leave lunch bags and equipment securely, or take refuge in inclement weather. The hire of the room is included in booking costs.

There are a wide range of materials at the park which enable education. The previously mentioned Sculpture Story Trail and Plant Hunter Trail and the suite of interpretation panels throughout the park which also include a 'Kids Corner' area for simple facts or questions for younger learners. Online the website hosts and information pack for teachers, learning ID sheets and free orienteering maps to download. The Verandah Café stocks some educational materials such as orienteering packs, wildflower seed and wild bird feed. Several learning environments are maintained throughout the park such as mixed woodland, wildflower areas, watercourses, log piles, bird feeding areas and specimen trees.

A promotional leaflet 'Explore Wallsend Parks' provides information on the service specific to Wallsend Parks, whilst general literature is available for the service as a whole.

## **6.6 Open for all**

Please see Chapter 1 which covers social access, physical access and aspects of design which ensure the park is open for all. Directly relating to community involvement, events are priced to be affordable to the general public and many of the large events are completely free, with only a small charge applied for activities e.g. climbing wall, which are heavily subsidised.



# CHAPTER 7: MARKETING

*A green flag park should have a marketing strategy which is used and regularly reviewed, good provision of information for users and effective promotion of the park as a community resource.*

Wallsend Parks has developed an inviting, engaging and planned approach to marketing which encourages increased use by all members of the public. A clear marketing plan has been established for North Tyneside Parks (see appendix U) and regular meetings with the council's marketing team ensure that the park is presented to it's full potential and to as wide an audience as possible. Alongside this, the park also has an extensive Audience Development Plan, produced as part of the HLF Parks for People project, which helps guide annual activities and development. A copy is available within the bid folders held at Park Lodge.

## 7.1 Information provision and interpretation






The following elements contribute to the ongoing marketing and promotion of the park:

- A general information leaflet including a clear map is available from the Verandah Café, Park Lodge and from leaflet holders at the North Road entrance. This leaflet was also distributed to 4,000 properties in the residential areas surrounding the park in order to encourage local people to visit (see graphic). Proposals are in place to print a history leaflet and bio-diversity leaflet by 2017.
- A park Newsletter is produced on a regular basis, usually seasonally in Spring, Summer and Autumn and available as above, also distributed to 4,000 residential properties. The newsletter includes updates on park development, volunteer opportunities, park events and staff profiles.
- North Tyneside Council Parks produce a joint events booklet twice per year, with different parks contributing to the content. Editions are released in March for Spring / Summer activities and September for Autumn / Winter activities. Around 20,000 are printed for each edition and these are available online, distributed to schools, tourist information centres, libraries and customer first centres and other parks with visitor centres and cafés across the borough. The leaflet is also used as a tool to market the Verandah café, room hire and children's parties, volunteering opportunities and friends groups.
- Posters are created regularly to update the public on park events, development, volunteering opportunities and Friends activities / meetings. They are included in the large notice boards situated within the parks, on railing notice boards outside the park and within the Verandah Café.
- Interpretation boards are situated throughout the park and provide a wealth of information as described in section 6.6.
- The Park Management plan is hosted on the website and available to view by members of the public from Park Lodge.
- Press releases are produced regularly for large events, to highlight volunteer achievements and to publicise ongoing developments that may be of interest to the wider public.
- The park website in general is kept up to date with information and includes a range of downloadable resources including the Sculpture Story Trail, orienteering maps, management plan, Plant Hunter Trail, Online Education Pack and an accessibility map.
- The Wallsend Parks have their own Facebook Page which is updated regularly by Park staff as well as being used to re-post community activities in connection with the park. The Park department has attended the APSE training conference on Social Networking for Local Authorities.
- The Friends of Wallsend Parks host their own website [www.friendsofwallsendparks.org](http://www.friendsofwallsendparks.org) which showcases the Forgotten Orchard project, as well as acting as a point of contact for the group.


# What's On SPRING SUMMER Park Events 2016

Regular volunteering opportunities, including a range of conservation and horticultural tasks; or gain photography, marketing or events experience.

For a volunteer application form email [parks@northtyneside.gov.uk](mailto:parks@northtyneside.gov.uk) for details (state which park).

@NTCouncilTeam  
North Tyneside Parks  
[www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)



# Volunteer for your local park



**Northumberland Park**  
Every Friday:  
Friends Gardening Group at 10am  
(Medieval Herb Garden)

**Rising Sun Countryside Centre**  
Regular group: Thursdays

**Richardson Dees Park**  
Regular group: Wednesdays

**Killingworth Lakeside Park**  
Volunteer Days  
Regular group: Thursday afternoons  
Volunteer days on Saturdays July 16,  
September 10 and November 19

# Campfire Fun

Rising Sun Countryside Centre,  
Environmental Education Building  
Saturday June 11, 10.30 – 12 noon  
See April 5 for details.

# 4th Annual Spring Dog Oscars

Churchill Playing Fields,  
Saturday June 11, 11am – 3pm  
Registration 9am – 10.30am  
£1.50 per dog per category, free to watch  
Join us for our hugely popular fun dog show, free to watch but please book in advance to enter your dog. Awards include for dogs that look most like their owners and ones who just can't stop wagging their tails. Check out the park notice board nearer the time for details of how to register your dog to be in the show. Contact Carole Maddison, Tel: 07866 596663 or email [carole.maddison@northtyneside.gov.uk](mailto:carole.maddison@northtyneside.gov.uk)

# Royal Picnic in the Park

Wallsend Parks, Richardson Dees Park  
Sunday June 12, 11am – 12.30pm  
We're hosting a special royal party in the park to mark the Queen's 90th birthday celebrations. Bring along your own picnic and lounge amongst the flower gardens of Richardson Dees Park. Expect a whole day of family activities, including children's entertainers, inflatables, archery, golf, face painting and more. Royal fancy dress encouraged!



# NEW Sand Art Craft Session

Sunday June 12, 11am – 12 noon  
Rising Sun Countryside Centre, Holystone Room  
See April 24 for details.

# Sunday Summer Music

Northumberland Park, Bandstand  
Sunday June 26, 1pm – 3pm  
See April 24 for details.

# July

# Party in the Park

Rising Sun Countryside Centre, centre grounds  
Friday July 1, 10am – 2.30pm  
Sit on the café terrace and enjoy musical delights from talented musicians from local schools.

# Go Wild at Wallsend Festival

Wallsend Parks and Wallsend Green  
Sunday July 3, 11am – 4pm  
Wallsend Parks and Wallsend Hall team up again to deliver 'Go Wild', an outdoors-themed Sunday programme as part of The Wallsend Festival. The 350TY Bicycle Stunt Team are returning with a cycle-themed celebration, alongside some wheely fun circus acts and family entertainers! Swans North East will be supporting the event with a range of free bike activities and workshops, delivered straight from their on-site Bike Shed. Wallsend Hall will host a fun fair on the green, alongside local crafts and produce, entertainment, caravan bar and live music. The town centre sets the stage the day before, offering the popular array of music, stalls and family fun. Visit: [www.wallsendfestival.org.uk](http://www.wallsendfestival.org.uk)



## 7.2 Events

Wallsend Parks hosts a wide range of events throughout the year, mostly targeted for the Spring and Summer seasons.



Key events include:

### **Go Wild at Wallsend Festival**

Wallsend Festival is an annual town centre event hosted on the 1<sup>st</sup> weekend of July every year and is targeted at primary and secondary age groups + families . In the year before the parks redevelopment (2011), for the first time a programme of events was held in Richardson Dees Park to compliment the activities in the town centre. Upon completion in 2013 the festival event was extended to span the weekend, with events held on Wallsend Green and Wallsend Parks on the Sunday, providing a separate outdoor based programme using green space. Feedback for the Sunday programme was very positive and so the festival board agreed to continue hosting activities over both days. Now the event attracts over 5,000 visitors on the Sunday alone to the parks.

The 'Go Wild' concept of showcasing outdoor activities such as bicycle stunt display teams, climbing wall, tree climbing, animal handling, sports activities and laser battles, was developed as much of the feedback to other festival activities was that it had no specific theme. No the event has a quality theme and programme of activities which alter each year.

### **Pumpkin Playday**

Usually attracting around 500 people, the pumpkin play day takes place on or near Halloween and is targeted at young families and children up to primary level. The event involves a pumpkin carving workshop, pumpkin treasure hunt, Halloween themed archery and mini golf, the skull shack and pop-a-pumpkin. There is also a slime pot consisting of a cauldron heated over an open fire with creepy sweets for children to make their own foaming drink.



### **Friends of Wallsend Parks Spring Fair**

The Friends of Wallsend Parks host an annual Spring Fair in April which includes a range of food, craft and art stalls alongside local producers, charities and family fun and games. Normal attendance is 500+.

### **Annual Summer Dog Oscars (ASDO's)**

The Friends of Wallsend Parks also host an annual community dog show in the park which is very popular. Different categories include 'Looks most like owner' and 'Waggiest tail', with the general vibe of the day being quite fun and friendly rather than Krufts. The Friends also use the day to promote pet charities and have been sponsored in the past by local pet food suppliers. Usual attendance is 500+

### **Picnic in the Park**

2x Picnic in the Parks take place each year and these encourage families to bring along a picnic rug and food to enjoy in front of family entertainment provided free of charge. Some additional activities with small fees are also available such as archery, mini-golf. Usual attendance is between 500-1000

### **Sport North Tyneside Family Fun Day**

Delivered by North Tyneside Council's Sports Development Team, this includes a whole range of sports and healthy activities for all the family and usually attracts up to 1000 people.

### **Wacky Races (2014)**

A showcase event for 2014 was the Wacky Races. This event collaborated with the House of Object Creative Recycling Centre based at the Rising Sun Country Park. It consisted of a bogey (go-kart) building workshop followed by stewarded races throughout the park. Public and organisations were encouraged to enter teams in advance and in total 8 teams entered. Sustrans North East entered a volunteer group and also provided protective equipment such as helmets and knee and elbow pads. The park event programme changes every year but is proposed to re-run the event again in the future.



An example of the annual event programme and attendance figures from 2015 is included in Appendix E

The total annual attendance in 2015 was over 8,000 people.

The events programme aims to target people of all ages. In particular in order to meet the needs of residents other than young families, we host brass band sessions, history walks, photography workshops and archery for elderly and disabled people.

### 7.3 Promotion

Much of the promotion of the park is included in 7.1. In addition to this North Tyneside Council aims to promote itself with clear and recognisable branding. Posters should all fit a set template provide by the Communications team, which include the colours scheme for logos and text and the corporate style as approved by the Council. North Tyneside Parks leaflets are now following a similar style of layout and content in order to market them as a suite of facilities.

Some additional local branding is evident of Wallsend Parks such as:

- The use of the park colour scheme RAL 3004 (Maroon Red) where possible on leaflets and posters.
- The use of the silhouette feature which was originally designed by Burnside College students as part of the interpretation project.
- The use of the Heritage Lottery Fund and Big Lottery Fund combined logo to acknowledge the 'Parks for People' project.

The park also regularly promotes it's own fee to use and charged facilities and self led activities such as the Plant Hunter Trail, Orienteering Maps, Sculpture Story Trail, Children's Parties, Bookable rooms (Pavilion) and the Verandah Café.

\*See Appendix F for a snapshot of how the park regeneration project was marketed during the closure period.

#### **7.4 Using Green Flag awards in marketing**

The Green Flag is used in marketing in several ways, mainly on park leaflets and newsletters, posters, Green Flag Award posters and on the Green Flag itself, situated outside the café. Upon notification that the park has won an award a joint press release is issued for all parks in the borough and features a photo of volunteers and staff holding a new flag in celebration.

# **CHAPTER 8: MANAGEMENT**

*A successful park must have a management plan. It is essential to set out a balance between priorities, partners and policies, while setting out a time scale for putting objectives into practice. It should identify the contribution the park makes towards the area's wider strategic aims and demonstrate sound financial management. The management plan must be regularly reviewed and actively implemented.*

Wallsend Parks sits within the department of Horticulture and Parks, part of the Housing, Environment and Leisure service, Community Services of North Tyneside Council. The management of Wallsend Parks is guided by the document: *Healthy Parks, Healthy People, Healthy Communities: A Park Strategy for North Tyneside Council*.

The strategy includes the following objectives:

Objective 1: Ensure high standards of management, maintenance and safety in parks

Objective 2: Recognise and develop the park as a community resource and balance the needs of all sections of the community

Objective 3: Provide space for nature

Objective 4: Provide space for leisure and relaxation

Objective 5: Ensure good design quality and observance of our cultural heritage

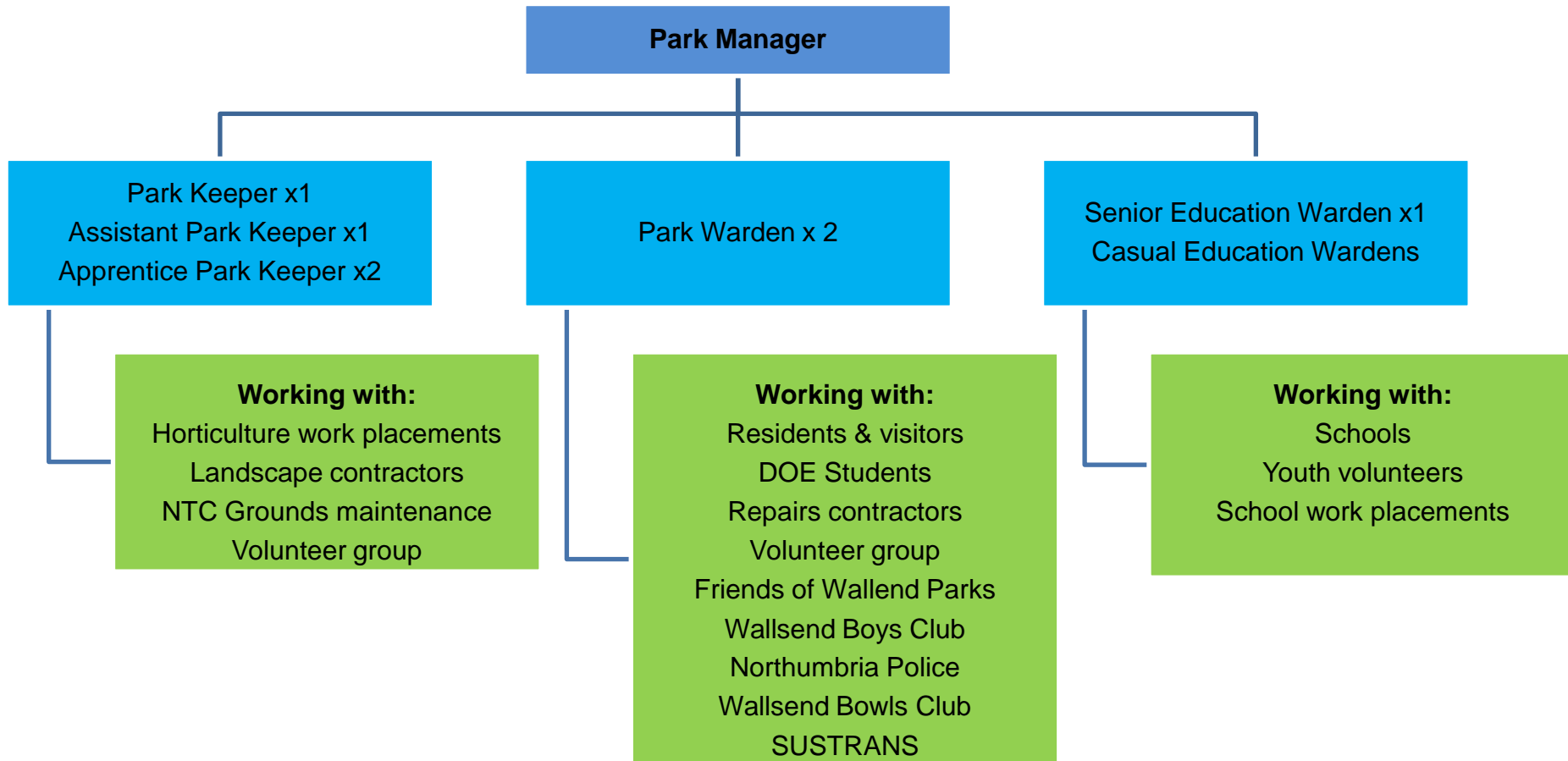
Objective 6: Develop the parks as a source of good health and wellbeing

Objective 7: Integrate the parks as part of the local economy

The day to day management of Wallsend Parks is carried out as part of a whole community approach, whereby park staffs, members of the community, volunteers and the general public are all involved in the delivery of the park project through a network of regularly organised meetings.

## **8.1 Management Structure**

The structure below explains the general organisation of staff at Wallsend Parks and also which of the key community / operational contacts they are responsible for dealing with. The majority of these partners are invited to the Wallsend Parks User Group meetings to discuss ongoing management and maintenance of the park as described in chapter 6.2



**In addition to the park based structure above, various services are also provided by Council departments such as:**

- Repairs and Maintenance
- Tree surgery
- Grounds maintenance (maintaining gang mown grass areas & bowling greens)

(these operations are described in chapter 3)



## 8.2 Public service

**Targets set as part of the Parks for People monitoring and evaluation process help to identify and set priorities for public service within the community. These targets can be found in the Stage 2 bid folders and include examples such as:**

- Matching visitor demographics with the demographics of the area
- Increasing overall satisfaction with the park
- Increasing community involvement through volunteering
- Increasing event attendance and the provision of a suitable programme
- Providing apprenticeship schemes
- The inclusion of community groups in the park
- Staff training
- Providing an education service for the local schools community
- Restoration of historic features
- Provision of community and sports facilities

Further information of the vision for how parks in North Tyneside meet their public service potential is included in the Parks Strategy.

## 8.3 Personnel

Wallsend Parks staff have an understanding of the parks role in the local community and are closely involved in the overall management of the park and its development. This is encouraged through rotating involvement in the Wallsend Parks User Groups, taking ownership of customer enquiries / complaints and regular updates at monthly staff meetings. This management plan itself, including the action plan provides staff with a clear sense of direction and information relating to the improvement of the park and is reviewed with the involvement of the whole team.

Annual performance reviews are used as an opportunity to highlight specific strategic objectives within each employee's role. The review also identifies training and development on an annual basis which is either delivered internally through North Tyneside Council's broad range of learning packages or via external colleges or training providers.

## **8.4 Quality systems**

The Wallsend Parks 5 year action plan sets out clear objectives for the areas of development identified over the foreseeable future. In addition to this the team operate a task list which is updated by the manager and reviewed regularly to ensure outstanding day to day objectives are being met. A mystery shop of marketing was carried out in Summer 2015 to Wallsend Parks by the Council's communications team which has led to a more structured plan for marketing and publicity of the park.

Customer satisfaction surveys are reviewed annually and the content of them used to identify any areas for concern and to highlight repeated issues that need addressed. These are then incorporated into the 5 year action plan or ongoing task lists.

## **8. 5 Financial management**

Financial management for Wallsend Parks includes:

- Monthly budget management
- Forward financial planning as part of the Parks for People project spend
- Capital and revenue investment within the 5 Year Action Plan
- Annual review of pricing of charged facilities and events

North Tyneside Council operates a best value approach to budget expenditure and appropriate procurement policies are in place which include thresholds for maximum spend before a tender exercise must take place. IN addition to the monetary guidelines, Wallsend Parks uses the experience of personnel to ensure that purchase are sensible and provide long term quality rather than cheap temporary fixes.

In addition to the general park budget, income is generated through the Outdoor Learning and Environmental Education Service, rent payable from the Verandah Café, income from events charges and income from licenses such as suppliers who pay to attend events.

The Friends of Wallsend Parks and other community groups assist with park development through individual funding applications for external grants with the support of the Council's external funding team and park manager.

## **8.6 Implementation**

This plan acts as an information document informing how the park is managed and maintained. As practices change, so should the management plan be updated. Park staff retain a copy in the Park Lodge for reference and the 5 year action plan is referred to as an agenda item on monthly team meetings.

## **8.7 Wallsend Parks Action Plan 2016 - 2021**

<b>Action</b>	<b>Action Date</b>	<b>Lead officer</b>	<b>Budget</b>	<b>Budget source</b>	<b>Progress</b>
<b>Welcoming</b>					
Pedestrian signs installed on surrounding roads.	2016	Park Manager	£500	Park Budget / PROW budget	Pedestrian signage agreed with PROW officer. Traffic signage under review by highways across authority (on hold)
Establish new park signage	Spring 2014	Park Manager	£5000	Park budget	Final snagging pending in 2016
Painting of railings in RAL 3004 'Park Red' / Black	2017	Park Warden	£5000	Park Budget	Currently receiving quotes
Improve planting along bank behind MUGA	2017	Park Keeper	£500	Park Budget	
Install car park area off Prince Road entrance	June 2016	Park Manager	£10,000	Council Capital Works Budget	Planning permission being revised. Kier North Tyneside engaged as key contractor.
Address draining issue at North Road entrance	2016	Park Manager	£2,000	Park budget	Quotes received
<b>Healthy Safe &amp; Secure</b>					
Replace privet hedge around play area.	February 2015	Park Keeper	£250	Park Budget	Hedge establishing (monitor)
Remove redundant steps to North of Play Area	Winter 2016	Park Warden	£0	N/A	Planned as part of winter projects
Install cycle racks outside Verandah Cafe	2017	Park Warden	£3,000	Park budget	Racks required outside of play area for older cyclists / café users.
Re-commission water play system with new silt chamber.	2016	Park Manger	£2,500	Park budget	Kier North Tyneside appointed. Discussing drawings
<b>Well Maintained &amp; Clean</b>					
Review planting outside Park Lodge	2016	Park Keeper	£250	Park Budget	Ilex crenata ordered. Considering herbaceous planting
Improve drainage to park paths	2016	Park Manager	£1000	Park Budget	Quotes provided. Start in June 2016
Establish wildflower areas in all 3 parks	2016		£5000	Park budget	Areas have been sprayed off. Scratch cultivator purchased for over sowing. Seed purchased.
Complete woodland thinning in semi-formal areas & establish ground flora	2018	Park warden / Arboricultural officer	£1000	Park budget	Shaded seed mix purchased for woodland areas. Thinning carried out annually by NTC Arboriculture team & volunteers.

Sustainability					
Develop pesticide reduction plan	2017	Park manager	£0	N/A	Monitoring industry news on alternatives.
Trial separation of litter during collection	2016-17	Park apprentices	£0	N/A	Litter collected from Play are and Skate park is separated during picking
Conservation & Heritage					
Improve planting and interpretation to 'C-Pit' area	2017	Friends group / Park warden	£5000	External grant	
Establish dipping pond & platform in Arboretum	September 2014	Friends group / Park warden / Land officer (RSCP)	£2000	NWET fund + Park budget	Earthworks carried out. Exploring dam options to achieve water level.
Restore Vinery Wall and Fernery	June 2016	Regeneration Officer	£140,000	Council Capital Budget/External	On HLF priority list. Bid being drawn up with funding officer.
Restore Crow Bank plinth from 1903.	2018	Park Warden / Manager	£5,000	Community Arts Budget	In storage at Rising Sun Park
Contract initial dredging on Richardson Dees Park lake	October 2016	Park Warden / Manager	£5,000	Park budget	Receptor sites identified in woodlands for silt. PW to liaise with contractors.
Community Involvement					
Restore Arboretum bridges through Community Arts Project	2017	Park Warden / Manager	£15,000	Community Arts Budget	Project plan drafted and some consultation has taken place with local artist.
Establish regular volunteer group of 5-10 people	2021	Park Warden	£0	N/A	Underway: 5 regular volunteers
Establish junior warden scheme	2021	Senior Education Warden	£0	N/A	Underway: 2 volunteers so far
Establish 'Online Education Park' for Outdoor learning visits.	2016	Senior Education Warden	£100	Park budget	Works ongoing with graphics team.
Marketing					
Bio Diversity and Heritage leaflets	2016-17	Park Warden / Marketing officer	£5,000	Park Budget	History content prepared. Programmed in for June 2016. Bio-diversity to follow in Autumn/Winter 2016-17.
Establish new parks marketing plan	2016-17	Marketing officer	£0	N/A	Draft plan prepared and included in MMP.
Management					
Merge marketing, publicity and management of Outdoor Learning and Environmental Education Service	2016-2018	Park manager / Senior Education Officers	£500	Park budget	Service flyer produced. Establishing 'Online Education Packs' for all 3 parks.

## **Appendix A: Site Specifics**

**Name:** Wallsend Parks

**Grid Reference:** OS NZ298668

**Area:** 16.5 hectares / 40 Acres

**Tenure:** The site is owned and managed by North Tyneside Council

**Site Status:** Borough Park

**Political Wards:** Wallsend and Northumberland Wards, North Tyneside

### **Designations:**

#### **Prince Road Arboretum**

Wildlife corridor  
Site of Local Conservation Importance  
Locally Listed (Richardson Dees Park and Arboretum)

#### **Richardson Dees Park (north)**

Wildlife corridor  
Site of Local Conservation Importance  
Locally Listed (Richardson Dees Park and Arboretum)  
Conservation Area (The Green, Wallsend)

#### **Richardson Dees Park (south)**

Wildlife corridor  
Locally Listed (Richardson Dees Park and Arboretum)  
Conservation Area (The Green, Wallsend)

#### **Hall Grounds**

Wildlife corridor  
Site of Local Conservation Importance  
Locally Listed (The Hall Grounds)  
Conservation Area (The Green, Wallsend)  
Grade II Listed (Wallsend Hall and curtilage)

**Access:** The park is situated 1/3 mile north of Wallsend town centre and can be accessed from a number of surrounding streets. There are 16 access points in total: 7 to Richardson Dees Park, 4 to Wallsend Hall Grounds and 5 to Prince Road Arboretum.

**Opening times:** Only Richardson Dees Park is locked overnight between the hours of 9:00pm – 6:00am all year.

**Lighting:** Footpath lighting is only present in the core area of Richardson Dees Park and is functional in the hours of darkness except after 8:30pm in the interests of bat conservation.

**Local facilities:** There are public toilets in Wallsend Parks. During opening hours within the Verandah Café and during Warden staff times within the single accessible toilet held within the old bothy.

### **Transport:**

Metro:

From Wallsend Metro Station exit onto Station Road. Continue North past the High Street until you reach the junction for North Road. Turn right onto North Road and the entrance to Richardson Dees Park is on your left after the Wallsend Children's Centre. Approximate walking time: approximately 7 minutes.

Bus:

There are several bus numbers that serve different areas of the parks:

- Station Road: 40, 399
- Prince Road: 399
- Coast Road: 58, 306, 308, 309, N58, X9
- Wallsend High Street: 1, 2, 17, 17A, 41, 80

### **Parking**

There is no dedicated car parking area for Wallsend Parks. However there is on street parking on surrounding residential streets and various free car parks in and around the town centre.

### **Bike Parking**

**There are bike parks at every entrance into the Richardson Dees Park play area.**

### **Leases and Licences**

The Verandah Café is operated by North Tyneside Council within the Parks and Allotments department. The Café pays annual rent and rates directly into the park budget although holds no formal lease.

At large events outside catering may be brought in to assist in areas away from the Café. This will be offered on a one day lease/use agreement.

The existing bowling clubs use the pavilion and bowling green under a lease/licence system. This is currently being reviewed to ensure an organised use of the building alongside Outdoor Learning visits, which will utilise the now shared pavilion room.

Music played at park events is covered by an annual license issued by PRS for Music.

### **Other Agreements**

Wallsend Boys Club have a written agreement for weekly use of the community pavilion for youth outreach and volunteering activities. Sustrans North East have a written agreement for use of their 'Bike Shed' site to carry out their events and activities.

Grow and Eat North Tyneside have an informal agreement for use of their community growing beds within the park.

### **Byelaws**

All parks in North Tyneside are listed as 'Alcohol Exclusion Zones'. All Play Areas in North Tyneside are listed as 'Dog Exclusion Zones'. Other than these there are no extraordinary bylaws currently governing the site of Wallsend Parks. Users are bound by the same bylaws governing any public space in the borough.

### **Rights of Way**

There are no rights of way within Wallsend Parks

## **Appendix B: Historical Information**

The parks have increased in area over 30 years from the original concept of Richardson Dees Park, the addition of public access Wallsend Hall Grounds and finally the extension to the North of Prince Road Arboretum.

### **Richardson Dees Park**

Richardson Dees Park was donated to the Wallsend Corporation in 1897 by Robert Richardson Dees, a well respected solicitor who owned Wallsend Hall at that time. The intended use of the land was always as a public park and it was officially opened on 4<sup>th</sup> June 1900 by George Burdon Hunter. The park was originally known as 'Wallsend Park' but was later renamed to honour its donor and as a reminder of the area's heritage. The bandstand, lake and bowling greens were all part of the original design. In fact, most of the paths today follow the same route they did over 100 years ago.

### **Coal Mining / C-Pit**

The open land that forms Richardson Dees Park was the former site of C-Pit, one of many mining pits that were part of Wallsend Colliery. A 6ft high seam of coal was discovered in Wallsend over 660 feet below the surface and was the highest quality coal produced in the UK. By 1831, there were underground operations spanning most of Wallsend as we know it today. The pit was the site of many mining tragedy's that were unfortunately a regular occurrence at the time. A stone plaque with poetry acts as a memorial for the pit, to the right hand side of the main path. In 1854, C-Pit closed and Wallsend Coal Mining moved north to the Rising Sun Pit. The land was handed over to the Council in 1897 by the owner at the time, Robert Richardson Dees who also owned Wallsend Hall and its grounds.

### **Bandstand**

The bandstand is the original timber structure from 1900, although it has been extensively refurbished over time. It was an important feature in the original design of the park first drawn up in 1898. It was well used by brass bands which were very popular in the Victorian and Edwardian periods. Brass bands such as the Rising Sun Colliery Band, Wallsend Borough Band and the Wallsend Shipyard Silver Band provided great entertainment.

### **Duffy Memorial Fountain**

Mr Joseph Duffy was a founding member of the Wallsend Borough Council in 1901 and became Mayor of Wallsend in 1909. He served for only one year and died in office in 1910. The Duffy Memorial Fountain was unveiled in 1912 as a result of a competition held by Joseph Duffy's children to design a memorial to their father. The monument was designed by Simpson and Lawson, the same prominent North East architects who designed the impressive Emerson Chambers on Blakett Street in Newcastle upon Tyne.

### **Bowling Greens**



Wallsend Bowling Club was founded in 1900. The greens were integral to the original design of the park, at one point expanding to 3 greens to accommodate the increasing popularity of the sport in the early 20<sup>th</sup> century. The extended building you see today originally dates from around 1937 which supplemented and eventually replaced the smaller original pavilion which was situated in line with the fountain, on the Park View side of the greens.

### **Roman Wall / Segedunum**

In 1903, Roman stones from a branch wall of Segedunum were discovered in land next to Swan Hunters shipyard in Wallsend when it was expanding to take on more extensive ship building contracts. The *Hadrian's Wall* stones were relocated for safe keeping to Richardson Dees Park where they would create '*a monumental pile recalling the good old days of the roman occupation*'. They have since been returned to Segedunum in 1990 but old postcards of the time are a good record of the monuments popularity with the curious public.

### **Lake and Watercourses**

One of the key features of Richardson Dees Park has always been the lake which is formed from the natural convergence of Wallsend Burn and a stream running from the north. The Victorians often tried to re-create natural scenes through design and therefore parkland was landscaped with specific views in mind. The paths that were installed alongside the burns that form the lake, took advantage of already mature trees that were in situ at the time of design. These woodland walks provided a valuable contrast to the surrounding streets of terraced and semi detached Victorian housing.

### **Wallsend Hall Grounds**

The hall grounds were originally designed around 1800 to serve as a kitchen garden to grow fresh produce and also as a pleasure garden for the owners of Wallsend Hall to enjoy at their own leisure and to entertain their guests. It was very common at that time for wealthy landowners to landscape the grounds of their property as a hobby or as a statement of success.

When the grounds went up for sale in 1839 this is how they were described: "*The Garden and Pleasure Grounds are intersected by a stream of water over which there are two neat bridges, and the garden, which is delightfully situated, contains, in addition to a productive vinery and hot walls, an abundant stock of fruit trees in full bearing.*"

### **Segedunum's East Gate**

The remains of the Roman Fort Segedunum's East Gate were discovered during the construction of Simpson's Hotel in 1912 in Wallsend and were moved to the hall grounds. They were moved following the excavations of Walter Corder, a local chemical manufacturer and amateur antiquarian. The 1914 accounts for the parks list a cost of thirteen pounds, ten shillings and nine pence for 'rebuilding the Roman remains'. They have since been transported back to Segedunum, in 1990, which is now a UNESCO World Heritage Site.

## **Wallsend Hall**

The most prominent and important residence in Wallsend for many centuries was Wallsend Hall. This vast Victorian mansion house commanded a prime position over the historic village green and is a classic architectural example of wealth and influence at the centre of a thriving township.

There has been a hall on this site since the 1500s, built by the Hindmarsh Family, the chief family in Wallsend at the time. In 1707, after the last of the Hindmarshes died, it was purchased by the Moncaster Family (wealthy merchants from Newcastle in cloth, iron and nails). The family owned over half of Wallsend at this time and the father, James Moncaster became Sheriff of Newcastle Upon Tyne in 1724.

William Clarke (first Mayor of the Parish of Wallsend) purchased the Hall in 1790 and lived there until 1812 in which time the Hall was rebuilt and the extensive grounds landscaped as they are today. Another significant owner of the hall was John Wright, Mayor of the Parish Wallsend from 1812 for 17 years in a row.

In 1856 Robert Richardson Dees, a wealthy solicitor, bought the property and grounds and lived there for over 50 years. When he died at the age of 95 it was left to his nephew, Robert Irwin Dees. Robert Irwin Dees was already a highly active member of the Wallsend community. He was trained as an engineer, held a position as the chairman of the borough education committee, and was also town councillor. He was mayor of Wallsend from 1908 – 1909. Irwin Dees moved to Yorkshire in 1912 and the property was put up to let.

George Burton Hunter (Mayor 1902 – 1903, later to become Sir G.B. Hunter) purchased the Hall in 1914, then donated the Hall and its beautiful grounds to the Mayor and Corporation (Town Council) in 1916 to be used as a public park it is today. Hunter had partnered with Charles Sheridan Swan's widow in 1880 to build on the shipbuilding boom and created the world famous C.S. Swan & Hunter, on the River Tyne in Wallsend.

## **Wallsend Historic Village Green**

The Village Green is thought to be the first settlement in the area, after the settlement fort of Segedunum was abandoned by the Romans around 125AD. By the end of the Anglo-Saxon period, every inch of England had an owner or lord and most settlements had a shared area like a village green. It is fairly obvious that the main, wealthy landowners of Wallsend have lived around the village green because of the size of some of the houses such as the Hall, the Red House and the White House. There are also farm houses, a school house and a vicarage, in other words a complete village.

Thankfully, in late medieval times, the expansion of Wallsend happened around the green rather than over it. The green became home to many of the senior managers at the shipyards. Apart from the Roman Wall, the village green is the oldest man-made feature in Wallsend and indeed the borough of North Tyneside. It is the only village green in North Tyneside and is registered and protected by the Commons Registration Act 1965.

The green continues to be used by local residents as a recreational space.

Visit [www.thegreenwallsend.org](http://www.thegreenwallsend.org) for more information.

## **The Vinery Wall**

The Victorian obsession with collecting the rare and exotic is well known and the hall grounds at Wallsend were a fine example of this pastime. The vinery wall is believed to date from between 1790 and 1820 and was part of the original concept of the 'Kitchen Garden' within the hall grounds. The south facing wall was used to support vines and other soft fruit against its bricks which were warmed through the day by the sun but could also be additionally heated by sending hot smoke through cavities fed by centrally placed fire pits. Heating the walls extended the growing season and

made it possible to grow certain fruits, such as grape vines, which would not usually survive well in the North East climate. The English Garden Wall bond (a historic technique of laying brick walls) is still visible on the walls today where it hasn't been restored.

### **The Fernery**

An addition to the wall in the late 19<sup>th</sup> century was the fernery (a room in which to grow ferns). Different varieties of ferns would be grown on the rockery style walls which also benefited from some of the heat from the vinery wall. The fern house was another popular feature of wealthy Victorian gardens and was probably added around the time of '*Pteridomania*' or 'Fern Fever', when people began spending huge amounts of money to collect rare ferns between the 1850's and the 1890's.

### **The Kitchen Garden**

Fruit trees and bushes were once planted on the banks in front of the wall and were probably surrounded by further beds of vegetables and herbs. Many different types of vegetables would have been grown from the humble carrot, potato and cauliflower, to more flamboyant herbs such as rosemary, thyme and bay trees.

This assortment of food was produced to feed the residents of the hall and its staff. Glass houses can also be seen on an 1897 map of the grounds. Glass houses such as this were virtually unaffordable until the abolition of the glass tax in the 1845 which allowed more people to afford greenhouses.

### **Promenade**

The promenade we see today is a modern interpretation of a walkway that is visible on the 1897 OS Map of the Hall Grounds. No other information remains on it's style and construction however the current layout recreates a long walk with formal circles at either end which would have been similar to a Victorian design. In addition to the walkway itself, two historic columns which were rescued during the demolition of the old Wallsend Grammar School (1914 – 2004) provide a stately focal point and demark a gateway between the formal promenade and the woodlands below.

### **Crow Bank**

The steep lane which leads to the eastern entrance of the Hall Grounds here is called Crow Bank. There was an old stone structure, possibly a hide, in the woodland to the right as you come down the hill, locally known as the Crow Shoot – although the purpose might be self explanatory, there is no definite evidence as to what the building was used for. We do know that Robert Richardson Dees was once part of the renowned legal firm Donkin, Stable & Armstrong. 'Armstrong' being William G. Armstrong who was to start an engineering company in 1859 which manufactured high quality rifles for British and foreign governments (Armstrong also went on to oversee the creation of major North East historical landscapes such as Jesmond Dene in Newcastle and Cragside House and Gardens in Northumberland). Both men were also members of the Newcastle Literary and Philosophical Society. It is possible that the 'Crow Shoot' have been an informal testing ground for two business partners and their interest in guns.

### **Prince Road Arboretum**

The Arboretum is a relatively new addition to Wallsend Parks, added around 1930 from land unsuitable for building between the converging housing developments at the time. At one time it was also part of the wider Wallsend C-Pit colliery site. Residents of the surrounding housing were permitted to use the land at the rear of their properties for allotments during the 2<sup>nd</sup> world war as part of the 'Dig for Victory' campaign. Nowadays it provides a tranquil escape from the hustle and bustle of modern day life and a vital habitat sanctuary for wildlife.

### **Conservation Management Plan**

A detailed Conservation Management Plan for Wallsend Parks is stored at Park Lodge and includes extensive historical research of the parks and it's features.

## **Appendix: C Regeneration Project / Recent Improvements**

In July 2010, Wallsend Parks was successful in securing approval for a £7 million 'Parks for People' regeneration project jointly funded by The Heritage Lottery Fund and the Big Lottery Fund. The application was the result of many years of hard work, consultation and forward planning by key officers within the Council's funding, regeneration and parks teams as well as tireless devotion by the Friends of Wallsend Parks to gain the support of the local community.

Work began on site in March 2012 and continued through until December 2013, during which time the park was transformed in many ways.

A summary of all the capital improvements have been included below:

- Introduction of a dedicated team of staff to manage/maintain the park
- Re-establishment of the landscape context of the hall and adjacent health centre
- Restoration of a waterside walk by deculverting the watercourse in Hall Grounds
- Restoration of historic promenade outside Wallsend Hall to overlook the grounds and Vinery Wall.
- Tree management to re-establish views and ensure longevity of the existing stock whilst improving biodiversity
- Improved/extended playsite including water play area
- Refurbished tennis courts
- New Multi-Use Games Area
- New skate park
- Restoration of historic features including the bandstand, Pavilion and Duffy Memorial Fountain
- Restoration and upgrade of bowling greens
- Extension to Pavilion to provide a café and public toilets
- Improved seating, signage and security/lighting
- Clean up of waterways and restoration of the lake
- New pathways and access improvements

In addition to this the following improvements continued to progress outside the HLF funded project:

- Forgotten Orchard Project as detailed in case study
- Installation of an extensive outdoor gym
- Established a tree sculpture story trail between Richardson Dees and Hall Grounds
- Creation of a pond area in aid of habitat creation in the Arboretum
- Planting of specimen trees and 350 whips in the Arboretum (Friends of Project)
- Ongoing landscape maintenance to the Arboretum

- Recovery of a historic plinth from 1903 in the Hall grounds
- Part restoration of the fernery gate
- Complete re-design of the bedding schemes annually.

Future improvements are displayed in the action plan section.

## **Appendix D: Site Surveys and Assessments**

### **Ecological Surveys**

#### **Biodiversity Survey**

A biodiversity survey was carried out in 2006 by Northumberland Wildlife Trust. It can be accessed in the Park Lodge office to supplement this document.

#### **Bat Survey**

A separate ecological survey for the study of bat activity was also carried in 2009 before the capital restoration project took place.

The warden team also actively promote and educate the public about the importance of ecology and biodiversity throughout the education program in the park.

#### **Tree Surveys**

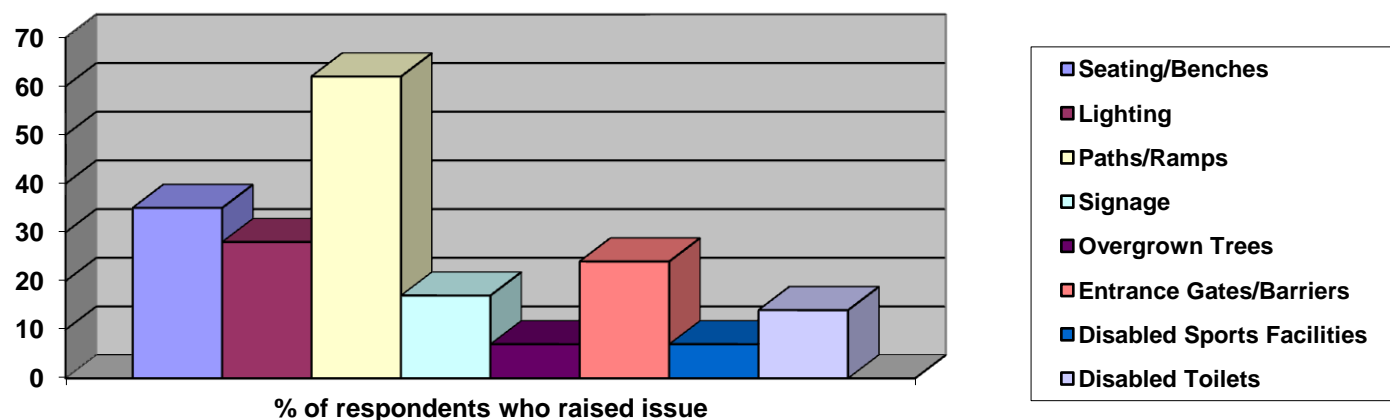
Arboriculture surveys for each individual park as well as an overall conservation woodland management plan accompany this document and are also available from the Park Lodge. They are regularly referred to during an annual woodland and tree management review.

#### **Accessibility Surveys**

Three separate access audits were undertaken during Summer 2007. These covered three main user groups with special requirements: parents with young children, people with disabilities and BME communities.

The main issues raised by the groups are set out in the graph below:





**All of the outcomes of the accessibility audits were directly addressed through the restoration project in 2012.**

### Archaeological & Conservation

The following documents supplement this management plan and are available in Park Lodge:

- Wallsend Parks Conservation Management Plan
- The Hall Grounds, Vinery Wall & Fernery supplementary Conservation Management Plan
- Wallsend Parks Archaeological desk based assessment

### Visitor Surveys

Visitor surveys are being undertaken by the Park Warden. We can establish an initial view of the types of users of the site, though in the future we will have a much more detailed picture. We will also improve our understanding of the users through establishing consultation activities and collating information.

## Appendix E: Events Attendance

Month	Event Type	Date	Attendance	Month Total
<b>April</b>	Knots and crosses	04/04/2015	10	
	Junior Archery	07/04/2015	13	
	Campfire Club	09/04/2015	7	
	Junior Archery	14/04/2015	18	
	Campfire Club	16/04/2015	3	
	Twilight Bat brigade	24/04/2015	0	51
<b>May</b>	Twilight Bat brigade	01/05/2015	5	
	Wallsend Parks Presentation at Segedunum Roman Fort	09/05/2015	70	
	Summer school for dogs	16/05/2015	3	
	Summer school for dogs	30/05/2015	1	79
<b>June</b>	Wallsend Parks Big Lunch	07/06/2015	500	
	Bandstand live (Music Session)	20/06/2015	60	560
<b>July</b>	Go Wild @ Wallsend Festival	05/07/2015	5000	
	Adult guided nature walk	11/07/2015	0	
	Bandstand live (Music Session)	18/07/2015	30	
	Nature explorers	22/07/2015	0	
	Sports Family Fun Day	31/7/15	1000	6030
<b>August</b>	Picnic in the Park	05/08/2015	1000	
	Bandstand Live (Music Session)	22/08/2015	20	
	National Citizenship Service Event	17/08/2015	50	
	National Citizenship Service Event	21/08/2015	100	2170
<b>September</b>	Twilight Bat Brigade	04/09/2015	7	
	Bandstand Live (Music Session)	12/09/2015	20	27
<b>October</b>	Pumpkin Play Day	30/10/2015	350	350
<b>November</b>	Light Painting Photography Workshop	Weekly	40	40
<b>December</b>	School Carol Service	16/12/2015	150	
	Children's Centre Elf Walk	22/12/2015	20	
	Wallsend Boys Club Christmas Fair	12/12/2015	40	210
<b>January</b>	Big Park Bird Watch	30/01/2015	3	3
<b>February</b>	Volunteer Event	16-19 Feb	5	5
<b>March</b>				0
			Annual Total:	8525

## **Appendix F: Case Study: The ‘Pop up Park’**

In July 2012 Richardson Dees Park was fully closed to the public during its core stage of capital works. In the past the park has played a key role in celebrating the Wallsend Festival in July, usually providing a get away from the busy town centre stalls and music to allow people to enjoy outdoor activities as part of the day. A proposal was made to the town centre manager that Wallsend Parks would be given space in a pedestrian area of the town centre to create a ‘Pop up Park’ which would provide an interesting space for people to visit but also showcase the ongoing investment in the parks and hence the town itself.

A local plant supplier agreed to supply container grown plants for the day in return for some small advertising boards. The parks vehicle ‘MegaTruck’ was parked in as a platform for display boards. Turf, plants, banners and some historic signage and artefacts (old loud hailer from the bowls club) set the scene. Key Enterprises, a local company that trains and employs adults with learning difficulties provided the centre piece and ‘attraction’ a giant oversized bench which was to act a kind of symbol for parks.

To add to park promotion some basic ‘I Love Wallsend Parks’ boards were printed, which visitors would hold whilst getting photos taken on the giant bench.

The project was a success, and for one day over 500 people participated in the Pop up Park, viewing the park development plans, asking staff questions, enjoying practical activities (bird feeders and tree decorations) and getting their photo’s taken in front of the town centres guest garden.



## Appendix G: Case Study: The Forgotten Orchard

Extract from: [www.friendsofwallsendparks.org.uk](http://www.friendsofwallsendparks.org.uk)

The funding story...

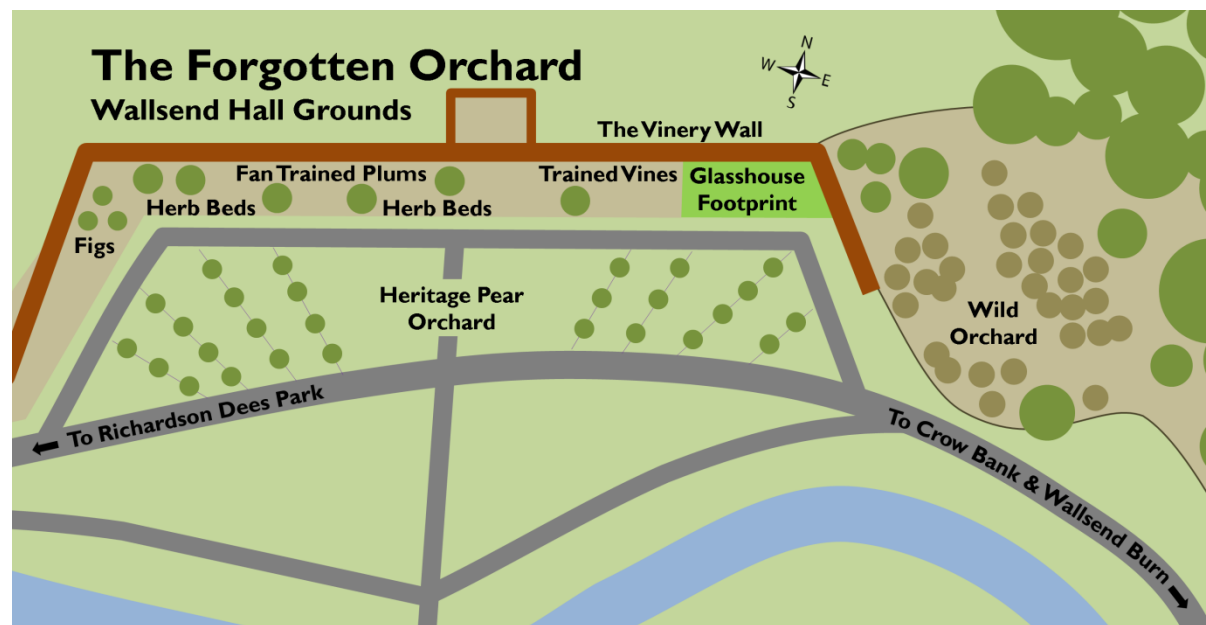
Funding from the Big Lottery was put into a programme called Community Spaces, which aimed to create safer, environmentally improved and greener spaces in local communities. The Friends made an outline application in 2011, with the concept of orchard and fruit planting in the Old Hall Grounds. Inspired by the historic link between the vinery wall and former glass houses, where, according to historical records, fruit and exotics were grown for the rich folk in the Hall, the initial application envisaged a orchard of heritage pear trees on the slope and vines against the old wall. It all linked in really well with the overall heritage themed regeneration plan. Community Spaces liked the project and in December 2011, a more detailed application was started and was approved in Spring 2012. The detail application expanded on the original application and herb beds in front of the vinery wall and wild hedgerow fruits in the woodland area to the right were added.

Creating the Orchard ...

During 2012 and into spring 2013, the Friends worked hard on the project, together with help from other volunteers, primary school parties, North Tyneside Council staff and the Community Payback Team. We prepared the site, planted the trees, bushes and herbs and woodland plants, and worked on some of the interpretation of the site so that visitors can learn about it. The project came to a works completion in October 2013, but due to the busy capital works still taking place within Hall Grounds, access and maintenance for the parks team and volunteers was difficult.

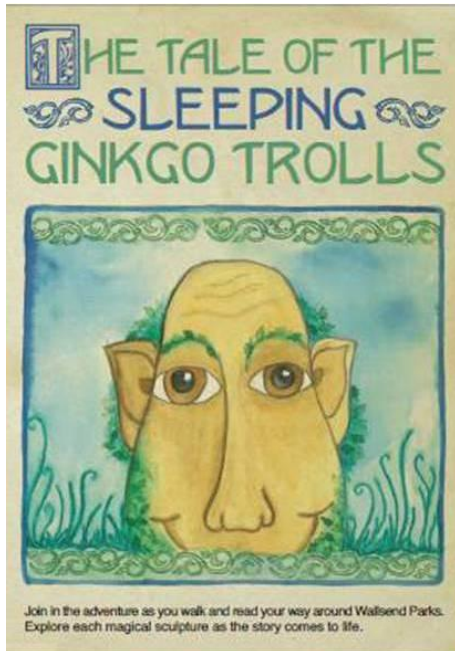
The group also included funding to launch a new website as detailed above, through which they connect with the local community and post information on activities and events.

The area is currently being brought back to standard for a spring re-launch which will also showcase the 'Plant Hunter Trail' a series of embossing presses dotted around the site, that children can seek out and collect. Leaflets are available from the Café and Park lodge for a small fee. A badge is presented on completion.





## Appendix H: Case Study: The Sculpture Story Trail



Press release: October 2014

***Tree sculptures introduced in Wallsend Parks have received a warm reception from local families following their adventure trail.***

The group of nine tree sculptures arrived in October and have since taken over Richardson Dees Park and Wallsend Hall Grounds. Made from wood and logs in autumn of last year, the sculptures were carved by wood artists Jonah Maurice and Bill Pierce, of Northumberland. They then teamed up with illustrator Louise Hick to provide drawings for the story booklet.

‘The Tale of the Sleeping Ginkgo Trolls’, is printed in a colourful booklet and leads readers around the trail where they can find all nine carvings, as well as clues that link to the story.

Since the introduction of the sculptures, hundreds of families have taken the trail and followed the story. Cllr Eddie Darke, cabinet member for Leisure, Culture and Tourism, said “It has been great to see how the sculptures have been received by both children and adults. “They have been a great addition and hopefully they will attract more families to come and enjoy the Parks.”

Kathryn McAndrew, mother of three, added, “My family and I love ‘The tale of The Sleeping Ginkgo Trolls’ it’s wonderful to be able to let the children explore the outdoors and be inspired by the story connecting the sculptures together.” “Thanks to the Sleeping Ginkgo trolls and the entire development of Wallsend parks my children are desperate to be out and about within the park no matter what the weather.

“The trail doesn’t just stop at the end of the story in my children’s imagination, they often talk about the ‘trolls’ as we pass through on the school run too, they have brought character, excitement and enthusiasm, what better way to motivate people to get outdoors and active? “Personally, my favourite Troll is Sniffler, the way in which its hair changes through the seasons means the character changes in appearance too. Very impressive!”

Kathryn’s son Luke, aged 8, is also a huge fan of the trail, “I really like the Tale of the Sleeping Ginkgo Trolls. I’ve told all my friends about it. Every time we go to the park I want to do the trail. “I love the park and its grounds I’m really lucky to have a brilliant park so close to where I live.”

This is just one of a number of initiatives being promoted as part of the Council’s park regeneration project, which will also be launching a new orienteering trail, ‘Plant Hunter’ as well as using more digital platforms such as QR codes and GPS clue trails. The trail is completely free for anyone to take and booklets are available from the Verandah Cafe in Richardson Dees Park or from the new Wallsend Customer First Centre.

## Appendix I: Case Study: The Plant Hunter Trail



As part of the Forgotten Orchard Project completed in 2013, a self led Plant Hunter Trail was developed to encourage young families to explore the new [project]. Essentially it consists of 5 heavy duty embossing presses housed within wooden posts. Visitors can collect their plant hunter passport for free from the Verandah Café and explore the Forgotten Orchard. If they collect all 5x stamps and return to the café they get a Plant Hunter badge as a reward. The passport also encourages families to learn about the different herbs they are exploring and even pick some to smell and take home. The leaflet includes a small plastic pocket for the storage of picked herbs.





## Appendix J: Financial Plan / Budget

		£
Description		Budget
		2015/16
Employees		£170,154
Total Premises		£7,915
Total Transport		£6,000
Total Supplies & Services		£92,438
Total Third Party Payments		£11,950
TOTAL CONTROLLABLE EXP.		£288,457

## **Appendix K: Site Service Directory**

<b>Item</b>	<b>Contact</b>
Shutters	JC Maintenance / GEZE
Irrigation system	AV Irrigation
Keys & Door locks	Laidlaw
CCTV (Richardson Dees Park)	Vision Security Specialists
CCTV (Hall Grounds)	WCCTV Ltd
Fire Alarm	Cormeton
Intruder Alarm	Vision Security Specialists
Door Access System (Fobs)	Vision Security Specialists
Window cleaning	A1 Window Cleaning
Washroom facilities	Michelle , Initial Washroom Facilities, 08
Signage	Interplan sign systems Ltd

## **Appendix L: Council Contacts**

<b>Name</b>	<b>Organisation</b>	<b>Contact Number or Email</b>
<b>Jerry Dronsfield</b>	<b>Group Manager Parks and Horticulture, North Tyneside Council</b>	<b>0191 6437432</b> <b><u><a href="mailto:Jerry.dronsfield@northtyneside.gov.uk">Jerry.dronsfield@northtyneside.gov.uk</a></u></b>
<b>Carl McClean</b>	<b>Park Manager Wallsend Parks and The Rising Sun Country Park</b>	<b>0191 6437484</b> <b><u><a href="mailto:carl.mcclean@northtyneside.gov.uk">carl.mcclean@northtyneside.gov.uk</a></u></b>
<b>Pixie Phelan</b>	<b>Parks Development Officer, North Tyneside Council</b>	<b>07855439773</b> <b><u><a href="mailto:Pixie.phelan@northtyneside.gov.uk">Pixie.phelan@northtyneside.gov.uk</a></u></b>
<b>Bill Nilan</b>	<b>Park Warden, North Tyneside Council</b>	<b>07866587269</b> <b><u><a href="mailto:william.nilan@northtyneside.gov.uk">william.nilan@northtyneside.gov.uk</a></u></b>
<b>John Nelson</b>	<b>Park Keeper, North Tyneside Council</b>	<b>07583760233</b> <b><u><a href="mailto:John.nelson@northtyneside.gov.uk">John.nelson@northtyneside.gov.uk</a></u></b>
<b>Zoe Frazer</b>	<b>Senior Education Warden</b>	<b>01916437897</b> <b><u><a href="mailto:Zoe.frazer@northtyneside.gov.uk">Zoe.frazer@northtyneside.gov.uk</a></u></b>

## Appendix M: Historic Maps

### Historic OS Map 1897

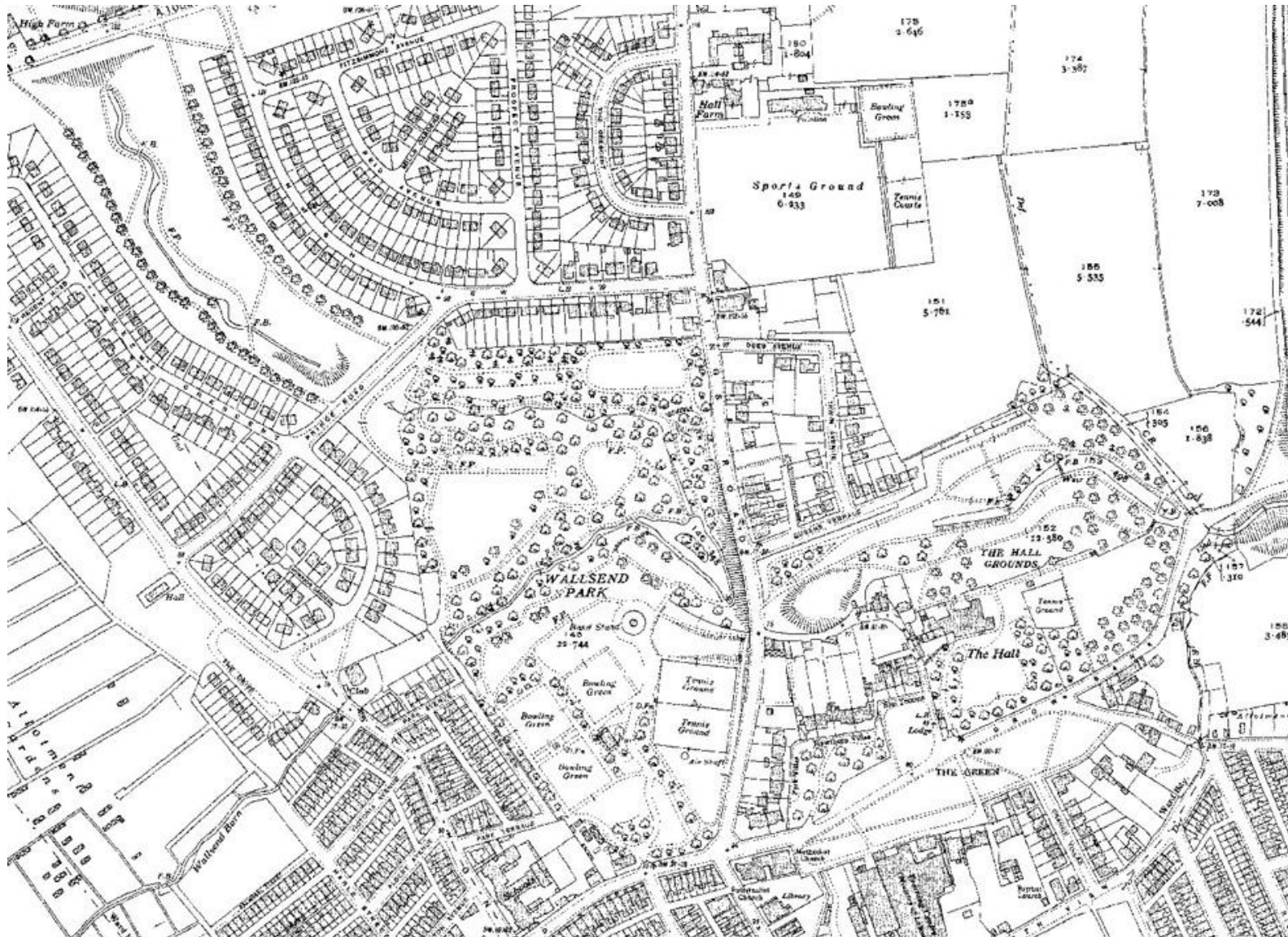




## Historic OS Map 1916



### 1.3.3 Historic OS Map 1932





## Appendix N: Borough Location Map

### KEY

1. Benton Quarry Park, Longbenton
2. Churchill Playing Fields, Whitley Bay
3. Howdon Park
4. Killingworth Lake
5. Lockey Park, Wideopen
6. Marden Quarry Park, Whitley Bay
7. Norham Playsite, North Shields
8. Northumberland Park, Tynemouth
9. Rising Sun Country Park, Benton
10. Silverlink Park, Cobalt
11. Springfield Park, Forest Hall
12. The Parks Sports Centre, North Shields
13. Tynemouth Longsands
14. Tynemouth Park
15. Wallsend Parks (Richardson Dees Park and Civic Hall Grounds)
16. Weetslade Country Park
17. Whitley Park, Whitley Bay

find us







**APPENDIX O: Health and Safety Monthly Checklist**

Housing, Environment and Leisure: Parks and Horticulture  
Monthly Health & Safety Site Inspection Checklist

**Wallsend Parks**

Month/Year:		
Date of inspection:		Signed:
Staff member (1):		
Staff member (2):		
Items referred to Asset management / Kier repairs:		
General comments/observations/recommendations:		
Items for managers attention:		
Manager name:		Signed:
Date checked:		
Manager's comments:		

## Park environment, infrastructure and street furniture

Mark walk route on map below



## Park environment, infrastructure and street furniture

Environment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Is the tree canopy above footpaths free of dead, dying, diseased or loose branches?			
Is the tree canopy above surrounding pavements/roads free of dead, dying, diseased or loose branches?			
Are all footpaths clear of overhanging vegetation / branches that could make contact at head height or below?			
Are all invasive or poisonous plant species identified with the team and either cordoned off, due to be removed or on a treatment plan?			
Have all known hotspots been checked for sharps/needles/drug paraphernalia or broken glass?			
Infrastructure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Are footpaths in safe condition and free of trip hazards?			
Are steps in safe condition and free of trip hazards?			

Are bridges in safe condition with no visible subsidence of the balustrades, walking surfaces safe and railings securely fitted?			
Is fencing and gates in a safe condition with no gaps, sharp edges or protruding fixings?			
Are culvert grills safe, clear, adequately fixed and free flowing.			
<b>Street furniture</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Further action:</b>
Are the benches safe to sit on with no cracks or visible sign of damage? Are the legs from cracks and have no visible sign of damage?			
Are the bins set in the ground correctly? Are the wooden frames free from visible signs of damage? Does the bin have a liner in?			
Are the lampposts structurally sound, free of paint damage and access hatch securely fastened?			
Are the feeder pillars free of paint damage, structurally sound and door secure and locked? Is the earthing block present and secure?			
Are CCTV camera poles structurally sound, free from paint damage? Are the cameras/LED units damaged at all?			
Are the bowling green ramps and steps securely fastened down without trip hazards? Do they have visible signs of wear?			
<b>Park signage</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Further action:</b>
Are water safety warnings visible and free of surrounding vegetation?			
Are the fence notice boards in a safe condition with no damage, securely fastened, with no sharp edges or protruding fixings?			
Interpretation lecterns safe as above? Are they clearly eligible and free of graffiti?			
Upright notice boards/interpretation safe as above? Are they clearly eligible and free of graffiti?			
Opening times checked as above?			
Entry signs checked as above?			
Fire assemble points are the signs visibly clear and in correct position?			
Vehicle restrictions are they in the correct place and are clear to read?			
Service yard site safety signages are they in the correct place and are clear to read?			

Monuments features and sculptures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Are the tree sculptures structurally sound? (Test with force) Are they free from damage/graffiti? Is the key visibly secured with the original cables?			
Is the Duffy Memorial structurally sound and free from damage/graffiti? Are there any chipped edges?			
Is the Boat seat structurally sound and free from damage and trip hazards?			
Is the bandstand structurally sound and free damage? Are the railings secure?			
Are the Promenade pillars structurally sound and visibly clear of any damage/graffiti?			
Is the Vinery Wall structurally sound: free from bowing, large mortar cracks, loose or missing bricks or copings.			
Is the fernery structurally sound and visibly clear of any damage as above? Is the gate secure?			
<b>Sports &amp; Play Facilities</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Are tennis court surfaces, signage, nets and fencing, gates and surrounds safe and in good condition?			
Are MUGA surfaces, signage, fencing, gates and surrounds, goalmouths, basketball hoops & cricket stumps safe and in good condition?			
Are Outdoor Gym surfaces, signage and equipment safe and in good condition?			
Are Play Area landscape features: Tunnel doors, mound, teen shelter, fencing, trees and vegetation safe and in visibly good condition?			
Is the water system chamber lid secure, is the system functioning?			
Are games greens fencing, surrounds, gates and surfaces safe and free from damage or deterioration? Has the irrigation system been tested recently?			
<b>Additional notes:</b>			

## Buildings and surrounding areas

<b>Externals of buildings</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>
Are building roofs in a good condition with no missing tiles or lead?			
Are building walls in a good condition? (Timber cladding, brick, plaster)			
Are gutters. Downpipes and surface water drains visibly clear?			
Are manholes sitting flush and secure to the frame? Is drainage from buildings free from issues?			
<b>External access and egress:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>
Are all access routes kept clear of combustible materials?			
Are external access and exit routes clear, in good order and free from trip and slip hazards?			
<b>Hazardous substances:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>
Are all hazardous substances (cleaning chemicals, pesticides etc.) correctly stored?			
Are hazardous substances restricted from access by unauthorised persons?			
Are plant rooms, cleaner's cupboards, and stores kept locked?			
<b>External Areas:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>
Are structures i.e. sheds, containers and external storage in good repair and secure?			
Are fragile roofs adequately safeguarded and signed?			
Are adjoining walls and fences and gates in good condition?			
Are service yard materials stored safely and secure? Are walking/driving surfaces free from slip/trip/puncture hazards?			

<b>Welfare Facilities:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>
Are there adequate and clean sanitary provisions?			
Is drinking water readily available?			
Are there provisions for employees to make a hot drink?			
Are there adequate facilities for staff to take breaks and eat meals?			
<b>First Aid:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>
Do you have a properly stocked First Aid Box? Has the first aid box in: Park Lodge front door, Park Lodge rear, Machinery Store, Pavilion Kitchen, Verandah Café been checked and restocked if necessary?			
Do you have someone who ensures the First Aid Box is kept to minimum levels for agreed contents?			
<b>Fire Safety Measures:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Further action:</b>

Are there clear instructions for fire and emergency actions in all buildings?			
Do you have a robust and effective written fire emergency evacuation plan?			
Has this plan been reviewed and where necessary updated within the last 12 months?			
Has a monthly fire alarm test been carried out including checks to fire escapes?			
Is the access system releasing door magnets during a fire alarm?			
Are the machinery store shutters automatically closing during a fire alarm?			
<b>Indoor Environment:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Further action:</b>
Is workplace sufficiently well ventilated?			
Is workplace temperature reasonably comfortable?			
Is lighting adequate?			
Is inhalable dust and noise below work exposure levels.			
<b>Indoor floors, Walkways &amp; Stairs:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Further action:</b>
Are all floors and walkways clear and in good condition and free of slip/trip hazards?			
Are steps and stairways safe and in good condition and fitted with adequate handrails?			
Are external walkways/routes/veranda free of potholes/trip hazards?			
<b>Internal access and Egress:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Further action:</b>
Are all access routes kept clear of combustible materials?			
Are all exit routes unlocked and clear of any obstructions?			
Are external access and exit routes clear, in good order and free from trip and slip hazards?			
<b>CCTV System and Security:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Further action:</b>
Are the CCTV presets still operating correctly?			
Are all cameras functioning correctly and free from visual obstruction?			
Is the building access system working correctly? Are all mag-locks working?			



## Appendix P: Example monthly maintenance plan: Park Keepers

Month: MAY		
Area	Task	Check
Richardson Dees Park		
Formal grass	Edge with long handled shears x 2	
	Cut weekly x 4	
	Litter picked	
Recreational grass	50mm cut let fly	
	50mm cut let fly	
Strimming	Walls, post, inspection covers, fences	
	Tree bases (formal areas)	
	Selective strimming	
Shrubs	Spot weed x 2	
	Cut back from path/shape	
Bedding	Hoe / weed	
	Prepare border - clear debris	
	incorporate organic matter	
	dig over / deep rotovate	
	shape surface / obtain tilth	
	Strip plants/bulbs	
	Edge with long handled shears x 2	
Herbaceous	Lightly fork	
	Gap up with appropriate species	
	Split and space plants	
Rockery	Strim around rocks	
Machine maintenance	All machines to be maintained including cleaning and greasing.	
Wallsend Hall Grounds		
Formal Grass	Edge with long handled shears x 2	
	Edge with half moon tracer / spade	
	Cut weekly x 4	
	Edge paths with half moon tracer / spade / mechanical edger (hire)	
	Litter picked	

<b>Recreational grass areas</b>	Edge paths with half moon tracer / spade / mechanical edger (hire)	
	50mm cut let fly	
<b>Long grass</b>	Litter picked and visually checked	
<b>Strimming</b>	Selective strimming	
<b>Hedges</b>	Weed control underneath	
<b>Shrubs</b>	Spot weed x 2	
	Edge with half moon tracer / spade	
<b>Bedding</b>	Hoe / weed	
	Edge with long handled shears x 2	
<b>Herbaceous</b>	Lightly fork	
	Edge with half moon tracer / spade	
	Edge with long handled shears x 2	
<b>Arboretum</b>		
<b>Recreational Grass</b>	50mm cut let fly	

### Example monthly maintenance plan: Park Wardens

Area	Task	Check
<b>Footpath</b>	Visual defect checks	
	Recorded defect checks	
	Report defects	
	Remove litter	
	Benches - remove debris / litter	
	Make good defects	
	Dress Whinstone	
	Dress bark / wood chip	
	Monitor footpath condition for root damage	
<b>Play area</b>	Visual defect check equipment	
	Visual defect check fencing	
	Recorded defect checks	
	Report defects	
	Make good defects	
	Cleaned	
	Remove litter	
	Remove graffiti	
	Recorded visual inspection, moving parts, lubricated	
	Full repainting	
	Independent annual inspection	
<b>Sports pitches</b>	Visual defect checks surface and fixtures	
	Recorded defect checks surface, fencing and fixtures	
	Report defects	
	Make good defects	
	Remove litter and debris	
	Annual external inspection	
<b>Lighting</b>	Check for visual faults	
	Report defects	
	Make good defects	
	Remove graffiti	
<b>Furniture incl. Seats, picnic benches, litter bins, signage, gates, railings</b>	Visual defect check	
	Recorded defect checks	
	Washed clean	
	Emptying of litter bins	
	Touch up paintwork / treatment as	

	required	
	Moving mechanisms oiled	
	Report defects	
	Make good defects	
	Pest control	
	Remove graffiti	
<b>Steps</b>	Visual defect checks	
	Recorded defect checks	
	Report defects	
	Make good defects	
	Remove debris and litter	
	Remove / report graffiti	
<b>Monuments</b>	General brushing down with detergent and brush	
	Catchment areas to be kept free of debris	
	Remove / report graffiti	
<b>Buildings external</b>	Cleaning of gutters and hopper heads	
	Painting of exterior painted areas	
	Spot painting of exterior	
	Washing of paintwork / exterior surfaces	
	Floor and steps to be kept brushed down and kept free from growths	
	Shutters to be oiled, eased and maintained as operational	
	Roof to be kept clear of debris	
	Cleaning of windows externally	
	Remove / report graffiti	
	All accesses building to be kept clear	
<b>Buildings internal</b>	Empty all waste receptacles	
	Damp wipe any dust, debris and spillages from all surfaces	
	Clean any sanitary waste ware ie sinks, fountains	
	Vacuum clean all dust control matting	
	Spot vacuum all carpets as necessary	
	Remove stains from carpets as necessary	
	Remove all graffiti	

	Sweep or vacuum, using dust control methods, all hard surfaces	
	Spot clean all hard floor surfaces	
	Spot clean internal glass surfaces	
	Litter pick and brush outside main entrances, ramp and external patio areas	
	Clean all stainless steel surfaces	
	Spot clean all chairs / furniture	
	Stairs and hard floors to be mopped / mechanically scrubbed	
	Spot paint / fill any damage to walls / surfaces	
	Clean insides of internal windows	

### **Appendix Q: Example machine maintenance sheet (Hedgecutter)**

#### **Wallsend Parks Equipment Maintenance**

Model	Stihl HS81-R
ID Number	4749P
Employee name:	
Date of checks:	

<b>Maintenance Checks</b>	<b>Checked</b>
Disconnect spark plug cable, visibly check condition	
Unscrew air filter housing, remove filter and dry brush clean	
Clean air filter housing and re-fit. Check condition of screw	
Pressure wash machine head, blades and shaft	
Dry machine with blower	
Apply WD40 to blades and wire brush. Rinse spray with WD40. Remove excess	
Check condition of blades for nicks, cracks and sharpness: Sharpen if required	
Check vibration dampening springs and connections to housing	
Check blade guard for cracks/damage/solid construction	
Check handle rotation function and re-set to standard	
Check all fixtures and fittings for solid construction	
Check handle and trigger unit for any cracks or damage	

Check trigger smooth operation and cable condition	
Check trigger lock-out & choke lever	
Check fuel tank and cap for cracks. Check fuel reservoir for debris. Top up fuel as necessary.	
Check fuel bubble and pump once	
Check pull cord for fraying and smooth operation. Check pull cord handle for cracks.	
Check general machine parts for solid construction	
Grease blade gearbox unit using correct point. Clean surface or grease	

<b>Safety Checks</b>	
Reconnect spark plug	
Start machine normally	
Test trigger operation without depressing safety switch (trigger should not depress)	
Check machine operation: Rev several times: Observe smooth blade movement.	
Test release of trigger (machine should idle without blade movement)	
Check condition of blade guard	

Return machine to storage & tidy up work area	
Report any defects to supervisor	

## **Appendix R: Example vehicle checklist (John Deere XUV Gator ATV)**

### **Gator Check list.**

<b>Item</b>	<b>Check</b>
Lamps, indicators, stop lamps.	
Horn and other warnings.	
Mirrors-condition-security.	
Brakes-pressure-operation-security-check break fluid under hood-ensure level is between safety lines and check while engine is cool and not running.	
Breaks warning devices and instruments.	
Driving controls-wear-operation.	
Interior-floor/dashboard clear of obstructions.	
First aid box-fitted and complete.	
Wheels-security of nuts.	
Tyres-inflation-damage-wear.	
Vehicle/body/wings/guards-damage.	
Load-security-protection-check back guard is correctly fitted and locked into position.	
Number plates-condition-security.	
Windscreen/wipers/washers-operation & condition.	
Engine oil/water/fuel-levels-leaks – engine oil can be checked by dipstick located under cargo hold-raise and secure cargo box prior to	

checking oil level.	
Check coolant level-located under hood-check when engine is cool and ensure level is in-between safety lines.	
Fire extinguisher-fitted and full.	
Exhaust-condition/smoke.	
Check speedometer is working.	
Check for valid tax.	
Check air filter is clear of debris-air filter located under cargo hold.	
Wash vehicle down thoroughly after use.	

### **Appendix S: Example COSHH Log**

<b>Wallsend Parks Chemsafe Stock Check Sheet</b>				
Date:	Checked by:		Signed:	
Product	Container size	Full QTY	Part QTY L/g/kg	Total amount
Does QTY in stock check tally with use in application record?				YES / NO
<b>NOTES:</b>	Discrepancies / Orders Required / Disposals			
<b>*Report any discrepancies to the Park Manager</b>				
<b>EXAMPLES:</b>				
Roundup Pro biactive	5L bottle	5x	0.25L	24.25L
N-Mag lite fertiliser	20kg bag	6x	5kg	125kg
Rootgrow	20L tub	2x	3.5L	43.5L
Various paint tins	Various	3x	4.5L	Approx 34.5L

## **Appendix T: Pesticide application log**

<b>Wallsend Parks: Roundup Pro Application Log</b>				
<b>Area</b>	<b>Name of operator</b>	<b>Date</b>	<b>Knapsack REF</b>	<b>Chem QTY (ml)</b>
<b>RICHARDSON DEES PARK</b>				
Play Area (E)				
Veranda & Steps (E)				
Pavilion surround (E)				
Tennis Courts (surface) (E)				
Tennis Court (Bed) (E)				
Skate Park (E)				
MUGA (E)				
Kings Road & Church Corner				
Yew Hedge				
Privet Hedge				
Beech hedge bed				
Dip Dogwood				
Dip Rhodo				
Lake steps x 3				
Richardson Dees bridges				
Richardson Dees paths (SS)				
Perimeter & entrances				
Service Yard				
<b>HALL GROUNDS</b>				
Hall Grounds KRS entrance				
Vinery Wall Herbs				



Wild Orchard				
Crow bank (wall, railings, bed)				
Bridges & surround				
Steps				
Promenade & Circles				
Promenade Yew Hedge (E)				
Paths (SS)				
ARBORETUM				
Bowl				
Steps				
Bridges				
Tree pits				
Paths (SS)				
Perimeter (Coast Road fence)				
<b>EXAMPLE: Use a fill reference for each date e.g. 'F1' 'F2' etc and include in Chem QTY</b>				
Play Area (E)	J.Bloggs	22/05/2015	1	400m I F1
Bridges	J.Bloggs	23/05/2015	1	F1
Paths (SS)	J.Bloggs	24/05/2015	1	F2

## **Appendix U: Parks Marketing Plan**

# *Parks*

## Marketing plan

April 2016-March 2017

**Date:** 29 April 2016   **Version:** 1   **Author:** Angela Melvin



North Tyneside Council

There are also high quality educational programmes, party options and room hire facilities at the three major parks. These are of great importance due to their capacity to bring in revenue:

- Wallsend Parks
- Rising Sun Country Park
- Northumberland Park

The team would like to both encourage new visitors to the parks (not necessarily residents of North Tyneside), but also to build relationships with regular visitors and raise awareness of the wider work of the parks team.

Key promotions:

- Launch of spring/summer events guide
- Summer activities programme
- Launch of autumn/winter events guide
- Christmas events and activities
- Parties and venue hire options

## **2. OBJECTIVES**

- There is a focus on the main parks of Wallsend, Rising Sun and Northumberland Park; these have the widest variety of attractions and events.
- Increasing the number of party and function room bookings.
- Increasing the number of school group educational visits to the three main parks.

## **3. STRATEGY**

This marketing plan focuses on the three main parks, but with an understanding that all our parks contribute to the overall offer and are included in the regular events guides, published twice a year.

Promotion of our educational programme, venue hire and parties is only at the three main parks.

## **4. TACTICS**

### **TO BE CONFIRMED WITH CMc, LS AND PP**

The following schedule has been drawn up, however this is subject to change and will be updated during the year. For each event, a selection of methods are suggested – the final mix of these will depend on budget.

These include many external methods, but some internal promotions targeting council staff are also included.

In addition, some newer methods such as using video clips and vox pops on a platform such as You Tube would provide a new way of reaching an audience; with an ideal opportunity to showcase the facilities and activities with direct customer feedback. These will be explored in more detail.

<b>Event</b>	<b>Method</b>	<b>Timescale</b>
Summer activities	<ul style="list-style-type: none"> <li>• Summer issue of ONT(June)</li> <li>• Social media</li> <li>• Online</li> <li>• Media releases for flagship events</li> <li>• Sport and leisure events guide</li> <li>• Member News</li> <li>• Intranet for staff</li> </ul>	June 2016, with additional bursts for flagship events or those requiring additional promotion
Parties	<ul style="list-style-type: none"> <li>• Autumn issue of ONT(September)</li> <li>• Online</li> <li>• Social media, including video clips and vox pops</li> <li>• Advertising in relevant publications</li> <li>• Promote in Autumn/Winter parks guide</li> <li>• Intranet for staff</li> <li>• Banner stands for display at sites and as mobile adverts</li> <li>• Vinyl banners for railings</li> </ul>	September/October 2016
Launch of autumn/winter event guide	<ul style="list-style-type: none"> <li>• Autumn issue of ONT (September)</li> <li>• Online</li> <li>• Media release</li> <li>• Libraries autumn/winter events guide</li> <li>• Member News</li> <li>• Intranet for staff</li> </ul>	September 2016
October half term/Halloween activities	<ul style="list-style-type: none"> <li>• Autumn issue of ONT (September)</li> <li>• Online</li> <li>• Media release</li> <li>• Social media</li> </ul>	October 2016
Bandstands and facilities for schools, including education visits	<ul style="list-style-type: none"> <li>• Winter issue of ONT (November)</li> <li>• Online</li> <li>• Schools</li> <li>• Local groups/organisations (eg Brownies/Scouts/voluntary etc)</li> <li>• Member News</li> </ul>	October/November 2016
Christmas activities	<ul style="list-style-type: none"> <li>• Winter issue of ONT (November)</li> <li>• Online</li> <li>• Social media, including video clips and vox pops</li> <li>• Media release</li> <li>• Social media</li> <li>• Intranet for staff</li> </ul>	November/December 2016

Meeting room hire	<ul style="list-style-type: none"> <li>• Winter issue of ONT (November)</li> <li>• Advertising in relevant publications</li> <li>• VODA newsletter</li> <li>• Business Factory newsletter/email</li> <li>• Chambers of Trade</li> <li>• Online</li> <li>• Social media, including video clips and vox pops</li> <li>• Member News</li> <li>• Intranet for staff</li> <li>• Banner stands for display at sites and as mobile adverts</li> <li>• Vinyl banners for railings</li> </ul>	January/February 2017
Launch of spring/summer events guide	<ul style="list-style-type: none"> <li>• Spring issue of ONT (March)</li> <li>• Online</li> <li>• Media release</li> <li>• Social media</li> <li>• Libraries spring/summer events guide</li> <li>• Member News</li> <li>• Intranet for staff</li> </ul>	March 2017
Easter activities	<ul style="list-style-type: none"> <li>• Spring issue of ONT (March)</li> <li>• Online</li> <li>• Media release</li> <li>• Social media</li> <li>• Sport and leisure events guide</li> <li>• Libraries spring/summer events guide</li> </ul>	March 2017

A visitor survey is scheduled to take place from spring 2016 and the data gathered as part of this will help us focus our activities at different audiences. While this plan contains a certain level of detail, this may need to be reorganised depending on survey feedback.

Certain promotions could also target those who are regular visitors or to encourage people to visit other sites they may not have done before. A loyalty card could be produced for repeat visitors, stamped at each attendance, with full cards entitling the member to a particular freebie. Eg to visit the cafe at different parks.

Alternately, targeting younger visitors, a 'treasure hunt' style of promotion could be run; comprising of questions that can only be answered by going to several different parks.

As all services within the council seek to maximise their return on marketing activities, we have suggested previously that service areas link up to cross-promote their offer. For example, parks activity booklets to also be available at leisure centres; or for a party pack to include party options at both indoor and outdoor facilities. This is different to how things have been done before, but from a customer perspective is the way forward and is an opportunity to get the parks offer to a wider audience. Eg people may visit their local pool regularly, but not be aware that they can have a party at the Rising Sun.

This approach has the support of the senior managers within the service and we will be looking to take this forward in a practical way which is of mutual benefit to the various service areas.

## **5. TARGETS**

We have identified different target audiences for different aspects of the marketing plan:

Parks target visitors to the borough as well as residents.

Our twice-yearly events guides include activities for all ages; however when we do particular promotions for specific events we will tailor the promotion to suit that audience.

For room hire and party bookings, there are different target audiences and our approach will differ in terms of the language and method used:

- Parents/carers of children, looking for a package of guided activity and room hire
- People wanting to book room-only for a special celebration
- People wanting to book a room for a meeting or conference

## **6. BUDGET**

TBC, to be advised by the relevant team member on a project-by-project basis.

## **7. MEASUREMENT**

We ask that when people call to make a booking that they are asked how they heard about it (eg leaflet/social media/friend/Our North Tyneside/etc).

Numbers of people taking up the promotional offer are recorded for each individual centre.

This helps us use the most proven effective method in future.