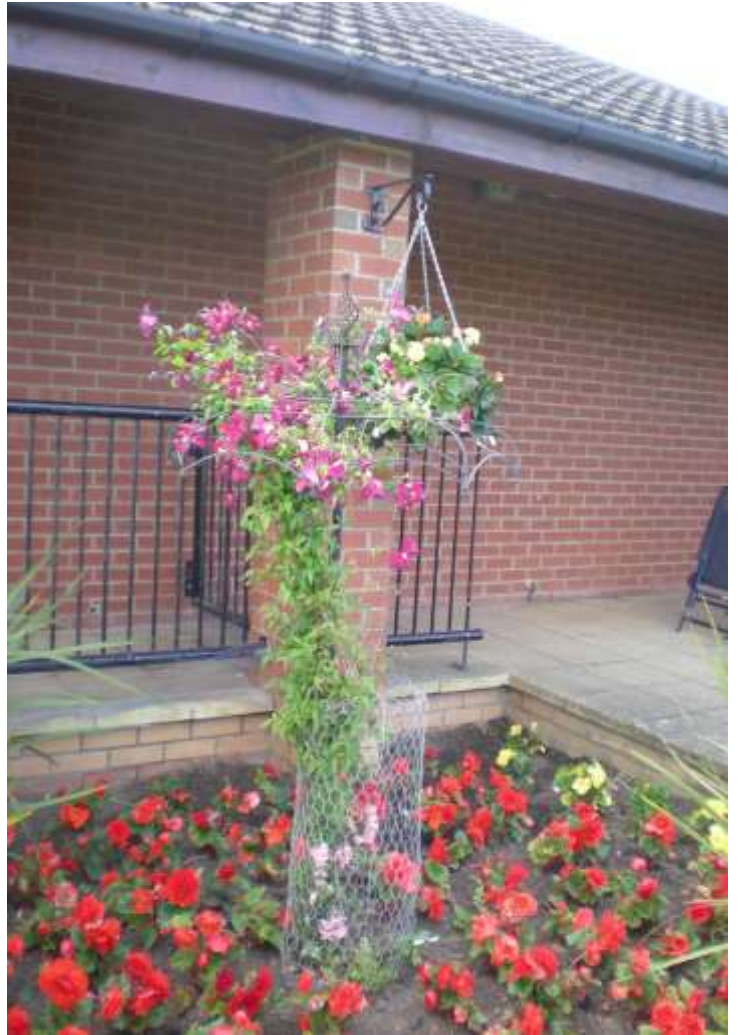


MAINSFORTH SPORTS COMPLEX



MANAGEMENT PLAN
2014-2020

FERRYHILL TOWN COUNCIL



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Forward

Mainsforth Sports Complex continues to progress steadily and to provide a fantastic recreation ground, for the people of Ferryhill and visitors alike.

Members of the public and the various groups, who use the Complex, continue to praise the facilities on site. The Complex was chosen Best Sports Ground at the Northumbria in Bloom Awards Ceremony in 2007, 2009, 2010 and 2011 also picking up the prestigious RHS Gold Award in each of these years. The Complex has also retained the prestigious Green Flag status since 2008. With this in mind, Ferryhill Town Council strives to achieve even more success in years to come.

In the last year alone in excess of £280,000 external funding has been secured by Ferryhill Town Council to enable a new Sports Pavilion to be developed at the Complex. The new building will replace the existing Cricket Pavilion which was on the verge of being condemned for Health & Safety reasons providing, a base for the Cricket Club as well as other sports in the area such as the Ferryhill Wheelers Cycling Club. Securing funds to develop the new facility has been an enormous achievement for the Town Council. With works expected to commence on site in January 2015 the future for Mainsforth proposes to be a very exciting one.

This document, as per previous years Management Plans provides a comprehensive analysis of Mainsforth Sports Complex and outlines future plans for the Complex including; Management and Maintenance Schedules and Financial Planning. The document sets out how Mainsforth Sports Complex will achieve its vision and maintain its reputation as being a welcoming, safe and accessible Sports Complex for the whole community and visitors alike to enjoy.



**Councillor Pauline Crathorne
Mayor of Ferryhill**

1.0 Introduction

In 2007 representatives of Ferryhill Town Council and users of Mainsforth Sports Complex agreed that the Complex should be improved inline with the National Standards for Parks and Open Spaces as set out by the Green Flag Award Scheme.

A key element of the Green Flag Award application process, and a fundamental aspect of delivering and promoting high quality Parks and Open Spaces, is the production of a Management and Maintenance Plan.

A Management and Maintenance Plan is a document, which sets out the current situation as well as the ambitions and expectations for the future of a particular Park or Open Space.

This Management Plan provides a thorough appraisal of Mainsforth Sports Complex and recommends mechanisms for improvement. The plan looks at the vision for development of the Complex, and considers objectives for the future. The plan sets out Maintenance and Management Schedules, which includes a costed action plan. The plan also focuses on wider issues that affect the Sports Complex, including policy and legal issues, as well as socio-economic factors. The plan goes on to describe how Mainsforth Sports Complex 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 been developed including policies on health and safety, and sustainability.

This plan has been developed through consultation with key stakeholders of Mainsforth Sports Complex, including users of all the facilities available on 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

Mainsforth Sports Complex

2.2 Location

Mainsforth Sports Complex is situated on the eastern edge of Ferryhill, on the site of the former Mainsforth Colliery. Located in a residential area, the Sports Complex also adjoins Mainsforth Wood, which is partly owned by Durham County Council. A public footpath gives access to the woodland, and also to the Durham County Council owned pond, situated inside the wood. The pond is currently leased to the Ferryhill and District Angling Club. The remainder of the wood is in private ownership.



Also see Appendix 5 for Site Plan.

2.3 Grid Reference

NZ309 317

2.4 Area

5.5 Hectares (55,000 sq m)

2.5 Bylaws

There are no bylaws in force on site.

3.0 History of the Site



Above: Painting of the old Mainsforth Colliery

Initially sunk to replace East Howle Colliery, which was closed following a fire, Mainsforth Colliery worked from 1872 to 1876 before being laid in.

By 1877 the mine was totally abandoned and the shafts used as a rubbish dump. The exact cause of the mine's demise is not clear, and has been attributed both to the slackness in the coal trade due to the end of the Franco-Prussian war, and the inundation of the pit by water.

It was not until some 23 years later that the site attracted the attention of the Carlton Iron Company who, having acquired the lease, re-excavated the abandoned shafts and de-watered the workings, reopening the Colliery in 1904. In 1923 it was the turn of Dorman Long to work the Colliery, which they did for some 23 years until 1946 when the industry was nationalised, and the site became part of the National Coal Board.

On the closure of Dean & Chapter Colliery in 1966, pumping was stopped and the water ran to Chilton, Leasingthorne and Mainsforth. The water reached Mainsforth in September 1967, when the Low Main Seam was flooded. This caused the Colliery's final closure on 3rd December 1968.

In 1974 The National Coal Board conveyed parts of the site to Sedgefield District Council, retaining some of the land for themselves. At this time Ferryhill Town Council took on the maintenance responsibility for the site. Between 1988 and 1998 land, including Rough Furze House, which is situated in the grounds of Mainsforth Sports Complex, was conveyed from Sedgefield District Council to Ferryhill Town Council. Ownership of the whole site was finally secured by the Town Council in 2001, when remaining land was conveyed from the National Coal Board and Durham County Council.

Since 2001, Mainsforth Sports Complex has undergone major regeneration works, with in excess of £120,000 worth of grant funding being spent by Ferryhill Town Council, to enable the installation of a play area, boundary wall with fencing and entrance gates,

new driveway, planting of hedges and trees, creation of new flowerbeds, development of a public toilet with disabled access as well as maintenance of existing bowling green, cricket and football pitches.

Mainsforth Cricket Club



Above: Cricketers at Mainsforth

Mainsforth Cricket Club was formed around the start of the 1900's, and was connected with Mainsforth Colliery until the pit closed in 1968. Originally the majority of work on the ground was completed by Colliery men, with the players also working at the pit.

In recent years Mainsforth Cricket Ground has played host to many representative games involving Durham County Cricket Club, and is regarded as one of the best in the County.

When the pit closed the Club went through some difficult years but managed to overcome these and is now well established. Today the Club is very much an integral part of the community of Ferryhill, with six different teams playing for the Club.

As with any Sporting Facility, funding is an integral part of its sustainability. In the last year alone in excess of £280,000 external funding has been secured by Ferryhill Town Council to enable a new Sports Pavilion to be developed at the Complex. The new building will replace the existing Cricket Pavilion which was on the verge of being condemned for Health & Safety reasons and replace it with a new state of the art and much more sustainable building capable of housing not just cricket but other sports including the Ferryhill Wheelers Cycling Club and events. The facility will also be used by local schools and youth clubs.

Mainsforth Bowls Club

Mainsforth Bowls Club was first established in the early 1900's, with the majority of players also working at the pit.

After moving from its original location, (now the Complex's car parking area) in the late 1940's, the bowling green is currently home to 5 different teams. The teams take part in various leagues in the County, including the Durham District, South West Durham and Rural Leagues.



Above: Mainsforth Bowling Green and Pavillion

In 1995 the Club saw vast improvements being made to their grounds, with the erection of a new Bowls Pavilion funded by Ferryhill Town Council. The Club has also benefited from the installation of new bowls drops in 2007, thanks to a grant secured from the Big Lottery Awards for All grant scheme. Work to install a new network of footpaths around the green has also recently been completed. Funding was secured in 2009 to develop the new paths as existing ones were starting to fall into disrepair and therefore rapidly becoming a danger. Further funding was secured to enable galvanised steel, spectator benches to be provided and to re-configure the toilet in the Bowls Pavilion to provide a public toilet facility, complete with disabled access. The toilet is open to the public seven days a week regardless of the cricket and bowls seasons.

Although, the Bowls facilities are leased to Mainsforth Bowls Club, the Club also permit the wider community to use the facilities when they are not using them. Anyone wanting to use the Bowls Green and/or Bowls Pavilion can either contact the Town Hall or the Bowls Club direct and arrange to use the facilities.

4.0 Description of the Site



Above: Memorials, flowerbeds and trees at Mainsforth Sports Complex

The site comprises boundary wall with artistic fencing, entrance gates with driveway leading to a children's play area, bowling green complete with bowls pavilion, 2 football pitches, cricket pitch with cricket pavilion, car park, workshop, polytunnels, where plants for the town's flowerbeds are grown each year, and Rough Furze House which is occupied by a member of Ferryhill Town Council Staff.

Trees have been planted around the perimeter of the site including *betula pendula*, and *fraxinus excelsior*. A range of plants and shrubs have also been planted around the perimeter of the site, and in particular down the right hand side of the drive surrounding the memorials, which were installed, to commemorate the miners who worked and died at Mainsforth Colliery. A comprehensive plant list is attached at Appendix 3. Advice has also been sought from Durham Wildlife Trust on developing a wildlife/wildflower area on site.



Above: New driveway, play equipment and trees at Mainsforth Sports Complex



Above: Cricketers pictured through the new fencing at Mainsforth Sports Complex

The site also comprises seating for members of the public, as well as public toilets with disabled access. A noticeboard has been erected at the entrance to the site to inform and direct visitors accordingly. This can be used by all teams to promote their fixtures.

A footpath also leads from the Complex through the adjoining woodland to a fishing pond which is owned by Durham County Council and leased to the Ferryhill Angling Club.

A cycletrack has been developed through adjoining woodland for use by the local cycling club, the Ferryhill Wheelers who will also have a base inside the new Sports Pavilion once it is open.

5.0 Access to the Site



Above: Entrance Gates to Mainsforth Sports Complex

Mainsforth Sports Complex has open access to the public, seven days a week. Gates are opened at 8am each morning and are locked every evening, when it turns dusk, to prevent any anti-social activity taking place on the site.

Members of the public can reach the Complex by a number of bus routes run by Arriva (no. 56) and Scarlet Band (No. 33).

In addition the site is completely wheelchair accessible.

6.0 Land Ownership

The site of Mainsforth Sports Complex is owned by Ferryhill Town Council, with adjoining land through Mainsforth Wood being in part, in the ownership of Durham County Council, with remaining woodland being in private ownership.

7.0 Current Management Practices

Mainsforth Sports Complex is managed and maintained by Ferryhill Town Council (refer to Staff Structure Diagram at Appendix 1). While the Town Council funds and makes any final decisions on any management works that take place on the site, all decisions are discussed thoroughly and agreed at liaison meetings, with user groups of the site, prior to being implemented.

Mainsforth Cricket Club currently leases the existing Cricket Pavilion at the site from Ferryhill Town Council, paying an annual rent of £1,500 plus costs for electric bills. A new lease agreement is being devised in preparation of the development of the new Sports Pavilion. Mainsforth Cricket Club will continue to be the predominant user of the new facility so will hold the new lease. User agreements will be put in place separately for other users of the building.

No lease agreement is in place with Mainsforth Bowls Club for their use of the Bowls Pavilion; however the Club do pay a fee of £780 for use of the Pavilion during the Bowls Season.

The various Football teams which use the pitches at Mainsforth Sports Complex currently pay Ferryhill Town Council £210 per season to use the facilities. On top of this a fee of £25 is charged for materials for marking out the pitches.

A basic work programme was developed by Ferryhill Town Council when the Complex was first conveyed. Current works undertaken at the Complex include:

- Maintenance of Cricket Field including cutting, brushing, fertilization and irrigation;
- Preparing Cricket Field for matches including marking out the field, rolling, preparing and repairing wickets;
- Clean out Bowls Pavilion ensuring floors, paintwork and toilets are washed, toiletries are replenished and bins are emptied;
- Maintenance of Bowling Green including cutting, brushing, fertilization and irrigation;

- Cleaning out bowls drops and preparing green for matches;
- Maintenance of Football Pitches including grass cutting, applying fertilizer and overseed;
- Preparing the Football Pitches for matches including marking out and erection and maintenance of goal posts;
- Carrying out Safety Inspections on play equipment and cleaning of equipment with pressure washer;
- Carrying out Safety Inspections on the Car Park;
- Carrying out Inspections on safety netting;
 - Maintenance of existing and planting of new trees and flower beds;
 - Carry out regular litter picks of the Complex;
 - Ensure entrance gates are open and closed at correct times.

All staff who carry out works at Mainsforth Sports Complex, possess Horticultural qualifications, and have also been trained in areas such as Health & Safety, Handling of Hazardous Substances, and use of equipment/machinery.

8.0 Vision and Objectives

A vision provides a sense of what a project aims to achieve in its broadest terms. The vision for Mainsforth Sports Complex, described in Table 1 below, provides an ideal view for the future of the Complex. 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 Mainsforth Sports Complex is to be achieved and sustained long term.

Table 1

Vision for Mainsforth Sports Complex
<ul style="list-style-type: none">• Mainsforth Sports Complex belongs to the people who use it.• In years to come this multi-purpose outdoor leisure facility and centre of horticultural excellence will continually strive to provide an attractive, safe and welcoming environment for a broad range of people.• The Complex will be accessible and open to all, regardless of age, physical mobility, gender, creed, religion, sexual orientation or ethnicity.• The Complex will be promoted as a high quality, multi-use facility venue for a wide range of events and recreational and sporting activities in a setting of design and horticultural excellence.• The Complex will become a model for community involvement and ownership.

9.0 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 Mainsforth Sports Complex 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

<u>GREEN FLAG CRITERIA</u>	A Welcoming Place	Healthy, Safe and Secure	Well Maintained and Clean	Sustainability	Conservation and Heritage	Community Involvement	Marketing	Management
STRENGTHS					WEAKNESSES			
Well designed entrance feature made from durable steel					The Complex Car Park suffers from potholes			
Strong working relationship between Ferryhill Town Council, who own and manage the site, users of the site and Durham County Council who own adjacent land					There is no play equipment or facilities (other than sport) for teenagers			
Strong links with the community who frequently use the Complex					Although located in a residential area, on a main bus route, the Complex is situated approximately 2 miles out of the main Town Centre of Ferryhill			
Site is easily accessible by wheelchair users					Drainage to the football field is poor leading to a high number of fixtures having to be cancelled			
Site won Best Sports Ground and RHS Gold Award at Northumbria in Bloom 2007, 2009, 2010 and 2011.					Several opportunities have been missed in terms of encouraging biodiversity on the site			
Funding has been secured to enable a new Sports Pavilion to be developed on site to replace the existing Cricket Pavilion								
Cricket ground has played host to many representative games involving Durham County Cricket Club, and is regarded as one of the best in the County								

<u>GREEN FLAG CRITERIA</u>	A Welcoming Place	Healthy, Safe and Secure	Well Maintained and Clean	Sustainability	Conservation and Heritage	Community Involvement	Marketing	Management
STRENGTHS					WEAKNESSES			
Site has low levels of vandalism and litter								
The Site has a car park available for users of the site which also incorporates an area for cycle parking								
New Fencing around the Complex ensures the site is safe and secure								
The site is easily accessible by bus and is just a short walk from Ferryhill Station								
The site has the benefit of toilet facilities including disabled provision								
The Complex is secure from joy riders and other anti social activity as the gates are only open during the day.								
A public footpath runs through the Complex leading to the wider countryside at Mainsforth Wood								
A Vintage Rally is held on the Complex each year which helps to promote the site and attract members of the community								
The Complex receives frequent publicity, appearing in press releases in the Northern Echo, the Ferryhill & Chilton Chapter, the Town Council's quarterly newsletter the 'Town News' and on the Towns 6 noticeboards								
Recycling bays have been installed onsite								

<u>GREEN FLAG CRITERIA</u>	A Welcoming Place	Healthy, Safe and Secure	Well Maintained and Clean	Sustainability	Conservation and Heritage	Community Involvement	Marketing	Management
STRENGTHS					WEAKNESSES			
The site benefits from a noticeboard at the entrance to the Complex to inform and direct members of the community of the facilities available on site								
The site is adjacent to and has a public footpath leading to Mainsforth Wood								
Energy efficient light bulbs are used in all buildings and infrared switches have been fitted in the toilets and changing rooms								
A monument and coal tub with commemorative plaques can be found just inside the entrance to the Complex. Together with the noticeboard these help to inform of the site's heritage as a former Colliery Site								
The Complex contains aesthetically pleasing flower beds and trees								
A member of staff resides on site which helps to reduce security risks								
Regular safety inspections are undertaken on all play equipment.								
A Marketing Leaflet has been produced to advertise the facilities on site								

<u>GREEN FLAG CRITERIA</u>	A Welcoming Place	Healthy, Safe and Secure	Well Maintained and Clean	Sustainability	Conservation and Heritage	Community Involvement	Marketing	Management
STRENGTHS					WEAKNESSES			
Water containers placed around the Complex ensure that water collected from buildings is reused for irrigation, floral displays and sports areas hence reducing the level of water usage during dry spells.								
OPPORTUNITIES					THREATS			
Funding has been secured to enable a new Sports Pavilion to be developed at the Complex. This is an exciting opportunity which will encourage wider usage of the facilities on site by schools, sports clubs and for events.					Funding to improve the Complex could be difficult to obtain in the future			
There are opportunities to work with a wider range of community groups.					Health & Safety – if poorly maintained members of the community could incur injuries			
Any events organised on site should reach out to all sections of the Community					Vandalism – small amounts of vandalism could have a major impact on the appearance and reputation of the site			
Although a Marketing Leaflet has now been produced for the site, further opportunities to market the Complex could be explored.					Play equipment could become worn and dangerous which could lead to injuries			

<u>GREEN FLAG CRITERIA</u>	A Welcoming Place	Healthy, Safe and Secure	Well Maintained and Clean	Sustainability	Conservation and Heritage	Community Involvement	Marketing	Management
OPPORTUNITIES					THREATS			
Consideration of both the UK and Durham Biodiversity Action Plans could help to improve the biodiversity of the site					There is only a limited number of volunteers running each Club based at the Complex			
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.								
There is potential to enhance the coal mining heritage of the site by installing interpretation panels.								
Funding could be sought to resurface the car park which is currently in a poor condition								
There is potential to improve drainage to the football fields								
The range of Play Equipment at the Complex could be extended								
Bowling facilities could be further improved (i.e. irrigation)								

10.0 Analysis of Key Issues and their Resolution

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

A number of the site's strengths lie in the area of providing a welcoming place for members of the public to visit and providing a healthy, safe and secure environment. These strengths are important to emphasise when marketing the site, however, much can still be done in these areas, building on the good work already undertaken. This is further reflected in the Opportunities section. Replacing the existing cricket pavilion and developing a headquarters for the Ferryhill Wheelers with a cycletrack through adjoining woodland, resurfacing the car park, improving drainage to the football fields, extending the range of play equipment at the Complex and developing the bowls and cricket facilities including training facilities will all help to build the Complex's reputation as being a welcoming, healthy, safe and secure site to visit. It would be a mistake to consider that prioritising and concentrating solely on improving the weak areas identified by the analysis alone would maximise improvement of the Complex. Applying the reverse approach and playing to the sites strengths will also be instrumental in ensuring that the site is improved to its full potential.

In previous Management Plans a number of sustainability issues were identified by the SWOT Analysis as being site weaknesses. Sustainability has often been considered in site management but more often than not in an ad hoc manner. A key advantage of producing this Management Plan and applying Green Flag criteria is that sustainability will be considered across all aspects of Mainsforth Sports Complex. Having developed a Sustainability Policy and having installed recycling bays on site has helped to strengthen this aspect of the Complex. Other key weaknesses which have been addressed include strengthening the Marketing aspect of the site. A Marketing leaflet has been produced and additional directional signage installed.

The site weakness identified by both this and previous Plans which are again reflected under the Opportunities Section of the Analysis include ensuring that the Complex remains well maintained and clean. It is widely held that poorly maintained sites are

prone to anti-social behaviour and crime, it is therefore important that this generally attractive site continue to be well maintained in the future. Appendix 2 provides a set of Maintenance Standards which Ferryhill Town Council have developed and adopted to ensure that the site retains its reputation as a site of horticultural excellence. Further, Appendix 3 provides a comprehensive list of trees, plants and shrubs, planted at the Complex.

While Ferryhill Town Council contributes substantially towards staffing and maintenance costs, fund raising to further improve the site has been identified as a threat. It is essential therefore, that external funding sources continue to be applied to, to enable the Complex to thrive for years to come.

Ferryhill Town Council has also identified the potential to improve biodiversity within the Complex. Consideration of the UK and Durham Biodiversity Action Plans would be useful in helping to identify areas for improvement. Although certain areas of the Sports Complex are by their very nature unsuitable, Ferryhill Town Council realise that there is still much potential within the site, for improving biodiversity. The Town Council already have plans, to ensure that in the future only native trees and bulbs are planted at the Complex. This will help to maximise the benefits of planting for biodiversity accordingly, and as such help to minimise the risk of introducing invasive, non-native species. As flagged up in a previous Management Plan, there is still potential to develop rich wildflower meadow verges and woodland pockets in appropriate locations within the site. This remains a priority for the site but as with most things, is funding dependant. A landscaping scheme will take place following the development of the new Sports Pavilion on site and it is intended that part of this scheme will incorporate the planting of these wildflower areas.

11.0 UTILISING THE COMPLEX

The vision of Mainsforth Sports Complex appreciates that to thrive; the Complex must embrace a wide range of interest groups and approaches. This section of the Management Plan outlines ways in which community involvement will be nurtured and different approaches adopted in order to take the Complex forward in new ways.

Horticulture

A standard of excellence in horticultural activity is an important core feature of Mainsforth Sports Complex. Since Ferryhill Town Council secured the land in 2001 people have visited the Complex to delight in its floral displays and beds.

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. Mainsforth Sports Complex has always been a key focus of this, picking up many awards at Northumbria in Bloom and receiving much public praise.

Mainsforth Sports Complex also 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. Further, all horticultural waste from each of Ferryhill Town Councils sites is composted at Mainsforth.

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 on site 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. For 3 years running students on placement with the Council have been awarded with Student of the Year Awards presented by East Durham and Houghall Community College.

Sustainability

As well as the provision of a top class Sports Complex and site of horticultural excellence 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.

From 2006 water collection containers have been placed around the site collecting rainwater from surrounding buildings which in turn has been used for irrigation, floral displays and sports areas, helping to reduce the level of water usage during dry periods.

The use of pesticides and other chemicals at the Complex has been reduced over the past few years with only biodegradable products now being in use.

A recycling scheme currently operates in the Complex with funding having been secured to install recycling bays for use by both Ferryhill Town Council and the wider community.

Energy efficient light bulbs are used in all buildings on the site and infrared switches have been fitted to toilets and changing rooms.

A Sustainability Policy has also been developed by Ferryhill Town Council.

Nature Conservation

Ferryhill Town Council recognises that in order to reach the wider community, Mainsforth Sports Complex should consider being more diverse in the facilities that it

offers. The Town Council aspires to develop a Nature Conservation area at the Complex and improve wildlife habitat and species diversity accordingly.

Contact has been made with Durham County Council's Conservation Team and Durham Wildlife Trust to seek advice on improving wildlife habitat and species diversity on site and for advice on developing a Conservation Plan. It is widely believed that this will generate new interest in the Complex, bringing in new volunteers and potentially new sources of funding. With the main priority for the Complex over the last 18 months being to secure enough funds to develop a new Sports Pavilion production of a Conservation Plan has unfortunately taken a back seat. Once the new facility has been developed Ferryhill Town Council will revisit this aspect of the Complex and endeavour to produce a Conservation Plan by the end of 2015.

Health and Safety

Ferryhill Town Council staff carry out daily inspections of the site including all buildings and play equipment. Monthly checks are also carried out by the Council's Health & Safety Inspector. Any problems are addressed immediately or as soon as possible upon discovery. In addition all equipment and machinery is serviced annually.

PCSOs and dog wardens from the local authority, Durham County Council also carry out regular patrols of the site.

With a member of staff residing on site anti-social behaviour has never been a serious issue. Having someone on site means added security as well as someone being present to report any incidents to the Police as soon as they occur.

CCTV is in operation on site, however due to incidents of theft or vandalism being rare, coverage is limited to the compound area.

Risk Assessments for each of the Council's sites including Mainsforth Sports Complex have been produced by the Health and Safety Inspector, and are attached at Appendix 6 together with details of the Town Council's Inspection procedure for the site.

Events, Sport & Recreation

Mainsforth Sports Complex is a multi-use facility for a broad range of events, sport and recreational activities. Much already takes place in the Complex including an annual Vintage Rally and regular charity events including charity football Fun Days with fair rides and refreshments.

The Complex plays host to four football teams, on two pitches, as well as offering a top-class cricket pitch and bowls green complete with pavilions, play equipment and footpath leading to the adjacent site of Mainsforth Wood.

Current provision will continue in the future but will be greatly enhanced by the development of a new Sports Pavilion and an increased programme of regular and diverse events.



Exhibit at Vintage Rally Event 2014

Community Involvement

For Mainsforth Sports Complex to continue to be successful, community involvement is a key component, not just in the use of the Complex 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 Mainsforth Sports Complex 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 Mainsforth Sports Complex 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 Mainsforth Complex provides an attractive, safe, stimulating and welcoming environment for all visitors,
- To encourage the use of Mainsforth Sports Complex as a venue for a wide range of sporting events and initiatives,
- To help to promote the history of Mainsforth Complex,
- To consult with and present the views of park users.

The Friends group continues to grow both in numbers and strength. The group has become an integral part of the running of the Complex.

The group having devised a wish list of projects for the future are very much a part of the management of the site. The group having identified the need for a new Sports Pavilion as a priority for the Complex have worked with Ferryhill Town Council to secure funding to enable the project to be brought to fruition.

Other projects identified and progressed by the 'Friends Of' group include the development of a cycle-track through the adjoining woodland area at the Complex for use by the Ferryhill Wheelers Cycling Club, the installation of camera monitored bird boxes around the Complex and adjoining woodland.

In addition to the 'Friends Of' group, regular Consultative Meetings take place between Ferryhill Town Council and the various user groups of the Complex including Bowls and Cricket Liaison Meetings and meetings with all of the Football teams who play at the Complex.

Regular user surveys are carried out amongst users of the Complex to gauge trends. Users of the Cricket, Bowls and Football facilities complete weekly user surveys and in addition the Town Council carries out an Annual Town Survey of all its facilities, with

information from the surveys being used to plan future improvements and facilities on site.

Community involvement also extends to the local School who uses the Complex to hold Presentations/Sports events as well as the Probation Service who Ferryhill Town Council has developed a close partnership with. The Town Council regularly call upon the local Probation Service to assist with horticultural and manual tasks on the Complex.

Ferryhill Town Council have also developed close links with the local Police and PCSOs who regularly patrol the site ensuring that anti-social behaviour is kept to a minimum. With a member of staff residing on site anti-social behaviour has never been a serious issue. Having someone on site means added security as well as someone being present to report any incidents to the Police as soon they occur. A dog warden employed by the local authority, Durham County Council also routinely patrols the site.



Above: Pictures of local school children planting bulbs at Mainsforth Sports Complex

Maintenance of Equipment, Buildings and Landscape

Ferryhill Town Council currently inspects all buildings on the Complex daily. In addition, monthly inspections are carried out by the Council's Health and Safety Inspector. Further, all equipment and machinery belonging to the Town Council is serviced annually.

Through consultation with the Friends of Mainsforth Sports Complex group, a wish list of projects has been developed for the site, with the development of the new Sports Pavilion being identified as the main priority.

Drainage is an on-going problem on one of the football pitches at the site however securing external funding to remedy this problem has so far proved difficult. Efforts will continue to be made to address this problem in the future.

Plans to replace existing play equipment, is programmed in to be replaced within the next four to six years (by 2015 – 2021).

12.0 Annual Management and Maintenance

The staffing, management and maintenance of Mainsforth Sports Complex 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. Accordingly, an approved list of contractors has been developed by Ferryhill Town Council (see Appendix 4).

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
- EO - Executive Officer
- CC - Cricket Club
- BC - Bowls Club
- ROSPA - Royal Society of Prevention of Accidents

Item	Responsibility	Objectives	Frequency
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

Item	Responsibility	Objectives	Frequency
Community Consultation	EO	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	EO, 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	EO, 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

Item	Responsibility	Objectives	Frequency
Annual Safety Inspection of Play Equipment	ROSPA	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	Weekly
Anti-Social Behaviour and vandalism	EO, WM, G/SS	To ensure joint co-ordination between Ferryhill Town Council and Police	On-going
Management Plan Review	EO, 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

Component	Objective	Task	Time of Year	Frequency	Total Cost
Inspection and Programming	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	£528.84
Production of Work Programmes	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	£122.04
		Review of the annual programme	Throughout the year	Weekly	£264.00
		Production of a weekly programme showing detailed maintenance to be undertaken including allowance for unforeseen tasks/repairs	Throughout the year	Weekly	£264.00

Component	Objective	Task	Time of Year	Frequency	Total Cost
Boundaries – Railings and Gates	To ensure that railings continue to provide a secure, attractive boundary to the Complex	Inspection of railings and gates	Throughout the year	Monthly	£61.02
		Repainting	May – August	Every 5 years	£500.00
		Remedial works – repairs to railing and gates	As necessary following inspection	As required	£10.17
		Remove all self –set tree and shrub seedlings growing too close to walls and railings	January	Annually	£10.17
		Stump re-growth	As necessary	As required	£10.17
Main Park – Inspection Covers	To ensure that the path drainage system functions effectively at all times	Litter/Debris Removal	Throughout the year	Monthly	£61.02
		Remedial Works – repairs to grilles/chambers, drain unblocking etc	As necessary following inspection	As required	£21.42
Paths / Surfacing: Bitmac, Fibre-dec, Block Paving, Paving Slabs, Concrete, Yorkstone	To maintain clean. Attractive, usable path surfaces throughout the Complex at all times	Litter/Debris Removal	Throughout the day	Daily	£661.00
		Removal of weeds	Throughout the day	Monthly mechanical sweeping	£220.00
	To keep paved areas in the Complex litter free at all times	Winter sanding	As necessary following inspection during winter months	As required	£61.02
		Remedial works – removal of graffiti, repairs to surfacing etc	Throughout the year	As required	£61.02
	To maintain falls over paths to ensure that the path drainage system functions effectively at all times	Leaf litter collection	November – January	Twice annually	£61.02

	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	£20.24
Paths / Surfacing: Block Pavers, Concrete and Stone Slabs		Top up sand and grout	Throughout the year	As required following inspection	£40.68
Furniture - Seating	To provide clean, comfortable seating throughout the Complex	Repainting/re-staining or varnishing of bench components	May – August	Annually	£20.34
		Remedial works – removal of graffiti, re-fixing, replacement of parts etc	As necessary following inspection	As required	£10.17
Furniture – Litter Bins	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	£10.17
		Emptying of litter/waste bins	Throughout the year	Daily	£400.00
		Remedial works – removal of graffiti, repairs, replacement of parts etc	As necessary following inspection	As required following weekly inspection	£20.34

Component	Objective	Task	Time of Year	Frequency	Total Cost
Signs	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	£10.17
		Removal of graffiti	As necessary following inspection	As required	£20.34
		Remedial works – Painting, repairs	May – August	Every 5 years/as required	£200.34
		Updating information, replacement of sign panel	Throughout the year	As required	£200.00
Footpath Handrails	Ensure handrails are in sound, safe condition	Repair	Throughout the year	As required following inspection	£61.00
		Paint	May – August	Every 5 years/as required	£150.00

Cricket	To provide an excellent quality playing surface needed for the standard of fixtures played at the venue E.g. County, International Levels	Renovation of Cricket Square at end of season incorporating scarification, tinning, top dressing, over seeding, fertilizing, pest control	September	Annually	£1,500.00
		Rolling - consolidate wickets and keep level	March - September	Weekly	£854.00
		Marking of boundary	March - September	As required	£71.19
		Preparation of wicket – produce a wicket to a height of 3mm, producing consistent bounce and speed	March - September	As required	£549.18
		Cutting of Outfield	March - September	Twice weekly	£720.00

Component	Objective	Task	Time of Year	Frequency	Total Cost
Bowls	To produce an excellent quality playing surface, providing consistent speed and roll of the bowls	Autum Maintenance consisting of scarification, tinning, top dressing, fertilizing and disease control	September	Annually	£1,800.00
		Fertilizing – Application of the relevant fertilizers to produce the desired effect needed for the time of year	As necessary	As required	£600.00
		Disease Control	As necessary	As required	£105.40
		Cleaning out of Bowls Drops	Throughout the Year	Weekly	£610.20
		Irrigation – Following spells of drought	June / August	As required	£52.40
		Mowing – Summer / Spring	May / September	3 times weekly	£366.12
		Mowing – Autumn / Winter	October / April	Fortnightly	£183.06
Football	To produce a quality playing surface for the numerous teams who play on the pitch	Cutting	March - September	Fortnightly	£980.00
		Rolling	As necessary	As required	£85.00
		Marking out – Initial	July	Annually	£60.00
		Marking out – Over marking	Throughout the Season	Weekly	£280.00
		Goal Post Inspection	Throughout the Season	Weekly	£120.00

Component	Objective	Task	Time of Year	Frequency	Total Cost
Play Equipment	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	£264.42
		Safety Checks	Throughout the year	Daily	£132.00
		Painting equipment	As necessary	As required	£40.68
		Cleaning Equipment	As necessary	As required	£22.40
		Empty Litter Bins	Throughout the year	Weekly	£20.34
		Replacement	As necessary	Within 5 years	
Pavilions	To provide secure, clean and attractive accommodation for workers, user groups and visitors to the park	External Inspections	Throughout the year	Daily	£10.17
		Inspection & clearing of gutters	Throughout the year	Twice a year	£40.68
		Internal Inspections	Throughout the year	Monthly	£10.17
		External & Internal Inspection by City Build	Once a year (time to be confirmed)	Annually	£40.68
		Fire Alarm Inspection	Throughout the year	Weekly	£10.17
		Fire Alarm Testing	Throughout the year	Weekly	£10.17
		Intruder Alarms	Throughout the year	Weekly	£10.17
Vegetation: Trees	To ensure that trees throughout the Complex remain in a healthy, attractive and safe condition	Inspection of Mature Trees	March-September	Annually	
		Selective Felling of Over Mature/Declining Specimens	October – February	As required	£40.68
		Selective Thinning of Plantings	October – February	Every 10 years	£60.61
		Pruning and repair of wounds	October – February	As required	£40.68

Component	Objective	Task	Time of Year	Frequency	Total Cost
Vegetation: Trees	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	£20.34
		Watering	As necessary depending on weather conditions – Largely May – August	As required – Daily in dry spells	£20.34
		New Planting to broaden/supplement diversity of tree stock	October – March	Annually as required	£40.68
		Review of Tree Survey Information and Tagging	March – September	Every 5 years	£122.04
		Other Works – removal of debris trapped in branches etc	As necessary following inspection	As required	£20.34
Shrubberies 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 perennial weeds 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"> • Winter flowering • Shrubs flowering between March and July • Shrubs flowering between July and October 	Prune in the Spring, immediately after the flowering period. Prune back to old wood in the Winter	Annually	£35.60 £71.19
		Coppicing (dogwood)	February	Annually	

Component	Objective	Task	Time of Year	Frequency	Total Cost
Shrubberies 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 perennial weeds such as dock and thistle removed immediately	Chemical Weed Control	Summer and only where other methods of control have failed	As required	£48.68
		Manual Weed Control	Throughout the year	Annually	£24.34
		Fertilizing	Spring	As required	
		New Planting	Bare root stock October- March Containerised stock all year	As required	£12.70
		Litter/Debris Removal	Throughout the year	Daily	£316
		Turn over soil – break up ground	April	Annually	£48.68
		Watering	As necessary depending on weather conditions generally May – August	As required	£85.19
		Re-mulching	March after turning over soil and when soil is moist	Annually	£60.85
		Trimming edges to beds	May – September After grass cutting	Weekly	£48.68
		Half Moon Edging	March – April	Annually as required	£48.68

Component	Objective	Task	Time of Year	Frequency	Total Cost
Shrubberies 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	£20.34
		Other works – removal of dead plants, thinning of plants etc	June – October	As required	£10.17
		Deadheading Herbaceous plants	Spring	As required	£10.17
		Dividing herbaceous plants	Winter, open weather	Annually	£20.34
Hedges: Miniature ornamental hedges, hedges in formal gardens	To maintain healthy, attractive manicured hedges	Trimming	April – October	5 times	£203.40
		Reshaping	Hard prune October – February	Annually if required	£62.00
		Chemical Weed Control along baseline	In Summer and only where other methods of control have failed	Annually	£20.34
		Manual Weed Control	Throughout the year	Monthly	£10.17
		Fertilizing	Spring	Annually	£10.17
		New Planting	October – March	Annually, if required	£10.17
		Litter/Debris	Throughout the year	Daily	£20.34
		Watering	As necessary depending on weather conditions – largely May – August	As required – daily in dry spells	£40.68

Component	Objective	Task	Time of Year	Frequency	Total Cost
Boundary Hedging	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	£40.00
		Chemical Weed Control	In Summer and only where other methods of control have failed	Annually	£20.34
		Manual Weed Control, hedgeline	Throughout the year	Monthly	£10.17
		Fertilizing	Spring	Annually	£10.17
		New Planting to fill in gaps	October – March	Annually if required	£40.68
		Litter/Debris Removal	Throughout the year	Daily	£20.34
		Watering	As necessary depending on weather conditions – largely May – August	As required – daily in dry spells	£40.68
		Other Works – removal of dead plants, thinning of plants etc	As necessary	As required	£61.40
Safety Netting	Provide a safe and secure screen to separate the different sporting activities taking place at the Complex and ensure that any damage to fencing or individuals is kept to a minimum	Check netting for damage and repair as necessary	March - September	Weekly	£10.17

Component	Objective	Task	Time of Year	Frequency	Total Cost
Bulbs: Within ornamental planted areas	Display to best advantage	Cut off dead heads	Check twice weekly during flowering period	As required	£10.17
		Tie up dead leaves neatly when flowering is over	Throughout the year according to flowering time	Annually	£20.34
		Remove dead leaves when completely brown	Throughout the year according to flowering time	Annually as required	£40.68
		Replanting if failed	According to species and flowering time	Annually as required	£10.17
		Check for need to split and replant	Just after flowering while still green	Annually	£40.68
		Split and replant	According to species and flowering time	Annually, as required	£20.34
Car Park	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	£122.40
		Removal of litter/Debris	Throughout the Year	Daily	£700.00
Amenity Grass Areas	To provide a good quality, visually pleasing standard of grassed areas around the Complex	Mowing of grass using good quality ride –on and pedestrian rotary mowers	March to September	10 day cycle	£880.00

Component	Objective	Task	Time of Year	Frequency	Total Cost
Flower beds	To create attractive floral displays at numerous locations around the Complex including the entrance and around the Pavilions	Plant up for Spring and Summer displays. Hoe and edge off to keep weed free and edges clean. Also, water in periods of drought	As necessary, largely March to October	10 day cycle	£450.00

13.0 Financial Plan and Funding

Mainsforth Sports Complex 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

Source	Details	Amount	Deadline
SureStart	Contribution towards Fencing	£2,987.00	Completed
SureStart	Contribution towards Play Equipment	£10,000.00	Completed August 2002
Thompson's of Prudhoe Environmental Trust	Contribution towards Play Equipment	£5,000.00	Completed August 2002
The Children's Foundation Yellow Brick Road	Contribution towards Play Equipment	£2,500.00	Completed August 2002
Barclays	Contribution towards Play Equipment	£250.00	Completed August 2002
3M	Contribution towards Play Equipment	£100.00	Completed August 2002
Sir James Knott Trust	Contribution towards Play Equipment	£5,000.00	Completed August 2002
Countryside Agency	Preliminary works and consultancy	£1,950.00	Completed April 2003

Source	Details	Amount	Deadline
Countryside Agency	Driveway, fence and entrance gates	£56,000.00	Completed March 2003
Lafarge Aggregates (CDENT)	Driveway	£5,500.00	Completed March 2003
Awards for All	Equipment for Cricket Club including bowling machine and netting system	£9,941.00	Completed September 2007
Awards for All	Vintage Car Rally Event	£3,201.00	Completed July 2007
Awards for All	Equipment for Bowls Club including new bowls drops and seating and a noticeboard for the Complex	£9,987.00	Completed 2009
Durham County Council	Tree Grant	£1,500.00	Ongoing
Awards for All	Fencing to separate football fields from Bowling Green	£10,000	Rejected
Sport England – Small Grant Scheme	Electronic Scoreboard, outfield machine and new screen	£9,978	Completed 2010
County Durham Foundation - Grassroots	Additional external seating	£4,929	Completed 2010
CDENT	Footpaths	£5,000	Completed 2010

Source	Details	Amount	Deadline
Durham County Council – Members Allowance Scheme	Works to reconfigure Bowls Pavilion to enable external access to the disabled toilet facility	£4,015	Completed 2010
Grassroots County Durham	Safety Netting	£2,032	Completed 2010
Community Action	Safety Netting	£700	Completed 2010
Sports Relief	Safety Netting	£1,000	Completed 2010
Harry Banks Grassroots Fund	Safety Netting	£500	Completed 2010
AAP (Neighbourhood Budgets)	Production of Feasibility Study into building a new Cricket Pavilion by independent company	£5,000	Completed 2012
Lafarge-Tarmac	Develop New Sports Pavilion	£100,000	Secured 2014
Sport England Inspired Facilities (Big Lottery)	Develop New Sports Pavilion	£75,000	Secured 2014
AAP (Neighbourhood Budgets)	Develop New Sports Pavilion	£55,000	Secured 2014
ECB	Develop new Sports Pavilion	£50,000	Awaiting Formal Confirmation
	Drainage for football pitch		To be Applied for
	Resurface existing Car Park		To be Applied for
	Replace/extend play equipment		To be applied for

6 - FIVE YEAR FINANCIAL FORECAST					
<u>Budget Heading</u>	2015-16	2016-17	2017-18	2018-19	2019-20
<u>Expenditure</u>					
Recharged Salaries	16,890	17,060	17,230	17,400	17,570
Recharged Salaries - Football	3,730	3,770	3,810	3,850	3,890
Recharged Salaries - Bowls	9,690	9,790	9,890	9,990	10,090
Recharged Salaries - Cricket	9,380	9,470	9,560	9,660	9,760
Recharged Salaries - Nursery	3,360	3,390	3,420	3,450	3,480
Overtime - Staff (Office)	100	110	120	130	140
Overtime - Staff (Outside)	650	660	670	680	690
Repairs & Maintenance	2,000	2,060	2,120	2,180	2,250
Repairs & Maint - Fencing	300	310	320	330	340
Repairs & Maint - Football	500	520	540	560	580
Repairs & Maint - Bowls	2,500	2,580	2,660	2,740	2,820
Repairs & Maint - Bowls Pav	2,000	2,060	2,120	2,180	2,250
Repairs & Maint - Play	1,000	1,030	1,060	1,090	1,120
Repairs & Maint - Lighting	500	520	540	560	580
Repairs & Maint - Cricket	2,500	2,580	2,660	2,740	2,820
Repairs & Maint - Cricket Pav	1,000	1,030	1,060	1,090	1,120
Repairs & Maint - Polytunnel	500	520	540	560	580
Repairs & Maint - Rough Furze	700	720	740	760	780
Grounds - Grasscutting	870	900	930	960	990
Repair & Maint - Workshop	500	520	540	560	580
Energy - Electricity	2,500	2,630	2,760	2,900	3,050
Water	2,100	2,210	2,320	2,440	2,560
Council Tax	610	630	650	670	690
Recharged Insurance	1,510	1,540	1,570	1,600	1,630
Contingencies	500	520	540	560	580
Recharged Transport	4,310	4,420	4,530	4,640	4,760
Equipment - purchase	2,000	2,060	2,120	2,180	2,250
Equipment –hire	90	90	90	90	90
Equipment - inspection	240	250	260	270	280
Recharged Expenses	7,850	8,050	8,250	8,460	8,670
Develop New Pavilion	330,000	0	0	0	0
TOTAL EXPENDITURE	410,380	82,000	83,620	85,280	86,990
<u>Income</u>					
Rents – Sports Pavilion	2,100	2,160	2,220	2,290	2,360
Rents – Rough Furze	1,700	1,750	1,800	1,850	1,910
Fees and charges - Football	500	520	540	560	580
Fees and charges - Bowls	840	870	900	930	960
Grants received	280,000	0	0	0	0
TOTAL INCOME	285,140	5,300	5,460	5,630	5,810
FINAL TOTAL	125,240	76,700	78,160	79,650	81,180

14.0 Marketing and Promotion

Mainsforth Sports Complex is currently promoted through Ferryhill Town Council's website: www.ferryhill.gov.uk and on the Town Council's facebook page.

Events and key achievements relating to the Complex, 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 will further promote and attract visitors to the Complex. Additional directional signage has been installed by the Town Council and negotiations with the local authority to provide further signage to be erected on the outskirts of the village, to direct people to the Complex is ongoing. Following the recent local government re-organisation and spending review however, signage may now be less of a priority.

A Marketing leaflet has been produced which further advertises the facilities available at the Complex.

Innovation and good practice will also be promoted by nominating the Complex for awards such as Green Flag and Best Sports Ground at Northumbria in Bloom.

15.0 Monitoring and Evaluation

As part of the delivery of services at Mainsforth Sports Complex, 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 Complex. 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 Mainsforth Sports Complex is reaching all sectors of the community.

As improvements continue to be made at Mainsforth Sports Complex 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.

16.0 Aspirations for Mainsforth Sports Complex

IMPROVE OPPORTUNITIES AND FACILITIES FOR THE LOCAL COMMUNITY

Being geographically isolated, with the nearest village being Ferryhill Station, which in itself suffers from a lack of basic amenities, Ferryhill Town Council and the 'Friends Of' group are eager to develop Mainsforth Sports Complex as a quality community space with something for everyone.

TO PROVIDE A FIRST CLASS SPORTS FACILITY WITH TRAINING FACILITIES

Already providing facilities including training/coaching for cricket, bowls and football it is the intention of Ferryhill Town Council to further develop the Complex to include other sporting activities such as cycling. The development of A NEW Sports Pavilion in 2015 will provide new and exciting opportunities for the delivery of grassroots sport.

TO PROVIDE A SAFE, INTERESTING ENVIRONMENT FOR CHILDREN TO PLAY AND LEARN

Although there is a small play area at the Complex, much of the existing play equipment looks tired and dated. Considered by many children as unchallenging it is therefore the intention to replace all existing play equipment within the next 6 years (by 2015/2021). Consultation, although ongoing has already identified the need to include much more varied and challenging play equipment at the site.

TO PROVIDE A NATURE CONSERVATION AREA

There is a real aspiration to develop a wildlife area at the Complex. By securing funding it is envisaged that wildflower plugs and seeds can be planted to improve habitat and species diversity and that bird, bat and hedgehog boxes can be located throughout the park and that interpretation panels describing the wildlife and plant species present on site can be installed. This will be programmed in following the development of the new Sports Pavilion on site.

Developing a Conservation Plan for the site is a priority which can only help further the development of the sites conservation area. Ferryhill Town Council endeavour to publish a Conservation Plan during 2015..

TO IMPROVE LONG TERM SUSTAINABILITY ON SITE

Regular and timely maintenance of all equipment will be carried out to ensure their maximum life cycle is maintained. Through an appropriate cutting regime taking into account birds breeding and feeding habits it is the intention to encourage more wildlife on site and ensure that the facilities at the Complex are appropriate for the local communities needs. Recycling bays for green waste are present on site. It remains a priority of the Council to carry out all recycling of green waste, from each of its sites, at Mainsforth.

TO DEVELOP A PROGRAMME OF ACTIVITIES/EVENTS

Activities/events, especially those involving local schools will be encouraged at the Complex. The Town Council and 'Friends Of' group aspire to hold at least two community events per year, other than sport as well as organising activity days where the community can be involved in making bird and hedgehog boxes etc.

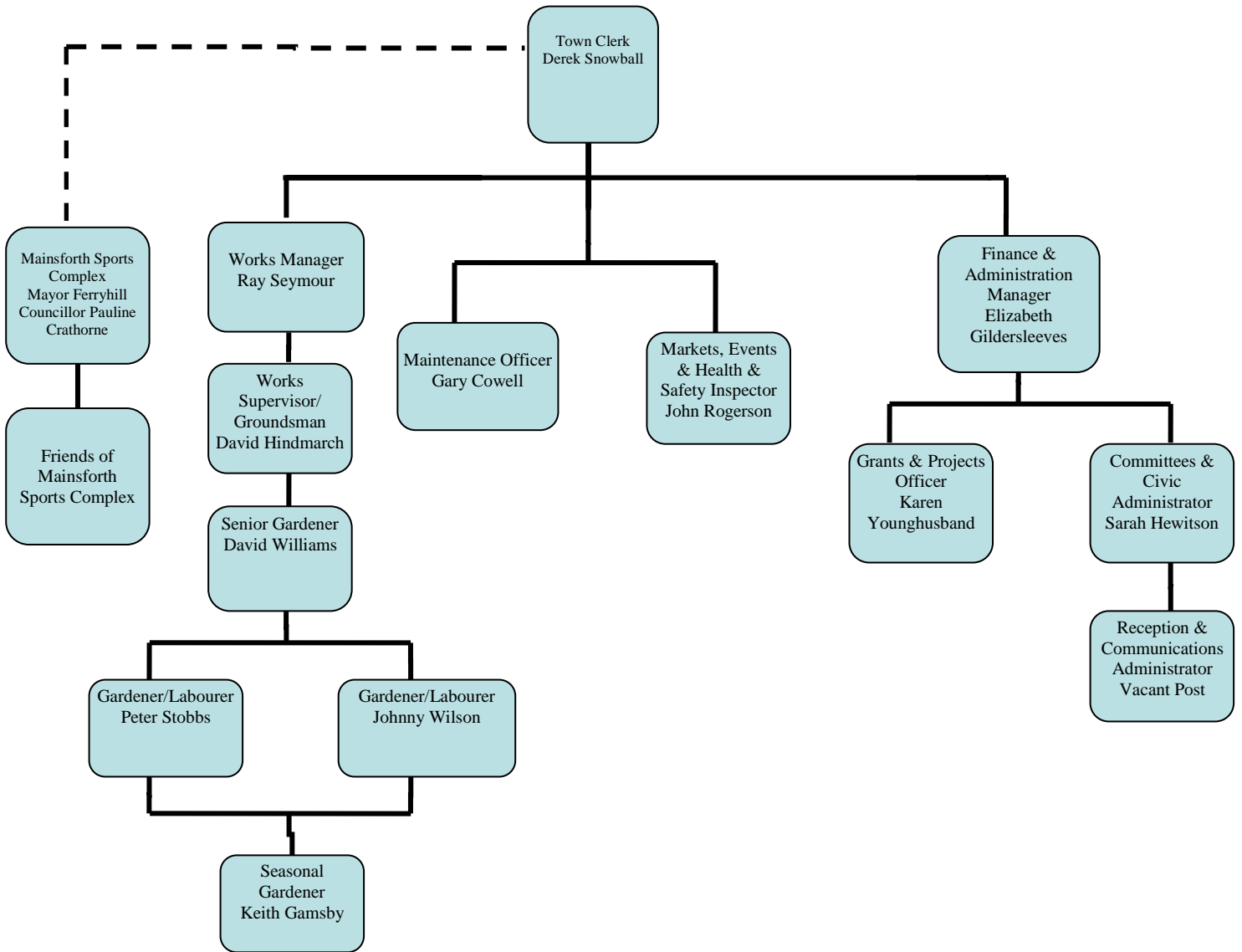
TO DEVELOP A UNIQUE ATTRACTION WHICH THE COMMUNITY HELPS TO MAINTAIN AND REMAIN PROUD OF FOR YEARS TO COME

The Town Council and 'Friends Of' group does not only want to see a pleasant community space, they see the Mainsforth Sports Complex as an opportunity to develop something truly individual for the area, something which brings the community together and instils a sense of common purpose, strengthening community bonds.

APPENDICES

- Appendix 1 - Mainsforth Sports Complex Staffing Structure
- Appendix 2 - Mainsforth Sports Complex Maintenance Standards
- Appendix 3 Plant List
- Appendix 4 - Select Tender List of Contractors
- Appendix 5 - Site Plan of Mainsforth Sports Complex
- Appendix 6 - Risk Assessments/Inspection Procedures

Appendix 1 MAINSFORTH SPORTS COMPLEX



APPENDIX 2

MAINSFORTH SPORTS COMPLEX 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
Bowling Green	March – November	3mm	8mm	10mm	48 hours	Cylinder
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 Fencelines 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 MAINSFORTH SPORTS COMPLEX

TREES

- Tilia Cordota
- Acer Plantanoides
- Populus Canadensis
- Malus
- Prunus Kanzan
- Prunus Amanogawa
- Sorbus Aucuparia
- Betula Pendula
- Fagus Sylvatica
- Fraxinus Excelsior
- Alnus Glutinosa

HEDGES

- Crataegus
- Ligustrum
- Rosa
- Fagus

SHRUBS

- Chamaecy Paris
- Abies
- Cornus
- Mahonia
- Berbris
- Thuja
- Syringa
- Hydrangea
- Vibrunum
- Rubus

APPENDIX 4

SELECT TENDER LIST OF CONTRACTORS

BEDDING PLANTS, SHRUBS & BULBS

Woodburn Nurseries
C/O Darlington Borough
Council

Derwentside D.C.
Morrison Busty Depot
Annfield Plain
Stanley
County Durham
DH9 7RX

Lubbe & Sons
PO Box 42-2160AA
Lisse
Holland

Tel: 01325 466645

Tel: 01207 218700

Tel: 0031 252 219002

Bradbrook & Hannah
Ravensworth Nurseries
Ravensworth
Richmond
North Yorkshire
DL11 7HA

Tel: 01325 718370

ROOFING

Mr K Moody
16 Church Lane
Ferryhill
County Durham

Mr T Elsdon
19 George Street
Ferryhill Station
County Durham

F Pulford & Co. Ltd
Peel Street
Bishop Auckland
County Durham
DL14 7LF

Tel: 01740 652628

Tel: 01740 656619
Mob: 07887886558

Tel: 01388 602160

DECORATORS

SH Decorators
15 Stoneleigh
Bradbury Village
Stockton
Tel: 07594995280

Mr D Shaw
104 Church Lane
Ferryhill
County Durham

Kevin Potts
47 Broom Road
Ferryhill
County Durham

Tel: 01740 651253

Tel: 01740 657146

BUILDERS

Bob Watson Builders
9 Commercial Street
Ferryhill Station
County Durham
DL17 0DF

C J Scaife
12 North Cottages
School Aycliffe
Newton Aycliffe
County Durham
DL5 6QD

Tel: 01740 655559
Mob: 07831 791721

Tel: 01325 313322
Mob: 07976719047

ROAD & SURFACING

Tarmac Heavy Building
Materials UK Ltd
Surfacing Department
PO Box 44
Coxhoe
County Durham
DH6 4BJ

Tilcon (North) Ltd
PO Box 5
Fell Bank
Birtley
Chester-Le-Street
County Durham
DH3 2ST

Tel: 0191 3772121

Tel: 0191 4103180

JOINERS

Gordon Fletcher & Sons
Charles Street
Spennymoor
County Durham
DL16 7LG

Tel: 01388 420276

ELECTRICIANS

Smith Electrical
Services
8 Musgrave Street
St Helen Auckland
Bishop Auckland
County Durham
DL14 9BQ

Tel: 01388 662659
Mob: 07976 388381

LANDSCAPE AND ABORICULTURAL SERVICES

T Batson
Unit 1
Inkerman Road
Tow Law
Bishop Auckland
County Durham
DL13 4QB

Tel: 01388 730257

PLUMBERS

L T Gas Services
165 Durham Road
Spennymoor
County Durham
DL16 6JU

Tel: 07970472824

METAL & WELDING

Marfab
Unit 5E
Dean & Chapter
Industrial Estate
Ferryhill
County Durham
DL17 8LH

Tel: 01740 655442

APPENDIX 5 – SITE PLAN MAINSFORTH SPORTS COMPLEX



APPENDIX 6

RISK ASSESSMENTS & INSPECTION PROCEDURES

FULL PLAY AREA INSPECTION

(Monthly Feb/May/Aug/Nov)

MAINSFORTH

Signed: _____ Date _____

	CONDITION	SURFACING	DEFECT & RISK High, Medium, Low	DATE REPAIRED
<u>PLAY EQUIPMENT</u>			low	
Toddler Multiplay				
Play Train				
Swing Frame 2 Bay 2 Cradle Seats 2 Junior Seats				
Junior Multiplay				
Notices				
4 Goal Posts secure?				
<u>TRIP HAZARDS</u>				
<u>BENCH SEATS</u>				
2 in play area				
6 around bowling green				
1 outside pavilion				
3 cricket field				
21 boundary wall				
3 picnic tables and seats				
<u>LITTER BINS</u>				
2 Bowling Greens				

2 Picnic Area				
2 Boundary Wall				
2 Play Area				
<u>FIRST AID BOXES</u>				
<u>H & S POSTER</u>				
<u>ANY OTHER H & S ISSUES?</u>				
<u>ANY OTHER COMMENTS?</u>				

APPENDIX 6

DAILY CHECK LIST

W/E: _____

MAINSFORTH SPORTS COMPLEX

	DESCRIPTION	<i>DEFECT</i>	<i>ACTION TAKEN</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>
Toilets								
Cricket Pav.								
Bowls Pav.								
Workshop								
Containers								
Goal Posts								
Football Fields								
Cricket Field								
Polytunnels								
Litter Bins								
Bowls Green								

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:

DRAFT POLICIES & STRATEGIES

Health & Safety Policy

Sustainability Policy

Marketing Leaflet (pdf file separate document)

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 carryout 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.

SITE SPECIFIC HEALTH AND SAFETY POLICY FOR MAINSFORTH SPORTS COMPLEX

Health and safety inspections are carried out on a daily basis by the ground staff at Mainsforth Sports Complex 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 – CRICKET, 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.

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

- Recycling bays have been built on site for the collection of all green waste, cardboard and paper
- 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 will ensure to shred all tree and shrub prunings and use to make compost
- All hedges will only be cut once the bird nesting season has finished