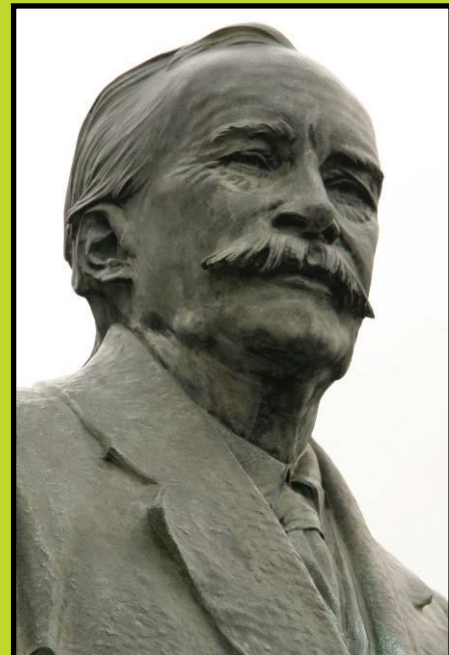


Highfields Park Management Plan 2014 – 2024 *DRAFT*



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This management plan was written by James Dymond, Parks Development Manager on behalf of the Parks and Open Spaces Service.

This plan was first produced in 2012.

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AMENDMENTS		
Page Number	Amended when	By Who
Plan first produced	June - August 2012	James Dymond, Parks Development Manager
Plan updated in accordance with Stage 2 HLF bid submission	July 2014	James Dymond, Parks Development Manager

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1.0 Introduction

Nottingham City Council is committed to developing:

Better quality, sustainable open and green spaces that are accessible and inviting to use which results in more people using our open and green spaces.

(Breathing Space strategy 2010-2020).

The Council's Open and Green Space Strategy **Breathing Space** (revised Jan 2011) identifies a desire to have management plans for all of our key sites by 2017. In addition, the City Council sees the Green Flag Award scheme as a way of developing its open and green spaces to a quality standard that is recognised by both professionals and the public alike.

This plan is part of that commitment and brings together the information needed for the management, maintenance, and development of Highfields Park in the context of a *Parks for People* Lottery bid.

The plan is both a working document that contains actions and timetables that will need to be implemented and reviewed and a reference document that provides links to other documents, policies, and strategies and explores their implications for the site.

The plan has been developed by Council Officers from the Parks and Open Spaces Team with valuable input from staff in other services, from friends groups and from key individuals. In addition, Community First Partnership consultancy was originally involved in the development of a framework that can be used to develop all NCC site management plans following guidance produced by CABI Space and the requirements of the Green Flag Award as well as that of 'Breathing Space'.

The plan needs to be a working and reference document and has to be used by a number of key audiences; it has been produced in a readable and straightforward style. Supporting evidence is available and is referenced at the end of the plan.

The main people that the document is aimed at are:

- Council Staff
- Council elected members
- Partner organisations and stakeholders
- Friends groups
- Funding partners e.g. Heritage and BIG Lottery Fund.

The plan is laid out under the following key headings:

1.0 Introduction

2.0 Highfields Park

3.0 The Restoration Scheme

4.0 Management Vision and Objectives

5.0 Proposed Management Structure

6.0 Annual Management and Maintenance Programme

Appendices

2.0 Highfields Park Overview

2.1 Site Introduction

Highfields Park (sometimes incorrectly referred to as University Park because of its proximity to the Nottingham University Campus) is a public park located approximately 4km south-west of the city centre. It lies on a flat terrace, centred on SK542378, on the northern side of the Trent Valley on a slope which rises sharply from the flood plain to form an escarpment on which stands the Trent Building of the University of Nottingham, and the most prominent landmark of the Park.



Highfields Park was laid out in the early 1920s as a public park on the initiative of Sir Jesse Boot and to designs by Richard Percy Morley Horder. Its foundation stone was laid in 1922, it opened partly in 1923 and the public was given its full use in 1926. The ownership was transferred to the City Council in 1932.

The park is oriented on a NE-SW alignment and consists of two clear sections - the ornamental leisure park and flat recreation fields (including a modern tennis centre) - placed to the north and south of the dual carriageway of University Boulevard respectively. It covers an area of approximately 23 ha and is bound to the east by East Drive, part of the internal road network of the campus, to the north by West drive, and University Boulevard to the west and south.

The ornamental park combines a mixture of woodland, tree avenues, ornamental shrubs, amenity grassland, and sport areas such as bowling greens, croquet lawns, a putting and a play area. There are boating facilities on the lake. Architectural features designed as the part of the landscape include a number of grade II designated buildings such as the Pavilions, footbridges, cascade and landing stages, as well as unlisted structures of historic interest such as the Boating Ticket Office, paddling pool, "Pylon" viewing gates and stone urns.



The design of the Park enhances the setting of the University and in particular of the Trent Building, which stands on the top of the escarpment on the north bank of the lake overlooking the north-east area of the park. In this position the building constitutes the focal point of a vista extending south towards the main entrance and along the cedar avenue towards the Boots factory at Beeston.

Two water features contribute to the special character of the Park. A large, linear lake, which covers 15 acres and was created in the 1920s as a result of the enlargement and excavation of the 19th-century Fish Pond, is its central feature. Tottle Brook rises to the west of Wollaton village and after flowing south crosses the Park and joins the Trent River at Wilford. It was historically used to feed the Highfields Paddling Pool, adds a picturesque value to the landscape and is an important wildlife habitat.

The principal catchment areas are the University, local businesses and the residential areas of Lenton (to the east) and Beeston (to the west).

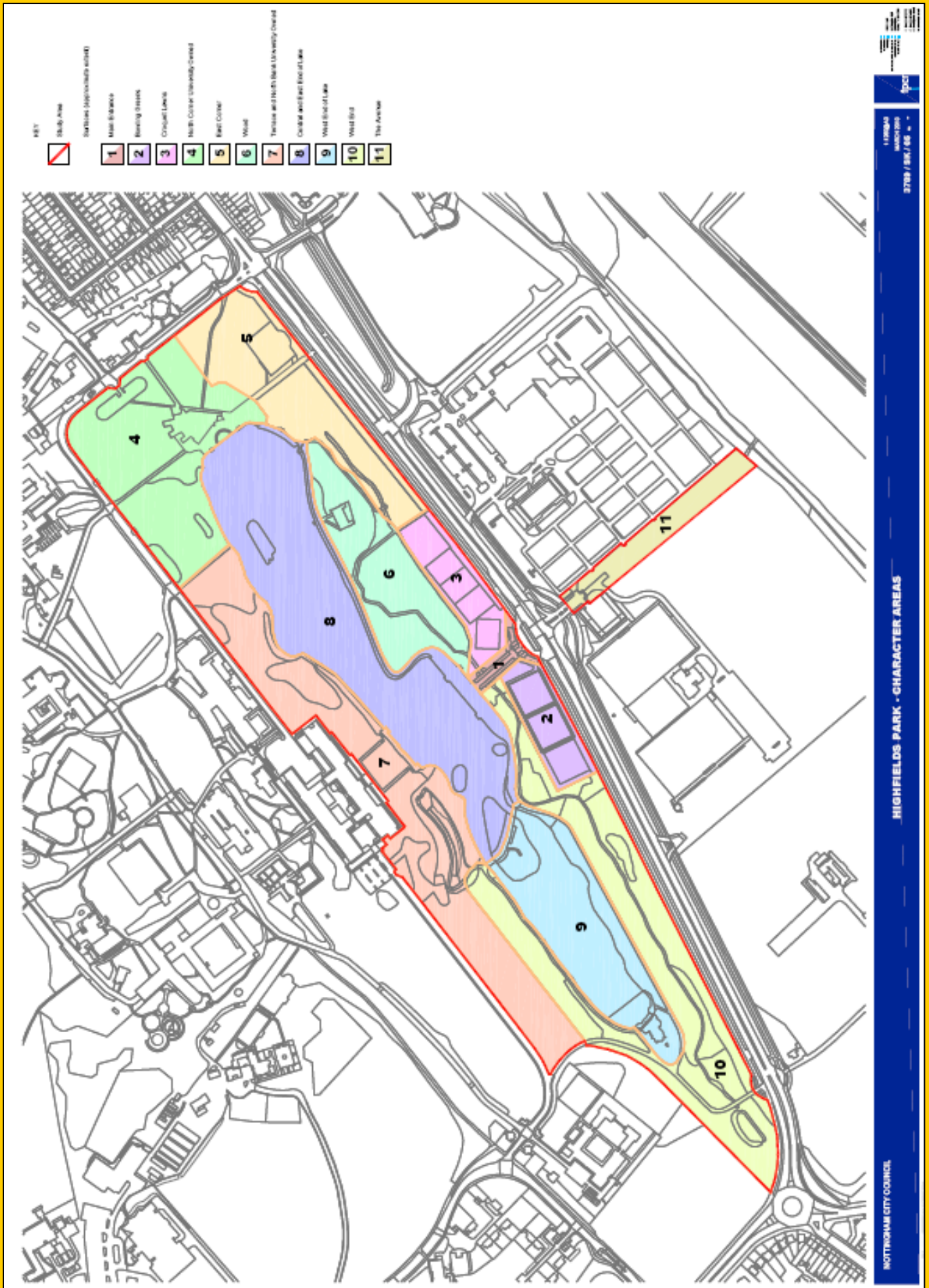
Highfields Park is owned by the Highfields Leisure Park Trust, Nottingham, being a charitable Trust of which Nottingham City Council is sole Trustee. Some areas of the original park lying close to the University have been sold or leased to the University. The Croquet Pavilion and lawns, to the east of the principal entrance, are on loan to the Nottingham Croquet Club.

A site map is located on the following page.

2.2 Highfields' Role

Highfields is a destination park with a range of high quality attractions which offers opportunities to visitors from both the city and wider county to experience and enjoy and has both multi-faceted features and facilities – the conservation, preservation and heritage of which is considered a priority. For these reasons Highfields park has been designated under the City's hierarchy as a destination park with a 5 km access buffer and quality standards of above 70%.

The park has strong accessibility, serving local residents who use its footpaths, bowling and putting greens, croquet lawn and the boating lake. Notably the putting green and boating lake are the only existing ones within the city's parks. The park already serves the many students and international visitors that the university attracts to the site. Also located on the Highfields site is the Lakeside Arts Centre and café, a unique public arts centre presenting an eclectic programme of music, dance, theatre, visual art and family events all year round alongside.



2.3 History

Information below taken from 2009 Conservation Management Plan (CMP). A full and detailed history can be found at Appendix 1 of the CMP.

2.3.1 18th Century to 2001

The core of Highfields Park originates from landscaping created by Joseph and Alfred Lowe in the late 18th and 19th century on their estate. Joseph Lowe's residence, built in 1798, was set within picturesque woodland whose attractions included a scenic walking route and viewing terrace on the rocky escarpment.

Alfred Lowe, Joseph's grandson, further elaborated the landscape creating a "fish pond" and a series of grottoes scattered around the perimeter of the park. He also dammed the Tottle Brook and fed it through a channel reminiscent of mill race leading water through his estate.



Plate 2: Work on Park layout in the early 1920s
Copyright of Manuscripts and Special Collections, the University of Nottingham

Highfields Park was created in the early 1920s on the initiative of, and with funding bequeathed by Sir Jesse Boot of Boots the Chemist. It was conceived as a public amenity in association with Boot's bequest for the university campus located to the north of the park. Sir Jesse commissioned architect Morley Horder to design the layout and landscaping of the park, and engineers W.H.Radford & Sons to construct the boating lake and University Boulevard, the first proper road to link Nottingham and Beeston, where Boot built his new factories.

The park was opened fully to the public in 1926 and has been in use ever since. In 1929 the Croquet Club began using the lawns around the principal entrance. The original design included the Lido, the largest inland open swimming pool in the UK, which was located on the eastern side of the park and demolished before 1993, its site converted for the use of the Lakeside Arts Centre, the University of Nottingham's public arts facility. The original Lake Pavilion was substantially damaged by fire in 1999, demolished and replaced by the D. H. Lawrence Pavilion in 2001.

2.3.2 The Site Today

The ornamental leisure park is located on a long and narrow terrace (approximately 3km long by 0.7km wide at its widest) between the University main campus and the University Boulevard.

The park comprises some important geological features. The rocky outcrop is composed of Nottingham Castle Sandstone and Mercian Mudstone separated by the Highfields Fault (a planar rock fracture which shows evidence of relative movement).

The original park layout, with its strong geometric vistas and points of interest, has survived largely intact. The original structures (with the exception of the Lake Pavilion) have also been preserved and include a collection of high quality buildings and listed structures such as the Gateway and Pavilions at the main entrance, the cascade and stepping stones, screen walls, foot bridges and balustrades.

The Boating Ticket Office, although altered and unlisted, is also part of the original architectural scheme as designed by Morley Horder. The unlisted and disused Paddling Pool is worthy of note. The Trent Building in itself does not lie within the boundary of the ornamental park but it constitutes the focus of the park's original design, the apex of its central axis and its most powerful architectural landmark.



The Park (including the sport and recreation fields) is in the ownership of Highfields Leisure Park Trust, Nottingham. The Trust is a charitable organisation created by indenture of 1st November 1923 and scheme created by the Charity Commission on 4th October 1993. The land is owned on a freehold basis and the terms of the 1923 conveyance are that the Trustee should hold the Park “for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever”.

The precise extent of the Park as Jesse Boot conveyed it to the Trust is unclear. There have been some land exchanges and sales, especially with the University. At present the land to the north of the lake is in freehold ownership of the University who also hold on a 125-year lease the land to the north-east of the lake, including the D. H. Lawrence Pavilion. The Croquet Pavilion and lawns are owned on a long-term renewable lease by the Nottingham Croquet Club.

2.4 Site Features

2.4.1 Built Environment

There are eight sets of designated structures in the Park. With the exception of the bust of Sir Jesse Boot they are all part of the architectural scheme of a public park developed in 1922-28 by Boot and designed by Morley Horder. The Trent Building, even though it is the most prominent landmark within the Park and the focus of its architectural vistas, is a part of the University campus and thus outside the scope of this Plan.

There are also a series of unlisted but historically significant structures in the Park, most importantly those which were constructed as part of Jesse Boot's original architectural scheme. These include the Boating Ticket Office, viewing “Pylons”, stone parapet urns, gas lamps at the eastern entrance as well as the paddling pool. The present Boat House was constructed between 1956 and 1967.

- **Gateway and pavilions (Grade II listed)**

An important part of the original architectural scheme of public park, this is a harmoniously proportioned, multi-part structure of an ingenious design combining the functions of a gatehouse, sport pavilions and public conveniences. It visually frames the Trent Building, the effect achieved by contrast of dark Darley stone ashlar with light Portland stone of the university building.

Design of the Pavilions is distinguished by strong geometric forms and lines, the reserved elegance of these Neoclassical buildings enlivened only by richly swagged Vanbrugh-esque oval windows



one on either side. The structures are in the tradition of garden buildings reminiscent of loggias with large French windows opening towards the lawns.

The Pavilions survive mostly in the state of their original completeness although breakage and disrepair is evident. Notable is the preservation of original fittings in the Croquet Pavilion. These include windows, doors, some of the toilet furniture and a storage cupboard in the kitchen.

The main entrance gates, made of fine ferrous metal with open side piers, survive intact as a valuable example of period structures. Large, stone sculptures of eagles with stylised wings sit on top of capped piers.

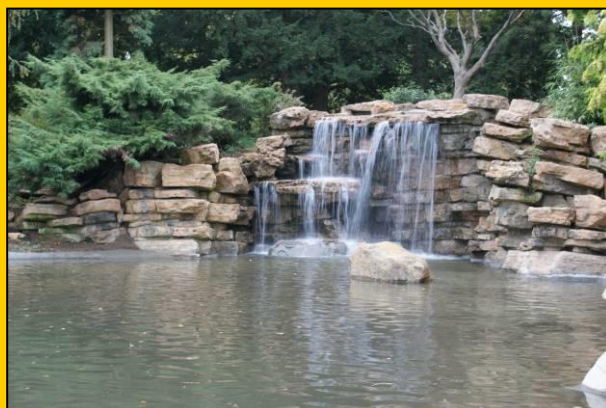
The gates bear heraldic panels with the crest of the University of Nottingham inscribed with its motto „Sapientia conditur urbs“, which translates as “City built on wisdom”. The presence of this crest is not accidental. The gates frame the park’s most spectacular vista towards the Trent Building. Arguably they have been included in the design as reminders of Jesse Boot’s vision to unite the City and the University as partners in a great enterprise of advancement through education and recreation.

- **Bust of Sir Jesse Boot (Grade II listed)**

The life and achievements of Sir Jesse Boot are celebrated in the bust designed by C. L. J. Doman in 1934. (Plate 5 and Appendix 4) It stands in front of the main entrance gates as a prominent focal point of the vista stretching between the Trent Building and the Boots factories in Beeston. An inscription on the south side of the plinth celebrates “Our great citizen Jesse Boot, Lord Trent. Before him lies a monument to his industry, behind an everlasting monument to his benevolence”.

- **Cascade and stepping stones (Grade II listed)**

The cascade and a Japanese garden were constructed as a part of the original architectural scheme for the Park. In a letter sent to Jesse Boot on 27th July 1925 (The Department of Manuscripts and Special Collections, Nottingham University Library - UNMD, Accession No. UR 911) J. E. Shimeld, then the Nottingham University College Registrar, reported that he rowed from the landing stage to the cascade and marvelled at its effect.



Interest in Japanese gardens increased at the end of the 19th century and continued well into the 20th century with such examples as Cowden, Ochil Hills in Scotland built in 1907 by Ella Christie and Fanham Hall, near Ware in Hertfordshire created between 1905 and 1933 by Herbery Goode. It is possible that in his design Horder was inspired by a more local example of Burslem Park in Staffordshire, West Midlands. It was created in 1911 by Thomas Mawson (1861- 1933) who was one of the most influential park designers at the turn of the 20th century, and includes a cascade surrounded by an oriental garden.

A report of 1932 by a Nottingham Council official stipulated that the cascade was operated by means of electrically operated pump drawing water from a sump by means of a suction pipe (3” by 4” in diameter), and situated on the high ground at the western extremity of the cascade.

- **Bridge, pedestals and screen walls (Grade II listed)**

The ashlar screen walls, with piers standing on plinths and topped by flat caps, frame the paved path leading from the main gates to the bridge on Tottle Brook and further to the south landing stage. These were constructed as a part of the original architectural scheme for the Park.

The screen walls and piers survive mostly in the state of their historic completeness. However, archival photographs and general observation demonstrate that, in accordance with the original design, in place of the yew hedges there were once metal railings on the dwarf walls and linking the piers.

The bridge consists of a single round arch with a prominent keystone and a low parapet wall with four square pedestals. It provides access over Tottle Brook to the landing stage on the waterside and attractive viewing points along the Brook.

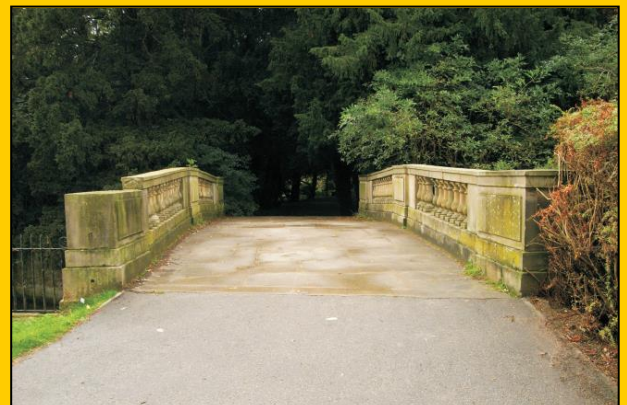


- **Landing stage on south side of boating lake (Grade II listed)**

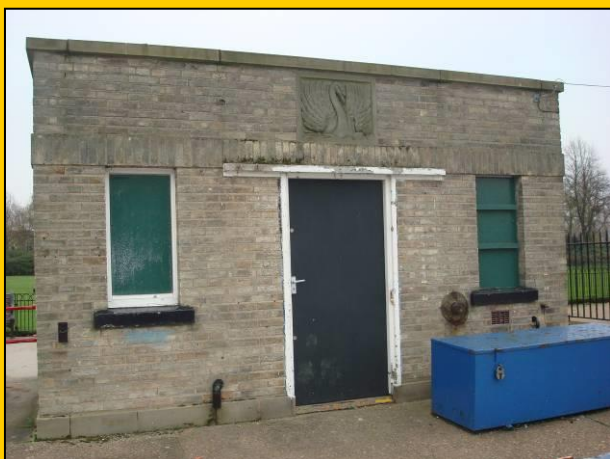
The landing stage was constructed as part of the original architectural scheme for the public park. It provides an attractive viewing point and if restored to its historic completeness it would improve the appearance of the area.

- **Balustraded footbridges (Grade II listed)**

Both the South and North Footbridge have been constructed as part of the original architectural scheme for the public park. Made of ashlar, they each consist of a single segmental arch with voussoirs, balustrade with central pedestal and end piers. They provide viewing points for vistas along the lake, which was an important part of Horder's design contributing to the enjoyment and appeal of the space.



- **Boating ticket office**



The Boating Ticket Office is part of the original scheme and although it has not been designated, it is a structure of historic interest.

The building did not survive intact as at some point in its history the large arches framing the turnstiles have been dismantled. However, it still retains some original features such as the right hand cast-iron turnstile engraved "Norton's turnstile" which indicates that it may have been produced by Warner, Lucas and Barrett of Norton Ironworks at Cross Dyke Lane, Norton, Teeside, the same foundry which cast the first Big Ben. In addition, the

original turnstile operating mechanism and a single gas lamp fitting survive inside the building.

The building also retains two original Art Deco bas-relief panels decorating its exterior. The panel at the front (south) elevation depicts a figure in a canoe (inscribed “Boating”) and has been conceived as a sign-board encouraging customers to hire a boat. The relief set in the north elevation and depicting an elegant swan with fan-like wings, looks out on the lake illustrating the ethos of the park, where architecture and nature coexisted for public pleasure. These reliefs illustrate the function of the building enriching its otherwise austere appearance and, most importantly, reflecting Jesse Boot’s determination to create an environment that is not only enjoyable but also elegant.



The reliefs decorating the Boating Ticket Office are part of the series created for the Park in the 1920s. Similar panels once adorned the old Lake Pavilion, and are now re-set in the east elevation of the D. H. Lawrence centre.

- **Viewing “pylons”, Bas reliefs and parapet urns**



Viewing “Pylons” (or Prospect Gates), Parapet Urns and Bas Reliefs, located on the east side of the lake, have all once been part of the original Lake Pavilion. The north and south Pylons are connected by curved parapet wall to respective urns and with central parapet wall between Pylons giving access via stepped amphitheatre (now known as Wilkinson Prospect) down to lakeside.

Viewing “Pylons” are tall, rectangular gates made of rendered stone ashlars and topped with low parapets. (Plate 16) Cast iron balustrades protecting the open front of the gate and crescent-shaped wooden benches (two in each gate) are in their original setting creating semi-enclosed alcoves perfectly suited to relaxed admiration of the lake view. Archival photographs show that the gates were connected to the Pavilion

by colonnaded loggias forming an enclosed lakeside terrace.

Bas-relief panels, which were part of the decorative scheme of the Lake Pavilion, are now re-set in the eastern elevation of the D. H. Lawrence Centre. It has not been possible to establish their original position. However, it is possible that, in correspondence to the setting of the reliefs on the Ticket Boating Office, those panels representing rabbits and wildfowl were placed on the elevation facing the lake while those depicting lutes and trumpets, and thus



alluding to the cultural aspirations of the building and its function as a ballroom, were set facing the East Drive.

Stone Parapet Urns are located on the north and south sides of the D. H. Lawrence Centre. These large, stone, open vases, are placed on low ashlar pedestals. They are an evocative reminder of Jesse Boot's vision for Highfields Park, a vision combining elegant architectural surroundings with enjoyment of nature and wildlife.

On the north urn there is a plaque, which reads: "The University of Nottingham. This plaque commemorates the opening of the lake side walk a joint venture between ten University of Nottingham and Nottingham City Council. 20 January 2002."

- **Gas lamps at the eastern entrance**

Three gas lamp posts survive from the original architectural scheme. Concrete posts hold iron gas conduits bracketed with decorative volutes. Decorative cast iron and painted green castles crown the top of the posts – these motifs allude to the crest of the Nottingham University College.



It is possible that the present eastern entrance once provided the main drive-in route from the University Boulevard, which was lit by lamps of the same form and construction – as shown in a photograph of the Boulevard in the early 1930s (reproduced in the Chris Weir's book on Jesse Boot, p.67).

- **Paddling Pool**



The Paddling Pool, now no longer in use, is located in the westernmost corner of the Park and was built as part of the original Park scheme. It is unusual in having been originally fed from Tottle Brook and this method of water supply was probably designed by Morley Horder as the Highfields Lido swimming pools were also fed by natural source – water from the Boating Lake. When the pool was emptied the water was pumped out into the nearby Tottle Brook. However, the Paddling Pool system did not work well and not long after its construction, in 1932, a Nottingham Council official complained

that although ingenious in design this method of water supply was not satisfactory in practice. In heavy storms it would become blocked with debris and would overflow flooding the area around it and even threatening to lift the roof of the culvert to the west of the pool.

The Pool is built with stone slabs on a D-plan with added amphitheatre-style sitting platform on its north side. It was a rare hybrid amongst similar structures – a man-made structure fed from a natural source, namely the Tottle Brook which was dammed for this purpose. Because of this it represents a rare survival. Archival photographs show that in its heyday the Pool was a popular family attraction.

- **Boat House**

A single storey structure built of timber with light grey-coloured brick corner piers and supported on a concrete plinth. The hipped roof is covered with pantiles. It is devoid of specific architectural features which would facilitate its dating but cartographic evidence (OS Maps) shows that it was built some time between 1956 and 1967.

- **Concrete Bridges**

There are two concrete bridges in the park, one providing access from the western gates and the other at the back of the Boat House. These are simple structures of reinforced concrete with parapet walls and internal kerb with raised central section and were presumably built in the same period, in the 1930s, although they lack diagnostic features which would facilitate their precise dating.

- **Western Gates**

Part of the original architectural scheme for the park, these ornate gates are composed of cast iron grid posts surmounted by decorative urns. The urn motif recurs in the decoration of the park structures. Large stone urns survive on the parapet wall at the east end of the lake, small metal ones adorn gates leading to the Croquet and Bowling Pavilions, and archival photographs show that a series of urns crowned the roof of the old Lake Pavilion.

- **Park Furniture**



There is a selection of bench types in the Park but only one design shows stylistic features which indicate that it was part of Boot and Horder's original park scheme. This type combines wooden seat with ornate cast iron arms-rests and legs. The arms-rests are decorated with volutes at the top and lion heads at the lower end, while the legs terminate in lion's paws and have iron grid spandrels, adorned with the coat of arms of the City of Nottingham, on shorter sides.

There are two types of railings original to the 1920s park scheme, one with tall spikes curved at the end and the other consisting of intersecting arches.

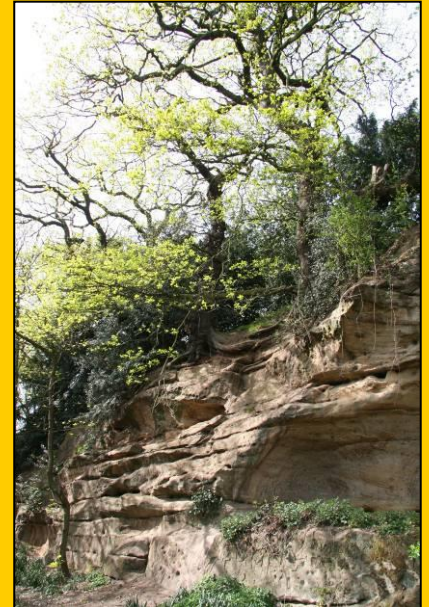
Paving that is original to the 1920s park scheme survives at the front of the Pavilions and Gateway where it forms a crescent-shaped pavement as well as lining the path leading from the main entrance to the south landing stage.

- **Lake containing walls**

Containing walls for the lake and islands are made of local Bulwell stone,0 extremely durable Permian Magnesium Limestone. It is still quarried in Quarries at Linby, Nottinghamshire (Grid Ref. SK536518) thus providing a sustainable source for repairs.

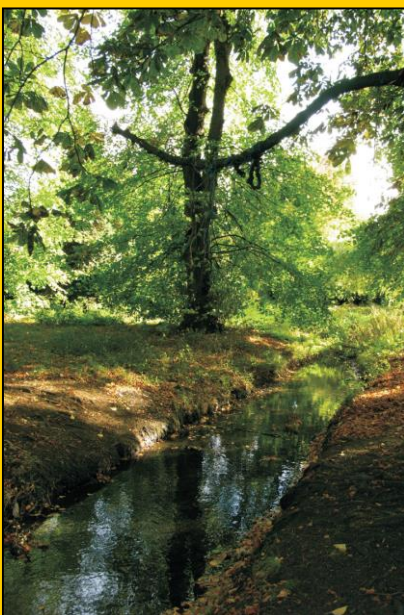
2.4.2 Landscaping and the Lake

Morley Horder's design made an imaginative use of the natural topography of the site and drew inspiration from the 19th-century picturesque landscape. The new park retained a standing water feature as its focus transforming a small 19th-century Fish Pond into a large boating lake. Tottle Brook was realigned and forked out to form an island to the north of the croquet lawns. This arrangement provided space for the lake and the formal arrangement of the terrace and gardens forming the principal entrance to the park from the central „circus“ of University Boulevard. The route of Tottle Brook has remained unchanged ever since except that at some point the culvert point on the east side was moved northwards away from the road.



Horder's design retained the outcrop and its immediate areas without major intervention. And, although the strip walk connecting Highfields House to the escarpment woodland and the pond was overlaid by campus roads, the connection between the park and the campus is maintained via a path leading to the Jubilee Avenue by the Trent Building.

Furthermore, Horder used the copse to the south of the outcrop to create the main island. He retained specimen mature trees planted there by the Lowes. Some historic trees also survive on the slopes of the Nottingham Castle Rock Outcrop and in the Boat House Woodland. An 1856 description of the estate and its tree plantations by W.W. Fyfe survives but only the yew and English oak can now be seen in the Park (some other specimens survive within the University Campus).



The 1920s' landscaping also included planting of a band of Rhododendrons to screen the ornamental leisure park from the University Boulevard.

A single line of common lime trees (*Tiliax vulgaris*) appear to be part of the early 20th century planting. They skirt part of the south boundary of the park and continues along its south-west perimeter. This is certainly a deliberate arrangement although we cannot be sure when exactly it was created. It is possible that it pre-dates Jesse Boot's public park scheme as Victorians were especially enthusiastic about these species, which are not particularly suited to an urban environment. The trees featuring in a photograph taken in the 1930s already look semi-mature. Moreover, an OS map published between 1900 and 1901 shows a strong line of trees in the same position coinciding partly with a civil (Parly Co. Union & U. D.) boundary.

Highfields Lake is the landscape focus of the park, occupying most of its grounds. It feeds naturally by seepage, as its bed is below the water table, and by natural springs on the north bank. It serves as a balancing pond for Tottle Brook. It provides entertainment, boating in summer and, in the past, ice skating in winter, as well as being a valuable wildlife habitat.

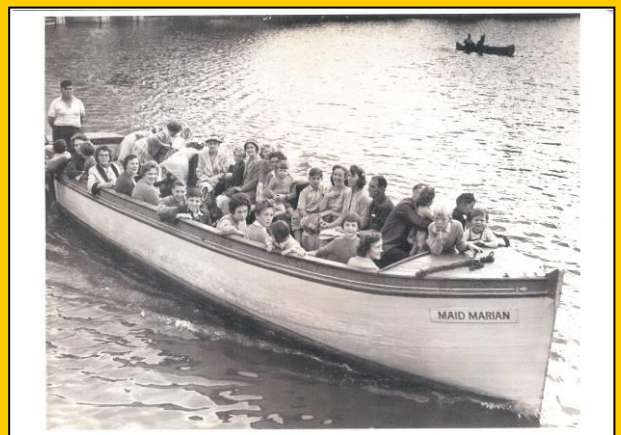
The lake has a level bottom and is thus a good stock pond for fish as it is suited for the nets of the Environmental Agency, who previously controlled the stock.

Tottle Brook rises to the west of Wollaton village, flows south and then, after crossing the park site, south-eastwards to join the River Trent at Wilford. It remains one of the few largely open small waterways in Nottingham, only being culverted under the Boulevard at the south-west and south-east corners of the perimeter. The Brook is one of the oldest natural features of the park, the story of its re-alignment mirroring the development of the Highfields landscape from uncultivated meadows through the 18th-century picturesque „pleasure grounds“ to the 20th-century public park.

A spring-line runs along the base of the Mercian Mudstone escarpment. The water from one of the springs is said to have medicinal properties and it has been alleged that in the late 18th century Joseph Hurst Lowe (Joseph Lowe’s son) built a small bath house by the spring.

2.4.3 The Maid Marian

A notable boat associated with the park is the Maid Marian. It is a motor boat made of Brazilian mahogany, larch and English oak. It accommodated groups of people on pleasure cruises around the lake. It was probably made on Jesse Boot’s personal instructions. In his letter to J.E.Shimeld, dated 12th August 1925 (UNMD, Accession No. UR 911) Sir Jesse complained about the motor boat he described as “motor punt” (made by Cawley and Witty) because with its squarecut bow it was not sufficiently elegant for his park. This might have been the motor boat which has now disappeared, allegedly called either Robin Hood or Friar Tuck. Maid Marian was presumably made not long afterwards as in the same letter Boot states that they may keep the motor punt and use it on busy days while they need to order a second, more stylish vessel. It is feasible that this was the Maid Marian. The boat is currently in storage awaiting repair.



Letters dealing with the construction and supply of boats testify to Sir Jesse Boot’s personal involvement with the park. His correspondence shows for instance that he prescribed the dimensions and the arched shape of the awning for the motor punt boat so it could fit well under the footbridges on the lake.

2.4.4 Other Site Features & Buildings

As the exact extent of the land that Jesse Boot conveyed to the Highfields Park Leisure Trust is unclear and there have been exchanges and sales over the years, a number of other park “features” now exist on land owned by the University, for example.

At present the land to the north of the lake is in freehold ownership of the University who also hold on a 125-year lease the land to the north-east of the lake, including the D. H. Lawrence

Pavilion. This building contains a theatre, gallery and café and was built in 2001 following the destruction of the old pavilion by fire.

2.5 Significance

The 2009 CMP by CgMs Consulting identified that Highfields Park is significant due to the following factors:

- It is a testament to Sir Jesse Boot's philanthropic passion and enthusiasm for social and educational advancement. Through this association the park is imbued with historical, educational and inspirational values.
- It is one of the first man-made, large-scale public parks of the 20th century.
- The excavation of the lake and laying-out of the University Boulevard was a considerable demonstration of engineering skill of its time.
- It is the only public park designed and laid out by Richard Percy Morley Horder – an architect of national stature.
- It is significant in its sympathetic and imaginative integration of the historic landscaping created in the late 18th and in the 19th-century for the Lowes of Highfields Estate.
- It is not just one of many green spaces – it retains many of its historic distinguishing features. It is structurally relatively intact, retaining its original vistas and the majority of points of interest, including a series of high quality buildings and architectural features, which are of intrinsic value in themselves and which also form a high quality group related to the University buildings beyond.
- The majority of the architectural structures in the park are afforded statutory protection as grade II listed buildings.
- Pre-historic rock shelters in the Nottingham Castle Rock Outcrop possess archaeological and educational interest.
- Highfields Lake is one of the largest water bodies in the City of Nottingham.
- The significance of the Park as a wildlife habitat within the Wollaton Wildlife Reservoir and in the City context is recognised by the Nature Conservation Strategy for the City of Nottingham – rich mosaic of habitat.
- The Highfields Fault is registered as a Site of Special Geological Interest.
- Its story forms an important chapter in the social history of Nottingham.
- Nottingham Croquet Club has been associated with Highfields Park since 1929.
- By virtue of its values Highfields Park was included in English Heritage's Register of Parks and Gardens of Special Historic Interest.

2.6 Area Committee & Ward

Highfields Park is located in the ward of Wollaton East & Lenton Abbey within Area 7 of the City Council's committee structure.

2.7 Councillors

The Councillors for Wollaton East & Lenton Abbey, as at June 2014, are:

- Cllr Sam Webster (Labour)
- Cllr Sally Longford (Labour)

The other Councillors within Area 7 (those for Wollaton West) are:

- Cllr Steve Battlemuch (Labour)
- Cllr Georgina Culley (Conservative)
- Cllr Eileen Morley (Conservative)

2.8 Site Location & Access

2.8.1 Location

Highfields Park is bounded as follows:

- to the south by University Boulevard (A6005);
- to the north and east by the University of Nottingham campus;
- to the West by the A6464.

2.8.2 Getting to the park

Six bus routes run along University Boulevard past the park's Southern Boundary. Bus stops are located near to the University's south entrance, near the Tennis Centre entrance and also near the park's western entrance.

The park has two car parks for public usage: a linear area adjacent to the DH Lawrence pavilion and a small car park just to the north of this. In total, these provide approximately 50 free parking spaces (including 4 disabled) within the park.

Cycle stands are provided at the above car parks, whilst plentiful fencing around the park can also be utilised as alternatives.

Phase Two of NET, Nottingham's tram system, started on the ground in 2012 and is due to be completed in 2014. One of the new lines will run from the City Centre to QMC and Beeston, along University Boulevard. With two new tram stops near the park entrances, this will provide a key mechanism for visitors to access the park in the future. For further information and route maps, please see <http://www.nottinghamcity.gov.uk/netphase2>

2.9 Legal Context

2.9.1 Highfields Leisure Park Trust

Highfields Park is currently managed by the Highfields Leisure Park Trust. The Trust was created by indenture on the 1st November 1923 and the scheme made by the Charity Commission on the 4th October 1993. The Organisational Structure of Highfields Leisure Park Trust Nottingham is of a Charity of which Nottingham City Council is the sole Trustee.

In order to understand the objectives of the Charity it is important to consider the history of the Trust and how the Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the Trust. The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the Trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

It was also agreed that the Trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs for the purchase. In return Sir Jesse would convey the Highfields Estate to the Trustees or as they might direct.

By an indenture dated 1st November 1923 made between Sir Jesse, the Trustees of the 1920 indenture and the Council, Sir Jesse at the request of the Trustees, conveyed part of the Highfields Estate to the Council to hold the same “for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever”; this created the present Trust.

2.9.2 Land Sales & Leases

Over the last 89 years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustees has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example:

- The site of the former Highfields Lido to the University, to develop the Lakeside Arts centre - the DH Lawrence pavilion.
- Lease agreements with the Trustees of Highfields Hockey Club for the former sports pavilion tea-rooms.
- A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns.
- Part of the Trust land to the south east of the Tennis Centre was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use.
- In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.

The dispositions of the freehold interest in the land have accumulated a sizable dowry which now totals over £888,500. In line with the conditions of the charity these funds are locked in the Trust's accounts and can only be used to purchase additional land to further benefit the Trust and its objectives. The only funding that is available for use on the park has been the interest raised from the investment dowry.

In February 2012, the Nottingham City Council Trusts & Charities Committee approved the release of £400,000 of the Trust dowry to use as match funding for a Lottery bid for the restoration of Highfields Park. This proposal was also approved by the Charities Commission in March 2012.

2.9.3 Designations

English Heritage Register of Parks and Gardens of Special Historic Interest.

Date registered: 26th February 1996

Grade: II

Site Reference No: 2771

Please see Appendix 3 of the CMP or the full listing at:

<http://list.english-heritage.org.uk/resultsingle.aspx?uid=1001350>

Listed Features

Listed Feature	Ref No.	Grade	Date Listed
Gateway & pavilions at entrance to boating lake	646-1/6/646	II	30 Nov 1995
Bust of Sir Jesse Boot (Lord Trent) at entrance to boating lake	646-1-/6/647	II	30 Nov 1995
Bridge, pedestals & screen walls at entrance to boating lake	646-1/6/648	II	30 Nov 1995
Lakeside terraces and steps on North side of boating lake	646-1/6/649	II	30 Nov 1995
Landing stage on South side of boating lake	646-1/6/650	II	30 Nov 1995
Footbridge on south side of boating lake	646-1/6/651	II	30 Nov 1995
Footbridge on north side of boating lake	646-1/6/652	II	30 Nov 1995
Cascade & stepping stones at West end of boating lake	646-1/6/653	II	30 Nov 1995

2.9.4 Other Agreements

Licenses for mobile ice-cream and coffee concessions exist at Highfields Park and were last renewed in 2014 following an open tender process. These provide park users with a refreshment resource other than the Lakeside café, whilst also generating a valuable income for the Parks Service.

There is a rental income from booked events that attract a fee for the use of the site. These agreements are issued annually, or as needed, depending on the nature of the event / activity.

2.10 Site Surveys

2.10.1 Archaeology

Archaeological information has been sourced from the report by Colin Briden produced in 2000 for Woodhall Planning and Conservation.

No evidence of ancient human settlement within the area of the Park has been revealed. However, we must consider a number of important chance finds within the Park, similar to pre-historic finds reported in Beeston, Attenborough and on the nearby site of the deserted medieval village of Keighton.

Within the park there are rock shelters in the base of the Nottingham Castle Sandstone outcrop. These are possibly of pre-historic origins and of great interest as they might contain

archaeological stratified deposits which would be of regional significance. The presence of these shelters hints at prehistoric occupation within the Park and in the area.

A Late Bronze Age sword (now in the collection of the Nottingham Castle Museum; NCM 1902-14), apparently associated with a human burial, was recovered in 1830 from a peat deposit near the fish pond constructed by Alfred Lowe. In addition, a single body shard of Roman pottery has been found in a sandy fabric in the area east of the lake. Considering the scale and depth of the excavation of the lake in the 1920s, there is little possibility that any archaeological potential beneath the waters has been preserved. However, as the lake is fed by a fast-moving Brook and at least partly by seepage through its gravel base. A feasibility of archaeological finds should therefore not be excluded.

A series of controlled excavations carried out between 1949 and 2000 revealed the existence of the deserted medieval village of Keighton in the area to the north-east of the Portland Building of the University of Nottingham. Considering a wide range of activities which took place there – including iron-working, pottery and tile manufacture, as well as agriculture – it is likely that it made an impact on the area where the park is now located. For instance the holloway, which could only be traced as far as the East Drive, clearly descended to the level of the present Park and traces of its route might be preserved in some form within the Park.

Moreover, waste from the kiln site within Keighton might have been dumped in the area at the north-east corner of the present Park. During the construction of the D. H. Lawrence Centre, service trenches close to the east Park entrance were made but nothing of archaeological importance was discovered. Yet, the area in the extreme north-east corner of the Site, under grass and light tree cover, remains undisturbed. As Keighton village together with its kiln site are of regional importance any related finds within the Park will be of high archaeological significance.

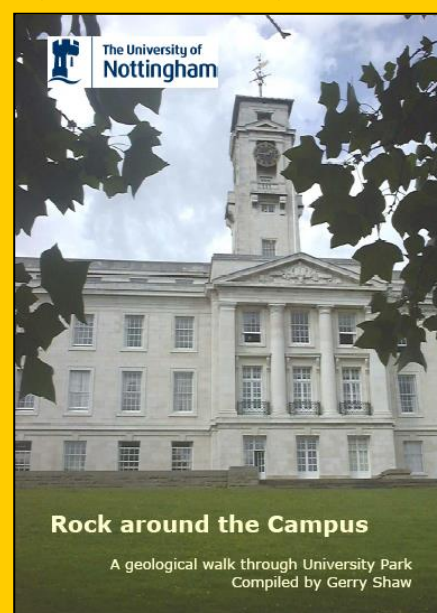
2.10.2 Geology

The Site comprises some important geological features. The escarpment, which forms the north boundary of the study area, consists of a mixture of deposits. Its south-west end is formed of Nottingham Castle Sandstone while the north-east end is of Mercian Mudstone. In the upper levels of the latter occurs a skerry – a deposit of flaggy stone used in the past as road-mettaling. The Highfield Fault, defining the movement of the Highfields tectonic plates, divides the Sandstone and the Mudstones within the escarpment, its line aligned with the flight of stone steps at the east end of the Nottingham Castle Sandstone. Currently obscured by superficial deposits, this is an important geological feature registered as a Site of Special Geological Interest.

The Nottingham University in collaboration with the Friends of University Park have combined a geological walk which is available to print from the University's estate office's website (<http://www.nottingham.ac.uk/estates/documents/groundsgeologicalwalk.pdf>) and guides one around the places of geological interest at the University and Highfields Park.

2.10.3 Ecology

This section has been based on the Ecological Assessment carried out in October 2000 by Baker, Shepherd, Gillespie and on an ecological survey by FPCR undertaken in January 2009.



SINCS

The Assessment identified that there are no statutory sites within Highfields Park but two non-statutory Sites of Importance for Nature Conservation (SINC) have been identified within its perimeters. These are the most important sites for nature conservation within Nottinghamshire after statutory nature conservation designations and have been described by the Nottinghamshire Site Alert Schedule as follows:

- Tottle Brook Meadow (Site Number 2/1095) – a narrow strip (0.1ha) of species rich neutral grassland (SK541 378). The Brook is, amongst the other of the City’s watercourses, listed as a „habitat of conservation concern“ in the Nottinghamshire Biodiversity Action Plan (BAP).
- University Lake Old River Bluffs (Site Number 1/152) – exposure of the Nottingham Castle Formation (Bunter Pebble Beds) which, with other outcrops forming a line from this site to the Castle, give an idea of the Lower Triassic palaeogeography (SK540 378).

Fauna

Daubenton and Pipistrelle bats (European Protected Species) have been recorded feeding in Highfields Park and there are number of roosts on University Campus.

Nottingham Biological and Geological Records Centre (NBGRC) recorded a badger sett associated with the geological escarpment. The presence of the badgers *Meles meles* was recorded. This is important in the City context as badgers are included on Schedule 6 of the Wildlife and Countryside Act 1981 and Appendix III of the Bern Convention as well as being European Protected Species and protected by the Protection of Badgers Act 1992.

Various studies and sources reported a wide range of birds either feeding or breeding within the park. Herons are breeding on the island at the eastern end of the lake, there are great crested grebes, and the lake attracts a range of waterfowl (e.g. Canada goose, mute swan, moorhen and coot) using the emergent vegetation for nesting.

Anecdotal evidence indicates the presence of kingfishers but it is likely that their breeding sites are outside the Park. Numbers of Song thrush and blackbird have declined in recent years.

The park also supports a breeding pair of sparrow-hawks, and green and great spotted woodpeckers are regularly recorded.

The grey heron, sparrow-hawk and song thrush are afforded protection while nesting under Section 1 of the Wildlife and Countryside Act, 1981.

A small population of water voles has been recorded living on the Tottle Brook. The mammals are now considered to be increasingly rare and threatened in the City and Council context.

The NBGRC reports that frogs and toads utilise the Highfields Park lake. Anecdotal evidence indicates that there are lizards on the escarpment to the north of the lake.

Flora

The vascular plant group supports five varieties of locally rare species. These are as follows:

- Common Spotted Orchid (*Dactylorhiza fuchsii*)
- Deadly Nightshade (*Atropa belladonna*)

- Marsh marigold (*Caltha palustris*)
- Remote Sedge (*Carex remota*)
- Soft Shield Fern (*Polystichum setiferum*)

The lake supports a few small stands of emergent swamp vegetation at its western end and it is fringed by trees and shrubs or amenity grassland.

The woodlands are plantations with varying proportions of native and non-native tree and shrub species.

Varieties of ornamental shrub plantings range from mature stands of rhododendron along the southern boundary to recent plantings of native and non-native shrubs.

Areas with purely ornamental planting include the rhododendron belt (subject to its own specialist survey in June 2009 by Glendoick Gardens Ltd) screening the Park from the University Boulevard, the area around the main entranceway and the cascade area. Apart from the rhododendrons these support such species as pansy *Viola tricolour hortensis*, cabbage tree *Cordyline australis*, elephants ears *Bergenia stracheyi* and Himalayan honeysuckle *Leycesteria Formosa*.

Japanese knotweed (*Fallopia japonica*) is present in the Park in two locations, one on the northern bank of the lake and the other in the grassland near the western entrance to the Park. It is an invasive non-native aggressive weed. Under Section 14, Schedule 9 of the Wildlife and Countryside Act 1981 (as amended) it is an offence to knowingly introduce Japanese Knotweed.

Habitats

Highfields Park supports a number of habitats that are rare within the City and County context:

- Tottle Brook Meadow – a small area of unimproved neutral grassland, designated as a SINC. As unimproved species-rich grassland has declined dramatically within Nottinghamshire over the last 50 years this is a priority habitat within the UK and the Nottinghamshire Biodiversity Action Plans.
- Highfields Lake – a large body of eutrophic standing water is one of only four significant water bodies in the City and the second largest in size following those at Colwick Country Park. The lake should be viewed in the context of the Trent Valley as it is used by birds moving from other sites such as Colwick Country Park and Attenborough Gravel Pits Site of Special Scientific Interest (SSSI). Originally the lake was 1.5 m deep with a designated silt trap at the western end, which was dominated by bulrush *Typha latifolia*, goat willow *Salix caprea* and purple loosestrife *Lythrum salicaria*. There are four islands on the lake, three accessible solely by boat. These support a plantation similar to that across the Park including crack willow, yew *Taxus baccata* and ash *Fraxinus excelsior*. As the islands are rarely disturbed they support a wide range of bird species including the protected grey heron *Ardea cinerea*.
- Tottle Brook – one of a few smaller watercourses in the City, which have been left unculverted within Highfields Park.

2.10.4 Tree Surveys

A tree survey of the park was commissioned in 2009 as part of the CMP and Masterplan works carried out by FPCR consultants.

895 trees were surveyed by consultants Tree Heritage and plotted using EzyTreev. The data for each tree, including the position, age, size, conditions, recommendations and priority, were allocated along with site features and public access.

All major trees were included with the exception of some in the centre of the larger wooded areas. Trees around the edge of the wood and along obvious paths within them were included. Some minor self-set trees along the lake edge and within the wooded areas were excluded. There were a large number of Yews and Hollies in various groups throughout the park, of which the larger specimens were included as individuals and the main tree within groups plotted especially if cause for concern was found. In general the majority of the ornamental conifers that are scattered throughout the park were not included; these are mainly varieties of Lawson's Cypress and other cultivars that were too numerous to include in a survey of this nature.

The survey did not find any trees that required urgent or emergency action. Issues noted included:

- Large amounts of dead wood in the Lime avenue;
- Most of the Flowering Cherries at the pavilion end of the park are infected with *Ganoderma* sp. Fungi. Whilst this is not a serious safety hazard it is clear that this will reduce the life of these trees.
- Some trees required a more detailed inspection either from ground level or an aerial or climbing inspection to check on certain potential problems that we identified such as cavities or decayed section of the stem or crown.
- There are large numbers of good healthy trees that require routine maintenance to keep them safe and in good condition.
- Whilst some planting has occurred in recent years in some areas there do not appear to be any replacements for the majority of the aging tree stock within the park.

The husbandry and safety work recommended totalled circa £85,000.

2.10.5 Condition Surveys

Thorough condition surveys of the park's features were undertaken in December 2008 and March 2009 by Hutton & Rostron Environmental Investigations Ltd, to inform the CMP.

Desirable, necessary and urgent works were recommended, with an estimated £219,800 of works required to buildings and features at that time.

These condition surveys formed a thorough basis for the 2012 update of costs for the restoration project.

2.10.6 Accessibility Surveys

There have not been any formal accessibility surveys carried out at Highfields Park to date. However it has been identified as an area that needs to be addressed as part of the development of Stage Two restoration proposals.

2.11 Community Context

2.11.1 The Surrounding Community

The park itself sits within the city ward of Wollaton East & Lenton Abbey. Although the ward itself is not an area of high deprivation, it sits very closely on the boundary of, and serves the neighbouring ward of Dunkirk and Lenton; this ward is ranked within the Index of Multiple

Deprivation tables as falling within the worst 10% Super Output Area (SOA) level measure of multiple deprivation nationally, around Crime & disorder, children/young people (education, Skills & Training), Health Deprivation, Income deprivation affecting both children and older people and Outdoors living environment. (Source: Communities and Local Government - Indices of Deprivation (ID) 2010.)

Highfields park serves a surrounding 88,937 city residential properties which lie within the 5km city boundary buffer zone around it as a destination park. This equates to an estimated 210,000 residents out of the city's population of 300,800 (source: 2001 Census).

In addition the park serves residents from neighbouring local authority boundaries and wider Nottinghamshire and the adjacent University campus provides a potential audience of 34,000 students (<http://www.nottingham.ac.uk/about/facts/studentpopulation20112012.aspx>).

2.11.2 Current Users

Nottingham City Council uses a questionnaire similar to the former GreenSTAT system to carry out annual surveys of users and non-users of its parks and open spaces. Highfields Park has been included in surveys for a number of years, with approximately 25 face-to-face surveys carried out each year.

To prepare for the restoration project, 296 face-to-face GreenSTAT interviews were carried out during 2012 to ensure that a thorough picture of the park's users and their views on the site was constructed.

From the 2012 GreenSTAT surveys:

- A fairly equal split was obtained over the various age groups and of the interviewees 40% were male, and 60% were female;
- 9% of interviewees considered themselves to have a disability that would affect their use of the park;
- 87% of interviewees were of a White British ethnic origin. 3% were White & Black Caribbean with other ethnic origins being 2% of interviewees or less;
- 51% of the interviewees lived in the Nottingham City Council area.

When asked what 5 things visitors “normally do when you visit the park or open space”, the following main reasons were provided (full list at Appendix 6):

- To relax or think 48%
- For peace and quiet 18%
- Enjoy flowers/trees 14%
- See birds and wildlife 30%
- Enjoy the beauty of the surroundings 21%
- Get some fresh air 47%
- For a walk 42%
- Walk the dog 13%
- Children / Family outing 14%
- Meet friends 19%
- To eat/drink 20%
- To keep fit 13%
- To improve my health 11%

2.11.3 Visitor Counts

To obtain a fuller understanding of the park's current users, a series of visitor counts were carried out during 2012. Over 16 hours of surveys were carried out on the site during July weekdays and weekends. From these surveys, an average of 64 visitors per hour on weekdays and 51 visitors per hour at weekends were seen. (These numbers may reflect poor weekend weather). When scaled up, this represents over 264,000 visitors per annum. The full results are listed in Appendix 10. These numbers will be key to the development of a future Activity Plan for the site for a Stage 2 bid.

In addition to the park users, Appendix 7 shows the University of Nottingham's visitor numbers for its Lakeside gallery, museum and events from 2001 to 2012. This year's total alone of over 226,000 visitors (including the 2012 Lowry exhibition) shows what massive potential the park has to attract a wide audience who may visit the site for another main reason.

2.11.4 Consultation

The following data is taken from GreenSTAT surveys as follows:

- 2007: 299 respondents
- 2008: 40 respondents
- 2009/10: 26 responses
- 2010/11: 25 responses
- 2012: 296 responses

Awareness of park

- 2008: 100% yes
- 2009/10: 33% no, 67% yes
- 2011: 100% yes

Frequency of visit

Year	Never visit %	Less than once a year %	Once a year %	2 or 3 times a year %	More Often %
2008	8%	18.5%			73.5%
2009/10	7.7	7.7	3.8	7.7	73.1
2011	4	0	4	20	72
2012	0	1	1	14	84

Origin of visit

2008: 95% from home.
 2009/10: 95.7% from home
 2011: 92% from home

Mode of travel

	Bicycle %	Bus %	Car %	On foot %
2008		15.5%	58.5%	26.5%
2009/10	4.3%	21.7%	65.2%	8.7%
2011			83%	17%
2012	6	10	47	37

Journey time to park

Year	Less than 5 minutes %	5 - 10 minutes %	10 - 15 minutes %	15 - 20 minutes %	20 - 30 minutes %	More than 30 minutes %

2008	7%	34.5%	23%	14%	15.0%	6%
2009/10	0.0	21.7	21.7	21.7	30.4	4.3
2011	0	39	52	4	4	0
2012	10	20	18	20	20	13

Duration of stay

Year	Less than 30 minutes %	30 minutes - 1 hour %	1 - 2 hours %	2 - 4 hours %	More than 4 hours %
2008	9.5%	52%	23.5%	9%	0%
2009/10	7.7	38.5	46.2	7.7	0%
2011	0	47	47	7	0
2012	10	27	49	11	3

Opinions of the park

Question	Responses from	Very good	Good	Fair	Poor	Very poor
C1 How would you rate the design and appearance of the park or open space?	2007	38%	47%	9%	3%	1%
	2008	33.3%	57.1%	4.8%	4.8%	0
	2009/10	22.7%	77.3%	0%	0%	0%
	2011	50%	42%	0%	8%	0%
	2012	46%	49%	4%	0%	0%
C2 How would you rate the standard of cleanliness and maintenance of the park or open space?	2007	19%	53%	19%	6%	2%
	2008	0%	57.1%	38.1%	4.8%	0%
	2009/10	17.4%	60.9%	21.7%	0%	0%
	2011	21%	54%	21%	4%	0%
	2012	18%	62%	18%	1%	0%
C3 How easy is it for you to get around the park or open space?	2007	50%	46%	3%	0%	0%
	2008	19%	81%	0%	0%	0%
	2009/10	18.2%	81.8%	0%	0%	0%
	2011	75%	17%	8%	0%	0%
	2012	51%	43%	6%	0%	0%
C4 What do you think about the range of visitor facilities that are available?	2007	14%	59%	16%	5%	0%
	2008	28.6%	33.3%	23.8%	4.8%	0%
	2009/10	13%	69.6%	17.4%	0%	0%
	2011	48%	48%	0%	2%	0%

Question	Responses from	Very good	Good	Fair	Poor	Very poor
	2012	33%	50%	15%	2%	0%
C5 How would you rate the standard and maintenance of the trees, the flowers and flower beds, shrubs and grass areas in the park or open space?	2007	36%	49%	9%	3%	1%
	2008	19%	61.9%	19%	0%	0%
	2009/10	17.4%	60.9%	21.7%	0%	0%
	2011	38%	58%	4%	0%	0%
	2012	41%	51%	8%	0%	0%
C6 Thinking about the care and protection of nature and the wildlife that lives in the park or open space, the insects, birds, and animals etc, how would you rate this aspect of park or open space management?	2007	23%	56%	10%	2%	1%
	2008	23.8%	52.4%	23.8%	0%	0%
	2009/10	8.7%	69.6%	8.7%	4.3%	0%
	2011	70%	30%	0%	0%	0%
	2012	27%	63%	8%	2%	0%
C7 How would you rate the facilities and / or services that are provided for children and their parents?	2007	12%	38%	15%	1%	2%
	2008	4.8%	42.9%	28.6%	0%	0%
	2009/10	4.3%	43.5%	0%	0%	0%
	2011	36%	46%	5%	5%	5%
	2012	35%	51%	12%	0%	1%
C8 How would you rate the sports facilities that are available?	2007	5%	12%	9%	4%	0%
	2008	0%	4.8%	33.3%	4.8%	0%
	2009/10	0%	17.4%	4.3%	0%	0%
	2011	6%	47%	35%	12%	0%
	2012	10%	50%	33%	7%	0%
C9 What is your overall impression of the park or open space?		Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied

	2007	7%	46%	42%	2%	1%
	2008	9%	77%	14%	0%	0%
	2009/10	8.7%	60.9%	30.4%	0%	0%
	2011	4%	46%	42%	0%	8%
	2012	49%	50%	1%	0%	0%

N.B. Any totals above not adding up to 100% may reflect Don't Know or No Opinion answers.

2.11.4 Community Involvement

Highfields Park is managed by the Highfields Leisure Park Trust. The Trust has charitable status and is governed by Nottingham City Council.

The Parks and Open Spaces Service currently works in partnership with the **Highfields User Group** to manage and develop the park. The group reports to the Trust and meets quarterly with representation from key stakeholders including the Civic Society, Highfields hockey club, University of Nottingham, Lakeside Arts Centre, Croquet Club, Model Boat Club, Archery club, Tennis Centre, local residents, Councillors and the Police.

As a destination site Highfields serves a wide audience and has a broad cross section of community involvement. The Lakeside Arts Centre is based at the park and works closely with the City Council around the development of activities and education sessions and events which they organise.

As the park's significant neighbour the University will be a key partner in the development and delivery of the restoration project. Its campus acts as a natural extension to the park with some areas of the English Heritage listed park now falling within University ownership; both students and visitors are regular users. The City also works closely with the University on day-to-day management and has supported projects with staff time; most recently the Friends of University Park donated funds towards the cascade planting scheme.

The local Probation Service are involved in the woodland/gardens management of the site and volunteers from local businesses also help maintain the park.

3.0 The Restoration Scheme

3.1 Site Condition

The Grade II listed park, like so many historic parks and gardens nationwide has over the last 30 years started to show signs of years of under-investment and now needs a major capital injection in order to restore and improve the structural weaknesses in its infrastructure, replace the features that over time have been removed and to ensure the park is sustainably managed for future generations.

Combined with such investment, section 4 of this Management Plan sets out how the future management of the park will ensure that the site maintains high standards moving forward.

In 2009 and 2010 a series of surveys of the site (including trees, heritage features and the lake) were undertaken by specialist consultants and a Masterplan produced by FPCR. The surveys identified significant weaknesses in relation to the condition of buildings, the park's infrastructure, major problem with the silting up of the lake and over grown plantations throughout the park.

The 2009 CMP for Highfields Park also outlined many key areas of vulnerability for the site which both the restoration scheme and future management proposals will seek to address:

3.1.1 General Maintenance & Interpretation

The precise extent of the Park that Jesse Boot conveyed to the Highfields Leisure Park Trust is unclear and there have been some land exchanges and sales, especially with the University. As a consequence some management challenges have been created especially in the area to the north of the lake, which is in freehold ownership of the University. Features, such as steps blocked with unsightly railings, old, corroded lamp posts and large trees overhanging the cliff and posing the danger of collapse, create an impression of piecemeal management which is in a striking contrast to the otherwise very well managed and interpreted University Campus. As the circular walks around the lake lead Park visitors through this area, its appearance is an important factor in the enjoyment of the park.

Litter is often found in the lake and Tottle Brook as well as in the cascade.

While those lifebuoys housings in the form of a plastic cabinet are more secure, lifebuoys are often missing from their open stands around the lake.

3.1.2 Built Environment

The listed buildings and structures in Highfields Park are protected by law and unlikely to be demolished. However, listed and unlisted buildings and structures are vulnerable to decay, destruction and loss due to neglect or inappropriate works.

The buildings and structures on site were subject to condition assessments by David Watts of Hutton + Rostron Environmental Investigations Limited (November 2008 and March 2009). The assessments documented the nature of repairs and maintenance required to preserve the assets to an appropriate standard. The vulnerability of the buildings and structures at Highfields Park and the priority of actions to stabilise and preserve them is summarised in the recommendations section of the condition assessments.

In the absence of an adequately funded programme of maintenance and repair the buildings and structures will be vulnerable to decay and loss due to neglect.

The main reason for damage and decay following neglect is failure of rainwater goods, roof coverings and protective paintwork resulting in ferrous corrosion of metal, salt damage to masonry and fungal and insect decay in timber.

Gateway and Pavilion

The condition assessment identifies a number of risk areas within the stonework of the Croquet and Bowling Pavilions. If necessary repairs are not undertaken the value of these historic assets will continue to diminish.

Parts of the rainwater disposal system serving the roofs of the Pavilions are failing due to breakage and blockages. Significant biological growth on masonry of the Bowling Pavilion indicates long-standing defect with high risk of decay to timbers and corrosion of ferrous metal.

On the exterior and interior of the Pavilions the condition assessment identifies significant open and/or defective joints and movement cracks, all of which cause moisture penetration. Surfaces show staining and general wear as well as alarming evidence of structural movement, dampness and timber decay.

Furthermore, the condition assessment identifies damage, corrosion and cracks to the doors to the Bowling Pavilion.

Metal pivot windows in both Pavilions show damage and possible corrosion of ferrous metal lintels.

Internal accommodation shows cracking at high level and through window soffits to a number of rooms, suggesting structural movement or corrosion of ferrous metal lintels. Surfaces show staining and general wear, and with evidence of dampness and timber decay.

The quality of the Croquet lawns is highly dependent on regular maintenance, both in and out of season. Currently they are improving, thanks to the dedication of the groundsman, but staffing levels have fallen dramatically over the past thirty years with inevitable consequences for the standard of upkeep throughout the park. Maintenance is hindered by the lack of facilities for watering the lawns, which also puts them at risk if there were a prolonged drought.

Whilst the surrounding planting is good from the point of view of security, discouraging short cuts across the lawns, it also reduces visibility of the Club's activities for other visitors to the park.

The functional timber bridge from the northern end of Lawn Two to the island (used by the ground staff for access and maintenance) may provide unauthorised entry.

The Club members are concerned about the lack of a pedestrian crossing outside, particularly for the ground staff, whose compound is over the road. Provision of an equipment store on the park's side of the road might alleviate this.

Parking in this section of the Park is an issue. Currently some visitors park in the bay in front of the main entrance which is not only illegal but also interferes with the principal architectural vista as designed by Morley Horder.

Closure of public toilets in the Croquet and Bowling Pavilion causes concern to the members of respective clubs as visitors ask to use the Club's facilities, and this in turn raises concerns about security of belongings left in the Pavilion.

The condition assessment of the Gateway identifies limited staining, biological growth and open and/or defective joints in the masonry piers and screen walls. There is some cracking present in the west wall section suggesting possible movement.

Carved stone birds on top of the gate posts show localised surface spalling and open joints.

Pair of gates and associated open piers show corrosion and paint failure. Also, the inset railings show corrosion.

Bust of Sir Jesse Boot (Grade II listed)

Bust of Sir Jesse Boot, Lord Trent, appears in a reasonable condition, with staining and limited biological growth to the stone pedestal and base.

Cascade and Stepping Stones (Grade II listed)

Cascade chamber is accessed by steps, which show biological growth and open and/or defective joints to sidewalls as well as accumulated leaves and debris to uncovered subterranean entrance.

On top of the chamber there is a layer of soil as well as rocks and trees, which pose a risk of root action and moisture penetration. In addition, externally the chamber shows corroding reinforcement with spalling concrete.

Internally the brick chamber shows condensation to the underside of a concrete soffit, soluble salt crystallisation to brickwork at low level, damage and decay to timber door and frame, and redundant machinery. So far no inspection has been undertaken of the subterranean pit and no observations made of assumed pump mechanism. However, the feeder pool at high level shows damage to concrete lining and accumulated debris.

The cascade face shows no obvious recent movement or collapse, but there are loose rocks on the ground and within water. Moreover, vegetation encroachment poses risk of rock displacement.

Within the pool there is damage to visible sections of concrete lining, invasive vegetation growth and discarded rubbish.

Gates, which lead to paths affording access to the stepping stones from the north and south, show corrosion, damage and missing parts.

Stepping stones appear to be supported by concrete bases, which show fractures and damage. One stone is displaced and within water.

Bridge, pedestals and screen walls (Grade II listed)

The stone masonry of the bridge over Tottle Brook with parapets in line with piers between gateway and lake shows open and/or defective coping joints, staining and biological growth. It is likely that joints at low level, above and below water, and to cutwaters, are also defective.

Stone piers and dwarf walls on both sides of the path leading down to the lake also show limited defects to terminal piers, open and/or defective joints typical to dwarf walls and associated copings, spray lettering and markings, and displacement to west pier with damage to adjacent dwarf walls.

Landing stage on south side of Boating Lake (Grade II listed)

Balustrade forming part of the landing stage, with steps down to the water, shows open and/or defective joints to copings and masonry, missing section of plinth and possible movement to east wall, missing balusters and coping to the west wall posing risk of displacement and falling into lake, and saturated ground to base of the wall sections.

Balustraded Footbridges (Grade II listed)

North bridge shows open and/or defective joints to parapet copings and walls, staining and biological growth, damage to terminal piers, and with accumulation of leaves on bridge deck. The walls adjacent to the island and lake have some defects and are overhung with tree branches.

South bridge shows similar defects, but additionally there is cracking, missing balusters and fractured balusters to the east parapet wall and fractured balusters to the west parapet wall.

Boating Ticket Office

This building has not survived in its original completeness having lost the side arches and the left-hand turnstile. The original mechanism for turnstile operation has been preserved inside. If the structure and its original fittings are not subject to regular inspection, maintenance and repair they are vulnerable to loss and decay.

The structure is in reasonably good condition although it was difficult to inspect the interior as it is used as storage for life jackets. Yet, damp patches have been noticed under hand wash basin. On the exterior there is evidence of previous leak near a down pipe discharging water to the ground from the flat roof. Also, some risk of water penetration and timber decay to timber door and window frames as well as open joints, has been reported.

Viewing “Pylons”, Bas-relief panels and Parapet Urns

If not properly maintained, systematically inspected and repaired these attractive features of the original park scheme are vulnerable to loss and decay.

The fabric of the pylons is showing some open and/or defective coping joints, lifted and unclipped lead weatherings above render, staining and biological growth. Flashing arrangement around piers is complex and liable to displacement and water penetration.

The north urn shows staining and biological growth to lower masonry, and fine fracture through lower stone moulding over abutting parapet coping. Void within base adjacent to parapet abutment assumed to be outlet for rainwater discharge from urn, shows accumulation of organic material. A mature tree growing within 1m of north-west corner of structures is causing staining and significant leaf fall into urn. There is potential for damage due to physical proximity and/or root action.

The masonry of the south urn is showing some open joints as well as biological growth and staining, which is indicative of possible water saturation.

Gas Lamp Posts at the Eastern Entrance

The lamps have suffered breakages and losses, none of them surviving in the state of historic completeness. If not repaired and properly maintained these attractive features of the original park scheme are likely to deteriorate.

Paddling Pool

The Paddling Pool is located near the western entrance to the Park and has recently been planted up as a wetland habitat with reeds and other vegetation.

Retaining wall to the north shows cracking and invasive vegetation growth, with regular housing (some with timber members) assumed to relate to former seating. The masonry to the south is broken and disrupted by tree roots.

Head wall to the west end of the pool with a blocked archway shows cracking and open and/or defective joints. Visible pool surface of stone slabs laid to fall with significant biological and vegetation growth.

The pool is unlisted and therefore does not benefit from statutory protection. Moreover, lack of vision for suitable future use contributes to its vulnerability.

Boat House

The boat house was the base of the City Council's painting team until May 2012, and now acts as a store for the park's fleet of rowing boats and repair equipment.

The structure shows signs of disrepair and poor maintenance. It was not possible to inspect the flat, central section of the hipped roof for water deposits. The roof is under-boarded and thus it is not possible to detect water leakage. A number of pantiles show displacement and many are obscured by biological growth and debris. There is some failure of rainwater goods and high risk of blockage due to biological growth, deposited leaves and displaced eaves tiling with mortar packing. The area between brickwork and post shows open vertical joints. The building's timber posts and lower timbers are vulnerable to decay where in contact with damp surfaces and if not maintained properly and if overgrowing vegetation, debris and clutter at the back of the building are not removed.

The two flat roof constructions at the rear are showing signs of failure. Guttering blockage, decay of fascia, biological growth to brickwork associated with defective rainwater goods and defective joints are evident.

Western Gates

This entrance consists of metal gates and piers, which show damage, distortion and corrosion, with damage also to adjacent railings.

Concrete Bridges

The bridge over the western entrance drive from University Boulevard into park is showing damage and partial loss of coping to east parapet, corroding reinforcement and spalling concrete to west parapet, cracking to concrete kerbs, open joints to angled outer sides and damage to adjacent railings.

The bridge at the back of the Boat House is showing some corrosion to reinforcements and is vulnerable to further decay and loss if not repaired and maintained properly.

Park Furniture

Some benches are in a state of disrepair, they display a mixture of style and date, which creates an impression of a lack of systematic care.

A mixture of different types of railings combined with low quality replacements of original features create an impression of a lack of proper management.

Paving slabs leading from the Entrance Gate and the Pavilions towards the boating lake show fall towards the Pavilions, a number of broken and displaced slabs and vegetation growth. The pavement in front of the gates and surrounding the bust of Jesse Boot shows a number of broken and uneven slabs, open joints, and a raised inspection chamber cover posing a potential tripping hazard.

Lake Containing Walls

Walls around the lake and islands show some damage, stone decay, lifted copings and open joints as well as vegetation overgrowth. The roots of the trees growing near the edges cause some damage to the wall fabric. The walls will be vulnerable to further loss and decay if not repaired and properly maintained.

Landscaping and the Lake

Elements of the original landscaping schemes, such as the cascade and architectural vistas are vulnerable due to neglect and biological overgrowth.

Rhododendrons originally planted along the southern boundary of the Park to provide screening from the University Park have been deteriorating and do not provide effective coverage from the traffic.

The top of the lake is prone to heavy silting and is thus becoming hazardous.

Waterlogged boats have been noticed moored adjacent to the Boating Ticket Office during the out of season months. This gives an unpleasant impression of neglect.

Tottle Brook is in places littered with plastic bottles and silt. Considerations for protecting the indigenous water voles prevent the landscaping of the Brook's banks in the manner intended in the original design, that is with close-cut grass and heavily manicured banks.

Archaeology

There are two areas where archaeological vigilance is called for: in and around the rock shelters and in the north-east corner of the curtilage, below Keighton village and its industrial area. In view of the great age and unusual nature of the occupation, any archaeology, if it exists within these sites, would be of great significance. Anything of potential archaeological significance in these areas will be vulnerable to intrusion resulting from activities such as tree-planting and landscaping.

In its present form the boating lake is a result of extensive excavation and there is anecdotal evidence that it was mechanically dredged at least once in its history. Therefore there is little possibility for the survival of archaeological deposits within its basin. However, it is known to be at least partly fed by seepage through its gravel base which might contain finds known from other Trent gravel terraces. The gravel base will be thus vulnerable to any disturbance during dredging or lowering of the lake bed.

Ecology

Tottle Brook Meadow and other grassland areas suffer from a number of problems that are affecting its ecological value. These include increased shading from ornamental trees and shrubs, a lack of appropriate management of the grass sward and the tipping of dredging from Tottle Brook onto the meadow.

Sections of Tottle Brook within the Park are not in good condition in terms of species, biological diversity and structure. It currently supports impoverished flora and fauna and its ecological value is compromised by siltation, a lack of structural diversity and in places by heavy shading from overhanging trees and shrubs.

Maid Marian

The Maid Marian boat was restored by a local businessman several years ago and handed back to the Council for public hire with no “strings attached”. Due to damage it is currently in storage at Colwick Country Park marina.

Other Historical Items

The collection of historic and modern Minute Books as well as silver trophies belonging to the Croquet Club is neither catalogued nor properly stored, thus being vulnerable to damage and decay.

Archival material in the possession of the Lenton History Society is neither catalogued nor properly stored, thus being vulnerable to damage and decay.

Many of those who were brought up in the area around the Park or enjoyed it at some point in their lives, are still able to contribute testimony regarding their experience. This evidence has begun to be collected by the Lenton Local History Group but may be lost if the next generation does not carry on the good work and if steps are not taken to encourage a more systematic recording of such information and creation of the system which would make these widely available.

3.2 Project Need

3.2.1 Press Coverage

A number of negative press articles from recent years highlight the gradual decline of the infrastructure at Highfields Park since the 1980s. Recurring issues during this period included the overgrown nature of the planted areas, damaged stonework, potholed paths and the silting up of the lake. Whilst such negative press, combined with letters received by the Council, were a measure of the disappointment of the park’s users, they also demonstrate that the park is well used and considered important by its visitors.

During the 2010 and 2011 works to restore distinct areas of the park such as the cascade and rhododendron borders, positive press and comments were received, also highlighting the park's importance to City residents and beyond. However, major issues such as the silted-up lake and infrastructure repairs continue to hinder the park's improvement journey and the site requires major investment to fulfil its potential.

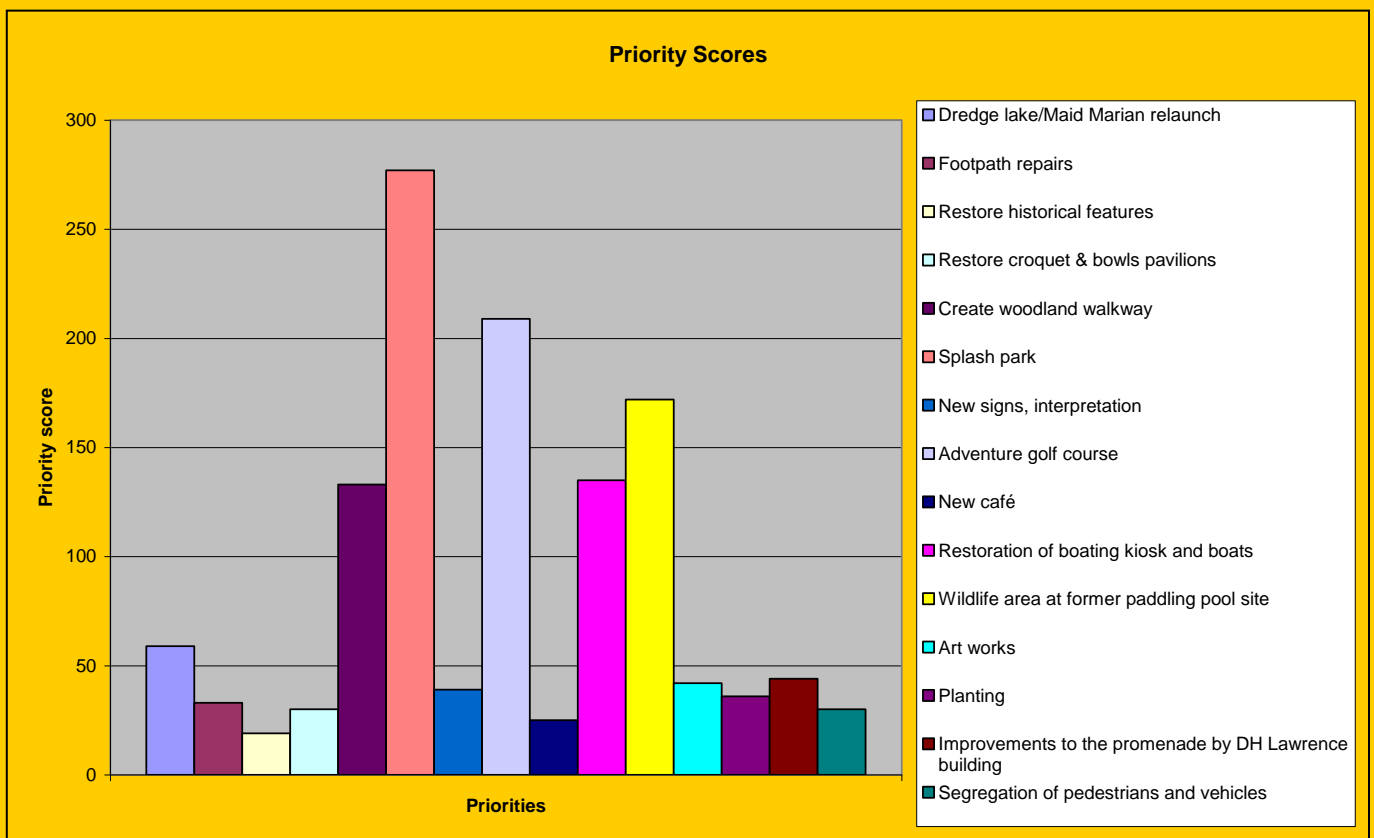
3.2.2 Site Visits

In addition, existing consultation data collected so far (from GreenSTAT surveys) shows that 86% of people visit the site for less than two hours – with almost half of those staying for less than one hour. On a site with a large playground, putting green, boating lake, walks and the Lakeside café and arts centre adjacent, this is clearly disappointing – and something which we would hope to rectify by restoring the landscape and creating a family destination attraction for a two hour+ visit.

3.2.3 Masterplan Consultation 2012

In April 2012, a family fun-day was held at Highfields Park to raise awareness of the proposed restoration scheme and seek views on the early proposals.

Appendix 8 shows the data re visitors' priorities for the park, as summarised in the graph below. A new water splash park, adventure golf course, wildlife area, boating kiosk restoration and woodland walkway were the top 5 items.

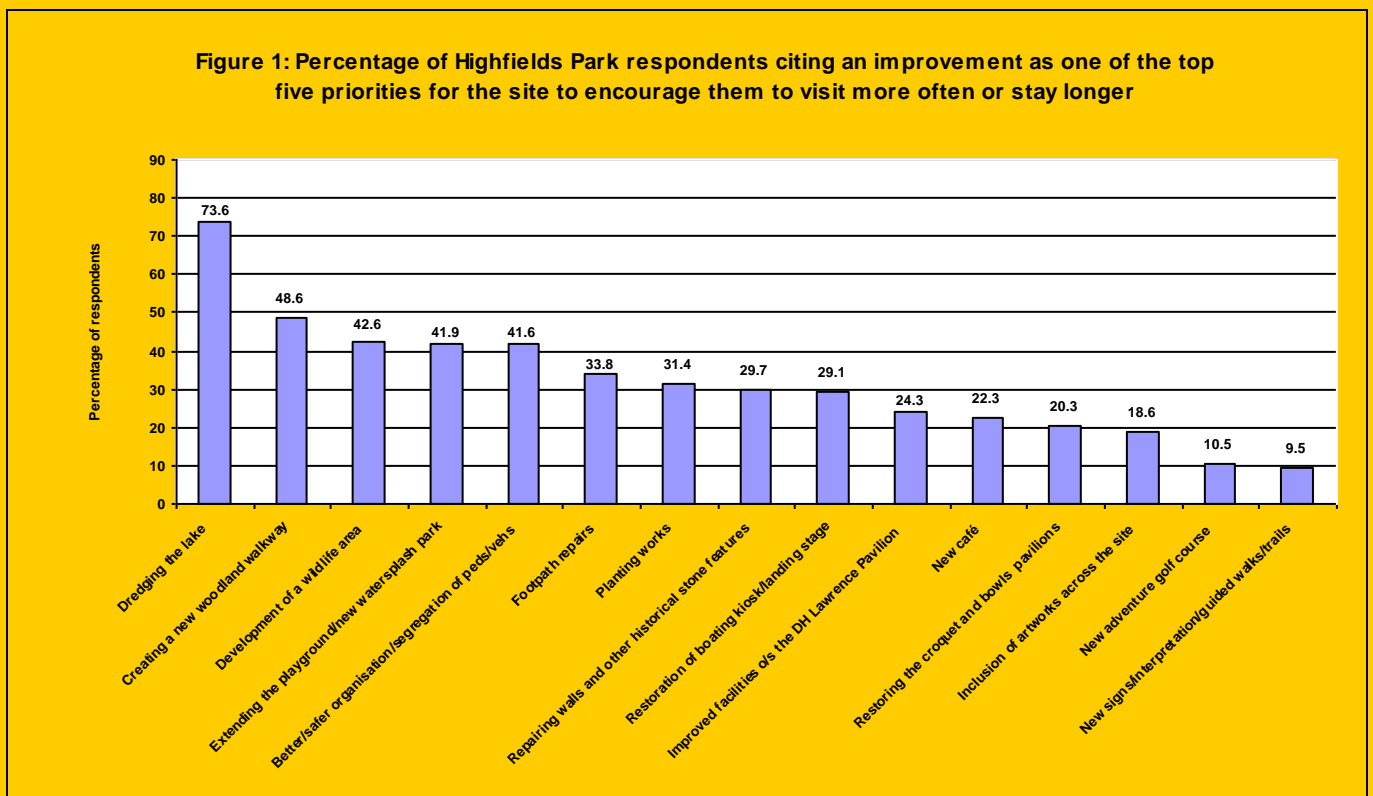


During the 2012 GreenSTAT consultation, almost 300 visitors were asked which of the following were their top 5 priorities for improvements in the park and would encourage them to visit more often or stay longer:

- Dredging the lake which would allow the restoration & re-launch of the Maid Marian.
- Footpath repairs.

- Repairing walls and other historical stone features.
- Restoring the croquet & bowls pavilions to their former glory.
- Creating a new woodland walkway.
- Extending the playground with a water splash park to replace the former paddling pool.
- New signs, interpretation and guided walks and trails.
- A new adventure golf course.
- A new café.
- Restoration of the boating kiosk and improvement to the landing stage which would allow new exciting opportunities to the range of boats currently stocked e.g. pedalos.
- Development of a wildlife area at the site of the former paddling pool.
- Inclusion of artworks across the site e.g. wood sculptures.
- Planting works e.g. Japanese gardens, reed beds.
- Improved facilities outside the existing DH Lawrence Pavilion, including more sitting out tables and chairs around the cafe area.
- Better and safer organisation and segregation of pedestrians and vehicles / parking spaces.

The figure below shows the percentage of all respondents citing an improvement as one of the top five priorities for the site to encourage them to visit more often or stay longer. Dredging the lake was clearly the most important priority with 73.6% of respondents ranking it between 1st and 5th. Creating a new woodland walkway, the development of a wildlife area, extending the playground with a water splash park to replace the former paddling pool and better and safer organisation and segregation of pedestrians and vehicles / parking spaces followed as the next most important priorities. In terms of the first priority, dredging the lake was again clearly the most important (37.8% of respondents) followed by better and safer organisation of pedestrians and vehicles/parking spaces (11.8%). Footpath repairs were also in the top 5 for the first priority (9.1% of respondents).



Further consultation was carried out in 2014 as a consensus check on the proposals – see 3.5.

3.3 Recent Improvements

In recognition of the feedback received about the poor condition of the park in the mid- to late-2000s, a number of small to medium scale improvement projects have been carried out on the park since 2009. These ensured that, where possible, its decline was halted and the public perception of a neglected site was reversed.

Many of these projects were carried out with and by the Probation Service, an important partnership for the park's maintenance which it is planned to continue with both during and after the restoration.

Date	Improvement	Description
2009-11	Park furniture	Some park benches refurbished. New benches installed.
2010	Cascade	Pump etc repaired and waterfall back in operation. Cascade area de-silted. New plantings.
2010	Paddling pool	Planted up as wetland / wildlife area.
2010	Rhododendrons and overgrown areas	Significant cutting back of overgrown vegetation.
2010	Tree works	Urgent works carried out following the 2009 survey.
2011	Interpretation boards	Content renewed.
2011	Children's playground	New playground installed - £120,000.

3.4 Restoration Proposals

The project consists of a comprehensive programme of restoration works designed to fully restore the park, build upon the its heritage and create a community facility for the 21st century.

In 2009 and 2010 a series of surveys of the site (including trees, heritage features and the lake) were undertaken by specialist consultants and a Masterplan produced by FPCR. These documents, including outline cost estimates, have been used to produce the proposals below which formed the basis of a Stage One *Parks for People* Lottery bid.

These areas of work clearly target the *Parks for People* outcomes:

1. Increasing the range of audiences using and enjoying the park;
2. Conserving and improving the heritage value of the park;
3. Increasing the range of volunteers involved in the park;
4. Improving skills and knowledge about parks through learning and training; and
5. Improving management and maintenance of the park.

3.4.1 Landscape Restoration

A major part of the overall project is the lake restoration. Works which need to be undertaken to return the lake to a healthy condition include major de-silting works, wall restoration and other associated work to the edges and islands which are currently preventing full use of the lake.

This also includes plans to renovate and re-install the running of the Maid Marian boat (which is currently in storage and has not been in use on the lake since the 1980's). The boating lake is currently the only one in operation within the City's parks and we therefore aim to attract boating enthusiasts both locally and further afield which will contribute to increasing the park's overall visitor network.

This project incorporates vegetation, arboricultural and flora works including maintenance and a new path to the Rhododendron and Azalea collections. These important collections are testament to Sir Jesse Boot's philanthropic passion & enthusiasm for social and educational advancement and will be complemented by the installation of interpretation / educational boards which will allow both increased visitor knowledge on the park's floral heritage in addition to preserving it.

Arboricultural works will directly relate to a tree survey undertaken as part of the CMP and will include opening up historic views to restore the landscape design of the park. This will link to horticultural training days around plant and tree identification and allow a new dedicated Park Ranger, supported by the internal grounds maintenance team, to carry out future heritage interpretation with schools and local community groups alongside volunteering opportunities. Again investment in restoring this area of the park will attract additional visitors with a keen interest in horticulture and flora heritage.

3.4.2 Regeneration of the community facilities

Key elements of the project include the refurbishment and repair of existing key historic and Listed building features on the site including the two pavilions, entrance gates and the Jesse Boot Bust and the restoration of boundaries and gateways from the park's original design.

Restoration of existing site furniture and installation of new items will enhance the visitor experience whilst the re-use of some areas for new purposes will serve modern audiences better – the old paddling pool, for example, will present opportunities to create a new wetland habitat. The enhancement of the recently completed children's playground with a state of the art water park will ensure that Highfields presents a unique offer to families visiting the park and draws visitors from far and wide.

Through education and interpretation, Highfields currently provides interactive experiences for children and young people within the park, including activity packs for younger visitors and specific school visits. This project will build upon this and provide further opportunities to increase people's knowledge of the park's heritage.

3.4.3 Community Engagement

Ensuring that the community are on board with the Highfields restoration project will be critical to its success - an Activity Plan will set out these proposals. The existing User Group will form the main element of a Project Steering Group to oversee the project's development, delivery and monitoring.

Opportunities will also be made available for the general public and park users to have their say on the proposals and get involved through workshops and on-site events and activities. The training and volunteering opportunities listed below will also ensure that community engagement is at the heart of the project and that new audiences can become involved.

Both during and after the project, as now, a year-round events programme will draw people to the park whilst on-site staff will ensure that visitors are welcome.

The new Park Ranger post will be critical to community engagement at Highfields Park and an events programme will be detailed in the proposed Activity Plan.

Appendix 9 details the “Life of a Park Ranger” to illustrate the type of events and activities that are carried out by the Service.

3.4.4 Training and Volunteering opportunities

There are many elements to the conservation management and masterplan which will enable people to increase their knowledge and skills via volunteering opportunities and involvement which will not only also conserve and improve the heritage value of the site but will help to improve its management and maintenance. These will be set out through the training and volunteer elements of the Activity Plan.

The Local Education Partnership will be responsible for managing the delivery of the capital elements of this project. The LEP provides opportunities for local people and apprentices via a programme to train and skill individuals. This will provide a legacy of appropriate skills training in heritage restoration work.

The park will work in partnership with the Probation Service around on site management. This project will provide increased up-skilling opportunities, not only around horticulture and woodland management but around wider flora and tree heritage and will link to providing more volunteering opportunities. The NCC Park Ranger Service has a record of working with volunteers and will support the Highfields User Group to become a more formal Friends of Group, fully engage them in ongoing planning and delivery of this project and support businesses in community and hands-on activities and the delivery of the aforementioned elements of this project where appropriate.

3.4.5 Cost Schedule

As at 7th July 2014, the restoration project costs are as follows:

Capital costs	£2,591,280.87
Surveys	£107,969.48
Contingency 5%	£130,064.00
Client Contingency 2%	£51,825.62
Prelims	£340,233.00
Activity costs	£384,000.00
Fees	£201,575.42
Maintenance increase (5 years)	£25,350.00
New staff (5 years)	£225,000.00
OHPs	£121,580.00

Inflation	£78,319.99
DELIVERY TOTAL	£4,257,198.38
Match	-£1,165,500.00
HLF grant request	£3,091,698.38

72.62%

3.5 Consultation on the Restoration Proposals

In order to prepare for the Stage Two bid for Highfields Park, an extensive public consultation exercise was carried out from March to June 2014. This took the form of:

- On-site user surveys asking about the proposals, people's knowledge about the park and their ideas for the Activity Plan;
- Display boards including an information trailer on site during the Easter holidays;
- Comments and suggestion cards in the Lakeside building.
- Online versions of the same surveys;
- An online petition asking people to support the proposals;

Extensive press and social media coverage ensured that as many people as possible were made aware of the consultation and in total, 380 questionnaires were completed.

The full report on this exercise is included as an Appendix to this report, with the key findings below:

- 89% agree with the proposal to create a new woodland walk.
- 88% agree with the proposal for the restoration of historic buildings.
- 78% agree with the proposal to improve safety for pedestrians and vehicles.
- 77% agree with the proposal to dredge the lake.

- 75% are not aware who designed the park.
- 73% are not aware of the history of Highfields House.
- 69% have some awareness of the park's connection to Jesse Boot.
- 19% would like to know more about the history of Highfields Park.

- The most popular element of the park is the lakeside walks, followed by the play area and boating lake.
- People would most like to see events, fairs, activities and wildlife / nature / walks at the park in the future – an extensive list of ideas can be found in the full report.

- 66% visit Highfields Park at least once a month.
- 26% visit Highfields Park at least once a week.
- Most survey respondents came from Beeston (76), Wollaton West (33) and West Bridgford (24).

- 230 people expressed an interest in receiving further information on the park proposals – nearly half of whom would like this via a regular newsletter.

In summary, the restoration proposals were well supported by the consultation responses. The other ideas proposed by respondents included play area improvements, parking, the paddling pool and wildlife – all of which are being dealt with by the project in some manner.

The exercise also provided vital feedback which has informed the development of the Activity Plan, in particular the types of events that will take place on the park.

4.0 Site Management & Maintenance

4.1 Vision

The vision for Highfields Park is:

‘Highfields Park will act as a destination site and a hub for recreation, enjoyment and horticultural excellence within the local community.’

4.2 Site Management Aims

Highfields Park, as a key destination site (identified through the Breathing Space framework) needs to reflect both local needs as well as those of visitors from further afield.

The overall aims of the park are to:

- Provide a welcoming, safe, and vibrant park for all members of the community.
- Conserve, enhance and interpret the historic features of the site.
- Ensure the site retains and expands its horticultural base such as the rhododendron borders and tree stock.
- Effectively market the park as both a City and regional resource and as a wider venue for events.
- Maintain a stable User Group that represents the community and will help deliver some of our key actions.

4.3 Green Flag Analysis

The Green Flag Award scheme is the national benchmark for the quality and management of open and green spaces. Its 8 criteria provide a method of thoroughly analysing the site and the tables below will be used to establish future management regimes. In future years, they will also be the basis of an Action Plan that will continue to deliver a high quality, sustainable park.

4.3.1 A Welcoming Place

Criteria	Analysis of existing situation or issues	Action Plan/Recommendations
Welcoming	Main entrance off University Boulevard needs greater presence so as not to be ‘lost’ within University south entrance. Lack of good or up-to-date entrance signs and signs promoting activities such as boat hire. Lack of on-site staff other than gardeners and seasonal boating lake attendants.	Provide clear welcoming signage to the Park. Park Ranger will make the park more welcoming, increase staff presence and provide increased events & activities on the site.
Good & Safe Access	Uneven surfaces caused by tree roots coming through tarmac and worn surfaces.	Improve physical access by repairing paths where necessary.

	<p>Current trends show that access to the park is principally by car.</p> <p>Several local schools could get more involved with the Park.</p>	<p>Planned new tram stop will improve access options to reach the park.</p> <p>Improve communications with local groups and schools as part of audience development.</p>
Signage	Further interpretation boards about the park required.	Some interpretation panels recently renewed but others needed to explain features of particular interest.
Equal Access for All	<p>Demand for disabled access around the park currently unknown.</p> <p>Disabled parking areas currently located in areas of high pedestrian usage.</p>	<p>Access requirements of users need to be established and their needs taken into account.</p> <p>Relocate disabled parking to minimise potential conflict.</p>

4.3.2 Healthy Safe and Secure

Safe equipment & facilities	Some benches are set into ground with no hard surface around them making them inaccessible to wheelchair users.	<p>New or refurbished site furniture to be installed as part of restoration.</p> <p>Maintain facilities/furniture in accordance with 10 Year MMP.</p>
Personal security in park	Some areas of site enclosed by woodland or planting, particularly behind rhododendron borders and Tottle Brook walkways.	<p>Maintain and increased open nature of Park, including opening up walkway alongside Tottle Brook parallel with University Boulevard.</p> <p>Improve visitor numbers to increase natural surveillance.</p> <p>Creation of new on-site Park Ranger post will help to improve site ownership and increase the visible staff presence</p>
Dog Fouling	Mix of new dual-waste bins and older style dog-waste bins provided.	<p>All new bins to be dual-waste.</p> <p>On site staff to educate & encourage people to clean up after their dogs.</p>
Appropriate provision of facilities	Facilities provided include play area, Djanogly arts centre & café with toilets, boating lake, putting green, bowling greens and croquet lawns.	<p>Playground to be expanded with addition of new water park.</p> <p>Putting green to be modernised through conversion to adventure golf course.</p>
Quality of facilities	<p>Boating lake kiosk and park pavilions require modernization.</p> <p>Historic park infrastructure requires repair e.g. bridges and lake walls.</p>	Restoration project to improve these areas.

4.3.3 Clean and Well Maintained

Litter & waste management	Existing bin provision across the site.	Existing provision to be monitored to establish any additional requirements.
Grounds maintenance and horticulture	Significant horticultural delight provided by Rhododendron borders, mature lime tree walk and ornamental planting at cascade.	Planting beds to be refreshed where needed. Levels of horticulture to be upgraded with new proposals upkeep to be detailed within MMP, including specialist training for staff in some areas e.g. Rhododendrons.
Building & infrastructure maintenance	Boating lake kiosk and park pavilions require modernisation. Lake-side landing stages in poor state of repair.	Restoration project to improve these areas. New landing stages / jetties to be constructed.
Equipment maintenance	On-site gardeners in place. Park Attendants manage seasonal boating lake and putting green.	Stock of rowing boats for lake to be replaced and added to as required. On-site grounds maintenance staff are part of Parks Service and equipment replaced as required.

4.3.4 Sustainability

Energy & natural resource conservation, pollution	No special provision for resource conservation currently. No composting facilities on site but organic waste is taken off site and recycled into compost which is used on open spaces throughout Nottingham.	New buildings and refurbishment of current buildings to be designed for energy efficiency & sustainability. Reuse of site materials and composting facilities to be written into MMP.
Pesticide use	Pesticides are used on the bowling greens & croquet lawns and use in other areas of the site is kept to a minimum. Limited applications of glyphosphates are used to control invasive weed growth in shrub beds and on hard surfaces.	No pesticides to be used in any planted areas and restricted use of pesticides on hard surfaces.
Peat use	Peat is only present on site if it comes in the compost mix with bedding plants. The council nursery is using reduced peat content growing materials.	Develop peat free bedding production.
Waste minimisation	All green waste is taken for off-site composting. All bedding returned to nursery for recycling.	Seek to establish on-site composting.

Arboriculture & woodland management	Trees pruned when dead, dying or dangerous or during restoration project to re-establish important views. Significant Rhododendron collections.	Carry out tree works according to 10 Yr MMP. Staff Training plan to reflect Tree Management Safety surveys to assess work required. Staff training required on management of Rhododendron stock.
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4.3.5 Conservation and Heritage

Conservation of natural features, wild fauna, flora	Ecological surveys undertaken 2009/10. Wide variety of habitats on site including lake and Tottle Brook.	Proposals will seek to enhance the ecological value in line with recommendations.
Conservation of landscape features	Existing (original) path networks. Landscape areas/features within the Park have been lost to encroachment from vegetation. Historic views to and from University. Important geological features on University side of lake.	Existing path network will be kept intact with re-establishment of some routes such as Tottle Brook / Rhododendron walks. Historic views from original park layout to be re-established. An explanation of the interesting site features will be provided and details of the history of the Park presented to give greater depth and meaning to the Park.
Conservation of buildings & Structures	Pavilions, boat house and boating kiosk require repair.	Pavilions to be improved for community use e.g. bowls and croquet clubs. Boathouse to be available for Park Ranger use as education base. Boating lake kiosk to be improved for seasonal rowing boat hire.

4.3.6 Community Involvement

Community involvement in management & development	There is currently an active consultative group, the Highfields User Group. The croquet club is a historic group who have actively used the site for many years. Probation Service play an active role in the day to day maintenance of the park.	The User Group will form the basis for a Working Party and comment on the restoration proposals and the future development and maintenance of the park. Seek to encourage new audiences from those who do not currently use the Park, for example new visitors who will be able to access the park by tram in future. Expand Probation Service relationship with a clear role for their maintenance teams.
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Appropriate provision for community	Many Park users value the park but feel it could be enhanced and existing facilities improved e.g. playground expansion with water park.	Restoration plans reflect the community aspirations documented in the consultation and surveys carried out to date.
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4.3.7 Marketing and Promotion

Marketing & promotion	Highfields Park has an NCC webpage and is mentioned within the overall Nottingham Parks booklet. Events are advertised on-site and online via the Parks Facebook page; they are well attended and have put Highfields Park on the map.	Actively promote the Park further and continue yearly events, returning money generated back into the park's development and maintenance. Further promotion of seasonal activities required – i.e. boating lake and putting green.
Provision of appropriate information	On-site notice boards allow up to date information to be placed on site.	Update webpage with more information and history of the park and developments throughout the restoration project. Keep notice boards regularly updated. Promote the project, the site and its events to local media. Provide contact information for volunteers to get involved.
Provision of appropriate educational / information	This connection is currently not utilised but due to the proximity of several schools it seems to be a missed opportunity.	The provision of an area suitable for use as an outdoor classroom should be considered with opportunities for schools and community groups to use via Park Ranger. Maintenance/development of nature trails throughout the park.

4.3.8 Management

Implementation of MMP	No management plan previously in place for the park.	This MMP to be adopted at Stage 2 if HLF <i>Parks for People</i> bid successful.
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4.4 NCC Management Structures

The management of Nottingham City's parks and open spaces falls within the Communities Department and the Sport, Culture and Parks Service area.

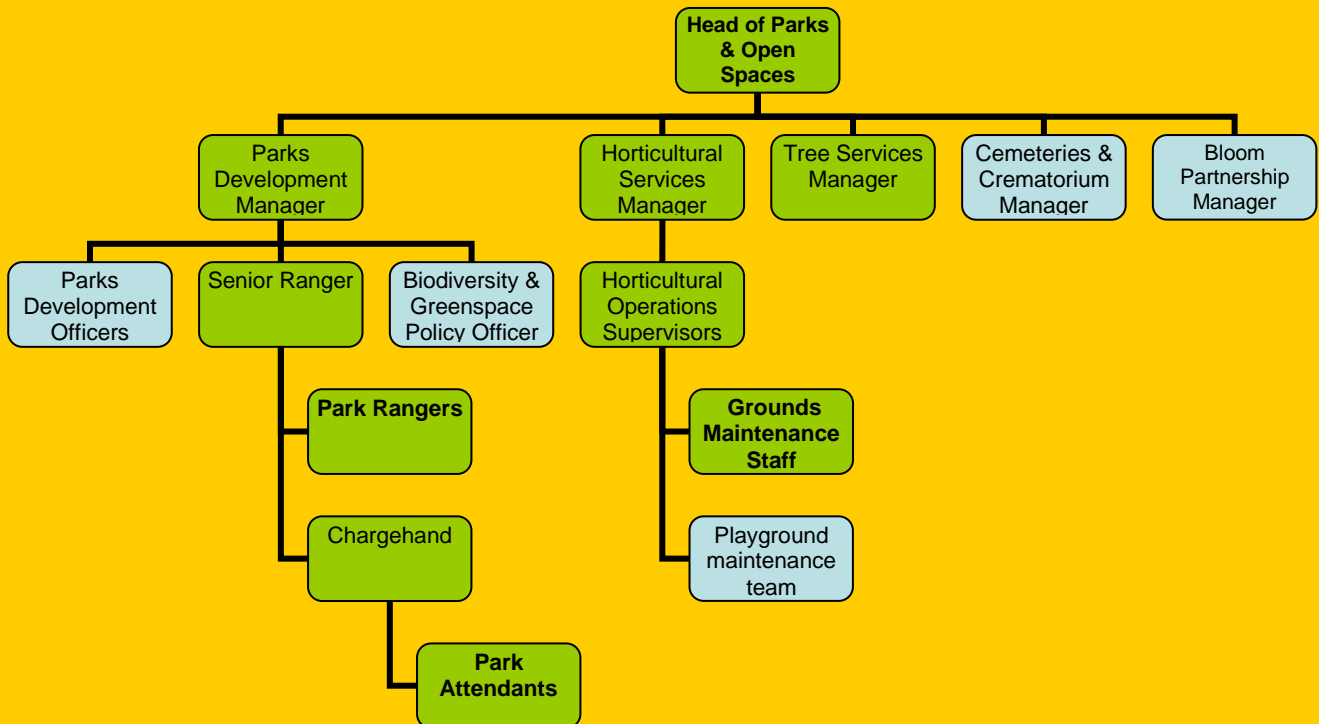
The Parks and Open Spaces Service sits within this service area and is based at Loxley House and Woodthorpe Grange; the Service includes:

- Management of Nottingham City's parks and open spaces, including maintenance of the 30+ key parks and open spaces.
- Strategic development.
- Nature conservation, biodiversity advice and development.
- Community development and engagement.

- The Park Ranger and Park Attendant Service.
- Nottingham in Bloom.
- The nursery and horticultural advice.
- Sports pitch bookings and events management.
- Tree Services.
- Cemeteries and the crematorium.

4.5 Management Arrangements

The Parks and Open Spaces Service is responsible for the overall management of Highfields Park including site maintenance via the site-based gardeners. The following structure chart highlights the staff from the overall structure that specifically relate to Highfields:



In 2010 dedicated maintenance staff were identified and transferred to Highfields Park from a city-wide team with responsibilities for cleansing and neighbourhood operations. The transfer was put in place so that those staff with suitable expertise could focus full-time on horticultural duties. This has already brought about the improvement of Highfields Park. The next steps include the creation of a Head Gardener role via the restoration project. This position will take on the responsibility of planning day-to-day operations and identifying and programming longer term operations. The post holder will also be a local point of contact for users of the park and responding to their enquiries.

The City Council understand that there is a national skills shortage of horticultural staff and it is recognised that to ensure a sustainable supply of suitably skilled employees it will be necessary for the Council to grow their own skilled staff through appropriate training schemes. It is intended to create a number of park apprentice positions. This will help in terms of work force planning, with the objective of developing the skills of the team, and the long term sustainability of the workforce.

At present there are 3 full time gardeners engaged in maintenance operation, which is supplemented in two ways. Firstly the Probation Service has a team of Community Payback

people that undertake very basic maintenance including painting, minor repairs and cleaning functions as part of their rehabilitation. Secondly; gardeners from other locations are seconded to Highfields Park to help manage season demand.

Day to day works are assessed and programmed rather than operating from a detailed general maintenance specification. This allows staff to have flexibility develop ownership and take initiative. Quality control is determined by the Horticultural Supervisor and the Parks Development Officer. The Highfields Park User Group also have a role in providing feedback about the quality and the presentation of the site.

It is also recognised that there are areas where specialist advice is required. One example is the maintenance of the Rhododendron collection. In this example advice has been sought from a national expert. Advice has included the identification of the different species and cultivars and specific advice about how to regenerate the collections to ensure the long sustainability of this important historic feature.

4.5.1 Parks and Open Spaces Staff

Name of Post	Employed / Managed By	Main Duties	% time dedicated to park	Based in park?
Director of Sport, Culture and Parks	NCC	To direct the strategic / operational leadership of Sport, Culture and Parks.	<1%	No
Head of Parks & Open Spaces	NCC	To provide strategic and operational leadership for the Parks and Open Spaces team	5%	No
Project Manager	NCC	To oversee the restoration project	50%	No
Parks Development Manager	NCC	Responsible for providing support for the project and management of Parks Development and Ranger teams.	10%	No
Parks Development Officer	NCC	Day-to-day development of the site and liaison with the community and other partners. Ensure that the Park's development is in line with developing strategies, management plans and improvement programmes.	15%	No
Horticultural Services Manager	NCC	Responsible for overseeing the delivery of the MMP and the coordination and monitoring of grounds maintenance.	10%	No
Horticultural Operations Supervisor	NCC	Responsible for management and supervision of the grounds maintenance staff.	25%	No
3 On-Site Gardeners	NCC	Delivery of day to day maintenance tasks and activities	100%	Yes
Senior Park Ranger	NCC	Management of the Park Ranger and Park Attendant Service.	10%	No
Highfields Park Ranger (Proposed)	NCC	Responsible for the management of the site – including events and activities on the site, community liaison and day-to-day running of the buildings.	100%	Yes
Park Attendants	NCC	Patrol site, unlock and lock up facilities, staff boating lake and putting greens. Litter picking and emptying bins	100%	Yes
Parks admin.	NCC	Responsible for taking and organising bookings for sports and events on the site.	10%	No
Playground Maintenance	NCC	Maintenance and inspection of playgrounds across the city.	Varied	No

Operatives				
Tree Officer	NCC	Advice on management of and inspection of trees on site as and when required.	Varied	No

4.5.2 Other NCC Staff

- Locality Manager - leading the Neighbourhood Management Team the central locality to improve outcomes for local people through the delivery of locally responsive services.
- Neighbourhood Development Officer - improve outcomes for local people through the delivery of locally responsive services; liaison with Parks Development Officer and Park Ranger re community involvement and site management.
- Arts and Events Team - support the organisation and management of large scale events on the site.

4.5.3 Partners

Working in partnership will be key to both the Highfields Park restoration project and its ongoing management and maintenance.

The University of Nottingham is the principal partner on the ground and is fully supportive of the restoration project, as shown by the letter of support submitted with the Stage One bid (August 2012). Furthermore, the Lakeside arts centre and DH Lawrence pavilion act as key draws to the site and provide visitors with a far wider experience than one might find at other destination parks. When the site Activity Plan is drawn up during the Stage 2 bid preparation, the University will be critical in its role of attracting audiences to Highfields Park.

The other main partner is the Probation Service who already play an important role in the day-to-day management of Highfields Park as detailed in 5.2. This role will continue with clear tasks set out for the Probation Service both during and after the restoration project.

4.6 Community Management

4.6.1 Colwick Park Lifeguards

To achieve the vision, aims and objectives for this project, it is intended to allow community representatives to be involved in the decision making and running of the park via the **Highfields Park User Group**.



At the time of writing this plan, Colwick Park Lifeguards are in their second year of operating the Highfields Park boating lake and putting green on behalf of the City Council. Previously, this group supplied a lifeguard duty only, but following discussions, it became clear that it was more efficient for them to run both seasonal operations rather than NCC recruiting its own seasonal staff each year. From 2015 onwards, this operation will be tendered out to test the market and ensure that best value is being achieved.

4.6.2 Highfields Park User Group

The User Group is currently made up of community representatives as well as a small number of expert advisers, partners and NCC representatives:

- NCC Parks Development Officer
- Nottingham Civic Society (chair)
- Local Councillor(s)
- University of Nottingham estates team
- Lakeside Arts Centre
- Highfields Sports Club
- Nottingham Tennis Centre
- Nottingham Croquet Club
- Dunkirk Conservation & Angling Group
- Dunkirk & Lenton Partnership Forum
- Beeston Civic Society
- Friends of University Park
- Wilford Bowmen
- Nottingham Model Boat Club
- Colwick Park Lifeguards

The group needs to be sufficiently diverse in its skills and make up to be representative of the community but also have sufficient technical knowledge to make informed decisions about the park. These representatives will be supported by the Parks Development Team who will provide advice and training which can be utilised for all aspects of park management. The proposed Park Ranger will be based on site and will report back to the Parks Development team.

In the future, other group members could include:

- Neighbourhood Development Officer
- Police officers and Police Community Support Officers

4.7 Site Maintenance

4.7.1 Site Based Gardeners

Improving the management and maintenance of Highfields Park is key to ensuring that the proposed restoration work creates a park that is sustainable for years to come. Grounds maintenance and park management is carried out by the Council's Parks and Open Spaces Service. The Highfields User Group oversees the site and reports annually to the Trust.

At present there are 3 full time Gardeners engaged in maintenance operations; this is supplemented in two ways. Firstly the Probation Service has a team of Community Payback people that undertake very basic maintenance including painting, minor repairs and cleaning functions as part of their reparation. Secondly; gardeners from other locations are seconded to Highfields Park to help manage seasonal demand.

Day to day works are assessed and programmed rather than operating from a detailed general maintenance specification. This allows staff to have flexibility, develop ownership and take initiative. Quality control is determined by the Horticultural Maintenance Supervisor and the Parks Development Officer. The Highfields Park User Group also have a role in providing feedback about the quality and the presentation of the site.

It is also recognised that there are areas where specialist advice is required. One example is the maintenance of the Rhododendron collection. In this example advice has been sought from a national expert, Kenneth Cox of Glendoick Gardens Ltd. Advice has included the identification of the different species and cultivars and specific advice about how to regenerate the collections to ensure the long sustainability of this important historic feature.

4.7.2 Management

Improvements to management have already been adopted. In 2010 dedicated maintenance staff were identified and transferred to Highfields Park from a city-wide team with responsibilities for cleansing and neighbourhood operations. The transfer was put in place so that those staff with suitable expertise could focus full-time on horticultural duties. This has already brought about the improvement of Highfields Park. The next steps include the creation of a Head Gardener role. This position will take on the responsibility of planning day to day operations and identifying and programming longer term operations. The post holder will also be a local point of contact for users of the park and responding to their enquiries.

The City Council understand that there is a national skills shortage of horticultural staff and it is recognised that to ensure a sustainable supply of suitably skilled employees it will be necessary for the Council to grow their own skilled staff through appropriate training schemes. It is intended to create a number of park apprentice positions. This will help in terms of work force planning, with the objective of developing the skills of the team, and the long term sustainability of the workforce.

4.7.3 Maintenance Specification

This MMP was drafted for the park’s HLF restoration project and started the process of setting out policies and procedures for the park’s future – including a detailed management programme and maintenance specification, as seen at Appendix 11. In addition to information on how NCC staff manage the site, it details how the Probation Service, volunteers and other groups can play a role in site maintenance.

Improved site management and maintenance will lead to a Green Flag Award for the park in 2015-2016, ensuring that Highfields is recognised in this national scheme alongside the 17 other Nottingham parks which hold the award already.

Ongoing evaluation of customer satisfaction via user and non-user surveys will ensure that MMP delivery is on track. Opportunities will be sought for surveys to be carried out by volunteers, including students from the University.

4.7.4 Budget

The Charities Commission require the City Council to keep and maintain separate accounts for the land managed under the Highfields Trust. The majority of the landholding comprises Highfields Park therefore it is straightforward to identify both the expenditure and income associated with this site. This transparency will enable the benefits of future capital investment to be identified.

The following table shows the 2012-13 budget for the maintenance of Highfields Park and the suggested uplift required following the restoration project.

Cost	Budget 2012-13	Budget Requirement to
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		Uplift to Green Flag Standard
Employees	£76,060	£101,060
Transport	£15,160	£18,000
Materials	£3,770	£6,000
Total	£94,990	£121,290

The additional labour cost relates to the recruitment of a Head Gardener, much needed to raise standards. The other two costs areas have been uplifted to reflect what is needed for the high quality turf areas – for example, croquet and bowls require this level of funding for herbicides, pesticides, fertilizers and conditioners.

4.7.5 University of Nottingham

Areas of the north shore of the Registered Highfields Park lie within the ownership of the University of Nottingham (UoN) and as such, the University is a key partner in both the restoration project and the day to day operation of the site.

The UoN Grounds Maintenance Manager liaises closely with the Highfields Park Head Gardener and Park Ranger to ensure that maintenance tasks for the park align and schedules and specifications are shared. UoN have also made a £25,000 maintenance contribution towards the path and tree works on the North Shore of Highfields Park.

5.0 Management Programme & Action Plan

The action plan below has been based around the Green Flag criteria to ensure ease of reading an application. Actions will include:

- Annual management tasks;
- Existing projects planned for the site;
- Actions to try and alleviate the issues raised from feedback.

The Action plan is due to cover the 10 year period from 2013 to 2023, including the restoration project itself. It will be reviewed through the User Group and Restoration Project Steering Group and will be reviewed on an annual basis to ensure future actions are programmed in.

Key:

PD – Parks Development

HPUG – Highfields Park User Group

PR – Park Ranger

PS – Probation Service

HS - Horticultural Services

NM Team – Neighbourhood Management

Highfields Park Action Plan 2014 - 2024

Green Flag Theme	Action and Location	Performance Measure	Estimated Cost	Who involved	Action Date	Progress
1. A Welcoming Place	Improve entrance signage				2014	Restoration project proposal
	Provide additional on-site interpretation				2014	Restoration project proposal
	Ensure the park is open to the public 7 days per week at stated opening times			Site staff	Ongoing	
	Ensure a varied mix of on-site activities provided for wide range of visitors			PR Partners e.g. Lakeside	Ongoing	
	Encourage travel to site by non-car means e.g. public transport			NET project Marketing	2014	NET users will be a key target audience in the Activity Plan.
	Recruit a Highfields Park Ranger			PR	2014	Restoration project proposal

Highfields Park Action Plan 2014 - 2024						
Green Flag Theme	Action and Location	Performance Measure	Estimated Cost	Who involved	Action Date	Progress
2. Healthy, safe and secure	Annual site inspection & risk assessment to identify hazards and repairs required.			PD PR	Annually	
	Tree inspections carried out on 5 yearly basis			Tree Service	2015	Last inspections in 2010 and 2013.
	Carry out repairs to site infrastructure including paths, bridges, walls and buildings				2014	Restoration project proposal
	Ensure on-site staff are present as frequently as possible to provide a presence and feeling of safety on the park. Recruit Park Ranger.			NCC staff	Recruit Park Ranger 2014.	Park Ranger recruited January 2014. Colwick Lifeguards provide on site presence during summer.
	Remove all graffiti from site within 48 hours and deal with vandalism asap.			PD PR	Ongoing	
	Work with Police to establish regular Patrols throughout the park.			Police		
3. Well maintained and clean	Site maintenance specification to be established – as part of MMP			PD HS	2012/13	Maintenance specification added to MMP June 2014
	Establish clear maintenance roles for Probation Service on park			PD HS	2012/13	Maintenance specification added to MMP June 2014
	Review and update grounds maintenance performance and specification annually			HS	2014 onwards	Next update due June 2015
	Carry out repairs to historic fabric of park.				2014	Restoration project proposal

Highfields Park Action Plan 2014 - 2024

Green Flag Theme	Action and Location	Performance Measure	Estimated Cost	Who involved	Action Date	Progress
4. Sustainability	Minimise waste and increase green waste composting with set up of on-site back of house areas.			HS	2014	
	Use timber from any felled trees on site.			PD	2014	Restoration project proposal
	Minimise use of pesticides on site.			HS	Ongoing	
	Minimise peat use on site			HS	Ongoing	
	Energy conservation – maximise energy efficiency of pavilions				2014	Restoration project proposal
	Promote cycle and tram travel to park			PD	2014	Restoration project proposal
5. Conservation and Heritage	Carry out repairs to historic fabric of park.				2014	Restoration project proposal
	Interpret historic landscape on site, online and through events and activities.			PD PR	2014	Restoration project proposal
	Maintain the restored landscape in line with maintenance guidelines to preserve for the future			HS PD	2014+	Maintenance specification added to MMP June 2014
	Maintain restored buildings and facilities in line with maintenance guidelines to preserve for the future			PD PR	2014+	
	Carry out ecological surveys of park prior to restoration works			PD	2013	Last ecological surveys 2010
	Deliver conservation work on site through volunteers			PR	2013+	

Highfields Park Action Plan 2014 - 2024

Green Flag Theme	Action and Location	Performance Measure	Estimated Cost	Who involved	Action Date	Progress
	Control invasive species on the park			HS	2013+	Japanese Knotweed treatment taking place during 2014.
	Install bird and bat boxes on the site			PR	2014	Ongoing – via Park Ranger.
	Ensure the lake is managed for biodiversity as well as recreation			HS	2013+	De-silting as part of restoration works.
6. Community Involvement	Support and extend the Highfields User Group to act as a project working party			PD	2012+	User Group kept up to date on restoration proposals.
	Keep the public informed about the restoration proposals and progress			PD	2012+	Extensive consultation during early 2014.
	Promote the park both within Nottingham and beyond			PD PR	2014+	Key aim in Activity Plan.
	Carry out customer surveys to establish satisfaction rates and visitor profiles			PD	2012	GreenSTAT surveys on site July 2012 and June 2014.
	Develop new audiences for the site – produce an Activity Plan				2013	Restoration project proposal
	Recruit and train volunteers to carry out conservation and maintenance tasks on the site			PR HS	2014	Training Plan included within restoration proposals.
7. Marketing	Ensure park webpage kept up to date			PD Parks admin.	Ongoing	
	Advertise restoration project and park events on website and on Parks Facebook page			Park Ranger Parks admin.	Ongoing	Extensive online and Social Media consultation during 2014.
	Develop and implement Activity Plan for site				2013	Restoration project proposal
	Market site facilities & maximise income from site e.g. boating lake			PD	2013+	Seasonal offers trialled during 2012.

Highfields Park Action Plan 2014 - 2024

Green Flag Theme	Action and Location	Performance Measure	Estimated Cost	Who involved	Action Date	Progress
	and putting green / adventure golf					Colwick Park Lifeguards operated lake during 2013 and 2014 – to be tendered out to market in 2015.
8. Management	Develop a detailed maintenance specification for the park			HS	2013	Maintenance specification added to MMP June 2014
	Work in partnership with the University of Nottingham on site maintenance			HS UoN	2014+	Ongoing
	Achieve Green Flag status			PD	2015	Proposed for 2015 or 2016 subject to restoration works.
	Work with the Highfields User Group to oversee the park's restoration and day-to-day management			PD HS	2014+	Ongoing
	Recruit a Head Gardener for Highfields Park			HS	2014	Restoration project proposal

6.0 Financial Plan

The Charities Commission require the City Council to keep and maintain separate accounts for the land managed under the Highfields Leisure Park Trust. The majority of the landholding comprises Highfields Park therefore it is straightforward to identify both the expenditure and income associated with this site. This transparency will enable the benefits of future capital investment to be identified.

6.1 Maintenance Budget

The following table shows the 2011-12 budget for the maintenance of Highfields Park and the suggested uplift required following the restoration project.

Cost	Budget 2011-12	Budget Requirement to Uplift to Green Flag Standard
Employees	£76,060	£97,290
Transport	£15,160	£18,000
Materials	£3,770	£6,000
Tree Works	£0	£10,000
Total	£94,990	£131,290

The additional labour cost relates to the recruitment of a Head Gardener which is needed to raise standards. The other two costs areas have been uplifted to reflect what is needed for the high quality turf areas – for example, croquet and bowls require this level of funding for herbicides, pesticides, fertilizers and conditioners.

6.2 Development Budget

A development budget of £14,000 also exists for the site. As an example, in 2013/14, this was spent as follows:

Paint for Probation team (railings etc)	£1,478.12
Materials for Probation team	£18.01
Repairs to cascade pump	£945.00
Tree removal	£1,007.50
Water treatment - Christmas club event	£233.87
Boat house racking	£825.00
Paint for Probation team (benches etc)	£46.14
Boot Scrapers	£984.00
Cascade pumpfloat etc	£170.00
Tree removal	£85.00
Installation of boot scrapers at pavilions	£680.00
Pest Control - Squirrel & rats - annual works	£800.00
Catering for 8th Jan 2014 HLF meeting	£135.33
Boat repairs	£1,920.00
Gravel	£467.50
Trailer hire for consultation event April 2014	£178.00
New canoes for lake x 8 inc. paddles	£3,945.36
	£13,918.83

6.3 Highfields Park Financial Plan

INCOME (per annum)	
Nottingham City Council	£37,790
Highfields Park annual development budget	£14,000
Boating lake & putting green	£49,000
Catering concessions – ice cream	£23,500
Catering concessions – coffee cart	£2,500
Event Income - approx.	£2,500
Croquet Club lease	£7,000
Croquet Club - rent of 3 bowling greens	£2,200
Colwick Park Lifeguards – licence to use boathouse	£1,250
HLF funding for Park Ranger	£25,000
HLF funding for Head Gardener	£25,000
HLF funding for NCC staff training	£3,000
HLF funding for volunteer training	£2,000
HLF funding for Activity Plan	£5,000
HLF funding for project monitoring	£500
University of Nottingham events funding	£69,300
University of Nottingham site maintenance	£26,091
University of Nottingham – operation of Lakeside & Djanogly Gallery	£63,800
NCC maintenance increase from 2015/16 onwards	£36,300
Total Income	£395,731
EXPENDITURE (per annum)	
Buildings	
Bldg maintenance – Pavilions, boathouse & ticket office	£2,500
Utility costs	£2,000
Materials (e.g. paint for Probation Service)	£2,000
Lakeside / UoN - Gallery Café & Pavilion Café operational costs	£27,000
Lakeside / UoN - Toilet Facilities (indoor and outdoor) – cleaning	£7,000
Lakeside / UoN - Information Points at Box Office	£3,000
Lakeside / UoN - First Aid availability	£500
Lakeside / UoN - Access to rooms for City Council events	£800
Lakeside / UoN - 24 hour year round security	£25,000
Lakeside / UoN - parking enforcement	£500
People Costs	
Site-based gardeners x 3	£76,060
Park Ranger (new)	£25,000
Head Gardener (new)	£25,000
Operation of boating lake & putting green	£25,000
Revenue Projects	
HLF Activity Plan costs (excluding Lakeside events below)	£5,000
Children's Festival, Chinese New Year & Lakeside investigators	£69,300
Marketing	£250
NCC staff training	£3,000
Volunteer training	£2,000
Project monitoring	£500
Maintenance costs	
Transport	£15,160
Materials	£3,770
Annual tree works	£3,000
NCC maintenance increase from 2015/16 onwards	£36,300
UoN North Shore site maintenance	£26,091
Lake de-silting of silt trap – every 2 years	£2,000

Other maintenance e.g. rowing boats, park infrastructure.	£8,000
Total Expenditure	£395,731
BALANCE	£0

Appendices

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9	The Life of a Park Ranger	83
10	Visitor Counts 2012	85

Supporting Information

Below is a list of the supporting information that can be accessed from the Parks Service, but has not been included within the Management Plan.

Item
Maintenance Specification – to be developed
Ecological Survey
Tree Survey
Condition Surveys
GreenSTAT Survey information
Health and Safety information for Grounds Staff
Friends Group minutes

Appendix 1: Policy Context

The following table summarises the national and local policies that affect open and green spaces in Nottingham City. For further detail, please see the policies themselves.

National Context

Policy	Date	Relevance
ODPM "Living Places: Cleaner, Safer, Greener"	October 2002	High quality, well used open and green spaces are only possible if those responsible for their planning and management think long term and strategically.
Urban Green Spaces Taskforce: 'Green Spaces, Better Places'	May 2002	Identified the important contribution that parks and green spaces make in improving the quality of life in urban areas, and in helping to deliver wider and longer-term benefits through a range of public policy priorities.
CABE Space (Commission for Architecture and the Built Environment)	Est. 2003	Created following the recommendations of the Urban Green Spaces Taskforce; to bring excellence to the design and management of public spaces in towns and cities and to ensure that such spaces make a greater contribution to quality of life and the deliverability of sustainable communities.
ODPM Planning Policy Guidance Note 17 (PPG17) on Planning for Open Space, Sport, and Recreation. PPG17 companion guide 'Assessing needs and opportunities'	July 2002	PPG17 stated that it is essential that local authorities undertake robust assessments of the need for open spaces. It set out a requirement that local authorities should carry out assessments of existing open space and needs of residents, those working within and visitors to the area. Such assessments provide the baseline information necessary to establish an effective open and green space strategy.
Natural Environment and Rural Communities (NERC) Act	1st Oct 2006	Section 40 of the Act requires all public bodies to have regard to biodiversity conservation when carrying out their functions (including Local Authorities). This is commonly referred to as the 'biodiversity duty'. This duty extends to all public bodies the biodiversity duty of section 74 of the Countryside and Rights of Way Act 2000 (CROW), which placed a duty on Government and Ministers. The aim of the biodiversity duty is to raise the profile of biodiversity and visibility of biodiversity, to clarify existing commitments with regard to biodiversity and to make it a natural and integral part of policy and decision making.
Sites of Special Scientific Interest		4 SSSIs in the City
Local Nature Reserves		13 LNRs in the City.

Regional Context

Although located within Nottinghamshire, the City Council is a Unitary Authority and is therefore responsible for service areas such as education, social services and rights of way. In contrast, the districts surrounding Nottingham City look to Nottinghamshire County Council to provide a number of services connected with open and green spaces. Different methods of working therefore exist between Nottingham City and its neighbouring authorities. The City also has a different relationship with the County Council compared with these other authorities.

There are a number of organisations which have an open and green spaces remit that cover the wider area of Nottinghamshire, encompassing all or part of the City. These include Natural England, East Midlands Development Agency (EMDA) and Nottinghamshire Wildlife Trust. All of these bodies have the potential to be involved in projects on open and green spaces in the City.

Local Context

Nottingham City

The City of Nottingham is the thriving, regional capital of the East Midlands. Centrally located, it is within easy reach of most of the country – London is 124 miles, Manchester 71 miles, and Birmingham 49 miles away. Nottingham has a population of over 273,900 with over 3 million people living within an hour's drive of the city centre. In addition, it is identified as one of the UK's Core Cities Group – which consists of those cities identified by the government as being the 'powerhouses' of the economy.

The city enjoys a strong reputation for retail – it ranks as the fifth best shopping destination, after London's West End, Glasgow, Birmingham, and Leeds. Besides being a great city for shopping, Nottingham has proved itself great for businesses, with over 50 regional and national HQs located within the city including Experian, Boots Plc and Capital One.

Despite its wealth and commercial success, many of its residents live in areas of deprivation. Over 60% of Nottingham's population lives in an area of deprivation. 13 of the 20 city wards are within the 10% most deprived nationally, as measured by the Index of Multiple Deprivation, with pockets of deprivation in further wards (Source: Unofficial Ward Rankings, East Midlands Public Health Observatory). It is also worth noting that the Nottingham City boundaries exclude a number of suburbs, which makes comparisons with similar cities difficult, but the key facts are:

- Nottingham is one of 10 lowest performing authorities for GCSE results
- It has one of highest rates for teenage pregnancy in the country
- Life expectancy in Nottingham's most deprived communities is 3 years shorter than the national average
- Nottingham has one of the highest rates for children killed on the roads
- It has a high incidence of drug related crime
- It has one of the highest domestic burglary rates in the country

Nottingham - A Green City

The City of Nottingham has over 1500 hectares of open and green space, which equates to about 20% of the total City area. The majority of this green and open space is made up of parks and natural areas with the rest comprising of children's playgrounds, allotments, cemeteries, and outdoor sports facilities.

The 2010 Sustainable Cities index ranked Nottingham (http://www.forumforthefuture.org/files/Sustainable_Cities_Index_2010_FINAL_15-10-10.pdf) as the leading city in its green space indicator, based on “the number of Green Flag and Green Pennant Awards per city per 100,000 people, 2010”. It was also 4th in its environmental performance.

The 2004 and 2005 MORI residents’ surveys showed that parks and open spaces are regarded as the second most important service of those services mentioned in the survey, alongside refuse collection. The 2005/06 satisfaction level for residents was 72%, which is in line with the national average of 71%. Local satisfaction levels are now at over 80% based on 2010 and 2011 GreenSTAT surveys.

Despite their importance and value by the local community there was been a marked decline and under-investment in Nottingham’s parks and green spaces over during the 1980s and 1990s – a decline that has been mirrored nationally.

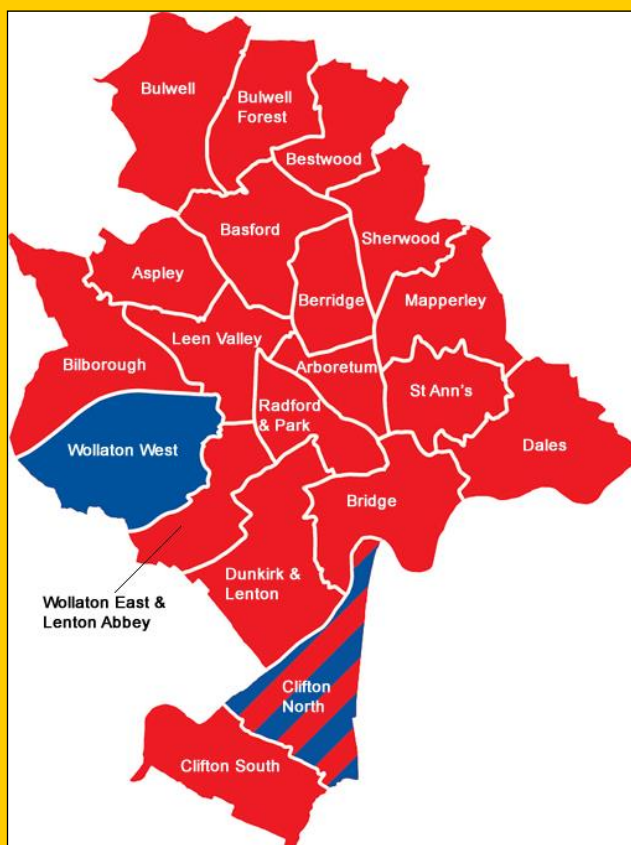
Historically much of the open and green space has become the responsibility of the City Council through specific acts of parliament (e.g. 1845 Inclosure Act) or through restructures and developments across the whole of the urban area. This has resulted in the current ownership and management of open and green being divided across a number of departments with different management, maintenance roles and responsibilities and is without a comprehensive understanding of the all the open and green space that the City is responsible for.

Nottingham City Council

Nottingham City Council is a Labour controlled unitary authority providing all local government services within the City of Nottingham administrative district. Like all local authorities, the Council is a democratic organisation, with 55 councillors representing electors in the 20 electoral wards in the City of Nottingham.

- The councillors meet as a Full Council around every six weeks
- The Leader of the Council (who is the leader of the majority political group) and eight executive councillors hold decision-making powers
- The Executive Board made up of the executive councillors including the Leader of the Council, meet monthly and make important decisions on policy and financial matters
- Statutory and regulatory committees determine applications for planning permission or certain types of licence
- 9 Area Committees are made up of councillors from clusters of neighbouring electoral wards and consider matters of local interest and concern

To provide professional guidance, execute decisions, and deliver services, the Council is divided into five departments, each led by a Corporate Director. Steering the council as a whole is the Chief Executive, Jane Todd.



The 5 departments are:

- Chief Executive Group
- Children and Families
- **Communities**
- Development
- Resources

Area Committees

Nottingham City is split into 8 area committees each containing at least two 'wards'. Area Committees involve local councillors who play a lead role as 'champions' for their areas and neighbourhoods. As elected representatives they can shape, influence, and highlight local issues, policies, and service standards. Nottingham's Area Committee and Neighbourhood Management structures support this process, turning local representation into real decision making over local services, budgets and plans.

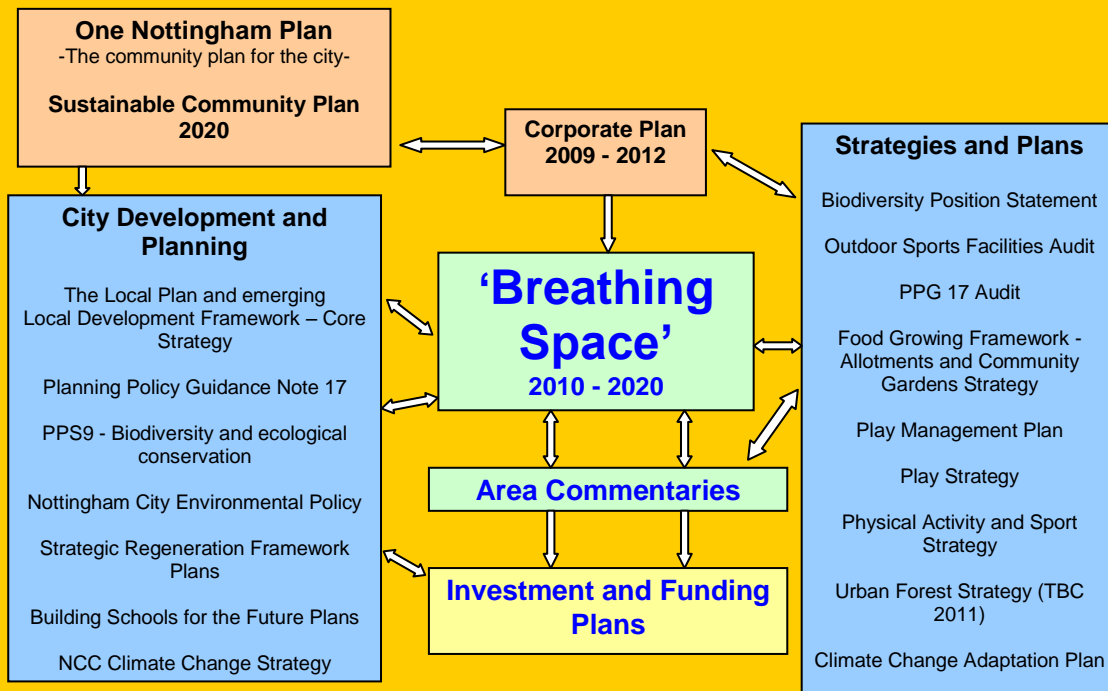
Local Policies

Local Policy	Date	Relevance
Sustainable Community Strategy: The Nottingham Plan to 2020	October 2009 - 2020	<p>Nottingham's vision for 2030: <i>Go ahead Nottingham: Safe, clean, ambitious, proud</i></p> <p>The Sustainable Community Strategy sets the overall strategic direction and long term vision for the economic, social and environmental wellbeing of the City of Nottingham.</p> <p>Cross-cutting aims 1: Green – Being environmentally sustainable.</p> <p>2020 Strategic Priorities 1. World Class Nottingham - Develop Nottingham's international standing for science and innovation, sports and culture 2. Neighbourhood Nottingham - Transform Nottingham's neighbourhoods 3. Family Nottingham - Ensure that all children and young people thrive and achieve 4. Working Nottingham - Tackle poverty and deprivation by getting more local people into good jobs 5. Safer Nottingham - Reduce crime, the fear of crime, substance misuse and anti-social behaviour 6. Healthy Nottingham - Improve health and wellbeing</p>
Nottingham Local Plan	2005 (until the emerging Local Development Framework is completed)	
Council Plan	2009-2012	<p>Follows the 6 strategic priorities set out in the Sustainable Community Strategy:</p> <ol style="list-style-type: none"> 1. World Class Nottingham 2. Neighbourhood Nottingham 3. Family Nottingham

		<p>4. Work in Nottingham 5. Safer Nottingham 6. Healthy Nottingham.</p> <p>Each of these priorities in turn are supported by one or more delivery plans.</p>
Nottingham's Local Development Framework (LDF)	TBC	<p>Will be comprised of Local Development Documents (LDDs), which include:</p> <ul style="list-style-type: none"> • Development Plan Documents (DPDs) which, together with the Regional Spatial Strategy (RSS), are part of the statutory development plan, and • Supplementary Planning Documents (SPDs) which expand policies set out in DDS or provide additional detail • Statement of Community Involvement (SCI) • Local Development Scheme (LDS) • Annual Monitoring Report (AMR). <p>Further up to date information on the LDF timetable can be found online at http://www.nottinghamcity.gov.uk/index.aspx?articleid=740</p>
Breathing Space	2010 – 2020	<p>The revised 'Breathing Space' embeds the strategic framework that seeks to value and revitalise the City of Nottingham's open and green spaces.</p> <p>The aim of the strategy is to maximise the value that all City residents receive from the open spaces network.</p> <p><i>A Strategic Vision for Nottingham's Open Green Spaces: Better quality, sustainable open and green spaces that are accessible and inviting to use ... resulting in.... More people using open and green spaces, more often.</i></p>
Nottingham City PPG17 Audit	2007/08 – 2009/10	Audit data for all greenspace in the city, split into several typologies and hierarchies, as well as Green Flag based quality ratings for each site.
Area Commentaries x 3	2010	The Area Commentaries cover the strategic regeneration areas and consider the wide range of detailed work which has recently been undertaken e.g. PPG 17 Audit and Playing Pitch Strategy, Building Schools for the Future plans, Strategic Regeneration Framework plans etc. They seek to put together, both visually and via data audits, the challenges and opportunities that need to be addressed over the next 20 years for quality open and green space infrastructure provision.
Playing Pitch Strategy	2010	A Playing Pitch Assessment was undertaken on behalf of the City in 2009. Its main findings advocate the protection, maintenance and enhancement of an accessible network of playing pitch provision that meets the current and future anticipated demand from all teams that wish to play home games, on a pitch that is of sufficient quality and with suitable ancillary facilities. It also recommends that standards of provision be adopted, to safeguard the adequacy of existing and future pitch and outdoor sports facility provision in the City of Nottingham.

Physical and Strategy	Activity Sports	2010	The strategy aims to increase the physical activity and sport levels of people in the City of Nottingham through the development and promotion of a wide range of opportunities which are far broader than traditional sporting activities e.g. green gyms in parks, improved urban spaces, urban sports such as skateboarding, street play etc. In addition it will influence the current and future work of the Sports, Leisure and Parks Service including highlighting core issues and developing priorities and the way we use resources to improve future service delivery. The strategy is about change and our need to provide a clear approach towards future service delivery.
Biodiversity Position Statement		2011 – 2020	The first Biodiversity Position statement was adopted by the Council's Executive Board in 2006. During its existence, it helped to raise the profile of biodiversity within the Council. This statement has been updated and reviewed in 2011 following the revision of the Breathing Space framework.
Food Framework	Growing	2011	The Food Growing Framework outlines the way in which Nottingham City Council will work to encourage and support food growing in the city. It contributes to a range of local and regional policies and plans and in particular supports the delivery of Nottingham's Sustainable Community Strategy 'Locally sourced food' action programme (Healthy Nottingham).
Play Strategy		2001	Nottingham's vision for play is that: All children in the City of Nottingham will be able to exercise their right to access a wide range of appropriate, freely chosen, self-directed play opportunities.
Play Management Plan		2011 (tbc)	
Urban Strategy	Forest	2012 (tbc)	The City is currently developing an Urban Forest Strategy, taking due consideration of current international, regional and corporate policy and good practice. The Urban Forest Strategy will seek to promote and sustain the benefits for citizens, whilst recognising that trees can sometimes have negative effects and the need to manage this. The strategy will provide a structure for compliance with the Council's legal responsibilities as well as the direction and priorities for the City, moving forward.
Local Wildlife Sites			72 Sites of Importance for Nature Conservation (SINCs) in the City,
Environmental Policy			NCC recognises the need to protect and enhance the local and global environment through its own and others activities. The Local Authority is committed to minimising the Council's adverse environmental impacts while enhancing the quality of life for the people of Nottingham City.
Climate Change Strategy		2006	In 2006 the City Council adopted the Nottingham Declaration on Climate Change and produced a Climate Protection Strategy Zero 2100 which has a vision of a carbon neutral City by 2100,
Climate Change Adaptation Plan		2011/12 (tbc)	

Sports, Culture and Parks Relationship Diagram for Open and Green Space



Department of Communities

The City Council has 5 strategically aligned service directorates. The management of the City's Parks and Open Spaces sits within the department of Communities.

In addition, the Corporate Director has been assigned as the 'corporate sponsor' for the management of all the Council's open and green spaces.

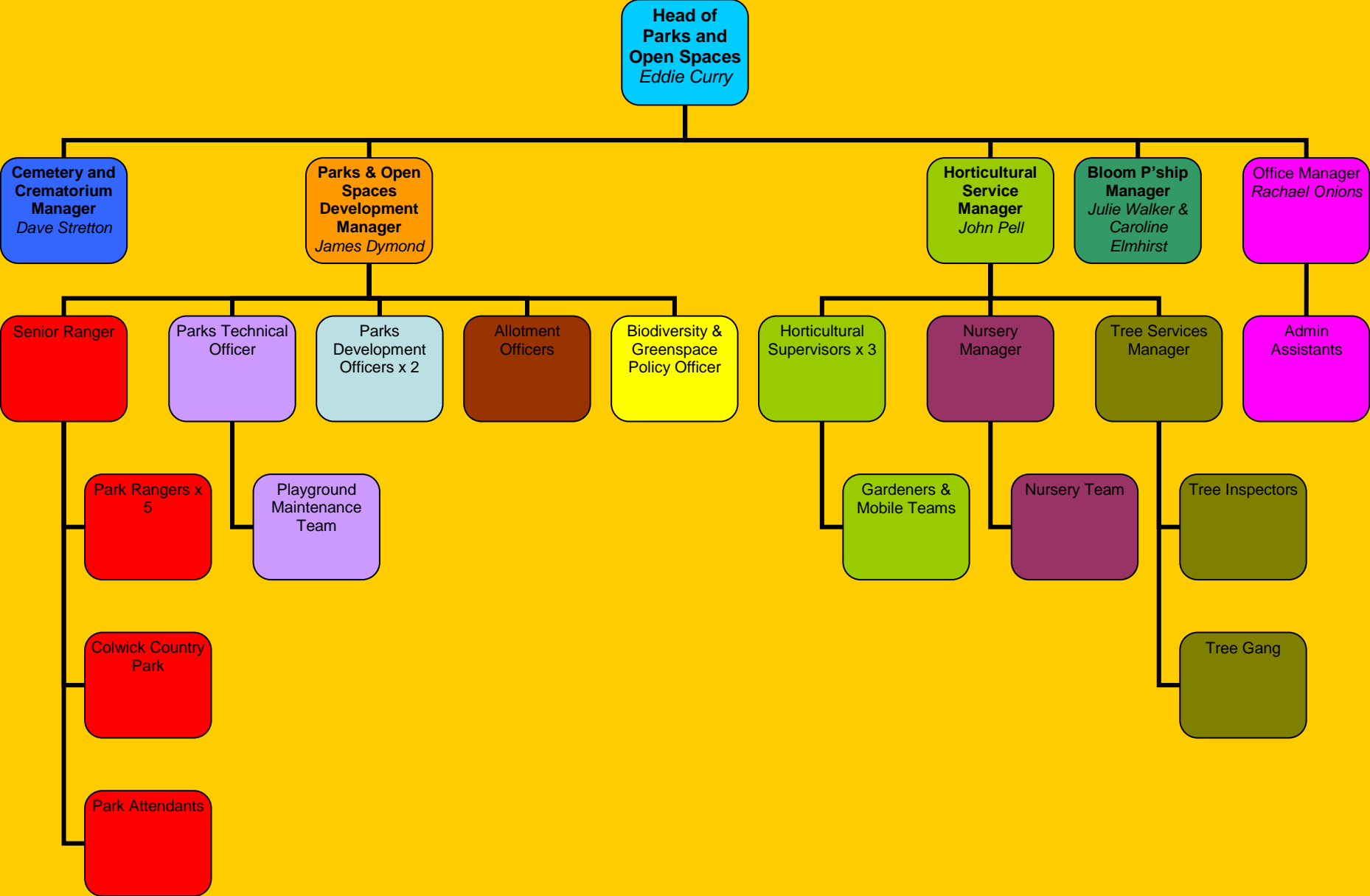
The Parks and Open Spaces Service

This team sits within the Communities Department under the Sport, Culture and Parks service area. A team structure chart is shown in section 1.4.7.

Since a restructure in July 2010, the following teams make up the Service:

- Horticultural Service – including maintenance of the 30 key parks in the City (responsibility transferred from City Services in July 2010)
 - Nursery
 - Arboricultural Services
- Nottingham in Bloom
- Parks Development
- Park Rangers & Attendants
- Biodiversity & Greenspace Policy
- Allotments
- Cemeteries & Crematorium

PARKS AND OPEN SPACES TEAM STRUCTURE (May 2012)



Budgets

The Parks and Open Spaces Team manage the budgets and financial responsibility for open and green spaces; the budgetary responsibility for the City's open space resource is in the region of £6.5 million

Budgets are split between:

- Sites within the City Services maintenance contract - these have a maintenance specification that lists all the work that is scheduled to be carried out during the year. All work listed is that of a type that can be quantified and a cost is associated with it. This is known as the asset register.
- Non-Programmed Work Budgets. This budget relates to work done at times during the year that cannot be quantified, such as repairs to damage caused by vandalism. To help fund this unforeseen extra work a sum of money is held in reserve.
- Budgets for sites maintained direct by the Parks Horticultural Service.
- Budgets for other teams such as Parks Development, Allotments, Rangers etc.

Appendix 2: Site Contacts

Name	Role	Contact
Parks Service		
Eddie Curry	Head of Parks & Open Spaces	0115 87 64982
James Dymond	Parks Development Manager	0115 87 64983
James Tilford	Parks Development Officer	0115 915 2749
John Pell	Horticultural Service Manager	0115 915 2725
Luke Wilson	Horticultural Supervisor	0115 915 2794
John Simpson	Senior Ranger	0115 915 2720
Steve Clarke	Park Ranger (as at May 2012)	0115 915 2733
City Services		
John Marsh	Locality Manger	07507 544 155
Pauline Dorey	Neighbourhood Development Officer	07960 420 474
Others		
Hilary Silvester	Chair, Highfields Park User Group	
	Probation Service	
	Police Neighbourhood Beat Officer	

Appendix 3: SWOT Analysis and evaluation

This is a management technique to assist managers in taking the most appropriate actions over a set period, which will achieve a balance between the needs of the site, the community, the pertaining strategies, and resources available.

SWOT means:

- Strengths
- Weaknesses
- Opportunities
- Threats

The SWOT analysis for Highfields Park has been applied to the criteria of the Green Flag Award scheme as a basis for analysing the current position of the site, leading to the development of the restoration project and the ongoing Action Plan.

A WELCOMING PLACE	
Strengths	Discrete entry points; network of paths; adequate seating and litter bins; signage at all entrances to the site; dedicated staff for site; good general standard of maintenance throughout site; facilities for a range of ages and abilities; seasonal concessions; located on main transport link into the City; café, toilet and playground facilities; adjacent to University of Nottingham campus.
Weaknesses	Lack of nearby external direction signs to site; traffic and pedestrian conflict in car park; limited parking spaces.
Opportunities	Good level of facilities; well used site throughout the year; large site with space for new facilities; staff willingness to improve the site further.
Threats	Vandalism, environmental crime, graffiti and litter; poor maintenance; lack of cohesive management.
HEALTHY, SAFE AND SECURE	
Strengths	Site specific risk assessments; weekly and annual external inspections of play equipment; good natural surveillance due to level of usage site; site staffed 363 days of the year; visited by neighbourhood wardens / PCSO's; out of hours emergency number; toilet facilities at Lakeside café.
Weaknesses	Hidden areas can attract occasional anti-social behaviour problems; insufficient staffing at off-season weekends.
Opportunities	Park Ranger service; increase usage of underused areas; organise more activities and events to promote site; establish stronger links with police and wardens.
Threats	Vandalism and anti-social behaviour in the evenings; budget cuts.
CLEAN AND WELL MAINTAINED	
Strengths	Good standard of grounds maintenance, weed control and litter clearance; same day response for needles & graffiti; site-based staff can action minor repairs immediately; playground inspected weekly.
Weaknesses	Weekend response to issues can be limited due to lack of site staff. Investment in certain parts of the site on hold due to budgetary pressures.
Opportunities	Maintenance budgets and staff now lie within Parks Service; Ranger Service; website where citizens can report issues; ensure

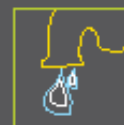
	training opportunities are continued.
Threats	Cuts to revenue budgets; poor maintenance; lack of staff through cuts; failure to sustain the engage the neighbouring community.
SUSTAINABILITY	
Strengths	Revised Breathing Space strategy adopted January 2011; Biodiversity Statement in place; good standards of grounds maintenance; tree surveys undertaken; green waste recycled off site; pesticides only used to treat Japanese Knotweed; maintenance fleet using low sulphur diesel; site waste incinerated with energy reused for heating; old play bark is used as mulch and weed suppressant on site.
Weaknesses	Lack of dedicated staff or funds to pursue more 'green' projects on site, especially buildings; lack of targets for reduction / minimisation of environmental impacts.
Opportunities	Maintenance review via Restoration Project; to exploit further educational and interpretive possibilities; to engage the community/friends towards more participative management; use of parts of the site for more 'sustainable' horticulture.
Threats	Lack of officer time; lack of further capital and revenue funding to combat normal wear and tear or undertake future projects.
CONSERVATION AND HERITAGE	
Strengths	Heritage of English Heritage Listed park and Listed buildings and features; interpretation of some features on site; local value as a large green space within a built up area.
Weaknesses	Lack of adequate budgets for repairs and maintenance of historic features; lack of interpretation of some features plus nature conservation value of site.
Opportunities	Use of site for educational visits; availability of external funding to conserve and improve features.
Threats	Vandalism; failure to set up programmed revenue and capital funding; lack of vision; loss of commitment; failure to engage community or partners; inappropriate works to listed structures / their surroundings.
COMMUNITY INVOLVEMENT	
Strengths	The site is accessible to the local community and visitors from further afield, with a strong sense of ownership by local users; it is well used for informal recreation and hosts local and City-scale events; large amount of feedback from 2012 GreenSTAT questionnaires; park User Group in place.
Weaknesses	Limited comparison of site users and non-users & lack of data about barriers to use.
Opportunities	Park Ranger Service to aid community involvement and the ongoing development of the User Group; greater use of the site for events; wider marketing of site.
Threats	Lack of Ranger Service capacity; lack of support and assistance from the local community; lack of officer support and communication; failure to have operational grounds maintenance support.
MARKETING	
Strengths	Highly visible and well known site locally due to its location on University Boulevard and adjacent to University campus; website has page with site information and downloadable maps; Ranger Service Education Pack available; use of GreenSTAT for monitoring and evaluation; use of website and Facebook for

	promotion and feedback.
Weaknesses	Ongoing need for user data & numbers.
Opportunities	Expand year round events programme; review site usage; to promote the site via the Education Pack, online and in leaflets.
Threats	Lack of planned events programme; lack of consistent committed resources to market the site or monitor GreenSTAT; lack of visitor number feedback.
MANAGEMENT	
Strengths	All management functions within Parks Service and regular management input; good standard of grounds maintenance; Breathing Spaces strategy adopted.
Weaknesses	Operational revenue and capital budgets under pressure to adequately deal with maintenance and development requirement; Insufficient staff time to fully develop the site's potential.
Opportunities	Ensure Green Flag Award is secured after Restoration Project; establish regular school and other group uses of site; to promote and market the site; to assess feasibility of improving income generation.
Threats	Decrease in dedicated staff and revenue funding.

Appendix 4: Site Risk Assessment

Item	Hazard	Seriousness of potential injury	Likelihood of injury occurring	Control Measures
Paths	Slipping and Tripping	Medium	Medium	Some paths in need of repair and a programme of improvements is planned.
Events	Range of Public Liabilities.	Medium	Low	All events have to have separate Risk Assessments and be covered with regards to public liability.
Children's Play Area	Injury through play.	Low	Medium	Play area is inspected weekly and maintained on a regular basis.
Trees	Tree branches falling	Medium	Low	Trees are regularly inspected and maintenance or felling carried out as required.
Dogs	Attack from dog	Medium	Medium	Dog Wardens, Park Rangers and site staff instruct dog walkers. Potential use of Dog control order if required.
	Contact with dog mess	Medium	Medium	
Steps	Slip, trip falling down steps.	Medium	Low	All steps within park are regularly monitored and maintained.
General Public Safety	Heart attacks & potential health problems	Medium	Low	The open nature of the site, heavy usage close location of public phones and on site staffing help to reduce these issues. Regular patrols by Police & PCSOs. Restoration project to design out areas of risk.
	Risks due to anti-social behaviour, crime etc.	Medium	Low	
Car Park	Pedestrian – car conflicts	High	Low	Car park layouts to be reviewed under Restoration Project.

Environmental Policy



Nottingham City Council recognises the need to protect and enhance the local and global environment through its own and others activities. This Local Authority is committed to minimising the Council's adverse environmental impacts while enhancing the quality of life for the people of Nottingham City. Nottingham City will ensure through civic leadership and delivery of the highest standard:

- Compliance with all applicable legal, regulatory and other requirements;
- Prevention of pollution to air, land and water;
- Continual improvement by setting specific, measurable, achievable and realistic, objectives and targets at all levels of planning, and service delivery;
- Staff and people working for the Council's behalf are aware of and understand this policy. An annual statement will be published;
- A city wide approach to carbon reduction

We commit to:

EP1 Environmental Management: Carry out regular reviews of departments, functions, contractors and suppliers to enable good environmental performance whilst taking into account best practice techniques, socio and economical constraints and our corporate commitment to reducing carbon emissions. This will be done via implementation and development of an Environmental Management Scheme.

EP2 Environmental Awareness: Support schools, businesses and partner organisations to help improve the quality of the local environment by ensuring that staff are trained and developed to be able to understand this policy and ensure the commitments are met.

EP3 Energy, Natural Resources and Climate Change: Monitor and implement energy, water and fuel saving techniques and technologies for the Council's own business practices in order to support and improve upon the aims of government targets and locally set objectives. By reviewing how we deliver goods and services, we will lower Nottingham's carbon emissions as well as prepare services for the challenges imposed by climate change.

EP4 Waste Management: Work with businesses and suppliers to reduce waste. In our own operations we will progressively reduce-reuse-recycle our waste and prevent landfill in the future.

EP5 Transport and the Built Environment: Follow best practice regarding the sustainable design of Council new builds, renovations, conversions and use of buildings. Undertake the conservation and sustainable use of non-renewable resources in our activities and within the local community. Minimise emissions from our own fleet and through improvements to Nottingham's transport system.

EP6 Biodiversity: By managing our assets we will conserve existing wildlife and enhance Nottingham's unique variety of species and habitats. We will work to enrich open spaces to serve the local community so that they are accessible to all.

EP7 Procurement and Purchasing: We will lower the environmental impact of purchases made for and on behalf of the Council. Contractors and suppliers will work to similar standards as the Council. All aspects of procurement will be assessed to assist with reducing significant environmental impacts, whilst also maintaining a balance between the social and economical needs of the wider community.

This policy was approved by

Jane Todd
Chief Executive

Councillor Jon Collins
Leader



Nottingham
City Council

Appendix 6: GreenSTAT Survey 2012

Highfields Park Public Perception Report July 2012

The Highfields Park surveys took place in the week commencing 28th May, 2012. This year the surveys were carried out on site only. The City Council is currently preparing a Lottery bid to restore the park and additional questions were asked relating to priorities for improvements to the park and possible involvement in a Friends Group. 296 valid interviews were obtained.

In the following tables figures have been rounded up/down to the nearest full percentage point. Where the figures do not add up to 100% this is as a result of computer rounding.

Table 1 shows the frequency of visit to the park.

Table 1: Frequency of visit

Less than once a year %	Once a year %	2 or 3 times a year %	More often %
1	1	14	84

Table 2 shows the normal mode of travel that people use to access the park.

Table 2: Mode of travel

Bicycle %	Bus %	Car %	On foot %
6	10	47	37

Table 3 shows the journey time for respondents travelling to the park.

Table 3: Journey time to park

Less than 5 minutes %	5-10 minutes %	10-15 minutes %	15-20 minutes %	20-30 minutes %	More than 30 minutes %
10	20	18	20	20	13

Table 4 shows the duration of stay for visitors interviewed in the park.

Table 4: Duration of stay

Less than 30 minutes %	30 minutes-1hour %	1-2 hours %	2-4 hours %	More than 4 hours %
10	27	49	11	3

Visitors were asked what their overall impression of the park was, ranging from satisfied to very dissatisfied. The results are shown in Table 5.

Table 5: Overall impression of the park

Very satisfied %	Satisfied %	Neither satisfied or dissatisfied %	Dissatisfied %	Very dissatisfied %
49	50	1	0	0

Table 6 shows the age group of interviewees.

Table 6: Interviewee age groups

16 yrs or under %	17-19 yrs	20-29 yrs	30-39 yrs	40-49 yrs	50-59 yrs	60-74 yrs	75 yrs or over
1	8	24	14	11	17	23	2

A fairly equal split was obtained over the various age groups and of the interviewees 40% were male and 60% were female. 9% of interviewees considered themselves to have a disability that would affect their use of the park. 51% of the interviewees lived in the Nottingham City Council area.

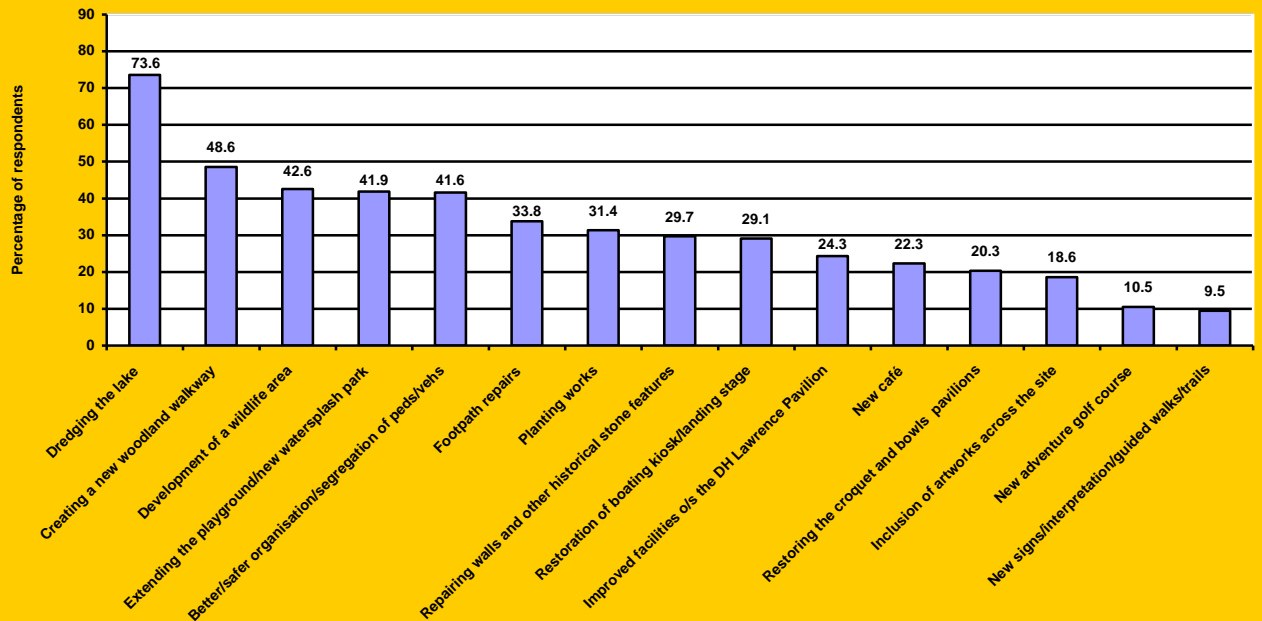
No comparison has been made with the previous year's data for the above as only 15 on site interviews were carried out in 2011.

Visitors were asked which of the following were their top 5 priorities for improvements in the park and would encourage them to visit more often or stay longer:

- Dredging the lake which would allow the restoration & re-launch of the Maid Marion.
- Footpath repairs.
- Repairing walls and other historical stone features.
- Restoring the croquet & bowls pavilions to their former glory.
- Creating a new woodland walkway.
- Extending the playground with a water splash park to replace the former paddling pool.
- New signs, interpretation and guided walks and trails.
- A new adventure golf course.
- A new café.
- Restoration of the boating kiosk and improvement to the landing stage which would allow new exciting opportunities to the range of boats currently stocked e.g. pedalos.
- Development of a wildlife area at the site of the former paddling pool.
- Inclusion of artworks across the site e.g. wood sculptures.
- Planting works e.g. Japanese gardens, reed beds.
- Improved facilities outside the existing DH Lawrence Pavilion, including more sitting out tables and chairs around the cafe area.
- Better and safer organisation and segregation of pedestrians and vehicles / parking spaces.

Figure 1 shows the percentage of all respondents citing an improvement as one of the top five priorities for the site to encourage them to visit more often or stay longer. Dredging the lake was clearly the most important priority with 73.6% of respondents ranking it between 1st and 5th. Creating a new woodland walkway, the development of a wildlife area, extending the playground with a water splash park to replace the former paddling pool and better and safer organisation and segregation of pedestrians and vehicles / parking spaces followed as the next most important priorities. In terms of the first priority, dredging the lake was again clearly the most important (37.8% of respondents) followed by better and safer organisation of pedestrians and vehicles/parking spaces (11.8%). Footpath repairs were also in the top 5 for the first priority (9.1% of respondents).

Figure 1: Percentage of Highfields Park respondents citing an improvement as one of the top five priorities for the site to encourage them to visit more often or stay longer



B7 What do you normally do when you visit the park or open space (Please tick up to Five main reasons for normally visiting the park or open space)

Question / Sub Question	
To relax or think	48%
For peace and quiet	18%
Enjoy flowers/trees	14%
See birds and wildlife	30%
Feed the birds / ducks	5%
Enjoy the beauty of the surroundings	21%
Get some fresh air	47%
For a walk	42%
Take a shortcut	3%
Ride a bike	3%
Walk the dog	13%
Children / Family outing	14%
Meet friends	19%
Visit the play area	7%
Picnic/barbecue	3%
To eat/drink	20%
Enjoy entertainment	1%

Attend events	2%
To keep fit	13%
To improve my health	11%
Organised educational visit	0%
Guided walks and talks	0%
Play sports or games	5%
Watch sport or games	1%

Question / Sub Question	Very good	Good	Fair	Poor	Very poor
C1 How would you rate the design and appearance of the park or open space? (Please tick one only)	46%	49%	4%	0%	0%
C2 How would you rate the standard of cleanliness and maintenance of the park or open space? (Please tick one only)	18%	62%	18%	1%	0%
C3 How easy is it for you to get around the park or open space? (Please tick one only)	51%	43%	6%	0%	0%
C4 What do you think about the range of visitor facilities that are available? (Please tick one only)	33%	50%	15%	2%	0%
C5 How would you rate the standard and maintenance of the trees, the flowers and flower beds, shrubs and grass areas in the park or open space? (Please tick one only)	41%	51%	8%	0%	0%
C6 Thinking about the care and protection of nature and the wildlife that lives in the park or open space, the insects, birds, and animals etc, how would you rate this aspect of park or open space management? (Please tick one only)	27%	63%	8%	2%	0%
C7 How would you rate the facilities and / or services that are provided for children and their parents? (Please tick one only)	35%	51%	12%	0%	1%
C8 How would you rate the sports facilities that are available? (Please tick one only)	10%	50%	33%	7%	0%

Appendix 7: University Visitor Numbers

University of Nottingham: Lakeside / Gallery / Museum Visitor Numbers

Year	Performing Arts		Education		Exhibitions		Museum	Totals
	No. of Events	No. of Attendees	No. of Events	No. of Attendees	No. of Events	No. of Attendees	No. of Attendees	
2001-2	216	21,103	131	3,939	15	52,558		77,600
2002-3	277	32,679	192	5,101	17	43,593		81,373
2003-4	349	35,897	327	10,720	17	39,369		85,986
2004-5	311	48,448	297	10,456	23	49,756		108,660
2005-6	363	49,522	388	12,080	20	54,241		115,843
2006-7	340	42,776	513	14,663	19	50,652		108,091
2007-8	311	43,059	430	10,457	21	54,660		108,176
2008-9	255	29,829	496	15,113	18	55,890		100,832
2009-10	291	43,240	560	16,005	22	63,272		122,517
2010-11	316	52,175	546	14,932	19	58,035	2250	127,392
2011-12	456	50,421	621	19,364	18	145,354	10972	226,111
Totals	3,485	449,149	4501	132,830	209	667,380	13222	1,262,581

Appendix 8: Family Fun-Day Consultation April 2012

Family Fun Day feedback:

Thursday 12 April 11:00 – 14:00

Weather: warm and sunny

Estimated attendance to event: 200 - 300 throughout the day

Scoring; 1st priority = 5pts, 2nd priority = 4pts, 3rd priority = 3 points, 4th priority = 2 points, 5th priority = 1pt.

The Council is currently preparing a Lottery bid to restore Highfields Park. Which of the following are your top 5 priorities for the site and would encourage you to visit more often or stay longer?

Please rank from 1 (highest priority) to 5 (lowest priority):

Dredging the lake which would allow the restoration & re-launch of the Maid Marion.

Total points = 39

Footpath repairs

Total points = 20

Repairing walls and other historical stone features

Total points = 12

Restoring the croquet & bowls pavilions to their former glory

Total points = 11

Creating a new woodland walkway

Total points = 77

Extending the playground with a water splash park to replace the former paddling pool

Total points = 140

New signs, interpretation and guided walks and trails.

Total points = 16

A new adventure golf course

Total points = 103

A new café

Total points = 25

Restoration of the boating kiosk and improvement to the landing stage which would allow new exciting opportunities to the range of boats currently stocked e.g. pedalos.

Total points = 55

Development of a wildlife area at the site of the former paddling pool

Total points = 63

Inclusion of artworks across the site e.g. wood sculptures.

Total points = 39

- Planting works e.g. Japanese gardens, reed beds.

Total points = 29

- Improved facilities outside the existing DH Lawrence Pavilion, including more sitting out tables and chairs around the cafe area.

Total points = 38

- Better and safer organisation and segregation of pedestrians and vehicles / parking spaces.

Total points = 22

Verbal Comments Received

Play area

- Standing water on new play area
- 3 x requests for fencing around new play area
- 2 x More seating around play area including picnic benches
- Restore former paddling pool

Access

- 3 x More car parking provision for site (1 x stated parking be free or reasonable tariff)
- Clear information where to park the car when the two free car parks are full.

Refreshments

- Prices too high in café, bring pack lunch
- Café that sells 'proper food' and a lot cheaper i.e. jacket potatoes, chips, plain sandwiches.

Boating

- Power assisted and/or boats for people with disabilities

General comments received via consultation questionnaire made available at Family fun day

Play area

- 3 x requests for fencing around new play area
- More seating around play area

Access

- Area around lake can become muddy
- Car park hard to negotiate – entrance and exit would help
- More car parking provision

Conservation

- Works to improve and increase wildlife on the park

- Provide wildlife action days and events

Facilities

- Favourite aspects are the theatre and its friendly staff.
- It would be nice to clean and repair some of the intricate stone works on the original park buildings.
- Good new facilities e.g. D H Lawrence building however some parts of the park look worn out e.g. fencing, benches and the golf putting
- Good café on site although expensive
- 2 x more facilities for children (1 x e.g. crazy golf, paddling pool or splash pool)
- Some fantastic facilities on the park (Play area, D H Lawrence building, café) however there are some areas that blight this by being tatty and need of some TLC.
- The new facilities you have provided on the site are great. We need to spend some money on some of the original park features though. It was good you gave the cascade a facelift recently.

Community

- Involve local schools more
- Advertise more to local community

Appendix 9: The Life of a Park Ranger

The Four Cornerstones

The Park Rangers are all committed to what are known as the Four Cornerstones. The Cornerstones are seen as the key to success of any site across the City:

- Enforcement.
- Education.
- Events.
- Custodians.

The work of the Rangers will often fall into one of these categories, and through following these four simple principles they are able to establish a thriving site offering opportunities for local people to enjoy activities or become involved in the running and improvement of the Park.

Enforcement

The Rangers work with many Partners when trying to tackle issues like litter, graffiti, anti-social behaviour and crime with the overall aim of improving safety in the Park.

A highly visible Service, the presence of the Rangers often give great reassurance to visitors when seen patrolling parks and liaising with the public.

Through Friends Group meetings, the Rangers are also able to meet up with the Police and Local Neighbourhood Management teams to discuss ways in which they can support each other.

Rangers will carry out litter-picking on a daily basis. At the same time any graffiti spotted will be reported to the graffiti team. The Rangers will also run environmental awareness campaigns both on site and within local schools, tackling issues like dog fouling, dropping litter and its effect on wildlife etc.

Education

The Ranger Service looks to promote a greater understanding and appreciation of the natural surroundings. The Rangers delivered 146 educational sessions for the period January 1st 2008 to December 31st 2008 engaging with over 5706 people. Educational sessions included habitat creation, bird and bat box making, plant life, heritage walks, tree walks, discussing global warming, fair trade, air miles, pond life etc.

The Parks are utilised as an outdoor classroom to enhance people's appreciation of the outdoors and nature. During this period the Rangers have supported 7 work experience placements, and worked with a Local Comprehensive School to help deliver five Horticultural Industry Awards to a group of ten students whose intention is to join this industry.

The Rangers work closely with schools to support the national curriculum and tailor individual lesson plans around the schools needs. Partners include the Wildlife Trust, R.S.P.B, and the B.B.C. The Rangers also support the B.B.C "do one thing for nature" project, linking with the "wildlife trust" to monitor earth worm numbers and activity etc.

The Rangers are committed to running a programme of learning opportunities for all; no-one is too young or too old to learn something new.

Events

Nottingham City Council runs a very successful "Park Life" event in the summer. This event runs across parks in the city and during the summer the event at the Forest Recreation Ground attracted 3,230 people this was an increase of over 102% on the previous year.

The Rangers are committed to having a programme of events running throughout the year. Most events are advertised through the Local Free press papers, internal magazines, the City Wide what's on magazine, the intranet etc.

The Rangers have attended 157 events during the past year with over a 100 having been set up by the Rangers themselves. The numbers of people attending these events are 37,100.

Attendance at other large scale events include the Riverside Festival and Pride. It is impossible to quantify the numbers of people who engage with us at these events and so these have not been included in the figures.

Smaller scale events run by the Rangers include Family Fun Days, Planting days, craft days. Events are also organised specifically around National Awareness e.g. National bird week, Family week, Tree Planting Week etc.

A successful Junior Ranger Club has just been piloted with the view of running it out across the city. Young people between the age of 5 and 14 are encouraged to come along and get involved with a range of environmental projects. The group have planted nearly 100 new trees, made natural bird feeders out of Pine Cones, made Bird and Bat Boxes, and created 2 new "Wildlife Hotels" this is an area for wildlife to find food, shelter, warmth, and a place to sleep.

Events give people a reason to visit a local park and indirectly add to security and help make the site safer. If the site is well used and attended it drives people who are intent on causing problems elsewhere.

Custodians

The Rangers committed to enhancing the quality of our Parks and achieve this in many ways and working with many partners.

The Friends groups are encouraged and supported by the Park Rangers to take an active roll in the management and running of the park.

The Rangers work closely with the Park Development Officers who secure funding for improvements to our parks, helping to support funding bids, carry out joint consultation exercises and provide a link into community groups, friends groups, and schools.

The Rangers and Development Officers also work together on Green Flag awards and management plans, as well as supporting the successful Nottingham in Bloom Campaign. Rangers will put forward suggestions for possible improvement works and enhancements to the parks and identify community groups who could help with the planting.

Success of the Rangers

During 2011/12, the city wide Ranger Service delivered 209 educational sessions, engaging with more than 4300 children. 212 volunteering sessions were also delivered, working with 1487 volunteers from more than 40 community groups. The recruitment of a dedicated Park Ranger for the site will allow this work programme to expand at Highfields Park and specific events, educations sessions and volunteering opportunities to take place at the site.

Enforcement

The Rangers run regular sessions where people are encouraged to undertake litter picking. At the same time they explain how dropping litter will have an impact on wildlife and how dropping litter can have a negative impact on an area.

Other topics of discussion are dog-fouling, graffiti, and anti-social behaviour.

Appendix 10: Visitor Counts 2012

Summary results sheet

Level of use

	Minutes of survey time	Total users	Users per hour	Users per annum x 12hr x 261 days = x 12hr x 104 days =	
Weekdays	730	779	64	175,392	200,448
Weekends	270	231	51	96,096	63,648
Total	1000	1010		Per annum	264,096
Average			57.5 per hour		

Gender	Weekdays		Weekends	
	Totals	%	Totals	%
Males	386	49.5	109	47.3
Females	393	50.5	121	52.7
Total	779	100	230	100

Age groups	Weekdays		Weekends	
	Totals	%	Totals	%
0-4	53	6.8	41	17.8
5-15	53	6.8	17	7.3
16-19	79	10.1	19	8.2
20-44	429	55	110	47.8
45-64	109	13.9	31	13.5
65+	55	7.1	12	5.2
Total	779		230	

Cultural background	Weekdays		Weekends	
	Totals	%	Totals	%
White	589	75.6	155	67.1
Mixed	57	7.31	15	6.5
Asian	36	4.6	8	3.5
Black	45	5.7	16	6.9
Chinese/Other	52	6.7	37	16
Total	779		231	

State	Weekdays		Weekends	
	Total	%	Total	%
Alone	333	42.7	43	18.6
In a group	446	57.2	188	81.3
Total	779		231	

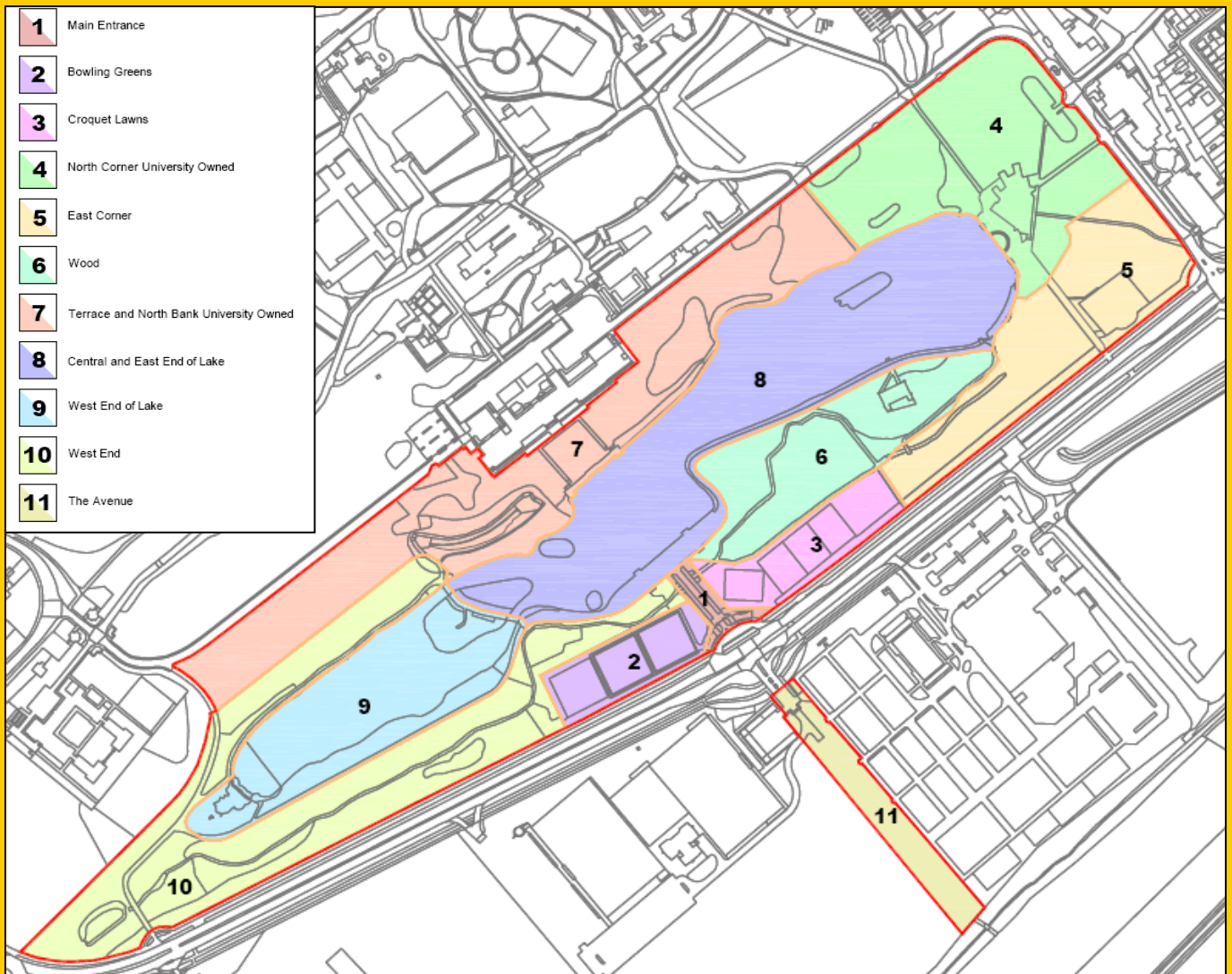
Activities

Play area	91	12	13.9
Football	2	0.2	0.4
On bike	35	4.6	7.4
Jogging	17	2.2	9.6
sitting (inc picnics, sunbathing)	99	13.06	10
Walking	424	55.9	42.4
Taking photos	9	1.1	0.8
café	23	3	1.7

climbing tree	0	0	0.4
boating	43	5.7	11.7
feeding ducks	0	0	0.8
praying	0	0	0.4
wheelchair	3	0.4	0.4
Reading	7	0.9	0
Golf	2	0.2	0
Ice cream van	3	0.4	0
	758		

Appendix 11: Highfields Park Maintenance Specification

Highfields Park Character Areas:



Section One: Maintaining Bowling Greens and Croquet Lawns

Character Areas 2 and 3

Grass Cutting Height and Nature of Cut

All bowling greens and croquet lawns to be managed to the standards required by the English Croquet Association and English Bowling Federation.

Between mid October and mid March greens and lawns to be cut to a height of 10mm, cleanly and evenly, when or before the sward reaches a height of 16mm.

Between mid March and the end of March greens and lawns to be cut to a height of 8mm, cleanly and evenly, when or before the sward reaches a height of 12mm.

Between the beginning of April and mid April greens and lawns to be cut to a height of 6mm, cleanly and evenly, when or before the sward reaches a height of 10mm.

Between mid April and mid October greens and lawns to be cut to a height of 4mm, cleanly and evenly, when or before the sward reaches a height of 6.5mm.

The direction of mowing shall be straight across greens and lawns and diagonally across greens and lawns on alternate occasions, and each straight or diagonal mowing shall be in the opposite direction to the last. A pass of the machine shall be made around the perimeter after the body of a green has been mown.

All dew and worm casts to be dispersed before greens are mown, and all worm casts to be dispersed before the time greens are to be available for use on each day of the season.

Between mid March and mid October the sward shall be lifted by means of a drag brush, or an attachment fitted to the mowing machine, before each occasion of mowing.

Time to Complete Mowing Operations

The mowing of a green or lawn shall be completed to the standard specified without undue interruption.

Maintenance of Grass Edges

All vegetation growing from the edges of the greens and lawns to be cut back on every third occasion of mowing. Requirement to be met on the same day that the green or lawn is mown.

Rolling

Greens and lawns shall be resettled using a roller at the beginning of April and again 2 weeks later.

Nutritional Status and pH of the Green

Nutrient levels and the pH of greens to be maintained at the following levels.

P	ADAS.	Indices	1
K	ADAS	Indices	1.
ph	5.5 - 6.5		
Nitrogen		Sufficient for healthy sward.	

Ground Cover

The total ground cover of the sward to be 99.5% or more at any time during May and November, with no bare patch greater than 25mm in diameter, and the ground cover of Chewing's Fescue and Brown Top Bent to be 90% at these times.

Weed Control

Greens and lawns to be returned to a condition 100% free of broadleaved weeds in May and September, and the level of fine leaved weeds shall not exceed 1% of ground cover at any time throughout the year.

Moss Control

The level of moss shall not exceed 1% of ground cover of any square metre at any time throughout the year.

Pest Control

The level of pest infested areas shall not exceed 1% of the sward of any square metre at any time throughout the year.

Disease Control

The level of disease infested areas shall not exceed 1% of the sward of any square metre at any time throughout the year.

Control of Cast Forming Worms

The number of worm casts per square metre shall not exceed 2 at any time throughout the year.

Thatch Control

Greens and lawns to be returned to a condition 100% free of thatch immediately prior to any top dressing operation and the uncompressed thickness of thatch at any particular point shall not exceed 3mm at any other time of the year.

Soil Moisture Levels

Greens and lawns to be returned to field capacity to a depth of 150mm, when a soil moisture deficit of 25mm is reached.

Infiltration

The infiltration rate of the sward shall be 50mm per day between October and April.

Surface Evenness

The degree of unevenness shall not exceed the following levels when a straight edge is placed in any particular place on a green.

Length of straight edge	3m	0.5m
Tolerance	+/- 3mm	+/- 2mm

Top Dressing

As part of his programme to fulfil the requirements for bowling greens and croquet lawns the areas will top dress greens in October. The level of application at this time to be at least 6mm.

Litter and Debris Clearance

Greens and lawns to be clear of all litter and other debris including grit etc., at the time that they are to be available for use each day of the season and at the times when games are programmed to be played.

Removal of Arisings

All arisings from operations shall be removed on the day of operation.

Maintaining the Banks of Bowling Greens

Height and Nature of Cut

Bowling green banks to be cut to a height of 10mm, cleanly and evenly, when or before the sward reaches a height of 20mm.

Where the banks can be mown with a machine that can accommodate a box all cuttings shall be collected through the use of a box fitted to the mowing machine.

Time to Complete Mowing Operations

All the banks associated with a green shall be mown to the standard specified on 1 day.

Maintenance of Grass Edges

Vegetation growing from the edges of banks to be cut back on every other occasion of mowing. Requirement to be met on the same day on which the banks of a green are mown.

Nutritional Status to be maintained at the following levels.

P	ADAS.	Indices	1
K	ADAS	Indices	1
ph 5.5 - 6.5			
Nitrogen		Sufficient for healthy sward	

Ground Cover

The total ground cover of the sward to be 95% or more at any time during May and November, with no bare patch greater than 25mm in diameter.

Weed Control

Banks to be returned to a condition 100% free of broadleaved weeds in May, and the level of fine leaved weeds shall not exceed 2% of ground cover at any time throughout the year.

Moss Control

The level of moss shall not exceed 2% of ground cover of any square metre at any time throughout the year.

Pest Control

The level of pest infested areas shall not exceed 2% of the sward of any square metre at any time throughout the year.

Disease Control

The level of disease infested areas shall not exceed 2% of the sward of any square metre at any time throughout the year.

Control of Cast Forming Worms

The number of worm casts per square metre shall not exceed 5 at any time throughout the year.

Thatch Control

The uncompressed thickness of thatch at any point on a bank shall not exceed 10mm at any time of the year.

Soil Moisture Levels

Banks to be returned to field capacity to a depth of 150 mm, when a soil moisture deficit of 50mm is reached.

Infiltration

The infiltration rate of the sward shall be 25mm per day between October and April.

Surface Evenness

The degree of unevenness shall not exceed the following levels when a straight edge is placed in any particular place on a bank.

Length of straight edge	3m	0.5m
Tolerance	+/- 15mm	+/- 5mm

Litter and Debris Clearance

Banks to be clear of all litter and other debris including grit etc., at the time that greens are to be available for use each day of the season and at the times when games are programmed to be played.

Removal of Arisings

All arisings from operations shall be removed on the day of operation.

Gully Maintenance

Requirements at the Start of the Season

Gully boards to be in a clean and well painted condition at the beginning of the season.

Gullies to be cleared of all leaves, other debris and weeds (including weeds growing in the side walls of gullies), cultivated to a depth of 25mm, and returned to an even and fine tilth, and weed and debris free condition in late March, and the depth of sand in the gully shall be returned to 50mm in all places through the addition of sand.

Routine Maintenance

Between April and mid October bowling green gullies to be cleared of all weeds, leaves, and other debris (including weeds growing in the side walls of gullies). They should be cultivated to a depth of 25mm, and returned to an even and fine tilth. Immediately any weeds emerge they should be removed to maintain a clean and weed free area.

Litter and Debris Clearance

Gullies to be clear of all litter and other debris at the time that greens are available each day of the season and at the times when games are programmed to be played.

Removal of Arisings

All arisings from operations shall be removed on the day of operation.

Markers, Pegs, Strings, Bowls, Jacks and Mats

General Requirements

All markers, pegs, strings, bowls, jacks and mats to be clean and in good condition and shall be cleaned, repaired and replaced as necessary.

All painting and setting out of markers, pegs, strings etc., to be in accordance with the requirements of the Sports Governing Body.

The colour of rink strings will be determined in consultation with the clubs who use the green.

Requirements at the Start of the Season

Rink, jack and distance markers and gully pegs to be painted prior to the start of the season.

Gully pegs and distance markers to be positioned at least 3 working days prior to the start of the season.

General Requirements During Use

Rink and jack markers, rink strings, and bowls to be placed out by the time that the greens are to be available for use on each day of the season and to be removed at the close of play on each day.

Positions of rink strings to be rotated 90° sufficiently often to prevent undue wear at any particular end.

Requirements Relating to Programmed Games

Jacks and mats to be placed out immediately prior to a programmed game and to be removed from the green on completion of the game.

Requirements at the End of the Season

Gully pegs and distance markers to be removed immediately at the end of the season.

Removal of Arisings

All arisings from operations shall be removed on the day of operation.

The above maintenance operation will result in a green maintained to the following standard:



Section 2: Requirements for the Routine Maintenance of General Parkland Grass Character Areas 2 and 3

Height and Nature of Cut

Areas to be cut to a height of 25mm, cleanly and evenly, when or before the sward reaches a height of 75mm, and a regular and even striped produced.

Treatment of Naturalised Bulbs

Naturalised bulbs and the immediately associated sward are not to be mown until 6 weeks after all bulb species in a specific group have finished flowering. The bulb tops are to be mown to the specified height of cut for the area within 8 weeks of all the bulb species in the group having finished flowering.

All arisings from the initial cutting of areas planted with bulbs shall be removed.

Maintenance of Grass Edges

Vegetation growing from grass edges, paths and kerbs to be cut back to the turf edge when or before growth reaches 150mm and after the last mowing of the season.

Formed grass edges to be reformed to a 90° angle and realigned to either a straight line or an even natural simple curve as appropriate, and sward growing over paths and kerbs to be cut back to the inside of and in line with the path or kerb, or where appropriate edge support board, once each year between November and March.

Maintenance of Formed Gullies

Formed gullies to be kept predominantly weed free by the application of a residual herbicide in March and September. Any weeds emerging during this period should not be allowed to exceed 50mm in height and shall be treated with an appropriate herbicide when or before they reach this height.

Removal of Arisings

Except where detailed above all arisings from operations shall be removed on the day of operation.

The above maintenance operations will result in areas maintained to the following standard:



Section 3: Maintenance, Renovation and Development of Herbaceous Borders, Rockeries, Heather Borders, Rose Beds, Shrub Beds Wall Shrubs and Climbers.

Character Area 1 and Islands in Area 9

Maintenance of Herbaceous, Heather,

Borders, Rockery Areas, Roses and Shrub Beds

Borders to be cleared of all leaves, other debris and weeds, with open areas cultivated to a depth of 75mm, and returned to an even and fine tilth, and maintained in a weed and debris free condition between November and early March, when or before weed cover reaches 5%.

Between early March and late October, borders to be cleared of all weeds, leaves, and other debris, with open areas cultivated to a depth of 25mm, and returned to an even and fine tilth, weed and debris free condition when, or before weed cover reaches 5% of the open soil area of a specific bed, or grows to a height of 25mm.

Treatment of Bulb Tops

Bulb tops shall be retained in borders until 6 weeks after a particular species has finished flowering, but are to be removed before 8 weeks after the species has finished flowering.

Dead Heading

Dead Heading of Herbaceous Plants

All faded or dead blooms and flower stalks to be removed from large flowered herbaceous species, whenever any particular variety has substantially finished flowering.

Dead Heading of Heather Borders

Flower stems on winter and spring flowering heathers to be cut back close to the foliage when each particular variety has substantially finished flowering.

Flower stems on Callunas and summer flowering Ericas to be cut back close to the foliage in mid April.

All faded or dead blooms and flower stalks to be removed from individual plants when the plant has substantially finished flowering.

Dead Heading of First and Second Quality Rockery Plants

Rockery plants shall be trimmed where and as appropriate.

Dead Heading and De-Suckering of First and Second Quality Roses

All faded or dead blooms and flower stalks to be removed when or before 25% of the total amount of flower buds and flowers within a bed have faded.

Suckers to be removed as close as possible to the root stock whenever plants are dead headed.

Pruning

All pruning shall have regard for the natural habitat and form of the plant, adjacent species, structure of a border and screening effect. Encroachment growth shall be cut back to a minimum of 150mm away from the area/object onto which it is encroaching. All pruning operations will be in accordance with good horticultural practice.

Pruning of Herbaceous Plants

Herbaceous plants which die back during the season for whatever reason are to be cut back to within 75mm of the ground.

All herbaceous plants, except those which are naturally in leaf over winter, to be cut back to within 75mm of the ground when a bed has been frosted in the Autumn, or in late November if the bed has not been frosted by this time, and supports and

Pruning of Heather Borders

Flower stems on winter and spring flowering heathers to be cut back close to the foliage when each particular variety has substantially finished flowering.

Flower stems on Callunas and summer flowering Ericas to be cut back close to the foliage in mid April.

Pruning of Rockery Plants

Rockery plants shall be trimmed where and as appropriate.

Pruning of Quality Roses

Hybrid tea and floribunda roses to be cut back by one third of the previous seasons' growth in late autumn, and pruned to remove all dead, diseased and spindly material to reduce remaining stems to 3-5 buds per stem on hybrid tea roses and 7 buds per stem on floribunda roses in early March.

Shoots on the heads of standard roses to be cut back to 3-5 buds from the base of the previous seasons' wood in early March.

Pruning Shrubs/Wall shrubs

Pruning will be carried out in order to fulfil individual the requirements of individual species and in relation to their flowering period. Pruning shall have regard for the natural habitat and form of the plant, adjacent species, structure of a bed/border and its screening effect.

The above operations will achieve the following standards of maintenance.



Trimming of Shaped Shrubs

Shaped shrubs are to be trimmed to maintain their intended form. All growth shall be removed to the point of the previous cut. Growth shall be retained where necessary to infill hollows and gaps, and wood greater than 1 year old shall be removed if required to eradicate bulges.

Staking and Tying In

Plants that require staking and tying in must be securely and adequate' supported as necessary without restricting the natural habitat of the plant or the aesthetics of the display.

Support materials used shall be of appropriate type for plant material and shall be fixed in position before needed and adjusted as necessary.

Nutrient Levels

Nutrient levels in beds to be returned to the ADAS indices levels detailed below in late April: -

P	3-4
K	3-4
Mg	3-4
N	As required for healthy plant growth

Pest and Disease Control

Pests and diseases to be controlled before they become harmful to plants or the quality of the displays.

Division and Replanting of Herbaceous Plants

All herbaceous plants in borders to be lifted and divided as directed by the Head Gardener. Borders to be cultivated to a depth of 50mm and 75mm and well rotted farmyard manure is to be supplied and incorporated at a depth of 250mm at this time.

Cultivated borders to be consolidated and planted in accordance with the Head Gardener's instructions, using a selection of divisions from the border and new plant material.

Mulching

First Quality Rose Beds

Well rotted farmyard manure to be applied to a depth of 50mm after autumn pruning and incorporated into the soil surface in early March.

Maintenance of Existing Mulched Areas

Throughout the year, borders to be cleared of all leaves, other debris and weeds, and bark levelled when or before weed cover reaches 5% of areas. Mulch on adjacent surfaces to be returned to the areas when work to fulfil these requirements is undertaken. Mulch should be spread and levelled to a final depth of 75mm during March each year. Mulch on borders and underlying soil to be left 50mm below adjacent grass and hard surfaced edges.

Removal of Arisings

All arisings to be removed from site on day of operation.

The above maintenance operation will result in the following standards of maintenance:



Section 4: Maintenance, Renovation and Development of Hedges. Requirements for the Routine Maintenance of Hedges

Maximum Length of Growth and Timing of Cutting Operations

Hedges shall be cut when the growth of the hedge reaches the lengths and/or the times specified in the table below.

<u>Hedge Type</u>	<u>Maximum Length of Growth or Timing of Cut</u>
Fagus/Carpinus	150mm or late September whichever is the sooner.
Crataegus/Mixed	250mm and one further cut in September/October.
Prunus/Laurel	One occasion in April.
Taxus	150mm or early June whichever is the sooner.
Ligustrum	250mm and one further cut in October/November.
Buxus	150mm and one further cut in September.
X Cupressocyparis	205mm or late July whichever is the sooner.
Berberis	150mm or early July whichever is the sooner.
Ilex	150mm or late August whichever is the sooner.
Cotoneaster	205mm or late July whichever is the sooner.
Hedgerows	One occasion in February.

Hedge Cutting

All hedges shall be trimmed using reciprocating hand held cutters, hand shears or secateurs. All growths to be clean cut.

Nature of Cut

Hedges shall be cut to their original or intended shape. All growth shall be removed to the point of the previous cut unless for reshaping or the infilling of hollows and gaps.

All hedges shall be cut both sides and top except for dividing hedges between properties where the adjoining property is not scheduled to be cut. These properties shall be cut on 1 side and cut to the centre of the hedge only.

Finished sides and tops will be smooth with all lodged clippings removed on completion of work.

Hedge Laying

Hedges that are to be layered will be cut as directed by the Head Gardener and in accordance with the publication BS 7370 Part 4.

Hedge Reduction

Any hedge which requires reducing in height and/or width over and above the normal routine hedge-cutting programme will be cut to a height using a hedge-cutting method directed by the Head Gardener.

Section 5: Care and Maintenance of Young Trees

All young trees will be inspected weekly. Stakes and ties will be checked to ensure that the tree is secure, the stake and tie is in good condition and that the tie is not too tight. Ties should be loosened as necessary.

Any dead, diseased or dying branches should be removed by pruning with a clean cut. Any suckers should be removed.

A visual check should be undertaken to ensure that the tree is not being damaged by pests or diseases or under stress through lack of watering.

Watering in dry should take place if the tree is showing any signs of stress.

Section 6: Creating and Maintaining Wild Flower Meadows

Character Area 10

Preparing the Soil

- 1) In late autumn/early spring remove any grass and weeds
- 2) Dig (or rotovate) the plot over to a depth of 20cm in new plots or 10cm in previously planted plots
- 3) Create a fine tilth, wait a few weeks and then spray-off any weeds/grass that starts to grow again with an appropriate weedkiller.
- 4) Add a proprietary fertiliser to the soil - this will help growth of seed mixes in the early stages.
- 5) When the plot is weed and grass free, sow seed at the required sowing rate.

Sowing the Seed

Mix the seeds with sand and scatter evenly over the area. The sand helps to see where areas have been sown then rake over the area to cover the seed.

Annual Mixes

At the end of the flowering season the dead stalks should be cut off and removed. The area should then be sprayed to kill any grass or weed growth that has developed during the growing season. The area will then need to be re-cultivated, as above, in time for the following seasons sowing with new seed.

Annual mixes are designed to last for only 1 year but if the area sown is left uncut you may get some flowers next season from self-sown seed. However, this will not be anything like the original display and the area will become dominated by weed growth.

Perennial Wildflower Mixes

Given suitable weather conditions, the optimum time for successful establishment for all seeds is offered from an autumn sowing from August to end of September since this is when most of

the seed shed naturally would be there. The action of winter frost helps to break the dormancy of some seeds and allow germination. In early autumn the soil temperature is higher than in the spring with higher moisture, ideal conditions for germination. One further factor in favour of autumn sowing is that bird damage tends to be less in autumn than spring since more sources of food are available to them in autumn. Sowing after September is not recommended unless the weather in your region is normally mild in autumn. Late sowings may germinate, but are prone to frost kill directly or more often via frost lift of soil.

However, very good results can be obtained from March to July. The prospects of success from spring and summer sowings is vastly improved if cultivation of the soil has been carried out the previous autumn. The weathering of the soil over winter results in an excellent fine tilth which can quickly be prepared for sowing. Germination tends to be slower with the lower soil temperatures, and a dry spell of weather in April can lead to patchy establishment on indifferent seed beds.

The most limiting factor governing sowing date in practice is of course the weather. It is advisable to prepare a site for sowing about 6 weeks in advance of the envisaged sowing date. This allows for the land to weather and settle and to come into condition for sowing. This time will be evident by the flushes of annual weeds which will no doubt begin to grow over the site. These should be destroyed by repeated shallow cultivation or spraying when they are small. Their removal will result in a cleaner seedbed affording the subsequently sown meadow mixture the chance to grow free of annual weed competition.

Management of meadows from seed

It is vitally important that the growth of the vegetation is regulated to allow it to develop in the desired manner, particularly if soil is fertile. This is achieved by cutting the grass regularly in the first growing season to a level of approximately 45mm using a rotary or cutter-bar mower each time the grass reaches a height of 100mm. It is essential to remove the cuttings from the site. The repetitive mowing prevents the grasses and unsown seed species which arise from becoming dominant over the sown wild flower species. It is advantageous to tread or roll the area prior to the first mowing to firm the roots of the young seedlings. Care should be taken to ensure the mower blades are sharp to avoid any uprooting of plants.

The function of the regular mowing in the first year is to allow light to the small developing wild flower seedlings in the base of the grass sward. Without this management the grass may overshadow the wild flowers and you could end up with only a grass area and not a wild flower meadow. Removal of cuttings helps to lower the fertility level of the soil and allows the less aggressive broad-leaf wild flowers to establish.

In the second and subsequent years much less attention is required, with mowing required as little as twice a year. The benefit of the first year maintenance program will be apparent as the wild flower plants that have now become established are allowed to prosper. The relevant mowing regime is pursued depending on the type of meadow sown or planted. For spring meadows we recommend mowing the area for hay in early July. This is removed and a second flush of flowers will occur. Other meadows are mown regularly to 45mm until mid March then allowed to flower. The area is then mown and cleared around late September and regular mowing to 45mm may be resumed if grass grows vigorously. The cuttings from mowing should always be removed, further lowering the fertility and assisting in the development of the meadow. The meadow will become increasingly attractive with the passing of time as species

seed and distribute themselves. Staff time required becomes less as the fertility lowers and the amount of vegetation from mowing decreases

Inclusion of cornfield annuals in meadow mixes

The normal first year mowing program should be followed as recommended but this can be ceased when the cornfield species are endeavoring to flower. A flower display can then be enjoyed for some weeks but the mowing should be recommenced as soon as the growth of vegetation is becoming detrimental to the meadow species in the sward.

At the end of the flowering season (generally between late August and mid September) the dead growth should be cut down to between 10 and 15cm height and the stalks raked up and removed.



Section 7: Children's Playground Inspection and Maintenance

Character Area 5

Weekly Inspection of Children's Playgrounds

On at least one occasion per week and as part of unlocking duties, children's playgrounds shall be inspected by a suitably trained member of staff (usually a Playground Maintenance Operative) trained to ROSPA standards. All equipment will be visually checked for signs of vandalism, damage, graffiti etc. All motion equipment will be checked for ease of movement.

When equipment structures are found to be defective take immediate steps to immobilise the equipment or structure concerned and display a notice stating "DANGER — DO NOT USE".

Where a defect is not considered to present immediate danger, it is sufficient to enter the details of the defect on the PSS Live playground inspection system.

All accidents must be reported immediately to the Head Gardener on the Accident Report Form.

Releasing of Twisted and Tied Chain Swings.

All twisted, 'overthrown' and tied chain swings to be freed and set properly for use at the time of each inspection.

Litter and Debris Clearance

All litter and other debris including leaves, to be removed from all areas within the site, on 1 occasion each day of the year.

Litter bins to be emptied at the time of litter and debris clearance.

Sweeping of Hard Surfaces

All hard surfaced areas including safety surfaces within the vicinity of the play area to be swept, ensuring the surfaces are free of all litter, other debris and grit or similar materials, on occasion each day of the year.

Removal of Potentially Injurious Materials During an Inspection

Items such as razor blades, broken glass, nails, needles, syringes and the like inserted into or on children's play equipment and associated furniture and surfaces, are to be removed at the time of each inspection. A 'sharps box' should be used as appropriate.

Raking and Levelling of Loose Fill Safety Surfaces

All loose fill safety surface materials such as bark and sand to be raked to ensure a level and loose surface, on 1 occasion per month.

Immobilisation of Equipment During an Inspection

Damaged or dangerous play equipment and associated furniture which is likely to cause injury to users, or where further use might cause more extensive damage to the equipment, to be immediately immobilised and have warning signs erected on and/or adjacent to it.

Lubrication of Equipment

All items of play equipment with moving parts to be lubricated in accordance with the manufacturer's recommendations or as appropriate in May and November. A record of the lubrication of equipment to be entered on the weekly and monthly report forms.

Inspection Other Than weekly

The Children's playgrounds or individual items of equipment and associated furniture to be inspected in a careful and exhaustive manner, either generally or in relation to a specific issue, at any time when an issue is brought to the attention of the Head Gardener either by the observation of his staff, or by a member of the public.

Immobilisation of Equipment at Times Other Than Inspection

Damaged or dangerous children's play equipment and associated furniture which is likely to cause injury to users or where further use might cause more extensive damage to the equipment/furniture, identified outside of routine inspections or brought to the attention of Head Gardener by a member of the public, to be immediately immobilised and have warning signs erected on and/or adjacent.

Removal of Potentially Injurious Materials at Times Other Than Inspection

Potential injurious items and materials shall be removed from the vicinity of the children's play equipment, trim track equipment and associated furniture and surfaces, identified outside of routine inspections or brought to the attention of the Head Gardener by a member of staff or the public, to be immediately removed/cleaned up.

Releasing of Twisted and Tied Chain Swings at Times Other Than Inspection

All twisted, 'overthrown' and tied chain swings identified outside of routine inspections or brought to the attention of the Head Gardener or by a member of the public, to be immediately freed and set properly for use.

Requirements for the Inspection and Routine Maintenance of Sand Play Pits

Sand play pits are to be inspected, cleaned, raked, levelled, topped up and disinfected.

Cultivation and Topping Up of Barked Areas

Barked areas to be turned over, raked level and topped up with play grade bark to an even minimum depth of 300mm in all places on 1 occasion each year at a time to be determined by the Head Gardener.

Cultivation and Topping Up of Sanded Areas

Sanded areas to be turned over, raked level and topped up with play grade sand to an even minimum depth of 300mm in all places on 1 occasion each year at times determined by the Head Gardener.

Section 8: Rhododendrons and Azaleas

Character Areas 6 & 10

The majority of plantations date back to the original construction of the park in the 1920s.

A long term plan will be implemented to reduce overshadowing and overcrowding over a five year period.

All weed trees and shrubs to be removed and where necessary improve drainage especially in western area of the park

On an annual basis all Rhododendron and Azalea beds will be mulched with suitable mulching material recycled from Highfields Park. This will have the benefit of reducing summer evaporation weed germination.

Undertake rejuvenation pruning reducing the individual plants by 1/3rd over a 3 year program. All pruning work to be undertaken during June following flowering. Pruning should target central shoots to encourage side shoots to develop. Prune all large hybrid rhododendrons back to a circle of leaves or leaf scars and prune just above buds.

The majority of Rhododendrons at Highfields are grafted onto Rhododendron ponticum. Following pruning it is likely that suckers will develop from the old rootstocks. These must be removed as they develop.

Section 9: Mini Golf Area

Character Area 5

The design of this area will involve raised and sunken areas to increase the interest of playing the course. The grass mounding will be cut using appropriate machines. Mounds to be cut to a height of 10mm, cleanly and evenly, when or before the sward reaches a height of 20mm. Where the banks can be mown with a machine that can accommodate a box all cuttings shall be collected through the use of a box fitted to the mowing machine.

The mini golf fairways greens and tees will be cut during the opening period (May to September) to a height of 8mm, cleanly and evenly, when or before the sward reaches a height of 12mm. During the closed season (October to April) greens and lawns to be cut to a height of 10mm, cleanly and evenly, when or before the sward reaches a height of 16mm. During the autumn areas will be renovated using the same method applied to croquet lawns reseeding, applying winter dressings and control of weeds as required.

Section 10 Putting Green

Character Area 5

Key Aim: to provide a high quality, safe, fun playing facility maintained to a high standard.

This specification covers those aspects associated with the maintenance of the pitch and putt course. The proposed seasonal opening dates will be the end of May through to the end of September.

The grass cutting season extends from early March through to late October. All greens to be cut between 10mm and 15mm on a frequency of 33 cuts per year. The fairways should be cut 15mm and 20mm on a frequency of 30 cuts per year. This will differentiate greens and tees from fairways.

All maintenance activities will be concluded by 10.30am so as to cause the minimum of inconvenience to the public.

Golf Cups

The day before the seasonal opening golf cups will be fitted to the putting greens, in a position using an approved golf cup borer to a depth suitable to accommodate the cups correctly. During the playing season the position of the cups will be moved at a frequency that prevents excessive wear around the hole. Any repairs necessary to the previous position of the cup and its surrounds will be undertaken. Any cups that go missing during the playing season are to be replaced immediately. At the close of season the cups are to be removed, cleaned and stored ready for the following year. The positions of the final holes are then to be reinstated, using good quality approved topsoil and a suitably approved grass seed mixture.

Tees

The artificial tees are to be kept swept and clear of any surface debris at all times. Any damage to the tees is to be notified to the Operational Supervisor.

Greens

○ Drag Brushing

Prior to each mowing operation greens are to be drag brushed to remove worm casts and early morning dew. An approved spring/summer fine turf fertiliser is to be applied in March and again in July to all greens.

An approved autumn/winter fine turf fertiliser is to be supplied and applied in October.

○ Herbicide

All playing areas are to be kept weed and moss free at all times. This is to be achieved with the application of approved herbicides.

○ Watering

All greens will be irrigated as necessary to ensure the grass continues to grow in a healthy condition. Water will be supplied in sufficient quantities for it to penetrate to a depth of 100mm on each occasion. In periods of severe drought conditions, watering will be maintained as necessary.

- Autumn Renovations

Immediately following the closure of the pitch and putt course the following operations will be carried out to category to greens. All autumn renovation works are to be completed within one month of the course closing.

Undertake the following operations scarify spiking/hollow tinning and apply top dressing. Worn areas are to be re-instated to provide a full coverage of grass. This work will be carried out in accordance with specifications either by over seeding grass or turf laying.