

# DEAN BANK PARK



*Above: Floral Display and Coal Tub Memorial to Dean Bank Park's Mining Heritage*

## MANAGEMENT PLAN 2014 - 2020 FERRYHILL TOWN COUNCIL



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## **Forward**

### **Dean Bank Park Five Year Management & Maintenance Plan**

In response to an extensive community consultation exercise carried out on Dean Bank Park in 2009/2010, Ferryhill Town Council together with the various user groups of the Park worked tirelessly to secure in excess of £1.1m in funding to be able to employ an independent firm of consultants to design a Master Plan for the redevelopment of the site. Thanks to that funding a new state of the art Football Facility comprising changing rooms, café area, public toilet and seven football pitches, car park, new play equipment, dog walking area and multi use games area have all been brought to fruition. Additional funding has also enabled an outdoor fitness area to be developed.

With funding now being sought to enable a feasibility study to be carried out, to identify projects for Phase 2 of the regeneration of the Park it is envisaged that it will not be long before the finishing touches can be made to the site, making the facility a top class sporting and recreation amenity for the whole community and for visitors alike.

This document has been produced to provide a comprehensive analysis of Dean Bank Park and demonstrate how in the long term it will develop and sustain a reputation for being a welcoming, safe and accessible recreation area for local people, visitors and children to enjoy. In preparing this document, Ferryhill Town Council has considered at length the standards set out by the Green Flag Award Scheme with the intention of achieving this prestigious award in the future.



**Mayor of Ferryhill,  
Councillor Mrs Pauline Crathorne**

## **1.0 Introduction**

In 2010 following a lengthy consultation process carried out by an independent consultant re-development work at Dean Bank Park commenced. Representatives of Ferryhill Town Council as owners of the Park together with users of the facility including Dean Bank Residents Association, the Friends of Dean Bank Park group, Ferryhill Town Youth FC and the Town's Youth Council as well as the wider community all took part in the consultation process which resulted in a Master Plan being drawn up for the park. The Town Council together with the user groups of the Park worked tirelessly to secure in excess of £1.1m to progress the plans to fruition and in 2010 work commenced. With work progressing well the various groups agreed to apply for the prestigious Green Flag Status and to continue with their improvements scheme inline with the National Standards for Parks and Open Spaces as set out by the Green Flag Award Scheme.

With a key element of the Green Flag Award application process, and a fundamental aspect of delivering and promoting high quality Parks and Open Spaces, being the production of a Management and Maintenance Plan this document has been produced.

This Management Plan provides a thorough appraisal of Dean Bank Park and recommends mechanisms for improvement. The plan looks at the vision for development of the Park, and considers objectives for the future as well as providing Maintenance and Management Schedules. The plan goes on to describe how Dean Bank Park and the work that has been carried out there will be promoted and evaluated.

In applying for Green Flag Status a number of site specific policies have also been developed including policies on health and safety, and sustainability.

This plan has been developed through consultation with key stakeholders of the Park, including users of the site. This ensures that it fulfils the needs of the community which it serves.

## 2.0 Site Description and Information Base

### 2.1 Name of Site

Dean Bank Park

### 2.2 Location

Situated in the Dean Bank Area of Ferryhill in a residential area, Dean Bank Park lies in a Government designated area of high deprivation, suffering from high unemployment and low income families with high levels of underachieving children.



Also see Appendix 4 for Site Plan.

### 2.3 Grid Reference

NZ2832

### 2.4 Area

5 Hectares

### 2.5 Bylaws

There are none in force

### **3.0 History of the Park**

Dean Bank Park has existed since approximately 1927. It was originally created by the Dean and Chapter Colliery which funded the park provision with a deduction from everyone's salary.

When the colliery closed in 1967 the ownership of the park was transferred to Ferryhill Town Council for it to manage into the future.

In 2001 Ferryhill Town Council also purchased, at auction the adjoining land of the former Ferryhill Athletic to create one large site.

As peoples' demands and expectations have changed so too has the park. This is reflected by the on-going developments seen on site.

The main users of the Park include:

#### Ferryhill Town Youth FC

Ferryhill Town Youth FC who are the main users of Dean Bank Park and who lease part of the new Sports Facility building including the café area plus four pitches from the Town Council (with the remaining pitches and building being available at a small charge to other local teams) were formed in 1994 by Stephen (Gus) Hopper and Dave Foster. Starting out as Ferryhill Youth Club then changing its name in 1997 to Ferryhill Town Boys the Club finally changed its name to Ferryhill Town Youth FC in 1999 following the introduction of girls into the club. The Club started its league career in the Bishop Auckland Northern Echo league, to which they were a member until it disbanded in 1996.

With the closure of the only two other junior football clubs in Ferryhill, Ferryhill Town Youth decided to expand into two teams to accommodate the extra children who would otherwise face disappointment. With more and more young people wanting to play football the Club eventually expanded again in 1999 to create three teams comprising under 10s, 11s, and 12s and by 2002 the Club were in such demand that they continued to expand establishing a fourth team of under 13s. After the disbanding of the Bishop Auckland league the Club joined the Teesside Junior Football Alliance, to which they continue to play. Now being run predominantly by Mrs Rita Foster (with Dave Foster taking a back seat), the club continue to be hugely popular and successful with members coming not just from Ferryhill but also from surrounding areas of Chilton, West Cornforth and Spennymoor. With an all volunteer staff including professionally trained coaches, the Club currently manages 10 teams including Boy's & Girls teams

ranging from under 7s (mixed boys & girls) to under 18s. The Club also run a disabled team (Ferryhill Town Youth Sonics) and a development programme for children from the age of 4 years of age.

Perhaps the highlight of the Club's history was in 2003 when the club was awarded the Queens Golden Jubilee Award which was awarded for bringing young people together through sporting and other activities. For Dave & Rita Foster this meant a trip to Buckingham Palace where they personally received their award from the Queen & Prince Phillip. The Club was also recognized by the Durham FA in 2005 when they were awarded the Charter Standard Club of the year, with Dave Foster coming runner up as administrator for the whole of the North East. The Club was also recognized by BBC Radio Tees & the Teesside Junior Football Alliance with them awarding the Club a recognition award which involved Dave Foster going live on air to receive the award.

After 15 years of running the Club, the goal to achieve a state of the art football facility with upgraded pitches, changing facilities and social area has, thanks to external funding being secured, been realised.



*Above: Picture of Ferryhill Town Boys in 1995*

## Ferryhill Town Band

Ferryhill Town Band is the predominant user of the former Bowls Pavilion at Dean Bank Park, using the building for practice sessions, meetings and storing instruments. Originally formed in 1909 as the Mainsforth Colliery Brass Band by the miners who worked at Mainsforth Colliery, the Brass Band has changed its name on a number of occasions. In the early years the miners contributed 1/2d per week to support the band. Part of their contribution also went towards supporting the cricket team, bowls team and many more activities that were associated with the colliery at that time. The importance of the colliery and its mineworkers in the community can never be underestimated, without their support so many organisations and activities would never have existed. In its one hundred year history, its roots in the Ferryhill community have never changed.

In the bands infancy the band were considered by many as the pride of the area. In the early 1900's the band attracted many players from surrounding areas. Throughout the 20's and 30's the band were involved in many community activities and press cuttings report the band in attendance at Remembrance Day parades, the Durham Miners Gala and many other social events in and around Ferryhill. In the late 40's and early 50's the band continued to thrive with the support of the miners welfare scheme C.I.S.W.O. The bands association with Mainsforth Colliery came to an end with the closure of the mine in 1968. Following this the band were supported by the TurSDale Workshops while retaining the Mainsforth name and continued to be based in Ferryhill. In 1979 the band was adopted by the Durham Colliery Mechanics Association, continuing its mine working links.

During the 1980s the band rose through the sections of the National Brass Band Area Championships competing for two years before reluctantly stepping down to the second section.

The 1990's saw the collapse of the mining industry in the UK and the demise of the National Coal Board. With no support the bands future looked bleak. Then in 1994 Ferryhill Town Council came to the bands assistance generously supporting them and enabling them to maintain links with the community. With things looking up in 1996 the band was successful in a bid to the National Lottery which enabled them to purchase a new set of instruments. In 2011, the Band signed up to a lease on the former Bowls Pavilion and secured a further grant of £10,000 to enable CCTV to be installed on the building to help maintain the buildings security.

By the year 2000, the band had become Northern Area Champions and had represented Ferryhill at the Royal Albert Hall in the National Finals. The following year the band went on to win the 3rd section Northern Region Championship and once more represented the region nationally. By 2010, the band had won the North of England Regional Championships and is now currently scheduled to appear at Harrogate for the National Finals.

Throughout the bands existence there has been a nucleus of local players from Ferryhill and surrounding areas. Membership crosses the generations and includes a good mix of ages currently ranging from 10 to 60 years of age.

As one of the main user groups the Park Ferryhill Town Band like Ferryhill Town Youth FC is working closely with Ferryhill Town Council to ensure that a feasibility study is carried out to provide a platform on which to secure more external funding to further refurbish the Park and its amenities. It is envisaged that this will include the renovation of the former Bowls Pavilion which the Band occupies with the intention of developing the building to accommodate a wide range of other community groups.



Members of the Ferryhill Town Band

## Friends of Dean Bank Park

The Friends of Dean Bank Park group was formed in 2009 to assist Ferryhill Town Council in maintaining and improving sporting, leisure and community facilities at the Park for the benefit of the inhabitants of Ferryhill. The group whose membership comprises members of the Dean Bank Residents Association and the local Comprehensive School's Youth Council as well as local Councillors was instrumental throughout the redevelopment process of the park. The group not only helped with the consultation into what residents wanted and needed within the Park with members of the Youth Council actually choosing what play equipment to install, but the group also helped by applying for grant funding for various elements of the Park including the MUGA.

### **4.0 Description of the Site**

The site comprises boundary hedge/wall and fence with entrance gates and tree lined driveway leading to a newly developed Sports Facility with changing facilities, café, toilets and seven football pitches, children's play areas, pavilion (Brass Band rehearsal rooms), performance area, workshop, office and car park. There are also numerous flower beds around the site as well as many species of trees and a memorial to the miners killed in Dean Bank Colliery.



Above: The Newly Built Sports Facility at Dean Bank Park

## **5.0 Access to the Site**

Dean Bank Park has open access to the public, seven days a week.

Members of the public can reach the Park by a number of bus routes run by Arriva.

In addition the site is completely wheelchair accessible.

There are two main entrances to the site, one from Hackworth road within Dean Bank itself the other is a footpath entrance from the A167 which gives pedestrian access from the rest of the Town.

## **6.0 Land Ownership**

The site of Dean Bank Park is owned entirely by Ferryhill Town Council.

## **7.0 Vision and Objectives**

A vision provides a sense of what a project aims to achieve in its broadest terms. The vision for Dean Bank Park provides an ideal view for the future of the Park. Any vision should at all times remain realistic, but should also include an element of optimism and

hope, so that commitment to making improvements is encouraged in the long term, despite any barriers or difficulties being faced.

Objectives are specific aspirations which will need to be achieved if the overall vision is to be fulfilled. Tables 3 and 4 identify a series of objectives which will need to be met by Ferryhill Town Council if their vision for Dean Bank Park is to be achieved and sustained long term.

**Table 1**

**Vision for Dean Bank Park**

- **Dean Bank Park belongs to the people who use it.**
- **In years to come this sport and recreation facility will continually strive to provide an attractive, safe and welcoming environment for the whole community and in particular for children and young people.**
- **The Park will be accessible and open to all, regardless of age, physical mobility, gender, creed, religion, sexual orientation or ethnicity.**
- **The Park will become a model for community involvement and ownership.**

## **8.0 SWOT Analysis**

A SWOT Analysis is an assessment of Strengths, Weaknesses, Opportunities and Threats. A SWOT Analysis can help to identify any problems that need to be addressed, and accordingly help to focus management solutions and grant applications, as well as develop contingency measures.

This SWOT Analysis was carried out by Ferryhill Town Council Staff in partnership with stakeholders, in order to assess Dean Bank Park against Green Flag criteria. (see Table 2)

The objective of the Green Flag Award Scheme is to encourage the provision of good quality green spaces that are managed in environmentally sustainable ways. Green Flag helps to create public recognition of good quality green spaces and in doing so aims to build the communities confidence in them. Recognised nationally, the process of applying for the award is as important as the award itself, initiating a programme of improvement that will help meet community expectations and ensure that best value is achieved in the management of the site.

**TABLE 2**

<b><u>GREEN FLAG CRITERIA</u></b>	<b>A Welcoming Place</b>	<b>Healthy, Safe and Secure</b>	<b>Well Maintained and Clean</b>	<b>Sustainability</b>	<b>Conservation and Heritage</b>	<b>Community Involvement</b>	<b>Marketing</b>	<b>Management</b>
<b>STRENGTHS</b>					<b>WEAKNESSES</b>			
<p><b>There are strong links between Ferryhill Town Council and the local community including the Dean Bank Residents Association and the Friends of Dean Bank Park group as well as with Ferryhill Town Youth FC and the Town’s Youth Council.</b></p>					<p><b>The Park has suffered from acts of vandalism and graffiti</b></p>			
<p><b>The Park is frequently publicised in press releases in the Northern Echo, the Ferryhill &amp; Chilton Chapter, the Town Council’s quarterly newsletter the ‘Town News’ and on the Towns 6 noticeboards as well as on the Town Council’s website and facebook page</b></p>					<p><b>Dean Bank Park is poorly signposted from the main road and through the village</b></p>			
<p><b>The Park contains aesthetically pleasing trees and planting</b></p>					<p><b>As the Park is still in the process of being re-developed it often appears untidy</b></p>			
<p><b>Daily, quarterly and annual safety inspections are undertaken on all play equipment, buildings and machinery in the Park</b></p>					<p><b>Currently the Park is split into two sections with a narrow footpath running between the two sites. Although the site will be opened up more as developments take shape there will remain quite a long walk from the changing room facility to two of the football pitches</b></p>			

<b><u>GREEN FLAG CRITERIA</u></b>	<b>A Welcoming Place</b>	<b>Healthy, Safe and Secure</b>	<b>Well Maintained and Clean</b>	<b>Sustainability</b>	<b>Conservation and Heritage</b>	<b>Community Involvement</b>	<b>Marketing</b>	<b>Management</b>
<b>STRENGTHS</b>					<b>WEAKNESSES</b>			
The site is enclosed with a boundary fence and lockable entrance gate which helps keep it secure and safe from joy riders					All funding for the regeneration will have to come from external grants which makes the process slower			
The Park is patrolled daily by staff and nightly by PCSOs to help deter anti-social behaviour occurring on site					There is a lack of natural surveillance to the site and lack of presence of a resident groundsman on site			
The Park is routinely patrolled by dog wardens employed by Durham County Council and is also currently the subject of a Dog Fouling Campaign by the Friends of Dean Bank Park group					Lack of capital funding held by the Town Council to fund the regeneration			
Several CCTV Cameras are in operation at Dean Bank Park which helps with on site security					Need for more CCTV cameras			
Being the home of Ferryhill Town Youth FC this will attract hundreds of visitors to the Park each year while at the same time generating income through the on site Café					The site lacks in features which celebrate the Heritage of the Park			
The redevelopment of the Park has encouraged the Town Band to use the on site Pavilion for band practice. This in turn could encourage other local groups to utilise the on site facilities					The site would benefit from an entrance feature incorporating a plan of the site, history and contact details. (This is planned however will not be installed until the Regeneration of the Park is complete)			

<b><u>GREEN FLAG CRITERIA</u></b>	<b>A Welcoming Place</b>	<b>Healthy, Safe and Secure</b>	<b>Well Maintained and Clean</b>	<b>Sustainability</b>	<b>Conservation and Heritage</b>	<b>Community Involvement</b>	<b>Marketing</b>	<b>Management</b>
<b>STRENGTHS</b>					<b>WEAKNESSES</b>			
There is a strong working relationship between Ferryhill Town Council, who own and manage the site and the various user groups of the site.								
Ferryhill Town Council has a well established work programme with its own Management & Maintenance Schedules as well as a highly motivated workforce.								
The site is easily accessible by bus and is just a short walk from the centre of Ferryhill								
The Site has a car park available for users of the site (including disabled bays) which also incorporates an area for cycle parking								
The Dean Bank Residents Association hold a Fun Day on the Park each year which helps to promote the site and attract members of the community								
A coal tub with commemorative plaques can be found just inside the entrance to the Park. This helps to inform of the site's heritage as a former Colliery Site.								
The Park benefits from litter and dog bins								

<b>STRENGTHS</b>					<b>WEAKNESSES</b>			
<u>GREEN FLAG CRITERIA</u>	<b>A Welcoming Place</b>	<b>Healthy, Safe and Secure</b>	<b>Well Maintained and Clean</b>	<b>Sustainability</b>	<b>Conservation and Heritage</b>	<b>Community Involvement</b>	<b>Marketing</b>	<b>Management</b>
<b>There is a toilet facility available on site for members of the public. This includes facilities for the disabled.</b>								
<b>Energy efficient light bulbs are used in all buildings and infrared switches have been fitted in the toilets and changing rooms</b>								
<b>The Park is well maintained by Ferryhill Town Council who have a strong, motivated workforce</b>								
<b>OPPORTUNITIES</b>					<b>THREATS</b>			
<b>Installing additional directional signage would help attract visitors. Negotiations are taking place with the local authority to provide additional signage however with recent austerity measures this is not seen as a priority expense.</b>					<b>Funding to improve the site could be difficult to obtain</b>			
<b>There is potential to organise a much more varied programme of activities on site to reach all sections of the local community</b>					<b>Health &amp; Safety – if poorly maintained members of the community could incur injuries</b>			
<b>The production of a Conservation Plan for the site will help to improve wildlife habitat and species diversification.</b>					<b>Vandalism could have a major impact on the appearance and reputation of the site</b>			

<b><u>GREEN FLAG CRITERIA</u></b>	<b>A Welcoming Place</b>	<b>Healthy, Safe and Secure</b>	<b>Well Maintained and Clean</b>	<b>Sustainability</b>	<b>Conservation and Heritage</b>	<b>Community Involvement</b>	<b>Marketing</b>	<b>Management</b>
<b>OPPORTUNITIES</b>					<b>THREATS</b>			
A noticeboard would be a useful asset to the site.								
Interpretation Panels could be installed to inform of the site's heritage as a former Colliery Site.								
Water containers placed around the Park would allow water to be collected from buildings and then reused for irrigation, floral displays and sports areas hence reducing the level of water usage during dry spells.								
Consideration of both the UK and Durham Durham Biodiversity Action Plans could help to improve the biodiversity of the site								
There is potential to improve the biodiversity of the site in line with the Natural Environment and Rural Communities Act 2006. Potential includes creation of wildflower verges, planting of native bulbs rather than non-natives, planting of trees/shrubs rich in berry/nectar to benefit and encourage wildlife.								

<b><u>GREEN FLAG CRITERIA</u></b>	<b>A Welcoming Place</b>	<b>Healthy, Safe and Secure</b>	<b>Well Maintained and Clean</b>	<b>Sustainability</b>	<b>Conservation and Heritage</b>	<b>Community Involvement</b>	<b>Marketing</b>	<b>Management</b>
<b>OPPORTUNITIES</b>					<b>THREATS</b>			
The Park would benefit from the installation of recycling bays								
There is potential to form links with a wider range of community groups in the area.								
The installation of an entrance feature designed by the local community, which at the same time could represent the heritage of the site would be a welcome asset to the Park								
The Marketing Leaflet produced will further advertise the Facilities on offer at the Park.								

## **9.0 Analysis of Key Issues and their Resolution**

As you can see from the SWOT Analysis, Dean Bank Park has a high number of strengths. However, there are also a number of perceived weaknesses that will need to be addressed.

### **9.1 A Welcoming Place**

Most of the site's strengths lie in the area of providing a welcoming place for members of the public to visit. These strengths are important to emphasise when marketing the site, however, much can still be done in this area, building on the good work already undertaken. This is further reflected in the Opportunities section of the table which in particular identifies opportunities for creating an entrance feature on site and for installing a site specific noticeboard. Not only would an entrance feature be aesthetically pleasing and a good marketing tool but it would also provide an opportunity to further engage the local community in the design of the park. Designing an entrance feature would provide an opportunity to further recognise the heritage of the site which could be incorporated into any entrance feature design. Additional, planting of bulbs and trees and development of a wildflower meadow would all be beneficial for the site and would help endear the Park to the wider community, making it a much more welcoming and aesthetically pleasing place to visit.

### **9.2 Healthy, Safe and Secure**

Surrounded by boundary fencing with lockable entrance gates and Inspected daily by Ferryhill Town Council staff, quarterly by the Town Council's Health and Safety Inspector and patrolled nightly by PCSO's as well as having the benefit of onsite CCTV cameras, Dean Bank Park although under development remains a healthy, safe and secure site. The absence of on site security in the form of a member of staff residing on site (as is the case with other sites in the Town Council's ownership) is however a weakness of this particular site.

Ferryhill Town Council completes Risk and COSHH assessments for each of the various buildings and areas of the Park as a matter of course. These assessments are then reviewed on an annual basis.

An annual inspection of the play equipment in the park is completed by an external company (The Play Inspection Company Ltd) in compliance with legislation. The results of these inspections are then discussed and the action points reacted to, being programmed into individual staff's work programmes.

The Health & Safety Officer carries out quarterly inspections for the Park and provides a report including a section for remedial works.

Staff carry out daily visual inspections of the Park and Play equipment which is then supported by a weekly detailed inspection of the play equipment carried out by the Maintenance Officer.

All inspections are supported by the Town Council's Health and Safety Policy which is reviewed annually. Timescales for carrying out repairs and maintenance are as follows:

Graffiti	-	Immediately upon discovery
Litter	-	Immediately upon discovery
Dog Fouling	-	Immediately upon discovery
Fencing Repairs	-	Immediately upon discovery
Play Equipment Repairs	-	Immediately upon discovery
Broken Lighting	-	Within 48 hours
Broken CCTV	-	Within 48 hours

### **9.3 Well Maintained and Clean**

For aesthetic as well as health and safety reasons it is essential that issues of cleanliness and maintenance be addressed as a priority. In particular litter and other waste management issues must be adequately dealt with. It is also essential that grounds, buildings, equipment and other features be well maintained at all times. Thanks to a healthy and well motivated workforce, Ferryhill Town Council manages to keep on top of these issues the majority of the time. Unfortunately, the occasional act of vandalism and/or graffiti does occur on site. Thanks to a well organised programme of inspections by the Town Council, routine patrols by PCSO's and Durham County Council's dog warden, together with vigilant members of the Dean Bank Community problems tend to be discovered very quickly and resolved almost as fast.

## **9.4 Sustainability**

As well as the provision of a first class Sports Facility it is also understood that a duty of care exists in relation to the environment in terms of what methods are used to deliver a top class venue.

The majority of plants used at Dean Bank Park are grown by and purchased from Darlington Borough Council's Woodburn Nursery. The use of pesticides and other chemicals at the Park has been reduced over the past few years with only biodegradable products now being in use.

Energy efficient light bulbs are used in all buildings on the site and infrared switches have been fitted to toilets and changing rooms. Staff have undergone training in sustainability issues and a Sustainability Policy has been developed by Ferryhill Town Council.

Although all green waste from Dean Bank Park is composted at the site of Mainsforth Sports Complex the Town Council does endeavour in the future to secure funding to install recycling bays to this site as well.

The Town Council's endeavours to position water collection containers around the Park to enable rainwater from buildings to be collected and used for irrigation, floral displays and sports areas, was not a viable option. Due to the isolation of the park and the levels of vandalism which occur on site it was seen as too easy a target for vandals.

Ferryhill Town Council has an excellent reputation for its horticulture. Bedding and floral displays, well managed tree stocks and very high standards help to transform the town.

Dean Bank Park has in excess of 100 trees which include a wide range of tree species and age. The aim is to maintain this diversity and add to it in the future through a well-managed programme of tree maintenance and planting. This will also create a much broader age range adding to future sustainability. By the end of 2015 Ferryhill Town Council endeavours to have concluded a tree survey of the trees present at the Park to determine the numbers of species and age range.

The team of full-time horticultural gardeners will be the mainstay of much of the horticultural work in the future as well as having close involvement with apprentices from the local horticultural college. Ferryhill Town Council has a thorough and intensive training regime in place which involves employing trainees in conjunction with East Durham and Houghall Community College to complete a work based NVQ Level 2 Qualification in Horticulture or Sports Turf and ideally progressing to LNVQ Level 3, which is a supervisory qualification.

Ferryhill Town Council has a fully trained NVQ Assessor to assist the trainees with their course work and to perform assessments and observations in the work place, which is beneficial as it means that assessments can be completed at relatively short notice and while seasonal jobs are being undertaken. Further, it also means that trainees do not have to wait long periods of time for college assessors to visit them on site and perform assessments.

Ferryhill Town Council is extremely proud of their training record. Several students on placement with the Council have been awarded with Student of the Year Awards presented by East Durham and Houghall Community College.

## **9.5 Conservation & Heritage**

Ferryhill Town Council recognises that in order to reach the wider community, Dean Bank Park should consider being more diverse in the facilities that it offers. The Town Council aspires to develop a Nature Conservation area at the Park and improve wildlife habitat and species diversity accordingly.

The potential to create an appropriate entrance feature incorporating the mining heritage of the site and to install interpretation panels will also be pursued. Ferryhill Town Council endeavour to include children from local schools in workshops to help design such features.

Ferryhill Town Council endeavours to develop a Conservation Plan by the end of 2015 and to install new interpretation panels/entrance features incorporating the mining heritage of the site by the end of the following year.

## 9.6 Community Involvement

Identified as a major strength by the SWOT analysis for this site, in order for Dean Bank Park to continue to be successful, community involvement is a key component, not just in the use of the Park and the facilities on offer but also in how those facilities are developed, delivered and maintained.

A healthy, well run and well supported Friends of Dean Bank Park group is an important aspect of this. Already meeting on a regular basis, the 'Friends group' have taken a keen interest and active role in the activities, events and horticultural work taking place on the site. The group have adopted their own constitution and have their own bank account which they use to develop the aims of their constitution. These aims are as follows:

- To promote Dean Bank Park and all that it offers, to benefit all sectors of the local community and to ensure that it is accessible to all,
- To play an active role in ensuring that Dean Bank Park provides an attractive, safe, stimulating and welcoming environment for all visitors,
- To encourage the use of Dean Bank Park as a venue for sporting events and initiatives,
- To help to promote the history of Dean Bank Park
- To consult with and present the views of park users.

The 'Friends group' continue to evolve, grow and develop with support from Ferryhill Town Council. The Town Councils ambition remains to see the 'Friends group' as both an integral part of the running of the site and also as a body that can raise funds for projects in and around the site.

The group together with Ferryhill Town Council and Ferryhill Town Youth FC have, in the last eighteen months been heavily involved in the development of the new Sports Facility at the site, playing a huge part throughout the consultation period, consulting with the independent Consultants, who were brought in to carry out a feasibility study into both the development of the Sports Facility, the new play area and other aspects of the Park including securing the funds to install a multi-use games area.

The 'Friends Of' group were instrumental in recruiting the Youth Council in designing the new play equipment and litter bins installed on site. The group were also heavily involved in organising a campaign to eliminate dog fouling at the Park.

Community involvement also extends to the Dean Bank Residents Association who routinely organise events on the site including their annual Fun Day and Ferryhill Town Band who use the former Bowls Pavilion on site for band practice and to store their equipment. Plans to renovate the old Pavilion and extend its use to other community groups are currently being pursued. A lease has been drawn up between the Town Band and the Town Council which enable the Band to run the facility, allowing other interest groups to hire it out. A grant has also recently been secured to help make the former Bowls Pavilion more secure by providing a CCTV system which can be viewed via the internet.

Ferryhill Town Council has also developed a close partnership with the Probation Service whose services are regularly called upon to assist with horticultural and manual tasks at the site.

Close links have also been developed with the local Police and PCSO's who regularly patrol the site ensuring that anti-social behaviour is kept to a minimum. A dog warden employed by the local authority, Durham County Council also routinely patrols the site.

Although, this element of Dean Bank Park is strong organising a more varied programme of community activities, in an attempt to reach a wider range of community groups including those which are hardest to reach is an opportunity which should not be missed.



Above Left: Members of the Friends of Dean Bank Park group pictured with Town Council Staff and one of the newly designed litter bins installed at the site and Right: Members of the Friends of Dean Bank Park group launch their Campaign to Eliminate Dog Fouling

## **9.7 Marketing**

Dean Bank Park is currently promoted through Ferryhill Town Council's website: [www.ferryhill.gov.uk](http://www.ferryhill.gov.uk) and on the Town Councils facebook page.

Events and key achievements relating to the Park, such as funding being secured are also promoted through the production of press releases, which are published in the Northern Echo and local newspaper: The Ferryhill & Chilton Chapter, as well as in the Town Council's own quarterly publication, The Town News.

It is envisaged that new signage would further promote and attract visitors to the Park. Due to the recent local government re-organisation and spending review however, signage is likely to become less of a priority and it may be that funding grants will need to be applied for in the future to address this issue.

A Marketing leaflet has also been produced which further advertises the facilities available at Dean Bank Park. Opportunities identified by the SWOT analysis to install an entrance feature and site specific noticeboard would also help to market the Park.

Innovation and good practice will also be promoted by nominating the Park for awards such as Green Flag and Northumbria in Bloom.

## **9.8 Annual Management & Maintenance**

The staffing, management and maintenance of Dean Bank Park falls to Ferryhill Town Council as owners of the site. Although Town Council Staff do the majority of work on site, outside contractors are required from time to time, where specialist skills are warranted.

Tables 3 and 4 provides an Annual Management Plan and Management and Maintenance Schedules which have been developed by Ferryhill Town Council to clarify how each objective will be implemented and when and how much each will cost.

### TABLE 3 – Annual Management Programme

This table provides a brief outline of key areas of work and highlights who is primarily responsible. It is not intended as an exhaustive list of all areas of work and is not intended to provide a complete breakdown of specific tasks.

**KEY**

- WM - Works Manager
- G/SS - Groundsman/Staff Supervisor
- PO - Projects Officer
- SFAO - Senior Finance and Administration Officer
- HSI - Health & Safety Inspector
- TC - Executive Officer
- CC - Cricket Club
- BC - Bowls Club
- ROSPA - Royal Society of Prevention of Accidents

<b>Item</b>	<b>Responsibility</b>	<b>Objectives</b>	<b>Frequency</b>
Events Programming	PO	To provide a diverse range of events all year round	Annually
Events Management	PO	Ensure the smooth running of Events	All Year round
Publicity and Marketing	PO	Publicise the Park and its activities	All Year round
Financial Monitoring	SFAO	Sound Financial Management	Monthly
Inspection of Play Equipment	HSI	Ensure all play equipment is safe to use	All Year round
Sports Facility Management	WM, G/SS	Ensure facilities are safe and playable during season of use and available if practical at all other times	All Year round

<b>Item</b>	<b>Responsibility</b>	<b>Objectives</b>	<b>Frequency</b>
Community Consultation	TC	To attend local user group and community group meetings as often as required	As Required
Building Management	WM, G/SS, CC, BC	To maintain all buildings in a manner consistent with the aims of the park. Including weekly alarm and security checks	Annual Inspections and weekly /monthly systems checks
Horticultural Maintenance & Management	WM, G/SS	To ensure the requirements for horticultural maintenance are met at all times	All Year round
Horticultural Development	WM, G/SS	To ensure any horticultural development and longer term maintenance requirements are met	Annually
Training and CPD	TC, WM, G/SS	As part of the performance development review and appraisal process to identify and ensure any training requirements are delivered and effective for the job	Six monthly with courses taking place as needed
Green Flag Status	TC, WM, G/SS, PO	Apply for Green Flag Status	Annually
Whole Park Inspection	HSI	To advise on Health & Safety Risks	Quarterly
Weekly Work Programme	WM, G/SS	To create clarity of work tasks for the week ahead	Weekly
Annual Work Programme	WM	To create clarity of role and purpose and ensure that roles reflect the overall management needs for the park	Annual

<b>Item</b>	<b>Responsibility</b>	<b>Objectives</b>	<b>Frequency</b>
Annual Safety Inspection of Play Equipment	The Play Inspection Company	Ensure Play Equipment is safe	Annual
Defects Reporting	WM, G/SS	Ensure all defects are reported to the Executive Officer (EO)	Daily, as problems arise
Defects Repairing	WM, G/SS	To ensure remedial action is taken within published priority timescales e.g. Graffiti is removed on a weekly basis (see list below)	Weekly
Anti-Social Behaviour and vandalism	TC, WM, G/SS	To ensure joint co-ordination between Ferryhill Town Council and Police	On-going
Management Plan Review	TC, WM, G/SS, PO	To review and improve management guidelines and practice	After 18months and then every 5 years
Management Plan Implementation	All	To implement the approved Management Plan	Ongoing
Maintenance Plan Implementation	WM, G/SS	Ensure maintenance of the park inline with the approved Management Plan	Ongoing

**TABLE 4 – Maintenance & Management Schedules**

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Inspection and Programming</b>	To ensure that maintenance tasks are being undertaken to an acceptable standard and to monitor the condition of the park so that unforeseen works e.g. vandalism/repairs are noted and remedial works are programmed as soon as possible	Inspection of Park , including visual inspection and testing of all features	Throughout the year	Daily general inspection and formal weekly inspection of park to inform following the week's work programme	£213
<b>Production of Work Programmes</b>	To ensure that all foreseeable maintenance tasks are undertaken at a suitable time of year and that all unforeseen tasks/repairs are undertaken as soon as possible following them being reported	Production of an annual programme showing general tasks throughout the year	Prior to commencement of maintenance period	Annually	£51.03
		Review of the annual programme	Throughout the year	Weekly	£221.34
		Production of a weekly programme showing detailed maintenance to be undertaken including allowance for unforeseen tasks/repairs	Throughout the year	Weekly	£153.24

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Boundaries – Railings and Gates</b>	To ensure that railings continue to provide a secure, attractive boundary to the Complex	Inspection of railings and gates	Throughout the year	Monthly	£153.24
		Repainting	May – August	Every 5 years	£600
		Remedial works – repairs to railing and gates	As necessary following inspection	As required	£17.04
		Remove all self –set tree and shrub seedlings growing too close to walls and railings	January	Annually	£102.24
<b>Main Park – Inspection Covers</b>	To ensure that the path drainage system functions effectively at all times	Stump re-growth	As necessary	As required	£8.52
		Litter/Debris Removal	Throughout the year	Monthly	£51.12
		Remedial Works – repairs to grilles/chambers, drain unblocking etc	As necessary following inspection	As required	£51.12
<b>Paths / Surfacing: Bitmac, Fibre-dec, Block Paving, Paving Slabs, Concrete, Yorkstone</b>	To maintain clean. Attractive, usable path surfaces throughout the Complex at all times	Litter/Debris Removal	Throughout the day	Daily	£102.24
		Removal of weeds	Throughout the day	Monthly mechanical sweeping	£51.12
	To keep paved areas in the Complex litter free at all times	Winter salting	As necessary following inspection during winter months	As required	£51.12
	To maintain falls over paths to ensure that the path drainage system functions effectively at all times	Remedial works – removal of graffiti, repairs to surfacing etc	Throughout the year	As required	£8.52
		Leaf litter collection	November – January	Twice annually	£102.24
	Paths to be free of hazards such as overhanging branches	Cut back overhanging branches up to 2.5m above ground level	Throughout the year	As required following inspection	£17.04

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Paths / Surfacing: Block Pavers, Concrete and Stone Slabs</b>		Top up sand and grout	Throughout the year	As required following inspection	£34.08
<b>Furniture - Seating</b>	To provide clean, comfortable seating throughout the Complex	Repainting/re-staining or varnishing of bench components	May – August	Annually	£34.08
		Remedial works – removal of graffiti, re-fixing, replacement of parts etc	As necessary following inspection	As required	£17.08
<b>Furniture – Litter Bins</b>	To ensure that litter bins are functioning effectively and remain in a good, hygienic condition throughout the park	Emptying of designated dog bins	Throughout the year	Three times a week	£306.72
		Emptying of litter/waste bins	Throughout the year	Daily	£102.40
		Remedial works – removal of graffiti, repairs, replacement of parts etc	As necessary following inspection	As required following weekly inspection	£34.08

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Signs</b>	To ensure that signs are kept in good condition and with up-to-date, clear information	Routine Cleaning	As necessary following inspection	Minimum annually and as required	£34.08
		Removal of graffiti	As necessary following inspection	As required	£8.52
		Remedial works – Painting, repairs	May – August	Every 5 years/as required	£200
		Updating information, replacement of sign panel	Throughout the year	As required	£8.52
<b>Footpath Handrails</b>	Ensure handrails are in sound, safe condition	Repair	Throughout the year	As required following inspection	£8.52
		Paint	May – August	Every 5 years/as required	£120
<b>Football</b>	To produce a quality playing surface for the numerous teams who play on the pitch	Cutting	March - September	Fortnightly	£1,890
		Rolling	As necessary	As required	£300
		Marking out – Initial	July	Annually	£140
		Marking out – Over marking	Throughout the Season	Weekly	£450
		Goal Post Inspection	Throughout the Season	Weekly	£114

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Play Equipment</b>	To provide a safe, clean, attractive area for the recreational purposes of younger children and small children accompanied by adults	Litter Picking	Throughout the year	Daily	£404.68
		Safety Checks	Throughout the year	Daily	£198.64
		Painting equipment	As necessary	As required	£300
		Cleaning Equipment	As necessary	As required	£23.52
		Empty Litter Bins	Throughout the year	Weekly	£198.64
		Replacement	As necessary	Within 5 years	£400
<b>Pavilion &amp; Sports Facility Building</b>	To provide secure, clean and attractive accommodation for workers, user groups and visitors to the park	External Inspections	Throughout the year	Daily	£153.24
		Inspection & clearing of gutters	Throughout the year	Twice a year	£76.62
		Internal Inspections	Throughout the year	Monthly	£153.24
		External & Internal Inspection by City Build	Once a year (time to be confirmed)	Annually	£400
		Fire Alarm Inspection	Throughout the year	Weekly	£153.24
		Fire Alarm Testing	Throughout the year	Weekly	£404.68
		Intruder Alarms	Throughout the year	Weekly	404.68
<b>Vegetation: Trees</b>	To ensure that trees throughout the Complex remain in a healthy, attractive and safe condition	Inspection of Mature Trees	March – September	Annually	£36.51
		Selective Felling of Over Mature/Declining Specimens	October – February	As required	£400
		Selective Thinning of Plantings	October – February	Every 10 years	£36.51
		Pruning and repair of wounds	October – February	As required	£36.51

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Vegetation: Trees</b>	To ensure that trees throughout the Complex remain in a healthy, attractive and safe condition	Removal/Adjustment of Stakes and Ties	As necessary following inspection	As required	£12.17
		Watering	As necessary depending on weather conditions – Largely May – August	As required – Daily in dry spells	£48.00
		New Planting to broaden/supplement diversity of tree stock	October – March	Annually as required	£36.51
		Review of Tree Survey Information and Tagging	March – September	Every 5 years	£148.00
		Other Works – removal of debris trapped in branches etc	As necessary following inspection	As required	£36.51
<b>Shrubberies</b> Ornamental shrubs/grasses/ferns and herbaceous material	To create a healthy, attractive shrub mix in keeping with the Victorian tradition. Beds should be kept weed-free and any pernicious weed such as dock and thistle removed immediately	Pruning to encourage best display of given species, taking account of natural habit and form:  <ul style="list-style-type: none"> <li>• Winter flowering</li> <li>• Shrubs flowering between March and July</li> <li>Shrubs flowering between July and October</li> </ul>	Prune in the Spring, immediately after the flowering period.  Prune back to old wood in the Winter	Annually	£73.00
		Coppicing (dogwood)	February	Annually	£48.00

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Shrubberies</b> Ornamental shrubs/grasses/ferns and herbaceous material	To create a healthy, attractive shrub mix in keeping with the Victorian tradition. Beds should be kept weed-free and any pernicious weed such as dock and thistle removed immediately	Chemical Weed Control	Summer and only where other methods of control have failed	As required	£73.02
		Manual Weed Control	Throughout the year	Annually	£146.00
		Fertilizing	Spring	As required	£73.02
		New Planting	Bare root stock October- March  Containerised stock all year	As required	£36.51
		Litter/Debris Removal	Throughout the year	Daily	£316.00
		Turn over soil – break up ground	April	Annually	£316.00
		Watering	As necessary depending on weather conditions generally May – August	As required	£146.00
		Re-mulching	March after turning over soil and when soil is moist	Annually	£49.68
		Trimming edges to beds	May – September After grass cutting	Weekly	£36.51
		Half Moon Edging	March – April	Annually as required	£36.51

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Shrubberies</b> Ornamental shrubs/grasses/ferns and herbaceous material	To create a healthy, attractive shrub mix in keeping with the Victorian tradition. Beds should be kept weed-free and any pernicious weed such as dock and thistle removed immediately	Staking of Herbaceous Planting	June – October	As required	£29.22
		Other works – removal of dead plants, thinning of plants etc	June – October	As required	£87.66
		Deadheading Herbaceous plants	Spring	As required	£29.22
		Dividing herbaceous plants	Winter, open weather	Annually	£19.28
<b>Hedges:</b> Miniature ornamental hedges, hedges in formal gardens	To maintain healthy, attractive manicured hedges	Trimming	April – October	5 times	£96.40
		Reshaping	Hard prune October – February	Annually if required	£38.56
		Chemical Weed Control along baseline	In Summer and only where other methods of control have failed	Annually	£29.22
		Manual Weed Control	Throughout the year	Monthly	£29.22
		Fertilizing	Spring	Annually	£87.66
		New Planting	October – March	Annually, if required	£19.28
		Litter/Debris	Throughout the year	Daily	£38.56
		Watering	As necessary depending on weather conditions – largely May – August	As required – daily in dry spells	£29.22

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Boundary Hedging</b>	To maintain a healthy, attractive hedge boundary to the Complex	Prune	Mid/end of growing season depending on condition	Once/twice a year as required	£38.20
		Chemical Weed Control	In Summer and only where other methods of control have failed	Annually	£76.40
		Manual Weed Control, hedge line	Throughout the year	Monthly	£38.20
		Fertilizing	Spring	Annually	£19.10
		New Planting to fill in gaps	October – March	Annually if required	£41.20
		Litter/Debris Removal	Throughout the year	Daily	£76.40
		Watering	As necessary depending on weather conditions – largely May – August	As required – daily in dry spells	£38.20
		Other Works – removal of dead plants, thinning of plants etc	As necessary	As required	£22.92
<b>Car Park</b>	To provide a safe, secure, easily accessible area for staff and visitors to be able to park their vehicles	Check for potholes	Throughout the Year	Monthly	£114.60
		Removal of litter/Debris	Throughout the Year	Daily	£306

<b>Component</b>	<b>Objective</b>	<b>Task</b>	<b>Time of Year</b>	<b>Frequency</b>	<b>Total Cost</b>
<b>Bulbs:</b> Within ornamental planted areas	Display to best advantage	Cut off dead heads	Check twice weekly during flowering period	As required	£22.95
		Tie up dead leaves neatly when flowering is over	Throughout the year according to flowering time	Annually	£11.47
		Remove dead leaves when completely brown	Throughout the year according to flowering time	Annually as required	£22.95
		Replanting if failed	According to species and flowering time	Annually as required	£57.37
		Check for need to split and replant	Just after flowering while still green	Annually	£28.68
		Split and replant	According to species and flowering time	Annually, as required	£14.40

## 10.0 Financial Plan and Funding

Dean Bank Park relies heavily upon Ferryhill Town Council for receipt of revenue funding. Capital projects are generally however, financed through funding from external sources. Table 5 outlines current and previous funding received for Capital projects. Table 6 provides a five year financial forecast for the Complex.

**TABLE 5 – FUNDING DETAILS**

<b>Source</b>	<b>Details</b>	<b>Amount</b>	<b>Deadline</b>
Local Improvement Programme	Sports Facility	£320,000	Secured 2010
Football Foundation	Sports Facility	£705,839	Secured 2010
Ferryhill Town Council	Sports Facility	£15,000	Secured 2010
Ferryhill Town Youth	Sports Facility	£5,000	Secured 2010
Lottery Funding	Play Equipment	£70,000	Secured 2010
Lafarge Aggregates	Landscaping, footpaths, planting and creation of orchard	£20,000	Secured 2010
Community Spaces	Multi Use Games Area (MUGA)	£50,000	Secured 2011
Awards for All	CCTV and additional lighting at Dean Bank Bowls Pavilion	£10,000	Secured 2011
Anonymous Donation (£1,000) and Community Spaces Advertising Grant (£500)	Noticeboard at entrance to Park	£1,500	Secured 2012
Area Action Partnership (AAP)	Fencing around children's play area	£6,269	Secured 2013
County Durham Community Foundation	Landscaping, seating and Outdoor Fitness Equipment	£16,000	Secured 2013
???	Feasibility Study to complete Phase 2 Regeneration of the Park	£10,000	???
???	Signage/Interpretation Panels	£10,000	???

**TABLE 6 - FIVE YEAR FINANCIAL FORECAST**

<b><u>Budget Heading</u></b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Expenditure</u></b>					
Recharged Salaries	31880	32200	32520	32840	33170
Overtime - Staff (Office)	40	40	40	40	40
Overtime - Staff (Outside)	190	190	190	190	190
Repairs & Maintenance	2700	2790	2880	2970	3060
Repairs & Maintenance – Fencing	500	520	540	560	580
Repairs & Maintenance – Football	1000	1030	1060	1090	1120
Repairs & Maintenance – Bowls Pavilion	1250	1290	1330	1370	1410
Repairs & Maintenance – Play	1000	1030	1060	1090	1120
Repairs & Maintenance Lighting	750	770	790	810	830
Grounds – grass cutting	2430	2510	2590	2670	2750
Repairs & Maintenance – Bungalow	500	520	540	560	580
Repairs & Maintenance – Workshop	500	520	540	560	580
Energy - Electricity	2450	2580	2710	2850	2990
Energy – Gas	1350	1420	1490	1560	1640
Water	490	510	530	550	580
Rates	2900	2990	3080	3170	3270
Recharged Insurance	2550	2600	2650	2700	2750
Cleaning Materials	300	310	320	330	340
Contingencies	1300	1340	1380	1430	1480
Recharged Transport	8110	8310	8510	8730	8950
Equipment – purchase	1750	1800	1850	1900	1950
Equipment – Hire	90	90	90	90	90
Equipment - Inspection	500	520	540	560	580
Telephones	1000	1030	1060	1090	1120
Recharged Expenses	5820	5960	6110	6260	6410
CCTV – Maintenance	500	520	540	560	580
<b>TOTAL EXPENDITURE</b>	<b>71850</b>	<b>73390</b>	<b>74940</b>	<b>76530</b>	<b>78160</b>
Income					
Ren	1600	1650	1700	1750	1800
Fees & Charges – Football	1000	1030	1060	1090	1120
Fees & Charges – Electricity	500	520	540	560	580
Fees & Charges - Stalls	0	0	0	0	0
<b>TOTAL INCOME</b>	<b>3100</b>	<b>3200</b>	<b>3300</b>	<b>3400</b>	<b>3500</b>
<b>FINAL TOTAL</b>	<b>68750</b>	<b>70190</b>	<b>71640</b>	<b>73130</b>	<b>74660</b>

## **11.0 Monitoring and Evaluation**

As part of the delivery of services at Dean Bank Park, regular monitoring takes place to ensure that all agreed management and maintenance schedules and standards laid out in this plan are adhered to.

On-going evaluation and visitor surveys will provide a gauge, to judge the impact of ongoing improvements to the facilities and services available at the Park. Further evaluations will also be carried out on individual events and initiatives. Information will be used to improve services and provide a better picture of who is using particular facilities and whether Dean Bank Park is reaching all sectors of the community.

As improvements continue to be made at Dean Bank Park there will be a need to revisit this plan. It is proposed that a plan review takes place within 18 months of publication and then again after 5 years. These reviews will take account of Complex based evaluations as well as new policies that are being developed.

## **12.0 Programme of Activities**

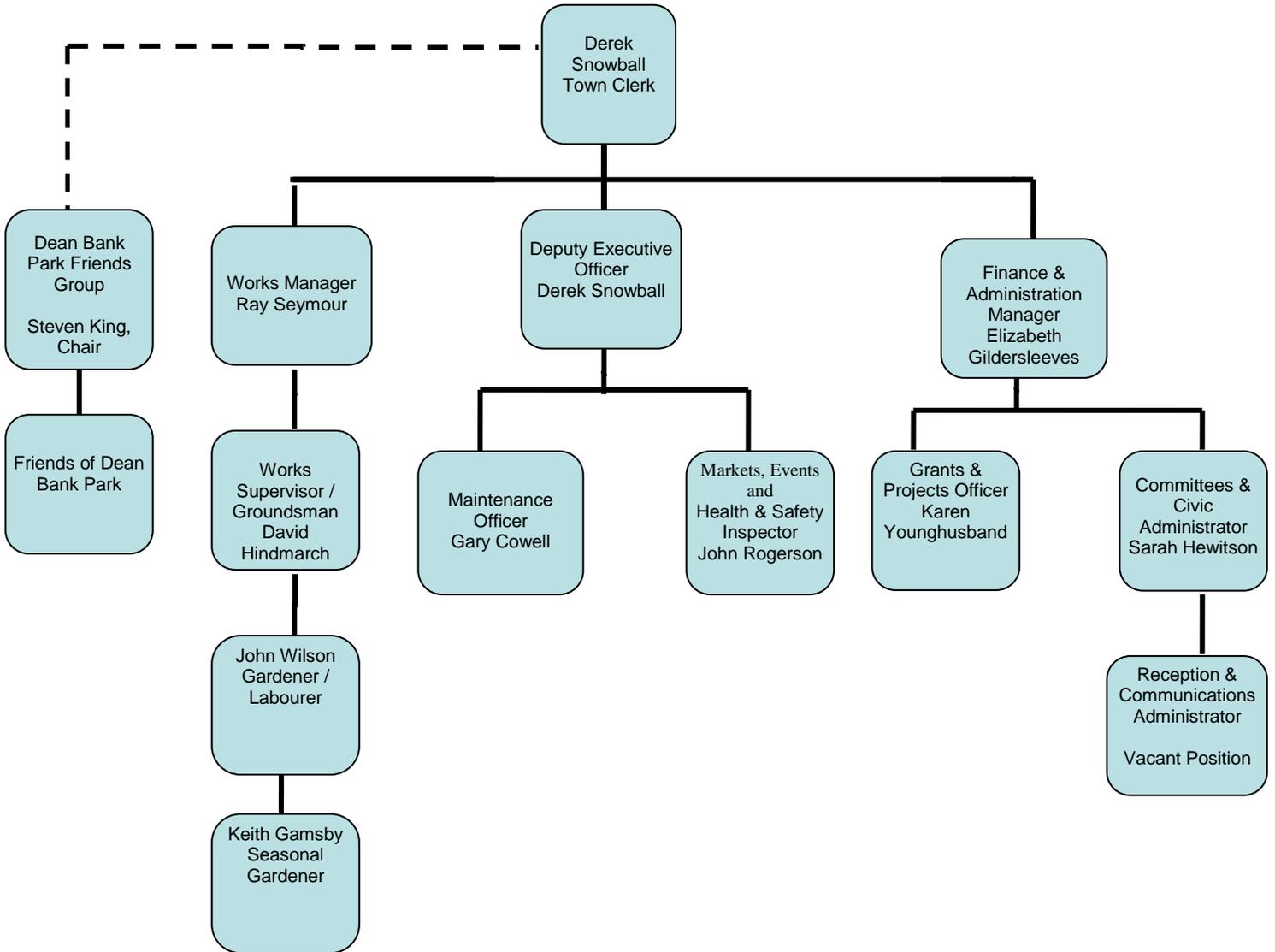
Since the redevelopment of Dean Bank Park begun more and more activities have been attracted to the site and the facilities which it offers. Instead of just children and young people enjoying the play equipment and the footballers finally having a decent football facility with changing facilities and pitches, the Park now offers a café serving an array of delicious snacks, a range of fitness activities including Zumba, room hire for companies looking to hold training courses and coaching sessions. It is also hoped that funding can be secured to renovate the former Bowls Pavilion which is predominantly run by Ferryhill Town Band who own the lease on the building to enable other community groups to use it as a resource.

A number of outdoor events are also in the process of being planned for 2015, these include:

Football Knock Out Competition	-	10 <sup>th</sup> May
Family Fun day		June (Date TBA)
Halloween Spooktacular		October (Date to be Advised)

Appendix 1	Dean Bank Park Staffing Structure
Appendix 2	Dean Bank Park Maintenance Standards
Appendix 3	Dean Bank Park Plant List
Appendix 4	Site Plan of Dean Bank Park
Appendix 5	Risk Assessments/Inspection Procedures
Appendix 6	Marketing Leaflet (PDF file – available separately upon request)

# Appendix 1 DEAN BANK PARK



## APPENDIX 2

### DEAN BANK PARK MAINTENANCE STANDARDS

#### GRASS CUTTING STANDARDS

Area Type	Mowing Season	Minimum Height After Cutting	Minimum Height Between Cuts	Maximum Height Between Cuts	Minimum Frequency	Cut Type
Parks etc. High Amenity Areas	March – November	12mm	15mm	20mm	Weekly	Cylinder Grass Collection
Normal Grass Areas	March – November	25mm	75mm	75mm	Fortnightly	Rotary Cylinder Tractor – Pedestrian
Bulb Planted Areas	April – May	25mm	N/A	N/A	Yearly April – May	Return Areas as Open Space

#### GRASS : HERBICIDE TREATMENT

Area Type	Season	Herbicide Type	Water / Emulsion	Maximum Frequency	Minimum Frequency	Applicator
Fixed Obstacles Fence lines Normal Grass Areas	February – April	Residual	Water	2 Treatments Yearly	1 Treatment Yearly	Knapsack Sprayer
Shrub Beds	January – December	Non Residual	Water	3 Treatments Yearly	2 treatments Yearly	Knapsack Sprayer

## SHRUB BED AND FLOWER BED MAINTENANCE STANDARDS

Area Type	Season	Maximum Depth	Minimum Depth	Minimum Frequency	Maximum Bedding Plants sq m	Minimum Bedding Plants sq m
Shrub Bed Cultivation	January – December	100mm	70mm	4 Cultivations Per Year	N/A	N/A
Shrub Bed Visual Inspection Herbicide Treat	January – December	N/A	N/A	N/A	Fortnightly	N/A
Shrub Bed Pruning	October – March	N/A	N/A	Yearly	N/A	N/A
Flower Beds/ Displays Flower Features	January – December Winter - Summer	50mm	25mm	Weekly	26 Number	20 Number

## HEDGE CUTTING

Area Type	Season	Minimum Height After Cutting	Maximum Height After Cutting	Maximum Height Between Cuts	Minimum Frequency	Cut Type Hand Type
Privet Beech Hawthorn Mixed	July – February	Hedges to be cut to previous growth	50mm above previous growth	300mm	3 Visits per Season	Mechanical Shears/Tractor Side Arm Flail

## APPENDIX 3

### TREE AND PLANT LIST FOR DEAN BANK PARK

Ligustrum Ovalifolium  
Crataegus Rosaceae Monogyna  
Taxus Taxaceae Baccata  
Runus Rosaceae Avium  
Prunus Rosaceae Flore Pleno  
Prunus Amangawa  
Prunus (Unknown Varieties)  
Betula Pendula  
Seaquia  
Juniperus Communis  
Abies  
Tilia Cordata  
Acer Palmatum  
Carpinus Betulus  
Ilex Aquifolium Golden King  
Mahonia Charity  
Aucuba Japonica  
Berberis Darwinii  
Cotoneaster Firebird  
Quercus Rubra  
Fagus Sylvatica  
Alnus Glutinosa  
Sorbus Aucuparia  
Salix  
Fraxinus Excelsior  
Malus  
Carpinus Fastigiata

# APPENDIX 4 – SITE PLAN DEAN BANK PARK



- Notes:**
- Revamped and improved park could feature varied seasonal and colourful planting, to add to and enhance retained planting
  - A. Possible new build community wing (long to medium term)
  - B. Possible refurbishment of existing pavilion (short/medium term use)
  - 1. informal/quiet areas
  - 2. Active informal play
  - 3. Landscaped paved small events area/ space
  - 4. Area of fenced multi sports
  - 5. Skate area/ hard surface sports
  - 6. Community gardens/ horticulture training
  - 7. Pictorial meadows/ bulb planting swathes
  - 8. Low earth mounding symbolising mine tunnels
  - 9. Seating set into slopes/ hard and soft construction
  - 10. Path linking seating areas/ small play areas with fixed pieces/ areas to incorporate adventurous play opportunities
  - 11. Viewing tower, to incorporate 8 above
  - 12. pedestrian avenue with disabled users and service vehicle access only
- Play area could be developed on a natural model with limited fixed equipment and more varied activities and opportunities

Phil Ball  
Leisure Consultancy Ltd.

Sophia's Gardens  
garden design and creation

ie2  
landscape architecture



## Dean Bank Park, Ferryhill: Masterplan Option



## APPENDIX 5

### RISK ASSESSMENTS & INSPECTION PROCEDURES

#### FULL PLAY AREA INSPECTION DEAN BANK RECREATION PARK

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

	CONDITION	SURFACING	DEFECT AND RISK High, Medium, Low	DATE REPAIRED
<b><u>PLAY EQUIPMENT</u></b>				
<b>MAIN AREA</b>				
Swing Frame 1 Bay 2 Seats				
Climbing Frame				
Slide				
Roko Mini Spring see-saw				
1.8M High Frame 2 Cradle Seat Swing				
Yo Yo Double Sided Springer				
Sana Model X mini multi play equipment				
Hover Spring See Saw				
Basket Swing				
Tornado Wheel				
Single bay x 2 swings				
Nexus Multi Play				
Climbing Whirl				
Speil Bow Hammock				
Metal Spinning Dish				

Wooden Rectangle balance beams				
2 x red picnic type benches				
Ariel runway				
Notices				
4 Goal posts secure?				
2 Basketball hoops secure?				
<b><u>BENCH SEATS</u></b>				
3 in old play area				
8 around floral garden				
1 new play area				
6 bowling green 2				
3 Picnic Tables				
<b><u>LITTER BINS</u></b>				
2 main play area				
<b><u>TRIP HAZARDS</u></b>				
<b><u>FIRST AID BOXES</u></b>				
<b><u>2 H &amp; S POSTERS</u></b>				
<b><u>ASBESTOS</u></b>				
Pesticide Store				
Changing Rooms				
<b><u>ANY OTHER H &amp; S ISSUES?</u></b>				

## APPENDIX 5

### DAILY CHECK LIST

**W/E:** \_\_\_\_\_

#### DEAN BANK PARK

	<i>DESCRIPTION</i>	<i>DEFECT</i>	<i>ACTION TAKEN</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>
Toilets								
Sports Facility								
Pavilion								
Workshop								
Containers								
Goal Posts								
Football Fields								
Litter/Dog Bins								

I certify that all the above have been inspected on the indicated dates and are in a safe and clean condition unless otherwise stated.

Signed:

## **POLICIES & STRATEGIES**

Health & Safety Policy / COSHH

Sustainability Policy

## **GENERAL HEALTH AND SAFETY POLICY**

1. The authority recognises and accepts its responsibility as an employer for providing a safe and healthy place and working environment for all its employees.
2. The authority will take steps within its power to meet this responsibility, paying particular attention to the provision of maintenance of:
  - i) Plant, equipment and systems of work that are safe
  - ii) Safe arrangements for the use, handling, storage and transport of articles and substances
  - iii) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety at work
  - iv) A safe place to work, and safe access to it
  - v) A healthy working environment
  - vi) Adequate welfare facilities
3. Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work the authority will provide competent technical advice on safety and health matters where this is necessary to assist line managers in their tasks.
4. No safety policy is likely to be successful unless it actively involves the staff themselves. The authority will therefore co-operate fully in the appointment of safety representatives by recognised trade unions and will provide them where necessary with sufficient facilities and training to carry out this task. The authority will also co-operate in the setting up of an appropriate Committee if required. In this connection this authority reminds its employees of their duties under Section 7 of the Health and Safety at Work Act to take care of their own safety and that of other workers and to co-operate with the authority as to enable it to carry out its own responsibilities successfully.
5. This statement will be reviewed or modified from time to time and may be supplemented in appropriate cases by further statements relating to work of particular departments or groups of workers.

## **1. POLICY STATEMENT**

Ferryhill Town Council is committed to achieving and maintaining high standards of health and safety, not only in respect of its own employees, but also in relation to contractors, visitors, facility users and other members of the public who may be affected by its activities.

The Council is well aware of its obligations under the Health and Safety at Work Act and related legislation, and will strive to meet these obligations in respect of all premises, grounds and activities within the Council's control.

The organisation and arrangements for the implementation of this Policy are set out in the remainder of this Policy document, which will be made available to all Council staff.

## **2. RESPONSIBILITIES**

The organisation for the implementation of the Health and Safety Policy is set out below:

### **2.1 Executive Officer**

The Executive Officer, in conjunction with the Council, has overall responsibility for health and safety and in particular for:

- ensuring that adequate resources are available to implement the Policy;
- delegating specific responsibilities for health and safety to others;
- monitoring their effectiveness in carrying out those responsibilities;
- ensuring that competent assistance and advice on health and safety matters is available to the Council;
- identifying health and safety related training needs and ensuring that these are met;
- ensuring that risk assessments have been carried out in respect of Council premises and activities;
- ensuring that staff are consulted on health and safety matters;
- monitoring the effectiveness of the Policy and reviewing it where necessary.

### **2.2 Works Manager**

The Works Manager has principal responsibility for the parks and grounds within the Council's control and for the Council's outside staff. In particular this includes:

- ensuring that suitable risk assessments have been carried out in respect of the activities of the outside staff;
- ensuring that the precautions described in those risk assessments are implemented;
- ensuring that staff are adequately trained for the work they perform;
- monitoring working practices and PPE compliance, taking corrective action where appropriate;
- overseeing parts of the Council's health and safety inspection programme, carrying out some inspections personally;
- identifying any health and safety related problems and reviewing these with the Executive Officer.

### **2.3 Project Assistant**

The Project Assistant has primary responsibility for health and safety in respect of events held on Council land or premises, or in whose organisation the Council has a direct involvement.

This includes:

- for events organised directly by the Council:
  - ensuring that a suitable and sufficient risk assessment has been carried out and an event management plan developed;
  - overseeing the implementation of the precautions set out in the risk assessment and event management plan;
- for events organised by others:
  - ensuring that the organisers have carried out a satisfactory risk assessment and developed an appropriate event management plan;
  - ensuring that the organisers have adequate levels of insurance;
- reviewing the effectiveness of the event management plan after each event;
- identifying any health and safety related problems and reviewing these with the Executive Officer.

### **2.4 Markets Officer**

The Markets Officer has primary responsibility for health and safety matters relating to the weekly market and also for conducting parts of the Council's health and safety inspection programme.

## **2.5 Clerical Officer**

The Clerical Officer has primary responsibility for health and safety matters relating to the Library entertainment programme.

## **2.6 Staff with Supervisory Roles**

All staff with supervisory roles are responsible for the health and safety of those working under their control. In particular this includes:

- ensuring that the precautions described in risk assessments are implemented;
- ensuring that staff are adequately trained for the work they perform;
- monitoring working practices and PPE compliance, taking corrective action where appropriate;
- identifying any health and safety related problems and reporting these to appropriate senior staff;
- ensuring that risk assessments are carried out in respect of any young people (under 18s) employed by the Council.

## **2.7 All Staff**

All staff have a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their acts and omissions. This includes colleagues, contractors, visitors, facility users and other members of the public.

Employees are responsible for:

- complying with system of work, rules and PPE requirements set down by the Council;
- behaving in a responsible manner;
- maintaining good standards of housekeeping;
- identifying and reporting defects in premises or equipment and other health and safety concerns;
- reporting accidents and near-miss incidents;
- suggesting improvements to procedures and system of work;
- co-operating with the Council on health and safety matters.

## **3. ARRANGEMENTS**

The following arrangements are in place for implementing the Council's Health and Safety Policy:

### **3.1 Risk Assessments**

A large proportion of arrangements are detailed in the Council's Risk Assessment documents which include:

- **Outdoor Activities**

Risk assessments have been conducted of a range of activities carried out by outdoor staff

- **Main Council Premises**

Fire Risk Assessments have been carried out of the Town Hall and E-Café Drop-in Centre, and other risks in these premises have been assessed using a checklist format.

### **3.2 Inspection Programmes**

Inspection programmes are in place for ensuring high standards of health and safety in other Council facilities and premises, including:

- Playgrounds and play equipment
- Parks
- Pitches
- Changing rooms
- Cemeteries and headstones
- Bus stops.

### **3.3 Community Events**

The Council is conscious of the need to ensure adequate standards of health and safety in respect of Community Events taking place using Council facilities or in whose organisation the Council plays a significant part - this is the case whether the event is organised primarily by the Council itself or by third parties. Most events will be required to prepare an event management plan using a standard format which contains a Risk Assessment section. In some cases additional risk assessment details are required.

### **3.4 First Aid**

The Council will maintain an adequate number of persons trained in first-aid amongst its staff. Some of these will have attended the full 'First Aid at Work' course whilst others

acting as 'Appointed Persons' will have received at least a full day's training in Emergency Aid. Details of trained staff will be posted prominently in Council premises.

### **3.5 Training**

The Council places a high priority on the training of its staff in health and safety matters. Staff must have received adequate training for the tasks they perform. New staff must receive an appropriate induction in health and safety matters. In addition staff receive regular update training on health and safety topics, normally on an annual basis.

### **3.6 Assistance and Advice**

The Council has available to it the services of an experienced and well qualified Health and Safety Consultant who carries out much of the update training of staff. It also has access to RoSPA and other sources of health and safety expertise.

### **3.7 Consultation**

Consultation with staff on health and safety matters takes place during periodic staff meetings for both inside and outside staff. Health and safety matters may also be raised during staff appraisals.

### **3.8 Review**

This Policy will be reviewed and revised whenever considered necessary by the Executive Officer or the Council. It will be reviewed at least every two years in any case.

## **SITE SPECIFIC HEALTH AND SAFETY POLICY FOR DEAN BANK PARK**

Health and safety inspections are carried out on a daily basis by the ground staff at Dean Bank Park with quarterly inspections being carried out by the Health and Safety Officer for Ferryhill Town Council.

The quarterly inspection report covers the following items:

### **PLAY EQUIPMENT**

All play equipment is Health and Safety checked with the following points being noted.

- All play equipment is in good working order.
- All safety flooring is in a good working order.
- Fencing surrounding the area is undamaged.
- Entrance gates to the area are in good working order and are self closing.
- All equipment complies with current regulations
- Any trip hazards are identified and reported.
- Any finger entrapments points are identified and reported.

### **WALLS AND FENCES**

All walls and fences are Health and Safety checked with the following points being noted:

- All walls and fences in good repair.
- All wall coverings are secure.

### **PATHWAYS AND KERBS**

All footpaths and play areas are checked and the following points noted:

- Ensure that all footpaths are clear of debris, litter and leaves.
- Check that all footpaths and play areas are in good repair with any trip hazards noted and reported.
- Check and report any problems with kerb stones.

### **BENCH SEATS AND LITTER BIN**

All litter bins and bench seats within the park are checked for the following:

- Ensure they are in good working order.
- Bench seats are in good repair and the surrounding ground does not present any trip hazards.

## **TREES**

Check that all trees within the site are maintained and all loose or damaged branches are removed.

## **SPORTS PITCHES – FOOTBALL, BOWLING GREENS**

All sports pitches are checked for the following:

- Free of any litter.
- Football posts are secure.
- Where safety netting is required it is maintained to a good standard.
- All seating around sports pitches are checked
- Trip hazards are identified and reported.

## **FIRST AID KIT**

Check that first aid kit and ensure the following:

- First aid kit is always kept in the same accessible place
- Ensure that the first aid kit is complete, if not replace any missing items.

## **SAFETY AND INFORMATION POSTERS**

All health and safety posters and notices are checked to ensure they are up to date and are not damaged or unreadable.

## **NOTE ANY OTHER HAZARDS**

Check for any other Health and Safety Hazards over and above those required in the quarterly check.

All noted Health and Safety hazards are recorded and the necessary actions taken to have the problem prioritised and fixed.



## **CONTROL of SUBSTANCES HAZOURDOUS to HEALTH (COSHH) POLICY**

### **1. Risk Assessment of Substances Hazardous to Health**

- 1.1 The Council undertakes to assess the risks to health from possible exposure to any hazardous substances. Work which exposes employees to risk from substances hazardous to health is **prohibited**, unless, following a suitable and sufficient assessment of the risks created by the work, the risks to health are reduced to an acceptable level.
- 1.2 The purpose of COSHH assessment is to prevent or control exposure to substances hazardous to health. Assessments shall be carried out by a competent person who is familiar with the relevant legislation and has a detailed knowledge of the process.

### **2. Control Measures**

- 2.1 Managers, supervisors and section heads are required to establish and monitor the operation of systems to provide and maintain any control measure, personal protective equipment, or any facility required by the Regulations.

### **3. Duties of Managers and Supervisors supervising Trainees**

- 3.1 Managers, supervisors and section heads of trainees must ensure that they are familiar with relevant safe handling advice and guidance, including, where appropriate, information, instruction and training about the risks of substances in use and the precautions to be taken, and that Risk Assessments and Substance Hazard Data Sheets and all appropriate protective measures are in place.

### **4. Duties of Employees and Trainees**

- 4.1 Employees and trainees must follow all safe working practices, guidelines and instructions and use any control measures in the correct manner. Defects discovered in any control measure, device or facility, or any item of personal protective equipment must be reported promptly to their line manager or supervisor.

### **5. Relevant Legislation**

- 5.1 Health and Safety at Work etc. Act 1974  
Management of Health & Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations (Amendment) Regulations 2004  
Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP)  
Personal Protective Equipment at Work Regulations 1992

## **FERRYHILL TOWN COUNCIL SUSTAINABILITY POLICY**

Ferryhill Town Council endeavour to make sure that all employees work in a healthy and safe environment.

Wherever possible Ferryhill Town Council will work in a way that protects the environment while also trying to work in a way that meets the needs of today's generation, without impacting too much on future generations. This is known as "sustainable development".

### **Ferryhill Town Council's objectives are:**

- To comply with current legislation, legal obligations, applicable statutory provisions and relevant codes of practice,
- To promote health and safety and environmental awareness throughout the organisation,
- To ensure that staff are trained to understand the Environmental Policy and have the skills to implement it,
- To avoid damage to the environment by regularly reviewing work practices,
- To use natural resources as efficiently as possible,
- To minimise the use of all materials, supplies and energy,
- Wherever possible, to use renewable or recyclable materials,
- Reduce fuel consumption and lower exhaust emissions.

### **To achieve this Ferryhill Town Council will:**

- Implement, monitor and update this policy as required,
- Lead by example, and include the policy in staff induction and training, and update staff by email, training sessions, and team meetings,
- Actively encourage the use of recyclable materials and paper, and the recycling and reuse of these and other materials,
- Monitor premises and team performance and promote best practice in teams,
- Try, where possible, to trade with businesses with similar environmental standards to our own – suppliers, vendors and contractors,
- Show that we are serious about our commitment to sustainable development by including environmental issues in our strategic planning,
- Encourage staff to use energy and water resources efficiently,
- Reduce any unnecessary travel, and encourage staff to travel by public transport or by car sharing where possible.

### **Sustainability Issues Site Specific to Mainsforth Sports Complex**

- All green waste, cardboard and paper is taken to Mainsforth Sports Complex for recycling
- Staff on site endeavour to continually reduce the amount of peat based compost being used year on year
- It is Ferryhill Town Council's Policy to plant additional trees each year to each of its sites, including Mainsforth Complex to encourage wildlife habitat and enhance the natural environment
- Ferryhill Town Council will use only biodegradable herbicides
- Ferryhill Town Council endeavour to shred all tree and shrub prunings and use them to make compost
- All hedges will only be cut once the bird nesting season has finished