Vision
“A safe welcoming and attractive park that encourages both passive and active recreation to every age group of the community, ensuring accessibility for all, now and for the future.”
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1.0 Introduction

1.1 Early Development

Victoria Park, (originally named the Victoria Pleasure Grounds), sits between Stafford town centre and the railway station. Opened on 14th June, 1908, it provides an open space “exclusively for the joy and amusement of the inhabitants of Stafford”. (Staffordshire Chronicle, 20th June 1908).

Prior to its development, there had been little or no open recreational space in the town centre and a local Councillor had lobbied for several years for the provision of a park in Stafford. On a visit to the Stafford, Charles Dickens described it “as dull and dead a town as anyone could desire not to see.” In 1880 the Stafford Corporation Act ruled that up to twenty acres of land was to be laid out as a public pleasure ground, but it took until 1903 for plans to be drawn up. Under the leadership of Mr. William Blackshaw, the Borough surveyor, ten acres of marshland adjacent to the River Sow was designated for the park. The land was raised by about three feet to ensure immunity from floods and was laid out by T Dobbs & Co. of Wolverhampton to create a “ beautiful entrance to the town from the London and North-Western Railway”, (Staffordshire Chronicle, 20th June 1908).

Victoria Park was built in three phases, the original plans stating that there would be “one and a half miles of promenading paths with twelve shelters and thirty three seats at frequent intervals, a band stand, a boating establishment with landing stage, a covered boat shed having a dressing room and lavatory in connection with a good assortment and arrangement of athletic appliances: One swing frame for boys, one swing frame for girls, one giant slide, one set of parallel bars and six seats…. Also a strong and lofty flagpole for use on holidays and gala days”, (Staffordshire Chronicle, 20th June 1908).

The first area to be developed was the stretch of land between the station and the river, and housed the bandstand and “walkways which gracefully wind in and out”, (Staffordshire Chronicle, 20th June 1908). Phase two was the land on the other side of the river and included the bowling green, and the final phase, with a paddling pool, playground and tennis courts, was completed in 1930.

Many historically significant buildings and areas of interest surround Victoria Park. At one end of the park is Broad Eye windmill built in 1795 with stone from the early Shire Hall. In 1847 the sails were removed and the mill was powered by steam until it ceased service in 1880 and was used as a grain store. After falling into dereliction the Borough Council saved the windmill and in 1966 the Friends of Broad Eye set about restoring the mill to its former glory. It was still possible in 1948 to hire a rowing boat from Broad Eye Bridge, the river being just deep enough, however, this facility is no longer available due to flood alleviation works.
At the opposite end of Victoria Park are the remains of the Town Mill. There has been a mill on this site since 1164, but the water wheels that remain were part of the flour mill built in 1834. The mill went out of production and was demolished in 1957. The Moat House, situated adjacent to the mill was formerly the mill house and underwent several changes of use, accommodating Stafford Girls High School and the Farmers Union.

Victoria Road was laid out in 1866 to provide a direct approach from the town to station and included the construction of the striking Victoria Bridge. The Grand Junction Railway was opened in 1837, but was soon proved to be inadequate, so a second station was built in 1843-7 in the Elizabethan style. This to was rebuilt in 1861-2 in the Italian style and remained until the present station was built in 1961, designed by W.R Headley.

On its opening, the Victoria Pleasure Grounds were described as being “a great boom to the town and will be highly appreciated by the residents of Stafford”, (Staffordshire Advertiser 20th June 1908).

1.2 The Park Today

Today Victoria Park is the principal park in Stafford, As such Stafford Borough Council sees the park as a key gateway to the town centre serving a vital role in welcoming visitors and helping to create those essential first impressions of this historic market town. The Park is a unique element of Stafford’s local distinctiveness and character, and needs to be promoted as a unique asset.

The Park covers 4.95 acres and has a wide range of facilities including bowling green, glasshouse, refreshment kiosk, toilets, children’s play areas and wet play area, ornamental gardens, bandstand, a river walk, bird aviaries, a mill pond and a broad variety of mature specimen trees (see appendix 1). The River Sow bisects Victoria Park and has a vital role in bringing in the rural countryside to this quality natural riverside ‘heart’ of Stafford.

The Park is situated within the Stafford Conservation Area. The War Memorial, an original cast iron park shelter, and the nearby Broad Eye Windmill are all listed grade II. However, many other features of historic value survive, including bridges, bandstand, shelters, cast iron railings and gates, original ornamental park benches, millpond, wheel and sluice gates. There are also many features that have wildlife value and contribute to local biodiversity. The river is an important asset and a number of mature specimen trees give an excellent aesthetic value and habitat to the park.

As the Park has evolved various features have been introduced such as the main vehicular entrances, routes of previous watercourses, bowling greens and new play areas and a paddling pool. The pool has now been replaced with a wet play and sand play area. Over recent decades the park has been developed alongside essential flood defence works especially during 2003 and 2004. At this time many improvements were completed that varied from the introduction of new riverbank habitats to renewal of dilapidated fences and furniture.

The Park has a high horticultural standard in all areas, with any unwelcoming areas have been returned to attractive and welcoming places for the general public to rest. All of the
main vistas of the park both from within and also external are now improved recreating the original vistas and opening up vistas, which had been lost for decades.

Night feature lighting maintains the park’s attractiveness during the evenings.

CCTV cameras now discourage anti-social behaviour. The Park Facilities Officers are also included in the successful “Store watch” scheme that operates in the town centre.

In 2011 a new £650,000 play facility was opening, with defined under 8’s under 12’s, youth, wheeled sports, wet play and sand play area.
2.0 Current Situation

Stafford Borough Council (SBC) submitted in 2014 a bid to the Heritage Lottery Fund (HLF) to help restore the historic fabric of the park. Unfortunately the bid was not successful. The Council is currently assessing whether it would be appropriate to submit a further bid to this fund.

2011 was an exciting and important year for the park, as spring saw the opening of the new £650,000 play area. This scheme has seen the complete re-development of the parks play areas to create an under 12’s facility, youth facility including wheeled sports facility and a new wet play and sand play area which replaces the old paddling pool.

This area has been designed as a direct result of the extensive public consultation which took place during the early part of 2010. In 2010 the green flag judges saw a copy of this report.

The parks main toilet block in the play area has benefited from a £35,000 refurbishment resulting in total re-decoration and new toilets and a new disabled toilet, ensuring the building is fully DDA compliant.

**Budgets**

We all know that public spending over the last two years and into the foreseeable future is constrained by the settlement published in the Governments Spending Review. Local Governments spending has been severely cut and this will have dramatic impacts on spending across the Council. Open space revenue budgets have been severely reduced over the past two years and will reduce further this year.

The parks development plan has been adjusted to represent the difficult financial situation. However we feel that positive improvements to the site will continue, although at a slower pace.
3.0 Corporate Policy

3.1 Stafford Borough Council Corporate Plan
The SBC Corporate Plan 2012-2015 is the overarching plan which sets out what the Council will be looking to achieve over the time period. The vision is to lead a community and Borough that is Prosperous, Safe, Healthy, Clean and Green. This Plan has four main priorities, they are:

- Prosperity
- Clean, Green and Safe
- Health and Wellbeing
- Leading and Delivering for our Communities

To achieve these aims parks and open space can support the following actions and targets:

- P3: Promote environmental quality as an economic asset
  - P3.3: Protect the quality of the built and natural environment
- CGS2: Reduce our carbon footprint and encourage our residents to be more environmentally aware
  - CGS2.1: Seek opportunities to reduce the carbon footprint in our services and for residents
- HW2: Encourage our residents to have an active and healthy lifestyle
  - HW2.2: To deliver comprehensive sport, health and wellbeing programme to encourage residents of Stafford Borough to take part in regular sporting and cultural activities and events

3.2 Stafford and Surrounds Health and Wellbeing Strategy 2013 – 2015
Parks and open spaces also support the Health and Wellbeing Strategy, specifically the live well priority ensuring that a healthy standard of living for all is available for all and that people in the Borough engage in regular physical activity.

3.3 Stafford Borough Council Sustainable Community Strategy 2008-2020
The following themes relate to Victoria Park: -

PE 1.3 Biodiversity Conservation

To conserve, restore and enhance biodiversity.
3.4 Byelaws
There are numerous byelaws dating from 1966. The most notable of these are no motor vehicles, no ball games, no golf, no littering etc.

3.5 Cleaning Neighbourhoods Act 2005
Stafford Borough Council has enacted its powers under the Cleaner Neighbourhoods Act 2005. On the 8th November 2010 three new dog control orders became live in addition to the Dog Fouling Order. These orders are;

Dog exclusion, Dogs on Leads and Dogs on Leads by Direction.

Victoria Park is covered by two orders, the Dog exclusion order where all dogs are excluded from play facilities and the Dogs on Lead Order. These were enacted at Victoria Park following on from public consultation undertaken in October 2009. The successful enactment of these orders was a key target in the 2010-11 management plan.

The all permanent rangers have powers to issue fixed penalty notices to enforce this legislation. It is the policy of Leisure Services to use fixed penalty notices as a last resort and not as a revenue generation scheme.

3.6 Anti-social Behaviour, Crime and Policing Act 2014
The Anti-social Behaviour, Crime and Policing Act 2014 is a new approach to crime, policing and community safety. Within this legislation Public Spaces Protection Orders (PSPO) are available for Council’s to use.

The Council will be investigating how to use this new legislation in terms of controlling dogs and drugs and alcohol in the park.

3.7 Licensing Act 2003
The park has a premise licence for events. The licence number is 88591 / 070972
4.0 Park Description and Features

4.1 Physical Aspects

Bandstand

It is thought that the bandstand was relocated to the park from Market Square in the town centre. It has been used regularly for concerts since 1908 and there is a report of a concert being performed by the County Asylum Band in September 1909.

In 2012 lighting was installed under the canopy to enhance this feature during the hours of darkness.

County War Memorial Grade II Listed

The memorial was unveiled in 1923 and stands on four steps. The upper stage of the base has an inset bronze plaque with an inscription. It is surmounted by the plinth, which is decorated with laurels around the bottom, a large Staffordshire knot and small roundels containing the crests and coats of arms of the different regiments involved. The plinth is topped by a large bronze group of a Winged Victory standing on a rocky base, holding the bridle of a horse in her right hand. She represents Victory subduing the war-like passions of the enemy. The horse has his left front foot on the rocky outcrop on which Victory is standing; his right front foot is raised off the ground.

The plinth reads: “NON NOS IMMEMORES” (We will not forget) below, on plaque on upper stage of base: “TO THE OFFICERS AND MEN OF STAFFORDSHIRE UNITS AND ALL OTHER STAFFORDSHIRE MEN WHO GAVE THEIR LIVES FOR THEIR COUNTRY/ IN THE GREAT WAR 1914-1918” lower stage of base: “THEIR REST SHALL BE GLORIOUS.”
Glass House

The current glasshouse was constructed in 1988, and replaced the original glasshouse, which had become dangerous. Today the glasshouse is full of exotic plants including cactus.

Members of the public still donate the occasional plant today.

During the day the glasshouse is freely open to members of the public.

Park Shelter Grade II Listed (Alderman Mottram Shelter)

The first guest in the new "Pleasure Grounds" was Town Mayor Alderman John Mottram whose name was immortalised in the Alderman Mottram shelter, which still stands today overlooking the railway station. The function and integration of the shelter has been lost today due to past changes to the parks boundary during previous railway station rebuilds and the construction of the County War Memorial. Any future restoration of the formal elements of the park must re-integrate this building with the park.

Formal Gardens

The formal gardens are a highly popular traditional feature of Victoria Park. The gardens are maintained by on site ground staff employed by Stafford Borough Council. Currently all the bedding plants are grown in house by Stafford Borough Council.
SECTION 2. CURRENT SITUATION

River Corridor

The River Sow is integral in the park’s original design, providing a promenade through the park. The corridor is a designated public right of way and is open 24hrs a day.

Whilst the river has been heavily canalised, its appearance still remains natural with abundant channel vegetation and clear flowing water.

Recent improvements have included removing fencing, installing decorative low-level bollards, resurfacing the footpath in a golden colour to brighten the area and Victorian street lighting.

Mill Pond

A historical relic of the past surrounding land use. Today the area provides a secluded location for quiet relaxation. Overlooking the mill pond although outside of the park boundary are the old mill water wheels which the pond once powered.

This area would benefit from greater use and could potentially be incorporated more into the park by converting the toilet block into a café and re-building the toilets on the site of the existing kiosk. However there is currently no funding to undertake this work.

Aviary

The aviary houses a variety of birds including budgies and cockatiels. Borough Council staffs are responsible for maintaining this facility and ensuring the birds are healthy.

Bowling Green.

The bowling green is an important asset to the park not only in terms of a recreation facility but also as a focal and meeting point. It is believed that the green was added in 1911 to celebrate the coronation of George V, this is supported by the fact that the adjacent bridge across the river is called Coronation Bridge. The green however was not included in the original design from 1903 and this
demonstrates that the park was developed to meet the needs of the residents, as opposed to being true to the original design.

Children’s Play Facilities

The children's play facilities underwent a £650,000 re-development during November 2010 to March 2011. This has seen the complete modernisation of the entire play area footprint. To include a water play, sand play under 12’s, over 12’s and wheeled sports facilities.

Further information is available in Appendix 8.

Water Play Area.

The parks paddling pool was replaced in 2011 with an interactive wet play and sand play facility as part of the areas re-development.

Extensive public consultation proved that whilst the public used the pool in the hot summer days, throughout the rest of the year the area was hardly used at all. Furthermore users felt the area looked unsightly.

The new area allows for year round play with the sand play area and provides a new water play facility which is modern, safer and DDA compliant.

Sand Play Area

The sand play area was installed as part of the redevelopment of the play facilities in 2011 and has been hugely successful.

The area contains two sand diggers, sand play table and a sand play multi unit with boulders to help provide a beach effect.
The area is contained within log roll edging and has a timber board walk into the centre of the area.

**Wheeled Sports Bowl**

The bowl was constructed as part of the play facilities redevelopment in 2011 and was a hit even before it was officially open.

The area was designed through targeted user group consultation.

We are currently examining ways to extend this area due to its high use.

**Broadeye Mill**

The Broadeye windmill is not formally included in the park Boundary, however it has a large visual impact on the park. The Windmill is owned by the Council and run as a trust.

### 4.2 Community, visitors and non-users

In the 2011 census Stafford had a population of 130,859 people of which 124,308 (94%) persons class themselves as white. The largest age group was persons aged between 45-49 with 27,295 persons (21%) being counted. The median age for Stafford is 43 years. 46.1% of the population classed themselves as being in ‘very good health’ and 35.6% classed themselves as being in ‘good health’, this is slightly above the national and regional average.

This demographic information is used to plan development activities within the park and for constructing representative survey samples to ensure that the park delivers what the residents desire and need where possible. We will also use this information to identify hard to reach groups and target activities according to the user profiles whilst ensuring fair access for all.

There is currently no information on the number of visits made to the park each year and the purpose of these visits or the demographics of the visitors. However as a result of the play area consultation we now have information of the profile of users of this area pre development.

We are currently drawing up a revised satisfaction survey which will enable us to evaluate the change in the play area usage post development.

There is a range of visitor facilities on site. These are the toilets for male, female and disabled, benches and picnic benches. A fully equipped play area suitable for toddler, junior and youth, a bowling green, glasshouse, kiosk, water play, sand play and aviary.
4.3 Management

The park is maintained through a team of onsite gardeners who are responsible for the cleaning and maintenance of the park and are managed through the Streetscene section. The multi skilled nature of staff within the Streetscene section means that there is additional labour that can work in the park when required.

The Parks and Open Spaces Development Officer is based in the Civic Centre and has an organisational and developmental role for the park. The park is inspected daily and with a formal recorded inspection monthly.

Staffs are employed directly through the council. The Parks and Open Spaces Development Officer is responsible for identifying work and will notify Streetscene. See appendix 11 for the staff structure. Together the workforce has a range of complementary skills, ranging from horticulture to parks management and development, infrastructure design and bio-diversity issues. It must be noted that this structure is likely to change in 2012 due to an internal re-structure.

Support is available through several internal departments, including sports development, and leisure and other external bodies. There are existing partnerships with all these organisations along with the Police and other Government Agencies. We routinely attend a joint meeting with the police and our community safety partnership.
5.0 Park Development Scheme

An assessment of Victoria Park has preliminary identified the following area of work:

5.1 Formal Gardens
- Re-integration of park shelter and war memorial, (possible re-design of path layout.
- Repairs to historic buildings: bandstand roof, shelter thatch, repairs to sluice gate.
- Refurbishment of railings/gates/benches
- Re-surfacing
- Clearance of features that detract from the historic character and appearance of the area.
- Appropriate design of any new features.
- Co-ordinated furniture.

5.2 Built Structures
- Modernise the existing buildings and make DDA compliant.
- Move the kiosk to a more suitable location and possibly larger building to expand the facility on offer and maximise the potential of the park.
- Demolish old 1960’s kiosk.
- Build new toilet block.
- Explore the possibility of demolishing existing underused works buildings.
- New aviary.
- New community room.
- Expand CCTV and lighting
- Move works area to nursery buildings behind Broad Eye.

5.3 Play
- Build a multi-games area.

In August 2014 SBC submitted an application to the Heritage Lottery Fund (HLF) to secure funding for the full restoration of the park. Unfortunately the Council was not successful in their bid.

The Council is currently assessing whether it is possible or not to submit a further application in 2015 for these works.
6.0 Community Consultation and Inclusion

6.1 Corporate Consultation

Through an ongoing process the public are consulted through an active friends group, events programme, and by undertaking effective targeted consultation. This enables the Council to understand local users and non-users needs.

As part of the Councils bid for HLF funding extensive consultation took place between 2012 and 2014, this included:

- Jubilee Event Survey: survey carried out face-to-face at Jubilee Event in 2012
- Visitor Survey: survey carried out face-to-face with visitors
- Online Survey: online survey carried out 2013
- Stafford College students: face to face survey of Park users
- Stafford College students: an online survey for students
- Stafford BC Facebook survey: questions asked on the Victoria Park Facebook page
- Stafford BC website survey: an online survey hosted on the Council’s website
- Stafford BC park day: members of the Parks and Open Space Development Team spent the day in Victoria Park to discuss the Victoria Park Master Plan and answer any questions members of the public had.

Over 600 people have been engaged as part of the consultation process, with the majority of the respondents being interviewed within the Park. Appendix 2, lists the results of these surveys.

It is recognised by the Council that further consultation needs to be undertaken on a continual basis to inform the direction of the park.

Consultation is to be carried out with potential partners and Friends of Victoria Park in order to determine the future development of the park.

6.2 Friends of Victoria Park

There is a Friends of Victoria Park Group, (FoVP), which the Council consults. The Friends of Victoria Park was launched in 2005 and currently have a membership of around 50. Meetings are held monthly during the Spring and Summer.
Objectives of the Friends

- To raise awareness of and celebrate Victoria Park as a key heritage asset in Stafford Borough
- To promote Victoria Park as a leisure attraction and educational resource for the residents and visitors of Stafford Borough
- To involve the people of Stafford Borough in future of Victoria Park.
- To help conserve Victoria Park.
- To work in partnership to organise events that will encourage greater use of Victoria Park.

Recent achievements include the planting of a new hedge along the South Street boundary to the park. This hedge has been planted with native species which will attract and benefit wildlife. We have also planted a number of trees and shrubs in the Mill Meadow area of the park and constructed bat boxes which have been installed within the park.

Following a bequest from a member of the public, the Friends replanted the sensory garden situated near to the refreshment kiosk.

The Friends Group have received some funding to improve biodiversity in the park and have drawn up an action plan. In addition to the wildlife hedge referred to above, there have been surveys of bats and birds and wildflower bulbs and plants have been planted below the wildlife hedge and a large quantity of bulbs around the trees fronting Doxey Road.

An oak tree was also planted in memory of one of the Friends who died.

Members of the Friends group removed Himalayan balsam that was colonising the river bank.

Events are organised each year by the Friends group including an Easter egg hunt, country dancing, plant swaps and participation in the annual Party in the Park. Last year, the group arranged and financed 5 band concerts. Something that used to be financed by the Council until restrictions on finance prevented this. In November a lantern making workshop was organised, followed by a lantern parade in the park. There were other stalls including one about bats which included live specimens.

The group has a website and a facebook page.

6.3 Police
Strong links have been established with the Staffordshire Police. Regular contact is maintained and problems are dealt with in partnership, with information sharing. Council officers regularly attend a multi-agency operations group to tackle anti-social behaviour in the locality. This provides additional feedback and an opportunity to keep updated on developments and projects in the surrounding areas of the park.

6.5 Education
As a result of its heritage and culture the education value of the park is very high, not only for children and young people but for the wider community.
In 2008 Neil Thomas the publicity officer for the FoVP gave a historical talk to members of the community regarding the Park.

As part of the HLF bid a partnership with Stafford College has been formed. As part of this affiliation the potential of using the park as an outdoor classroom was identified. This proposal would support students to have vocational work experience related to horticulture, leisure and media, performance arts, catering and small animal care.

Whilst the HLF bid has not been successful the Council is keen to continue working with Stafford College and is currently assessing whether a further bid to HLF in 2015 will be undertaken.

6.6 Weddings

Victoria Park is a popular venue for wedding photographs. The Borough Council encourages use of the park for this purpose. However a small charge is made for anything other than use of the park for photographs.
7.0 Health, Security and Safety

Victoria Park is one of the most attractive parks in Staffordshire and the most attractive in the Borough, with wide spread community use.

Common concerns regarding public open spaces are
- broken glass within the play areas
- anti-social behaviour by youths
- fear of attack, intimidation or being attacked by rival groups.

These fears are varied but the perception may be different than the reality. Either way policies are in place to counter-act them. However it must be noted that the above concerns are not a significant issue in the park. Obviously there are isolated incidents but these are few and far between.

Risk assessments have been carried out and these are located in the park office.

In order to manage the concerns the following polices are in place;

7.1 Park Entrances

The importance of the welcome provided by the entrances cannot be under estimated. Entrances must be attractive, easily recognised and make users feel comfortable passing through, if they are not users will not enter the park.

The main entrances at Victoria Park are:
- readily identifiable
- attractive and welcoming
- open and free from over grown vegetation and litter
- free from dog fouling and graffiti.
- main entrances are signed with contact information, byelaws and a park map.
7.2 People

Visible people provide a feeling of security and this is enhanced with open views across the park. These open views provide reassurance in the sense that people can see who is around and provides mutual reassurance to other users.

The park benefits from the presence of full-time gardeners and Park Facilities Officers who act as a deterrent and help to reassure by their presence. This benefit is increased when staff engages in conversation and greetings with users.

Training needs and requests for staff are identified through the Councils ongoing employee development review to ensure that staff has suitable training and development within their roles.

Volunteer training is identified in conjunction with the group organisers and the Council will work with groups to identify methods of delivery and funding.

7.3 Park Facilities Officer Service

The provision of static Park Facilities Officers within Victoria Park is evidence of the ongoing commitment by Stafford Borough Council to provide a safe and welcoming environment to all of the Park Users.

At the time of writing the Park Facilities Officers Service consists of:

- 4 permanent full-time;
- 1 permanent part-time;
- 2 full-time fixed term;
- 1 part time fixed-term; and
- 2 part-time fixed term seasonal

Two full-time staff members work opposite shifts to ensure cover at Victoria Park seven days a week.

The Head Park Facilities Officer manages the day to day operations of the ranger service.

The Park Facilities Officer service is currently operated 7 days a week, 52 weeks a year except for Christmas Day, Boxing Day and New Years Day.

The park has an onsite Parks Facilities Officer who acts as the sites park ranger and the park is fully supervised from April to the end of September and from October to March is supervised on reduced hours reflecting the lower usage. This service is managed by the Head Parks Facilities Officer.
During winter six meetings are held with the Head of Parks Facilities Officers and the Parks Facilities Officers. These meetings are utilised to discuss any issues that have arisen during the summer months, discuss any future developments of the parks and also to invite speakers to update staff on relevant matters.

For further information on the Park Facilities Officer service please refer to Appendix 3.

### 7.3.1 Park Facilities Officer Duties

The Park Facilities Officers role is diverse. It varies from cleansing duties to maintenance work, from security through to being a sounding board for the public.

Appendix 3 details the duties carried out by the Park Facilities Officers within each duty area and the frequency that each duty is performed in detail. A more in depth description of the Park Facilities Officers duties can be found on site in the Park Facilities Officers information folder. All duties carried out are entered on a daily task sheet and the Head of Parks Facilities Officers collates these sheets.

A welfare folder is available for reference and support that provides information to the onsite Rangers regarding the Corporate Policies and includes:

1. Employee Support Service
2. Harassment & Bullying Policy
3. Equal Opportunities Policy
4. Disciplinary Procedure
5. Data Protection Act
6. Time off for Public Duties Policy
7. Sickness Management Policy
8. Statutory Sick Pay
9. Grievance Procedure Policy
10. Health & Safety Policy
11. Violence at Work

### 7.4 Infrastructure, monitoring & maintenance

This relates to all built facilities within the park, but predominately the following:

- Path surfacing
- Play and sports equipment
- Buildings
- Lighting

The Park Facilities Officer regularly checks path surfacing and associated drainage as part of the monthly Health and Safety Inspection. Obvious danger points such as trip hazards and potholes are to be repaired, receive temporary works or cordoned off from the public. These reports are held on the central computer system and referred to property services to repair via regular meetings.
The main zones/areas of the park (discussed earlier) vary considerably in character and maintenance requirements. The costs for maintenance and inspection sit within various budgets and not a specific budget for the Park due to the way the Council is organised.

Therefore it is not applicable to state an annual budget for the park specific. As part of the HLF a dilapidation report with costings was submitted as part of the HLF bid (see appendix 6)

The specifications of the infrastructure are held by corporate property and are used whenever repairs are required. Repairs to buildings and infrastructure are budgeted for by property services with other repairs to play equipment sourced from a separate parks budget. These works are planned on a yearly basis and are incorporated into capital schemes and revenue budgets.

Play and sports equipment checks are detailed in the maintenance issues section.

All activities within the park have been subjected to risk assessments. These are reviewed regularly and stored on site.

Equipment maintenance is the responsibility of all members of staff and equipment must be stored away clean and in a serviceable condition before the end of each working day.

7.5 Dogs
Dog fouling is always a concern for users and managers, especially to those with young children who visit the park.

The Dogs Fouling of Land Act 1996 covers Victoria Park. The Council has trained officers who are trained in the enforcement/fixed penalty notice procedure.

Dog fouling is not currently a problem in Victoria Park and this is in no small part due to the work of the Parks Facilities Officers and the respectful users of the park.

The Anti-social Behaviour, Crime and Policing Act 2014 enables Council’s to implement Public Space Protection Orders. Under this Act Orders relating to dogs can be applied, these may relate to dog exclusion zones and dogs on leads.

The Council will be investigating the need to apply this legislation in the next three years.

7.6. Litter and Graffiti
Litter picking is undertaken throughout the day by the Parks Facilities Officers, this ensures that the park is maintained litter free. The Officers also speak with users who drop litter on the park to pick it up.

Litter is segregated on site through the Councils blue and brown bin system.

Streetscene and the park rangers are responsible for the removal of graffiti on site. A zero tolerance policy is enforced and all graffiti is removed within 24hrs.
7.7. Water Safety
For the water safety policy please refer to Appendix 4.

7.8. Dangerous Materials
Dangerous items such as hypodermic syringes, broken glass, litter and dumped waste is assessed and dealt with immediately by the parks site staff. They have received assessment training and they decide if they need external assistance from SBC operational teams to clear up waste.

All finds are logged and monitored ensuring that when there is an increase this is identified at the earliest opportunity in order for solutions to be found.

7.9. Fear of Crime
Victoria Park has full time on site staff. Full time park based staff provide a regular presence in the park. There are also regular visits by the local police.

The main public walkway through the park is lit at night.

There is currently a limited CCTV system covering the park. As part of any improvement works to the park it is anticipated to install a more comprehensive system.

An additional camera was installed in March 2010 to cover the play area. The lighting around key elements of the park has also being upgraded to ensure that existing cameras can work to the best of their specification.

7.10. Emergency Contact
The park pavilion is the base for the onsite Parks Facilities Officer and a telephone for emergency use is available here.

All Parks Facilities Officers have mobile phones and are able to contact the Head Parks Facilities Officer at any point during the day and evening.

7.8 Equality Act Compliance
The park has undergone a DDA assessment in October 2008. We are currently in the process of implementing the recommendations on a phased process, based upon cost and priority.

The majority of park buildings have now undergone some reasonable adjustment to ensure that they are complying with the new act. The last building to undergo works is the thatched building by the paddling pool. Work to this building began in March April 2010 with the complete renovation and new toilet facilities. Works to this building are now complete.
8. Sports and Children's Play Facilities

8.1 Play Area

Stafford Borough Council has completely redeveloped the play area to a sum of £650,000. As part of this redevelopment there has been the complete refurbishment of the toilet block.

Designs for the new play area was finalised in June 2010, with construction commencing on the 4th January 2011. The area was formally opened in July 2011, however it was finished and available to the public in May.

Section 4.1 provides information on the play facilities.

The onsite Park Facilities Officer visually inspects the play area at Victoria Park on a daily basis. This inspection enables the identification of obvious hazards that can result from vandalism; use or weather conditions and the hazards can take the form of broken parts or broken bottles. The ranger would remove any debris and empty the bins and any defects are verbally reported to the Open Space Implementation Officer.

On a weekly basis a qualified RPII Routine Inspector visits the site and undertakes an inspection as above and records any defects. The inspector has a van with limited spares and tools to enable routine maintenance and repairs to be undertaken. These records are forwarded to the Open Space Implementation Officer and any urgent works are reported to the Operational Inspector.

Every eight weeks a qualified RPII Operational Inspector inspects the play area. This inspection checks the operation and stability of the equipment, especially for any wear. The inspector also undertakes repairs and maintenance to the equipment and impact absorbing surfaces and reports directly to the Open Space Implementation Officer.

In October each year an independent inspector is contracted to undertake an annual inspection including a Risk Assessments of the site and equipment. The annual inspection is done to establish the overall level of safety of the equipment, foundations and surfaces, e.g. effects of weather, evidence of rotting or corrosion, and any change in the level of safety of the equipment as a result of repairs made, or of added or replaced components.

8.2 Bowling Green
The parks gardeners are required to maintain a safe, smooth, pest and weed free playing surface throughout the period of, and within the terms of the Contract, and shall undertake all operations in accordance with good practices for the maintenance of fine turf.

The Playing Season runs from April to mid-October each year. Maintenance operations must be carried out before 10.00am.

The bowling green will be maintained to a height of 5mm during the bowling season and during the closed season will be maintained to a height of 8mm.

8.3 Aviary

The aviary is a popular attraction with park users, with all the birds being captive bred and having been acquired over a number of years through donations from members of the public. Park Staff are required to maintain the aviary and have due regard to the health and security of all birds and the Health and Safety to the public. This includes daily inspection, provision of fresh food and water and cleaning of receptacles and application for fresh litter as appropriate.

The long-term future of this facility and maintenance is a concern. As a result the cost of up grading the facility will be examined during the life of this plan with the aim of including work into funding bids.

9. Buildings Maintenance

The Park Facilities Officers have a responsibility to undertake basic site maintenance. This includes replacing slats to benches and fencing, painting of furniture and low level structures and replacing signs etc.

Where structures require more substantial maintenance, this is reported through the maintenance reporting form through the Head Ranger.

The Parks and Open Spaces Development Officer has a monthly meeting with Property Services to ensure these larger repairs are undertaken in a timely fashion. This process ensures that repairs are not left outstanding.

The park contains numerous civil structures

- County War Memorial (Grade II Listed)
- Park Shelter, (Alderman Mottran Shelter ) Grade II Listed.
- Thatched paddling pool shelter
- Bandstand
- Bowling Green thatched shelters, (two of).
- Grounds Maintenance buildings
- Aviary
- Kiosk
- Timbershelter
- Glass House.
- Victoria Road Bridge, (Maintained by the County Council)
- Coronation Bridge
• Pond Sluice Gates
• Waterwheel

Well-structured and regular monitoring identifies potential difficulties at an early stage and enable revisions to be made to structures, specifications etc and allow for large-scale capital works to be planned. This will prevent a return to the gradual downward spiral of the park as a whole but will also safeguard the restored elements of the park for the future.

A full dilapidation report (appendix 6) has been undertaken as part of the bid for HLF funding. It identified works that would total approximately £800,000. This included works to the:
• Venables Pavilion;
• Glass House;
• Mottarn Shelter; and
• War Memorial

9.1. Paddling Pool shelter renovation
2010 saw the renovation of the thatched shelter by the paddling pool and play area. Whilst a new roof structure was installed 20 years ago and the building was rewired several years ago no other renovations have been carried out on this building.

The existing toilet areas have been completely gutted and replaced. The ladies toilet was also enlarged and there is now a dedicated disabled toilet within the footprint. Room for the enlarged toilets and disabled toilet is possible by removing the existing redundant toilet facilities which relate to the changing rooms in the centre of the building and incorporating these into the usable footprint of the building.

The changing rooms, which take up the centre of the building, have been removed to create a covered seating area for users of the play area and paddling pool. Appendix 8 explains this work in more detail.
10. Marketing and Events Programme

Victoria Park is marketed as a ‘gateway’ to the town. Its location, adjacent to the Station presents a perfect image for visitors and residents alike.

Promotional literature takes advantage of this prime site, featuring it in several borough and county brochures. The local newspapers regularly publish pictures of the park in their titles.

All of the main parks including Victoria Park are marketed on the Borough Councils website.

The marketing of the park and its developments was increased during 2009, 2010 and 2011 in anticipation of the redevelopment of the play area. As part of the redevelopment the Council has utilised both Facebook and myspace social networks to reach out to those traditional media may not reach.

News releases are issued regarding activities within the park and this is supported by the Friends of Victoria Park Group who also issue releases relating to the work of the group.

A Friends of Victoria Park have a dedicated website which provides information to the public on:
- The Group
- Events
- Park Projects

This website has been launched to enable the group to market their activities and membership to a wider demographic, whilst reducing the need to minutes to be issued via the post. Their web address is http://fovps.org.uk/

10.1 Park Booking and Charging Scheme

A formal booking form has been introduced across the Borough for outside groups to hire the park. Combined with this is a fee scale to ensure that events do not place an additional strain on limited park resources. The current fee is £30 per day of hire for non-profit making organisations. For profit making organisations the fee starts at £100 per day and increases depending upon the event.

For large-scale events the Council does impose a security bond, which is repayable if the Council does not have to undertake and rectification works.
10.2 Events
Events are encouraged with several held throughout the year. For further information contact lhulse@staffordbc.gov.uk.

- Stafford Festival holds ‘Park Day’ in July where several thousand attend this popular day.
- Groups and individuals regularly use the bowling green and an annual competition is held.
- Visiting parties and groups tour the Park as part of the Heritage Trail.
- A DVD has been produced featuring the life and times of Victoria Park. This was premiered at Stafford Film Festival.
- The ‘Friends of Victoria Park’ hosted events to coincide with the centenary celebrations in 2008.
- In 2009 the park took place in the nationwide Bandstand Marathon, which saw hundreds of park bandstands hosting a free music event at the same time across the country. This event forms part of the Cultural Olympiad running up to the London 2012 Olympic Games.
- In 2009 and 2010 the Friends of the park held a Easter Egg Hunt which was over subscribed.
- Events in 2010 included the Friends Easter egg hunt, party in the park, Katharine House Hospice fun day and fundraisers, Friends of Victoria Park Pre Christmas Coffee Morning and Bring and Buy Sale. This is in addition to four on site play area consultation events.
- In 2011 The Friends of Victoria Park the Friends proposed to take over the organising of concerts in the bandstand subject to them obtaining funding. This is due to this programme being removed by the Council in 2010 due to budgetary reductions. This however has not occurred and the only use of the bandstand at present is during the National Bandstand Marathon in the summer and for Wedding photographs.
- In 2011 the formal opening of the new play facilities took place with “Mr Bloom” as the special guest. Other activities included a skate competition in the new bowl with prizes and face painting.
11.0 Biodiversity and Nature Conservation

The park falls into the English Nature Natural Area of Meres and Mosses. However it is accepted that due the location in the heart of Stafford Town and the highly formal nature of the park the natural area is only relevant in the terms of the park forming as a green corridor and through the influence of the River Sow floodplain upon which the park is built. The river channels in the natural area are noted for their Dragonflies, kingfisher and returning otter. The Doxey and Tillington Marshes SSSI begins 0.3km away.

The park provides 7 distinct habitat types, these being, buildings, open water, marginal vegetation, ornamental planted beds, amenity grassland, species poor, semi-improved grassland and a species poor hedge.

An ecological survey was carried out in May and August 2009. This was commissioned by the Borough Council and undertaken by Staffordshire Ecological Services, (part of the Staffordshire Wildlife Trust).

The survey only found one BAP species within the park and this species is rare within Staffordshire. However this is likely to have been introduced through recent works by the Environment Agency. In order to help protect this rare plant the locations and name have been emitted from this plan.

The buildings on site have been identified as potentially suitable roosting sites for bats. However no evidence of bat presence such as droppings or feeding stations were found during the survey. The Friends of Victoria Park have constructed BAT boxes and these will be installed during 2012.

Appendix 7 contains the biodiversity considerations for the park when undertaking regime changes and future developments. Through the implementation of the management plan and through community consultation it is hoped these changes will occur progressively.

It is envisioned that the park will be utilised to educate visitors and school children of the benefits of nature conservation and bio-diversity. This will occur through on site work sheets and activities, and through the organised events programme. This process will be led by the Friends of Victoria Park.

Conservation will be a primary consideration when selecting grounds maintenance materials and consumables, e.g. herbicides, biological pest control and crop protection, nursery products, sustainable sources of bark mulch and compost.
Recent replanting of the parks shrub beds has seen the introduction of more insect friendly plants used, such as Lavender.

The Friends of Victoria Park have planted a new wildlife hedge along the South Street frontage. Funding for this was obtained from the local newspaper.

The park contains 256 trees, spread throughout the site. The species and quantities are listed below. All trees within the park were surveyed in 2009 and have now been placed on a formal maintenance schedule. Where trees are felled it is the Councils policy to undertake replacements by planting two trees for every one tree planted. The park has a diversity of trees and it is the Councils policy to further develop this diversity where ever possible.

<table>
<thead>
<tr>
<th>Species</th>
<th>Quantity</th>
<th>Species</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Walnut</td>
<td>1</td>
<td>Norway Maple</td>
<td>3</td>
</tr>
<tr>
<td>Cedrus Atlantica</td>
<td>1</td>
<td>Ornamental Crab Apple</td>
<td>1</td>
</tr>
<tr>
<td>Cherry</td>
<td>17</td>
<td>Other</td>
<td>4</td>
</tr>
<tr>
<td>Cockspur thorn</td>
<td>1</td>
<td>Paper Bark Birch</td>
<td>2</td>
</tr>
<tr>
<td>Common Ash</td>
<td>2</td>
<td>Pine</td>
<td>3</td>
</tr>
<tr>
<td>Common Beech</td>
<td>11</td>
<td>Purple Leaved Maple</td>
<td>2</td>
</tr>
<tr>
<td>Crack Willow</td>
<td>31</td>
<td>Quickthorn</td>
<td>6</td>
</tr>
<tr>
<td>Dark Leaved Cherry</td>
<td>2</td>
<td>Semi-fastigate Cherry</td>
<td>10</td>
</tr>
<tr>
<td>English Oak</td>
<td>10</td>
<td>Silver Birch</td>
<td>16</td>
</tr>
<tr>
<td>False Acacia</td>
<td>5</td>
<td>Small Leaved Alder</td>
<td>1</td>
</tr>
<tr>
<td>Fastigate Hornbeam</td>
<td>7</td>
<td>Lime</td>
<td>24</td>
</tr>
<tr>
<td>Ginko Biloba</td>
<td>4</td>
<td>Swedish Whitebeam</td>
<td>2</td>
</tr>
<tr>
<td>Golden Chains</td>
<td>1</td>
<td>Sweet Chestnut</td>
<td>1</td>
</tr>
<tr>
<td>Golden Weeping Willow</td>
<td>11</td>
<td>Sycamore</td>
<td>11</td>
</tr>
<tr>
<td>Honey Locust</td>
<td>1</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Horse Chestnut</td>
<td>16</td>
<td>Tree of Heaven</td>
<td>5</td>
</tr>
<tr>
<td>Holly</td>
<td>2</td>
<td>Tulip Tree</td>
<td>1</td>
</tr>
<tr>
<td>Larch</td>
<td>2</td>
<td>White Poplar</td>
<td>19</td>
</tr>
<tr>
<td>London Plane</td>
<td>11</td>
<td>Whitebeam</td>
<td>2</td>
</tr>
<tr>
<td>Mountain Ash</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12.0 Sustainability and Recycling
Beds on site are mulched to reduce watering and improve maintenance efficiencies.

Abstraction of water from the River Sow has been investigated. However the costs of implementing this are prohibitive.

Self-watering baskets are utilised together with peat free reduced compost to reduce reliance on natural resources.

All green waste is recycled through a recycling centre and used by the Biomass project on agricultural land. This product is made from natural, reclaimed vegetable fibres, which may eventually be used within the council parks as mulch compost. At present the output from the biomass project is not of a sufficient quality to use within the parks.

Peat-free compost has been trialed for the bedding plants. However the results were not satisfactory.

A reduction of 75% of the use of chemicals has been achieved. Chemicals are now only routinely used on the bowling green and this is limited to weed and fungal control and feeding of the green in any normal year. Occasional treatments to grassed areas are applied if required.

An electrically powered vehicle has replaced diesel-power. A John Deere ‘Egator’ is now in general use for the park and town centre. This vehicle helps to lower the parks carbon footprint.

The Council has surveyed all the trees within the park as part of the wider Borough wide tree survey. This survey has created a proactive works program to manage all of the trees within its ownership. This is a marked change from 2008/09 when tree works were reactive rather than proactive. This will ensure that the tree coverage within the park will be managed with a progressive renewal programmed where trees are felled.

Renovation to the thatched building adjacent to the play area will see the installation of energy efficient lighting and an energy efficient hot water system along with water efficient toilets. All lighting in this building has been linked to PIR detectors. This significantly reduces the electricity consumption of this building.

In 2010 a three way recycling bin was placed outside the refreshments kiosk within the park. This location was identified as being the most appropriate and most likely to be used.

In 2011 the tree up lighters within the park were replaced with new energy efficient versions reducing the electricity consumption of this feature.

13.0 Conservation of Heritage and Nature
Victoria Park is an Edwardian park dating from 1908. The design of the park was undertaken by William Blackshaw, the Stafford Town Borough Surveyor. Whilst called ‘Victoria Park’ it was designed and laid out in the early part of the Edwardian era. The design of the park is an example of the transition of the traditionally structured Victorian model to a more open and freer style of Edward design.
The park is located within the Stafford Conservation Area and has three listed buildings;
- Broadeye Windmill;
- Mottran Shelter; and
- War Memorial

The park provides the public a glimpse into the historic industrial past of the area with the water wheel, mill pound and sluice gates still being visible. The sunken mill pound now forms a seating area and is a relic of the former mill race.

The Issac Walton Walk was created along the southern bank of the river Sow in 1880 to celebrate noted author Izaak Walton, famous for the short story ‘Compleat Angler’ who was born in Stafford in 1594.

The park also contains historical street furniture in the form of cast iron railings, gates and park benches.

**Built Heritage Audit**

A condition survey of the historic environment is programmed through the Councils Forward Planning Sections Conservation officer. The present condition and rate of survival of historic structures within the park reflect on the one hand, the legacy of a phased historical development between 1908 and 1930, but on the other, the detrimental effect of piecemeal and ad hoc repairs and adaptations over the last 70 years.
14.0 Park Development Aims and Objectives

Aim

To restore the historical features of the park in line with best practice and develop the park to increase usage and access for all.

Objectives

1. To offer a safe, welcoming park that encourages both passive and active recreation to every age group of the community with consideration to the abilities of all users.

2. To retain Green Flag award recognition for management and development of the park.

3. To promote good health and wellbeing, both through passive and active use of the park, by positively promoting opportunities for walking for health.

4. To continue to provide an outdoor location for current arts events.

5. To repair existing historic buildings and structures, to protect and enhance the character and appearance of the Conservation Area and its associated Listed Buildings.

6. To determine best uses of historic and modern buildings within the park, in order to maximise the benefits to the general public for sustainable development of current and future needs, whilst safeguarding the heritage of the county towns principal park.

7. To secure external funding where applicable to further develop the park.

8. To conserve, restore and enhance the biodiversity of Victoria Park by ensuring that appropriate management of key habitats (e.g. the River Sow) and implementation of new projects to improve the wildlife value of areas of the site by use of indigenous species in suitable areas.

9. To cement Victoria Park as one of Stafford Borough’s key heritage sites, along with Stafford Castle, the Ancient High House and Izaak Walton’s Cottage.

10. To achieve excellence in any “new-build” within Victoria Park, adhering to good sustainable construction practices and incorporating appropriate sustainable features and materials.
### 2014/2016 Objectives

<table>
<thead>
<tr>
<th>Objective</th>
<th>Target</th>
<th>Notes</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Re-submit a revised lottery bid</td>
<td>December August 2014</td>
<td>Bid being re-worked and progressed past the stage 1 requirements</td>
<td>Bid submitted: 21/08/2014 &lt;br&gt; Decision: 16/12/2014</td>
</tr>
<tr>
<td>2. Refurbish the direction wayfinders.</td>
<td>February 2014</td>
<td>Not undertaken as awaiting outcome of HLF bid.</td>
<td>On hold</td>
</tr>
<tr>
<td>3. Re-surface the deck of the coronation bridge.</td>
<td>February 2014</td>
<td>Not undertaken as awaiting outcome of HLF bid.</td>
<td>On hold</td>
</tr>
<tr>
<td>4. Undertake further park consultations related to facilities</td>
<td>April – August 2014</td>
<td>Consultation undertaken as part of HLF bid.</td>
<td>2014</td>
</tr>
</tbody>
</table>

### 2012/13 Objectives Priority Order

<table>
<thead>
<tr>
<th>Objective</th>
<th>Target</th>
<th>Notes</th>
<th>Date Completed</th>
</tr>
</thead>
</table>
### 2011/12 Objectives Priority Order

<table>
<thead>
<tr>
<th>Objective</th>
<th>Target</th>
<th>Notes</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open new play facility</td>
<td>Late April 2011 possibly 20.04.11</td>
<td>Date is weather dependant. Site must establish before opening. Construction commenced 4.1.11.</td>
<td>27th May 2011</td>
</tr>
<tr>
<td>2. Replace welcome signage inserts.</td>
<td>15.04.2011</td>
<td>Signs must be installed before new play area opens. Cost £1,000.</td>
<td>18th April 2011</td>
</tr>
<tr>
<td>4. New information signage for the Glasshouse.</td>
<td>30.08.2011</td>
<td></td>
<td>On hold</td>
</tr>
</tbody>
</table>
### 2010/11 Objectives Priority Order

<table>
<thead>
<tr>
<th>Objective</th>
<th>Target</th>
<th>Notes</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commence Play Area re-development contract.</td>
<td>1 February 2010</td>
<td></td>
<td>12 February 2010</td>
</tr>
<tr>
<td>2. Renovate paddling pool building.</td>
<td>6th April 2010</td>
<td>Commencement 22.03.10</td>
<td>Phase 1 completed for 26.04.10 Phase 2 (new toilets completed 8.11.10.)</td>
</tr>
<tr>
<td>3. Demolish existing play facilities and recycle equipment where possible.</td>
<td>September 2010</td>
<td>Delay due to ensuring scheme is completed on budget</td>
<td>28 November 2010</td>
</tr>
<tr>
<td>4. Commence construction of new play facilities</td>
<td>27 September 2010</td>
<td>Delay due to ensuring scheme is completed on budget. Revised Start date of the 29.11.10 missed due to bad weather. Re-scheduled date 4.11.10</td>
<td>Commenced 04.12.11</td>
</tr>
<tr>
<td>5. Complete construction of new play facilities</td>
<td>31 March 2010</td>
<td>Construction delayed due to poor winter weather delaying start</td>
<td>27th May 2011</td>
</tr>
<tr>
<td>6. Slowly replace all plastic bins with cast iron. Year one two bins by the Mottran Shelter</td>
<td>22 March 2010</td>
<td>Two bins installed. Scheme on hold due to financial restrictions Replacement scheme</td>
<td>5 May 2010</td>
</tr>
<tr>
<td>cancelled due to budget restrictions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15.0 Further Reading


Cabe Space. 2006 Making contracts work for wildlife: how to encourage biodiversity in urban parks. Cabe Space, London 2006


www.statistics.gov.uk

www.sustrans.org.uk
Appendix 1: Site Map
Appendix 2: Victoria Park Stafford HLF Parks for People: Consultation Report
(see attached PDF)
Appendix 3: Park Facilities Officer Duties

The Park Facilities Officers are responsible for opening and closing the Park at the designated times throughout the year. All staff are logged onto a lone working computer system, which monitors their safety during these and all other times.

Patrolling the Park

- The daily supervision of the Park and the deterring of anti-social behaviour remains the primary task for the Park Facilities Officers. Rangers regularly patrol each area of the Park throughout their shift. The number of patrols is not pre-determined and is very much dependant on varying factors such as weather, ongoing events etc.

- All Rangers have access to Store watch Radios that give them direct links to CCTV and Police assistance. Incidences of anti-social behaviour have been greatly reduced in the last twelve months and recent shrub reduction works, the introduction by Staffordshire Police of Community Support officers and the aforementioned Store watch Radios have all had an impact. Whilst patrolling the Park all Rangers perform visual inspections of the Park and its facilities and any defects or works required are reported to the Senior Ranger who forwards them to Property Services for completion.

Litter picking

Litter picking is performed continually throughout the Park Facilities Officers shift. This is done either ad-hoc whilst patrolling or during one of a number of main picks throughout their shift. We operate a zero tolerance policy on litter. The number of main picks is again dependant on Park usage. All litterbins are also emptied by the Park Facilities Officers and these are again checked throughout their shift.

Wet / Water Play Facility

- The facility is open throughout the summer period and the Park Facilities Officers will monitor the area and its surrounding area throughout their shift. They will litter pick the area frequently and also monitor use of the pool to discourage misuse and anti-social behaviour.

- All Rangers are trained in basic first aid.

Clearing Pathways

The Rangers must ensure that all pathways are clean and clear of hazards at all times. This may involve sweeping debris, applying salt in the winter or closing pathways during flooding of the River Sow. Checking of all pathways is undertaken daily whilst patrolling.

Bench Management
• The benches and their condition is a responsibility of the Park Facilities Officers. They are inspected daily and any minor damage is repaired immediately by the Ranger.

• Other more serious damage is reported to the Senior Ranger and forwarded to Property Services for completion.

• The Park Facilities Officers have a winter refurbishment program and all damaged or weathered benches are repaired or replaced.

The River Sow

The River Sow is an integral part of Victoria Park flowing through the heart of the Park. The Rangers inspect the River daily during their Patrols paying particular attention to the timber capping edging installed during the flood defence works. Again all defects or issues are reported to the Senior Ranger.

Collection of income

The Park Facilities Officer collects monies generated by the hiring of the bowling green. This may also include the loaning out of bowls equipment and offering advice to first time users. The Park Facilities Officer also balances all income and forwards this on a weekly basis to the Senior Ranger.

Annual Environmental Inspections

In addition to the ongoing monitoring of maintenance issues an annual Environmental Inspection is carried out by the Senior Ranger. All outstanding or new maintenance work is forwarded to Property Services and the report is forwarded to Management. All maintenance issues are added to the maintenance program and are dated for completion and then monitored.

Risk Assessment

The Senior Ranger has undertaken a risk assessment on all tasks carried out by the Park Facilities Officers. A copy of this assessment is located in the on site Rangers Information folder.

Reporting Systems

The Park Facilities Officers service has made great strides forward in the last couple of years with the introduction of a new management structure. A complete review of all the existing working practices was undertaken and this culminated in comprehensive reporting systems being implemented throughout the Rangers Service.

An information folder is located in the Park Facilities Officers office on site and includes the following documentation: -

1 Risk Assessments
2 Breakdown of daily tasks
3 Lone Working Procedure
4 Maintenance Reporting Process
5 Accidents and Incidents Procedure
6 Guidance on Handling Sharps
7 Emergency Procedure for Fire
8 Customer Comment, Complaint and Compliments Process
9 Park Inventory

Whilst the information on all the process and procedures is contained in the
information folders a working folder exists to record the daily occurrences in the
park. The folder contains:

1 Daily Tasks Sheet – signed and dated as duties completed
2 Accident Forms (blue for public and yellow for staff)
3 Incident Forms
4 Customer Comment, Complaint and Compliments Form
5 Income Sheet
6 Contractors Log
7 Asbestos Register
8 Weekly communication sheet – a means of passing relevant information between
rangers working on opposite shifts.

- Daily inspection by gardeners to ensure all facilities are fit for purpose
  including recording of all incidents by notifying the ranger service or
  Property Services of issues.
- Recovery of ‘sharps’ (i.e. needles, etc) is recorded via maintenance staff
  and the Ranger Service. Monthly reports are submitted for monitoring
  purposes.
Appendix 4: Water Safety Policy

Introduction

Stafford Borough Council has a limited number of parks and open spaces, which include open water. These areas of open water enhance the environment of the Borough and enhance the visitor experience. Such areas of open water are predominately the River Trent and the River Sow along with the paddling pool at Victoria Park, with the occasional stream, ditch and balancing ponds.

Open water can present a risk of drowning to persons if the associated hazards are ignored, however this needs to be balanced with the positive effects of open water and the risks encouraged by fencing areas off.

This policy is designed not to prevent access to open water or to encourage it to be fenced off, but to ensure reasonable measures are in place to ensure that access to open water is maintained in a safe manner.

Legal Responsibilities

The Council has a number of statutory responsibilities placed upon it by legislation.

- **Health and Safety at work at 1974.** This specifically requires every employer to ensure so far is reasonably practicable, that they take the necessary steps to ensue the safety on non-employers affected by their activities.

- **The Management of Health and Safety at Work Regulations 1999.** These regulations made under the HASAW 1974, require that adequate and suitable assessments of work related hazards should be carried out to determine the preventative and protective steps that must be taken.

- **Public Health Act 1936.** This enables local authorities to regulate the usage of water, for example to prohibit swimming.

- **Occupiers Liability Act 1999.** This states that the occupier must take reasonable steps to ensure the safety of visitors to their premises.

Safety Inspections

The main areas of open water within Victoria Park are the River Sow and Mill Pond. The entire site is inspected by Rangers and Streetscene as the site is unlocked and locked. All hazards identified are reported immediately.

Hazards within the river channel are rectified by Streetscene who have the tools and the training to deal with such incidents. Where large scale hazards are identified this is referred to the Environment Agency, who have the responsibility to ensure the river channel is clear and safe, with regards to flood prevention.

During periods of flooding and high water the footpaths adjacent to the river channel are chained off to prevent visitors accidentally becoming washed away. The decision to close
the footpaths rests with the on duty Park Facilities Officer following information from the Environment Agency and after assessment of the onsite conditions.

**Onsite Safety Equipment**

Victoria Park does not have any onsite safety equipment in the form of life rings or similar. This decision was taken due to the relatively shallow and sedate nature of the river and the level firm paths running adjacent and the high visitor usage throughout the year. The river is an obvious hazard and as such does not require equipment of this nature. Furthermore given the nature of the site it was deemed that if lifesaving equipment was installed onsite the Council would be constantly replacing this equipment.

**Warning Signs.**

Victoria Park does not currently have any warning signs or prohibition signage related to water safety.

The council has taken the decision not to install any signs on the advice if its insurance company Zurich who have stated that where the hazard is obvious there is no requirement to warn individuals over the hazard. To introduce signage at one location within the park would require signs to be erected across the length of the river.
Appendix 5: Audience Development

Visitors to the park are primarily drawn from the residents of the Borough, the 2001 census lists the population of the Borough as 120,670. There is a slight under representation of people below the age of 30 when compared to the regional and national average. This is coupled with a slight over representation of ages 30 and above the regional and national average. The age group 30 and over makes up 66% of the Borough's population.

The parishes of Stafford Town make up 86,864 people in the 2001 census. 72% of the Borough population, the majority of which, (78.88) class themselves as white (98.5). The average age of the population in the Stafford Town was 39.69 years in 2001, and 69% of the population view themselves as being in good health.

There is currently basic on site interpretation regarding the park and its features. There is no park leaflet or comprehensive park website, describing the park and it’s history. All areas of the park are currently accessible through tarmacadam paths.

Events

A range of events targeted to all activities will be arranged and accepted. Where there are two clashing events and they cannot be combined, preference will be given to the event, which targets users of the park, which have been under represented in the year.

To market events within the park we will

- list all events within the council’s events guide.
- issue press releases where applicable.
- install posters in the park notice board.
- list events upon the park web page.

Park Marketing/Interpretation

In order to market the park more effectively we will

- construct and maintain a comprehensive Victoria Park website listing information regarding the park, including facilities, history and events.
- offices, local outlets, as well as being downloadable from the web.
- erect new notice boards
- regularly issue press releases to keep the community updated.
- created a park brand.
- install interpretation boards.
- Create a display proposing development of the park for public consultation.
- Obtain an oral history of the park as part of an interpretation package.

Social Media.

As part of the publicity and public inclusion in the play are redevelopment, we have used Facebook and myspace to interact with stakeholders of the park. Myspace has not been overly successful, but this is probably due to
the vastly reduced popularity of this site. The Facebook site has been highly successful with users feeding back and discussing the plans with us. The site has also allows local councillors to answer members of the public posing questions. Once the play area is constructed, this site will be maintained as a general page for Victoria Park. It has proved a valuable tool in updating users with information which either is not significant enough for a press release or information which many people would not read in the press.

**Education**

- Build in work on an education pack for local primary schools.

Victoria Park features heavily on the Stafford Heritage Walk, ‘Town Trial’. The trail guides visitors to the town along the length of the park, highlighting important features.

The park is used as part of the Walking to Health Programme, due to its flat topography.
## Appendix 6: Dilapidation Report

### Infrastructure Costs

<table>
<thead>
<tr>
<th>Building</th>
<th>Asset</th>
<th>Description</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Internal decoration, walls, ceiling timber work, (no Carpet)</td>
<td>£1,025</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Replacement of WC provision to enable disabled use.</td>
<td>£3,300</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Possible re-wire</td>
<td>£350</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>External decoration of the whole building</td>
<td>£1,150</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Re-joint mortar joint to entrance paving</td>
<td>£50</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Make good rain water joint</td>
<td>£50</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Re-place damaged timber boarding</td>
<td>£375</td>
</tr>
<tr>
<td>Venables Pavillion</td>
<td></td>
<td>Re-place felt on roof and rear facia board</td>
<td>£4,200</td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td>Retaining wall to the side of the venables pavillion, demolish and re-build due to lean. 34m in length.</td>
<td>£25,000</td>
</tr>
<tr>
<td>Glass House</td>
<td></td>
<td>Stone steps to glass house require replacement</td>
<td>£1,000</td>
</tr>
<tr>
<td>Glass House</td>
<td></td>
<td>Glass roof leaks and gaskets and support bars are missing. Corrosion to original support brackets. Further investigating and report required to assess level of repair</td>
<td>£25,000</td>
</tr>
<tr>
<td>Glass House</td>
<td></td>
<td>Repair / replace 50 quarry tiles</td>
<td>£500</td>
</tr>
<tr>
<td>Glass House</td>
<td></td>
<td>Replace plant shelf supports where corroded in the glass house. Corrosion to brackets and glazing supports Replace missing gaskets in the glass structure</td>
<td>£1,000</td>
</tr>
<tr>
<td>Glass House</td>
<td></td>
<td>Heating system to be checked and maintainedProv sum for maintenance per year £5,000 Prov sum for repairs £10,000</td>
<td>£10,000</td>
</tr>
<tr>
<td>Thatched Shelter</td>
<td></td>
<td>Bowling Green glazed shelter. Works to channel roof water into gullies</td>
<td>£3,000</td>
</tr>
<tr>
<td>Ladies Toilets (Formal side)</td>
<td></td>
<td>Make good tile skirting and wall tiles</td>
<td>£175</td>
</tr>
<tr>
<td>Toilet block (formal side)</td>
<td></td>
<td>External works to surface water drains. Install ACO drain to the rear of the building and link into existing drainage</td>
<td>£1,800</td>
</tr>
<tr>
<td>Location/Item</td>
<td>Work Description</td>
<td>Cost (£)</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Gents toilets (formal side)</td>
<td>Replace timber skirting to attach existing</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Gents toilets (formal side)</td>
<td>Replace timber cladding to WC. Timber cladding often gets removed for drug use. Board and tile</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>Gents toilets (formal side)</td>
<td>Make good wall tiles</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Gents toilets (formal side)</td>
<td>Remove and replace fan light glazing</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>Toilet block store (formal side)</td>
<td>Replace and make good damaged ceiling</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Toilet block (formal side)</td>
<td>Front of block severe water ponding during rain. Take up and relay path. Feed fall into drain</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Small greenhouse</td>
<td>Greenhouse seriously leaks, undertake specialist report and repair, provisional sum</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Small greenhouse</td>
<td>Replace 20 damaged quarry tiles</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>Aviary</td>
<td>Replace damaged and decaying timber</td>
<td>2,750.00</td>
<td></td>
</tr>
<tr>
<td>Aviary</td>
<td>Re-point brick work</td>
<td>350.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Test electrical connection</td>
<td>350.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Provisional sum for electrical works to bring to standard</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Severe flooding underneath the bandstand. CCTV survey of drains</td>
<td>750.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Connect bandstand drains to storm drains</td>
<td>850.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Replace timber plinth capping</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Full decoration of bandstand</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Replace roof with original style material in zinc</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>Bandstand</td>
<td>Replace rainwater goods with original</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Sales kiosk</td>
<td>Replace cracked bricks</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Sales kiosk</td>
<td>Make good render to side of entrance door</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Sales kiosk</td>
<td>Replace rainwater goods, existing leaking</td>
<td>285.00</td>
<td></td>
</tr>
<tr>
<td>Sales kiosk</td>
<td>External re-decoration</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Toilet block (formal side)</td>
<td>Investigate foundation and structure</td>
<td>3,500.00</td>
<td></td>
</tr>
<tr>
<td>Toilet block (formal side)</td>
<td>Provisional sum for stabilisation</td>
<td>18,000.00</td>
<td></td>
</tr>
<tr>
<td>Coronation Bridge</td>
<td>Structural survey to bridge</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Coronation Bridge</td>
<td>Re-decoration</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Coronation Bridge</td>
<td>Make good surface path to bridge</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>Mottram shelter</td>
<td>Replace all panels with lattice work revert to original design</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Mottram shelter</td>
<td>Replace vandalised panels</td>
<td>350.00</td>
<td></td>
</tr>
<tr>
<td>Mottram shelter</td>
<td>Replace vandalised timber panel</td>
<td>850.00</td>
<td></td>
</tr>
<tr>
<td>Location/Feature</td>
<td>Work Description</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Mottram shelter</td>
<td>Re-decorate whole shelter in original colour scheme</td>
<td>£5,000</td>
<td></td>
</tr>
<tr>
<td>Mottram shelter</td>
<td>Re-place missing cast trellis work</td>
<td>£1,850</td>
<td></td>
</tr>
<tr>
<td>Mottram shelter</td>
<td>Redecorate ornate bins</td>
<td>£250</td>
<td></td>
</tr>
<tr>
<td>Lamp posts</td>
<td>Install matching path lighting on formal side of the park</td>
<td>£50,000</td>
<td></td>
</tr>
<tr>
<td>Small footbridge</td>
<td>Repair or replace stone / concrete capping</td>
<td>£2,500</td>
<td></td>
</tr>
<tr>
<td>Bandstand side</td>
<td>Re-decorate bridge sides including unpainted concrete and balustrade.</td>
<td>£25,000</td>
<td></td>
</tr>
<tr>
<td>Small footbridge</td>
<td>Return balustrade to original design</td>
<td>£6,000</td>
<td></td>
</tr>
<tr>
<td>Bandstand side</td>
<td>Replace damaged brick</td>
<td>£3,250</td>
<td></td>
</tr>
<tr>
<td>Benches</td>
<td>Refurbish all benches</td>
<td>£45,000</td>
<td></td>
</tr>
<tr>
<td>War memorial</td>
<td>Re-joint mortar, relay uneven paving</td>
<td>£75,000</td>
<td></td>
</tr>
<tr>
<td>War memorial</td>
<td>Perimeter wall, re-point and re-set stone where required</td>
<td>£14,750</td>
<td></td>
</tr>
<tr>
<td>War memorial</td>
<td>Remove stone steps, re-bed and re-point</td>
<td>£4,500</td>
<td></td>
</tr>
<tr>
<td>War memorial</td>
<td>Clean memorial</td>
<td>£7,500</td>
<td></td>
</tr>
<tr>
<td>War memorial</td>
<td>Carry out repair work to stone, refurbish bronze metal work</td>
<td>£15,000</td>
<td></td>
</tr>
<tr>
<td>Mill pond</td>
<td>Structural survey to walls</td>
<td>£3,000</td>
<td></td>
</tr>
<tr>
<td>Mill pond</td>
<td>Repair retaining wall</td>
<td>£45,000</td>
<td></td>
</tr>
<tr>
<td>Paths</td>
<td>Replace all path surfaces to match new Izzak Walton paths</td>
<td>£275,000</td>
<td></td>
</tr>
<tr>
<td>Paths</td>
<td>Re-construct paths sections damaged by tree roots</td>
<td>£27,000</td>
<td></td>
</tr>
<tr>
<td>Paths</td>
<td>Picnic area cleaning of paving some minor re-setting required</td>
<td>£1,280</td>
<td></td>
</tr>
<tr>
<td>Railings</td>
<td>Re-decorate and replace metal work as required</td>
<td>£15,000</td>
<td></td>
</tr>
<tr>
<td>Gates</td>
<td>Re-decorate and refurbish</td>
<td>£7,500</td>
<td></td>
</tr>
<tr>
<td>Storage building</td>
<td>Replace roof</td>
<td>£6,000</td>
<td></td>
</tr>
<tr>
<td>Storage building</td>
<td>Replace soffits and fascia and rain water goods</td>
<td>£2,500</td>
<td></td>
</tr>
<tr>
<td>Storage building</td>
<td>Replace windows depending upon the use of the building</td>
<td>£1,000</td>
<td></td>
</tr>
<tr>
<td>Storage building</td>
<td>Replace broken lock</td>
<td>£250</td>
<td></td>
</tr>
<tr>
<td>Storage building</td>
<td>Test electrics</td>
<td>£450</td>
<td></td>
</tr>
<tr>
<td>Office building</td>
<td>Test services</td>
<td>£750</td>
<td></td>
</tr>
<tr>
<td>Office building</td>
<td>Redecorate</td>
<td>£1,000</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>£784,690</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 7: Biodiversity Considerations

<table>
<thead>
<tr>
<th>Habitat</th>
<th>Description</th>
<th>How the location is used and what people think</th>
<th>User perceptions improved by</th>
<th>How to enhance biodiversity.</th>
</tr>
</thead>
</table>
| Tree groups in mown areas, including veteran trees. | Groups or individual trees, the majority being native species | Attractive. Seasonal interest. Age of trees means many mature. Autumn leaf fall could be a hazard. Some perception of a hazard. | - planting of spring bulbs beneath the trees and along the avenues. | - encourage wildflowers around the base of the trees and  
- leave grass longer adjacent to the trees to create a field edge on mill meadow |
| Hedges                          | Shrubs and trees provide a division and delineate boundaries. Important for increasing biodiversity. | Require constant maintenance within the park, and can appear untidy between cutting. Important landscape features. | - ensure hedges are maintained along paths.  
- formal locations to be cut as a priority, | - reduce frequency of cutting of hedges away from formal areas to twice a year.  
- replant gaps with native species not found in the hedge. |
| Shrub planting                  | Dense planting, mainly of ornamental species with mown edges,                | Traditional aspect of the park and visually important. Can be seen as untidy when seen between cuts.       | - ensure shrubs are cut back away from paths. | - reduce intensive trimming  
- replace cultivated, mulched soils with wildflowers  
- Coppice/prune severely to regenerate over mature shrubs.  
- use flowering and fruiting shrubs to provide food for animals. |
| Short grass                     | Regularly mown ornamental grass.                                            | Traditional feature of the park                                                                             | - ensure grass is maintained  
- ensure cutting is regular and of a good quality  | - no opportunity to improve biodiversity due to the formal setting.  
- consider the feasibility of creating rough meadow style edges. |
<table>
<thead>
<tr>
<th><strong>Flower beds</strong></th>
<th>Highly maintained with winter and summer bedding.</th>
<th>Seen as a traditional formal area of the park, with high visual importance</th>
<th>- increase the range of colours used and the combination</th>
<th>- avoid using double-flowered varieties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Herbaceous beds</strong></td>
<td>Planting of perennial herbaceous species</td>
<td>Highly attractive all year round feature, with good structure.</td>
<td>- maximise the flowering season with dead heading - use long and late flowering species.</td>
<td>- increase the diversity of plants used and the structural diversity - increase winter food value by cutting back in early spring - avoid species prone to slug attack</td>
</tr>
<tr>
<td><strong>Rose beds</strong></td>
<td>Traditional feature with ground underneath being maintained weed free.</td>
<td>Traditional attractive feature, with sensory appeal</td>
<td>- ensure beds are maintained and old dead roses are replaced</td>
<td>- use roses with abundant fruits - use a mixture of varieties some with late flowers - use modern disease resistant varieties to reduce the need for spraying. - weed manually rather than spraying</td>
</tr>
</tbody>
</table>
Appendix 8: Play Area Redevelopment

The Council will be replacing the existing Junior and toddler play areas at Victoria Park during 2011. The existing Junior play area and toddler area will be demolished. The plan is to merge the junior and toddler area on a slightly larger footprint near to the Victoria Road Entrance to the play area. The Junior footprint will then be given over to providing a youth facility.

In order to achieve this Stafford Borough Council has awarded the Contract to KOMPAN.

In July and August 2009 the Council commissioned a basic consultation in order to gain base line data to inform the tendering process and to act as a check on any future consultation carried out as part of the design process for the new facilities.

The Council completed the PQQ stage of the tendering process in August 2009. Tender documents were sent out to successful companies at the beginning of September 2009 with a closing date of the 19th October 2009. These were evaluated and successful companies invited for interview in December 2009. The contract was awarded at the end of December 2009 and the Contract commences in January 2010.

As part of the contract community consultation will be undertaken to design the play area. The existing play facilities will be demolished in November 2010. This will ensure that there are play facilities on site during the 2010 summer season. All work is to be completed by the end of Spring 2011. Work commenced on site on Monday 4th January 2011.

The Thatched Shelter was renovated during April May 2010. This work will include removing the centre of the building, (see picture below), and refurbishing the toilets. This will proved a fully refurbished building with covered seating area to link with the new play facilities.
Appendix 9: Consultation Strategy

Neighbour Letters

We will send letters to all local residents, who face onto or back onto the park. This will introduce the project to local residents and invite them to a consultation open day to be held on the park.

Community Meetings / Open Day

The Council will hold a community open days on Victoria Park during the peak summer months, to canvass opinions and develop the concept plan. These sessions will be advertised well in advance, with some early evening sessions.

The meetings will also open a window of opportunity to reach some members of the public, which would not normally be reached. Local residents, Residents Associations and Council Members will be invited to attend the community meetings.

A separate session of similar nature may be organised for local children, well advertised within local schools, scouting groups, youth forums etc. These sessions could be led by education or youth workers this will allow children to be actively involved in the design process.

Design Workshops

Design workshops allow local people and stakeholders to work with Landscape Architects, facilitated by community or youth workers, to participate in the design process. They can learn simple design principles and understand the constraints of the design process. It’s an interactive and ‘hands on’ way to include people in the process.

Media

News Releases will be issued to the local media to access a wider audience and advise of consultation meetings.

Website

The Borough Council website will be regularly updated with information regarding the redevelopment, with an online form to allow for e-consultation on the proposals.

The Council is also trialling the use of social networking sites such as myspace to inform and encourage a tech savvy young generation to become involved in improvements to their local environment. The myspace space page, which can be found at www.myspace.com/victoriaparkstafford. This page is moderated to ensure inappropriate content is not posted.

Facebook has also been used and is proving more highly successful, with feedback from followers and discussions taking place.
# Appendix 10: Maintenance Operations

<table>
<thead>
<tr>
<th>Description</th>
<th>Operation</th>
<th>Frequency</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trees</strong></td>
<td>Removal or weeds part of shrub / planting bed maintenance</td>
<td>Monthly</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Water during periods of drought. Min 50 Litres each visit</td>
<td>As required between April to Oct.</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Inspection as part of tree survey programme</td>
<td>4 yearly</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Pruning works</td>
<td>As directed by POSDO Officer</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Re-adjustment of stakes and ties</td>
<td>As required.</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Removal of stakes and ties</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Replacement of vandalised / failed trees.</td>
<td>As required</td>
<td>Parks</td>
</tr>
<tr>
<td><strong>Shrubs</strong></td>
<td>Application of mulch</td>
<td>November</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Handweeding</td>
<td>Maintain weed free throughout the year.</td>
<td>Riverway Nursery</td>
</tr>
<tr>
<td></td>
<td>Application of fungicide and pesticide</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Pruning of dead diseased plants</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Pruning of shrubs.</td>
<td>April and October / November</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Replace failed shrubs</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Edge up and hoe</td>
<td>April to November, (total of six times)</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Rake out all leaves</td>
<td>April to November, (total of six times)</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Rake out all detritus and fork over</td>
<td>November / December at end of leaf fall.</td>
<td>Streetscene</td>
</tr>
<tr>
<td><strong>Bedding</strong></td>
<td>Design</td>
<td>Winter and summer</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Hand weeding</td>
<td>Maintain weed free throughout the year.</td>
<td>Riverway Nursery</td>
</tr>
<tr>
<td></td>
<td>Provision of plants</td>
<td>Winter and summer bedding</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Watering</td>
<td>As required in dry conditions and during establishment period.</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Re-firming plants</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Repairing vandalism</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Litter and leaf clearance</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Dead heading</td>
<td>Fortnightly</td>
<td>Streetscene</td>
</tr>
<tr>
<td>Activity</td>
<td>Frequency</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Staking and tying of feature and dot plants</td>
<td>As required</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Clearance of seasonal bedding</td>
<td>October, May / June</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td><strong>Grass Lawns</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting to maintain a length between 13mm and 20mm using approved cylinder mower.</td>
<td>April to October- November min 16 cuts.</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Turf replacement and watering</td>
<td>April to October ad required</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Litter Clearance.</td>
<td>To achieve Grade A standard under NI 195</td>
<td>Park Facilities Officers</td>
<td></td>
</tr>
<tr>
<td>Clipping around obstacles</td>
<td>April to October – November, min 16 cuts. To be undertaken within 24 hours of grass cut. Min 16 times.</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Edging off around beds and boarders</td>
<td>April to Oct – Nov, within 24 hours of grass cut. Min 16 times</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Edging off adjacent to paths and hard standings</td>
<td>March</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Leaf clearance</td>
<td>At the end of the autumn leaf fall.</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Cutting to maintain a length between 13mm and 20mm using approved cylinder mower.</td>
<td>April to October- November min 16 cuts.</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td><strong>Rose Beds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edge up and hoe beds</td>
<td>April to November min of 16 times</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Fork over beds and apply manure</td>
<td>November</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Prune roses</td>
<td>April and October</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Replace dead and diseased roses</td>
<td>As required</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Apply insecticide and fungicide during the summer</td>
<td>As required</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Check stakes and amend as required</td>
<td>November</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Clear all leaf litter</td>
<td>End of the autumn leaf fall</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td><strong>Hedges</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut all hedges</td>
<td>June and November</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Clean out hedge bottom</td>
<td>June and November</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td><strong>Bowling Green</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarify green</td>
<td>October</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Aerate by solid tining or hollow tine</td>
<td>October</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Top dress green with dry sand compost.</td>
<td>October</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Sweep leaves by hand</td>
<td>October November weekly</td>
<td>Streetscene</td>
<td></td>
</tr>
<tr>
<td>Grounds Maintenance Summary</td>
<td>Activity Description</td>
<td>Frequency</td>
<td>Responsible Officer(s)</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------</td>
<td>-----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Leaf sweeping</td>
<td>Gather leaves from all paths</td>
<td>October to end of leaf fall</td>
<td>Streetscene</td>
</tr>
<tr>
<td>Riverside paths</td>
<td>Wash off and brush all riverside paths</td>
<td>After every flooding occasion</td>
<td>Streetscene</td>
</tr>
<tr>
<td>Glass house</td>
<td>Lock and unlock glass house.</td>
<td>Daily except bank holidays, Easter day, Christmas Day, Boxing Day, New Years Day</td>
<td>Streetscene / Park Facilities Officers</td>
</tr>
<tr>
<td></td>
<td>Water plants</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Pick over plants, stake and tie</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Maintain fish pool, and filters</td>
<td>Twice a week</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Empty fish pool, clean and refill.</td>
<td>Three times a year</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Feed fish</td>
<td>Daily all year</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Ventilate</td>
<td>Daily</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Check heating system</td>
<td>Daily</td>
<td>Streetscene</td>
</tr>
<tr>
<td>Toilets</td>
<td>Lock and unlock all toilets</td>
<td>Daily, except Christmas Day, Boxing Day, New Years Day</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Thoroughly clean all toilets</td>
<td>Daily and additional if required</td>
<td>Park Facilities Officers</td>
</tr>
<tr>
<td></td>
<td>Replenish all consumables</td>
<td>Daily and additional if required</td>
<td>Park Facilities Officers</td>
</tr>
<tr>
<td></td>
<td>Inspect interior and exterior of building for damage and report if required</td>
<td>Daily</td>
<td>Streetscene</td>
</tr>
<tr>
<td>All buildings</td>
<td>Inspect for signs of damage and report if required</td>
<td>Daily</td>
<td>Streetscene</td>
</tr>
</tbody>
</table>
### APPENDIX 10. GROUNDS MAINTENANCE SUMMARY

<table>
<thead>
<tr>
<th>Lighting</th>
<th>Check all street lighting is operational and report if required</th>
<th>Six monthly October and March</th>
<th>Park Facilities Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti</td>
<td>Remove offensive graffiti within 24 hours of reporting</td>
<td>Daily except Christmas Day, Boxing Day, New Years Day and Easter Sunday</td>
<td>Streetscene</td>
</tr>
<tr>
<td>Litter</td>
<td>Remove all litter to grade A standard across the whole site</td>
<td>Daily</td>
<td>Streetscene, Park Facilities Officers</td>
</tr>
<tr>
<td>Aviary</td>
<td>Feed, water aviary</td>
<td>Daily</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Clean aviary</td>
<td>Weekly</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Replace bedding and wood chippings</td>
<td>Weekly</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Clean and disinfect all woodwork</td>
<td>Six monthly</td>
<td>Streetscene</td>
</tr>
<tr>
<td>Play facilities</td>
<td>Visual inspection of all play equipment</td>
<td>Daily except Christmas Day, Boxing Day and New Years Day</td>
<td>Park Facilities Officer</td>
</tr>
<tr>
<td></td>
<td>Weekly operation inspection of equipment</td>
<td>Weekly</td>
<td>Play Area Inspector</td>
</tr>
<tr>
<td></td>
<td>Annual inspection</td>
<td>Yearly</td>
<td>External contractor</td>
</tr>
<tr>
<td>Play Area</td>
<td>Manual rake of sand play area</td>
<td>2-3 times a week</td>
<td>Park Facilities Officer</td>
</tr>
<tr>
<td></td>
<td>Erection of sun canopy</td>
<td>May</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Removal of sun canopy</td>
<td>September</td>
<td>Streetscene</td>
</tr>
<tr>
<td></td>
<td>Repair of facility</td>
<td>As required</td>
<td>Streetscene</td>
</tr>
</tbody>
</table>
Appendix 11 Park Staff Structure

Jim Arnold
Leisure Services Manager

Jenny Boulton
Parks and Open Spaces Development Officer

Mic Bailey
Streetscene

Tony Dale
Head Parks Facilities Officer

Sally McDonald
Parks and Open Spaces Implementation Officer

Mic Bailey
Streetscene

Friends of Victoria Park

Park Facilities Officer

Grounds Maintenance Staff
Victoria Park

Stafford Borough Council
Civic Centre
Riverside
Stafford
ST16 3AQ
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