

SURTEES DOORSTEP GREEN



**MANAGEMENT PLAN
2016**

FERRYHILL TOWN COUNCIL



CONTENTS

Forward	Page 3
1.0 Introduction	Page 4
2.0 Site Description and Information Base	Page 5
2.1 Name of Site	
2.2 Location	
2.3 Grid Reference	
2.4 Area	
2.5 Byelaws	
3.0 History of the Site	Page 6
4.0 Description of the Site	Page 7
5.0 Access to the Site	Page 8
6.0 Land Ownership	Page 8
7.0 Current Management Practices	Page 9
8.0 Vision and Objectives	Page 10
Table 1 - Vision for Surtees Doorstep Green	Page 10
9.0 Identifying Strengths, Weaknesses, Opportunities and Threats	Page 11
Table 2 – SWOT Analysis	Page 12
10.0 Analysis of Key Issues and their Resolution	Page 15
11.0 Utilising the Doorstep Green	Page 17
12.0 Annual Management and Maintenance	Page 22
Table 3 – Annual Management Programme	Page 23
Table 4 – Management & Maintenance Schedules	Page 26
13.0 Financial Plan and Funding	Page 32
Table 5 – Funding Details	Page 32
Table 6 – Five Year Financial Forecast	Page 34
14.0 Marketing and Promotion	Page 35
15.0 Monitoring and Evaluation	Page 36
16.0 Aspirations	Page 37
<u>Appendices</u>	
Appendix 1 - Surtees Doorstep Green Staffing Structure	Page 41
Appendix 2 - Surtees Doorstep Green Maintenance Standards	Page 42
Appendix 3 - Plant List	Page 44
Appendix 4 - Risk Assessment/Inspection Procedures	Page 45
Appendix 5 - Marketing Leaflet (separate attachment)	
<u>Draft Policies and Strategies</u>	
Health & Safety Policy	Page 49
Sustainability Policy	Page 52
Draft Action Plan	Page 53
Conservation Plan (under development)	
<u>Tables</u>	
Table 1 - Vision for Surtees Doorstep Green	Page 10
Table 2 - SWOT Analysis of Surtees Doorstep Green	Page 12
Table 3 - Annual Management Programme	Page 23
Table 4 - Maintenance & Management Schedules	Page 26
Table 5 - Funding Details	Page 32
Table 6 - Five Year Financial Forecast	Page 34

Forward

Surtees Doorstep Green Management & Maintenance Plan

After successfully securing funds in previous years to transform the Surtees Doorstep Green from a disused field into a popular recreation area, Ferryhill Town Council continues to work in close partnership with the local Primary School, Friends of Surtees Doorstep Green group and local residents groups to improve it in line with user demand.

This document has been produced to provide a comprehensive analysis of the Surtees Doorstep Green as it currently stands including details of how it will achieve its vision in the future and maintain its reputation as being a welcoming, safe and accessible recreation area for local people, visitors and particularly children to enjoy. The document originally compiled in 2008 has been amended to incorporate details of improvements and changes in working practices and to include plans and aspirations for the future of the site. In preparing this document, Ferryhill Town Council has considered at length the standards set out by the Green Flag Award Scheme which it managed to secure for the first time in 2011 and which it will strive to achieve in future years.



Margaret Walton
Parish Councillor and Member of Friends Group
Surtees Doorstep Green

1.0 Introduction

In 2007 representatives of Ferryhill Town Council and members of the Friends of Surtees community group agreed that the site of Surtees Doorstep Green should be improved to meet 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 the Surtees Doorstep Green and recommends mechanisms for improvement. The plan looks at the vision for development of the site and considers objectives for the future. The plan sets out Maintenance and Management Schedules which includes a costed action plan of who will do what and when. The plan also focuses on wider issues that affect the Doorstep Green including policy and legal issues as well as socio-economic factors. The plan goes on to describe how the Surtees Doorstep Green 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 the Surtees Doorstep Green including users of the site to ensure that it fulfils the priorities and needs of the community which it serves.

2.0 Site Description and Information Base

2.1 Name of Site

The Surtees Doorstep Green

2.2 Location

The Surtees Doorstep Green is located at Ferryhill Station in a residential area at the rear of Surtees Terrace and George Street. (See detailed site plan attached to this document).

Ferryhill Station itself is a Government designated area of high deprivation, suffering from high unemployment and low income families with high levels of underachieving children.



2.3 Grid Reference

NZ304 309

2.4 Area

0.68 Hectares (6,800sq m)

2.5 Bylaws

There are no bylaws in force

3.0 History of the Site

Due to a quirk of history, land at the Surtees Doorstep Green, previously known as the Surtees Play Area, although managed and maintained by Ferryhill Town Council since 1974, was actually in the ownership of Chilton Town Council, until the land was finally conveyed to Ferryhill Town Council in 2004.

In 2003 due to a distinct lack of recreation and play facilities in the Ferryhill Station area, and following a series of complaints and requests from local residents about the lack of play facilities available, Ferryhill Town Council embarked upon a series of consultation exercises involving the local Primary School, local businesses, residents and in particular occupiers of adjacent properties to the already existing Surtees Play Area, to determine how best to regenerate the somewhat neglected recreation facility. A Working Party was established with representatives from all of these groups on it.

Following the consultation exercise the views of all parties were considered by the Working Party who then recruited the assistance of Groundwork East Durham to devise a project plan to renovate the Play Area. The aims and objectives of the project plan were agreed to include the following:

- Levelling of land to assist with the dangers previously encountered by having a play area on a steep slope;
- Installation of equipment to suit children of all ages from toddlers to teenagers including swings and roundabouts, youth shelter and basketball facility;
- Landscaping and horticultural planting;
- Installation of bins, seating and picnic facilities;
- Installation of fencing;
- Planting of hedges and trees to help segregate the toddlers and children's play area from the teenagers area;
- Installation of artwork including entrance feature;
- Installation of a network of footpaths which will help assist disabled people, particularly wheelchair users and also dog walkers

After costing the work detailed in the project plan, Ferryhill Town Council and the Working Party successfully secured a cocktail of funding which enabled them to completely regenerate the Play Area. This included a grant from the Countryside Agency's Doorstep Green Programme which in turn brought about the change in status and name from the former Surtees Play Area to the current Surtees Doorstep Green.

4.0 Description of the Site



Above: Outdoor Fitness Equipment recently installed at the Surtees Doorstep Green



Above: Basketball court at the Surtees Doorstep Green

The site comprises boundary fence and hedge with artistic entrance feature complete with a network of paths leading to a children's play area, outdoor fitness area, basketball court and grassed kick-a-bout area with youth shelter. The southern and western boundaries of the site are maintained as wildlife areas with over 200 trees having been planted in recent years along with a variety of bulbs. This has improved the Doorstep Green dramatically, making it much more aesthetically pleasing. The site also benefits from seating and picnic tables for members of the public as well as litter and dog bins. The installation of new lighting and much needed land drains have also vastly improved the park.



Above: Youth Shelter at the Surtees Doorstep Green



Above: Play equipment at the Surtees Doorstep Green

5.0 Access to the Site



Above: Artistic Entrance Feature at the Surtees Doorstep Green – designed by a local artist with input from local schoolchildren

The Surtees Doorstep Green has open access to the public seven days a week. The site is wheelchair accessible however it does lie on a slope which some users could find difficult to negotiate.

Enclosed by boundary fencing, the Surtees Doorstep Green provides a safe and secure recreation facility which thanks to the fencing is unappealing to joy-riders.

Members of the public can reach the Doorstep Green by a number of bus routes run by Arriva (bus numbers:8/8a).

6.0 Land Ownership

The site of the Surtees Doorstep Green is owned completely by Ferryhill Town Council.

7.0 Current Management Practices

The Surtees Doorstep Green 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 significant decisions are discussed thoroughly and agreed at liaison meetings with the Friends of the Surtees group.

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

- Carrying out Safety Inspections on play equipment (see Appendix 4 for Inspection Sheets)
- Cleaning of play equipment with a pressure washer and carrying out repairs as necessary;
- Maintenance of existing trees and hedges and planting of new trees and bulbs;
- Carrying out regular litter picks of the site and emptying of bins;
- Cutting grass
- Sweeping play surfaces
- Carrying out routine repairs as necessary to site furniture i.e. seats, bins, fencing

All staff carrying out works at the Surtees Doorstep Green possess Horticultural qualifications and have also been trained in areas such as Health & Safety, Play Equipment Inspection, Sustainability, Handling Hazardous Substances and use of equipment.

8.0 Vision and Objectives

A vision provides a sense of what a project aims to achieve in its broadest terms. The vision for the Surtees Doorstep Green, described in Table 1 below, 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 the Surtees Doorstep Green is to be achieved and sustained long term.

Table 1

Vision for the Surtees Doorstep Green:

- **The Surtees Doorstep Green belongs to the people who use it.**
- **In years to come this recreation area 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 Doorstep Green 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 originally carried out in 2008 has been revisited by Ferryhill Town Council in partnership with other stakeholders of the site, in order to assess the Surtees Doorstep Green 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, attractive entrance feature made from durable steel					Although one additional finger sign has been installed to direct visitors from the main road to the Doorstep Green, further signage is still required. Unfortunately, Local Government Spending Cuts has meant that providing directional signage across the County has had to take a back seat.			
Strong working relationship between Ferryhill Town Council, who own and manage the site and the Friends of Surtees Group and the local Primary School.					Although located in a residential area, on a main bus route, the site is situated approximately 2 miles out of the main Town Centre of Ferryhill			
Strong links with the community through the Friends of Surtees Group, the local primary school and the Town's Youth Council who frequently use the Doorstep Green and assist with it's management and maintenance wherever possible					The replacement of Play Equipment still needs to be programmed into the Annual Management and Maintenance Schedules and of course be budgeted for in the future			
The site is accessible by wheelchair users					There are no recycling bins on site			
The site is easily accessible by bus and is just a short walk from the centre of Ferryhill Station					Lack of funding and resources has meant that the development of the Nature Conservation area has been delayed.			

The Park is secure from joy riders and other anti social activity as the site is surrounded by a boundary fence and entrances are not wide enough to enable vehicle access	
The site has low levels of vandalism and litter. The Councils policy to remove graffiti within 48 hours and litter pick daily has proved to be successful.	
The site 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 as well as on the Town Council's website and facebook page	
The Park contains aesthetically pleasing trees and planting	
Daily, quarterly and annual safety inspections are undertaken on all play equipment in the Doorstep Green	
The site is enclosed with a boundary fence which helps keep it secure and safe from joy riders	
The Surtees is patrolled daily by staff and nightly by PCSOs to help deter anti-social behaviour occurring on site	
The Doorstep Green is routinely patrolled by dog wardens employed by Durham County Council	
External funding will enable the southern and western boundaries of the Doorstep Green to be developed as wildlife areas.	
Although previously a huge problem, thanks to regular patrols by Town Council staff, the Health & Safety Inspector, PCSO's and dog wardens dog fouling has now been vastly reduced.	
The range of Play Equipment at the Doorstep Green could be extended/replaced with more challenging equipment	

OPPORTUNITIES	THREATS
The installation of a noticeboard on site would be a useful Marketing Tool.	Funding to improve the site could be difficult to obtain.
The production of a Conservation Plan for the site will help to improve wildlife habitat and species diversification. Bringing Durham Wildlife Trust and the Conservation Team at Durham County Council on board to help with this aspect of the site is an exciting opportunity.	Health & Safety – if poorly maintained members of the community could incur injuries
Negotiations continue to take place with the local authority to provide additional directional signage for the site. This would help attract more visitors to the site. Government Cuts is however restricting progress on this.	Vandalism – being a small site, small amounts of vandalism could have a major impact on the appearance and reputation of the site
Although more activities are occurring on site there is still potential to organise more events on the site and to develop a programme of activities particularly during school holidays	Play equipment could become worn and dangerous which could lead to injuries

10.0 Analysis of Key Issues and their Resolution

The SWOT Analysis demonstrates that the Surtees Doorstep Green has a high number of strengths. However, there are also a number of perceived weaknesses that will need to be addressed. Any attempt to prioritise these will need to consider the overall vision (see section 9.00) for the site in order to improve the Doorstep Green to meet the National Standards for Parks and Open Spaces, as set out by the Green Flag Award Scheme.

Most of the site's strengths lie in the area of providing a welcoming place for members of the public to visit as well as having strong links with the local community. 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. 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 site. 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.

Although a Sustainability Policy has been developed, exploring the opportunity to secure funding to install recycling bays to the site would further strengthen this aspect. The inclusion of a Health and Safety Policy is worthwhile and the production of an Information Leaflet for the site has helped to strengthen the Marketing aspects of the site. Another key weakness which has been identified by the SWOT Analysis and which is reflected under the Opportunities Section of the Analysis includes ensuring that signage be improved to direct and attract people to the Park. The Town Council continues to negotiate with Durham County Council over the directional signage requirements for its recreation facilities, but with the ongoing austerity measures taking place, little progress continues to be made in this area. Ferryhill Town Council has however ordered and installed one additional sign per site which will hopefully help direct visitors to its facilities. 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 well maintained, safe recreation facility. Further, Appendix 3 provides a comprehensive list of trees planted at the site.

While Ferryhill Town Council contributes substantially towards staffing and maintenance costs, fund raising to further improve the site and to enable events to be held at the site has been identified as a threat. It is essential therefore, that external funding sources continue to be applied to, to enable the Doorstep Green to thrive for years to come. Funding secured through Lafarge to further develop the bank sides of the Doorstep Green as wildlife areas has been carried out however, due to poor soil conditions wildflower plants/seeds have not taken particularly well. Plans to develop the fenced off, wooded area to the left hand side of the site as a specific wildlife area continues to be a priority but due to lack of funding and resources work has still not commenced on this yet.

11.0 UTILISING THE DOORSTEP GREEN

The vision of the Surtees Doorstep Green appreciates that to thrive; the site 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 Doorstep Green forward in new ways.

Horticulture

The Surtees Doorstep Green has in excess of 200 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.

A variety of different bulbs have also been planted throughout the Doorstep Green which compliments the trees making it an attractive park to visit. Further plans to plant wildflower plugs amongst the bulbs on site is being programmed into the work plan. This will help provide additional habitat for wildlife and improve aesthetic interest. More native bulbs will also be planted on site. Local schoolchildren will continue to be involved in any such planting works as will local group Endeavour Woodcrafts CIC who offer day care facilities for adults with learning difficulties and mental health issues.

Ferryhill Town Council and the Friends of Surtees Doorstep Green have already sought advice from Durham Wildlife Trust on improving species diversity and habitat at the site and on developing the Nature Conservation area on site.

Sustainability

All tree cuttings are composted at Mainsforth Sports Complex. Further, the perimeters of the site have all been designed to encourage indigenous flora and fauna.

The Northern and Eastern boundaries of the Surtees Doorstep Green are made up of continuous hedgerow which is pruned back every year. This provides an ideal habitat for many local species of birds and insect life. Pruning does not take place until after 21st August when the bird breeding season has finished.

The Southern and Western boundaries of the site have a 15 foot fenced off area which is not accessible by people and is not maintained as a park but instead is to be developed as a wildlife area to encourage numerous wildlife species. Ferryhill Town

Council has also eliminated the use of pesticides on the site, instead using only herbicides so as not to harm any wildlife present on site.

The installation of recycling bays to the site would be beneficial but is subject to external funding being secured. Attempts to secure funds will be resumed when new funding providers become available. Peat based compost is no longer used at the site and it is further estimated that at least one medium to large sized tree such as the *Carpinus Fastigiata* will be planted at the site each year by the Town Council for the foreseeable future.

Activities and Events

Although only a small park, the Surtees Doorstep Green has played host to a number of organised activities in the past such as 'Play Rangers' Activities for young children (aged under 8 years) organised by the local authority and 'Exploring the Great Outdoors' activities organised by Groundwork during school holidays. The Friends group have also organised activities such as Easter Egg Hunts and links with Surestart have enabled sponsored 'toddles' and Teddy Bears Picnics to take place.

Ferryhill Town Council also involves children from the local Primary school in bulb planting exercises on the site which not only improves the appearance of the park but is also educational for the children involved.

Quarterly meetings with the 'Friends Of' group and liaison with the local primary school has revealed that the community would like to see more organised activities and events taking place on the site. Being able to use the adjoining field during such activities would be beneficial, providing much more space. Discussions with the local authority who own the adjoining field remain ongoing over this issue. It is planned that at least two events be held each year. Activities identified for the future include: Teddy Bears Picnic, Sponsored toddle, Easter Egg hunt, Barbeque, summer fayre and potentially, as there is an electricity supply to the site, for the purposes of erecting a Christmas Tree, a carol service.

It is therefore envisaged that as the Doorstep Green continues to improve more and more activities will be organised on the site.

Community Involvement

For the Surtees Doorstep Green to continue to be successful, community involvement is a key component, not just in the use of the site 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 the Surtees group is an important aspect of this. Now meeting on a much more regular basis, approximately every 3 months, the Friends group which comprises local Councillors, Users of the site, the local primary school, Durham County Council and Ferryhill Town Council, representatives from the local residents association and also the Town's Youth Council, will be encouraged to take a keen interest and active role in the activities and work taking place on the site. The group have already adopted their own constitution and have their own bank account which they will use to develop the aims of their constitution. These aims are as follows:

- To promote the Surtees Doorstep Green 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 the Surtees Doorstep Green provides an attractive, safe, stimulating and welcoming environment for all visitors,
- To consult with and present the views of park users.

The group having devised a list of issues/projects for the future are very much a part of the management of the site. The group in recent years identified the need to address the problem of dog fouling at the site as a priority and have continued to work together with the local authority, Durham County Council, the Council's dog warden and local PCSO's to identify those residents who are responsible. The group also requested that the trees be thinned out on site which has now taken place and that lights are regularly checked as they are often not working. One of the other main issues brought up by the group was the need to replace existing play equipment with more challenging equipment. In response to this Ferryhill Town Council recently secured funding to install outdoor fitness equipment on site. The Town Council also intend when setting future budgets to allocate monies for the sole purpose of replacing existing play equipment.

Although, the local school uses the Doorstep Green on occasion for 'nature studies' and of course to carry out bulb planting with the Town Council, the school does actually

have its own wildlife garden which reduces their need to visit the site. Despite this the school remain keen to be a part of the group and to be involved in any projects taking place on site. Further, all meetings of the group take place in the school so that it is easily accessible for local people to attend.

Community involvement also extends to 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 manual tasks on the site.

The Countryside Section at Durham County Council also provides support and advice on the running of the Surtees Doorstep Green, as does Durham Wildlife Trust. Further the local SureStart group frequently hold events on the Doorstep Green.

A Marketing leaflet has been produced for the Surtees in an attempt to not only attracts new visitors to the site but also to try and develop membership of the group as widely as possible. The group are always keen to recruit new members so that it is fully represented by the whole community which it serves.



Above Top (left): Members of the 'Friends of Surtees Doorstep Green' Group and Top (right) School children from Ferryhill Station School planting bulbs at the Doorstep Green
Bottom (left and right) residents enjoy an Easter Event at the Doorstep Green

Health and Safety

Inspections take place on site by Ferryhill Town Council Staff twice weekly (Mondays & Fridays) and also monthly by the Council's Health and Safety Inspector. Any problems are addressed immediately or as soon as possible upon discovery. Assistance from local residents, reporting those responsible for not cleaning up after their dog and/or for committing acts of vandalism, to the Council or local PCSOs has meant that previous problems associated with vandalism and dog fouling have now been vastly reduced. An annual check is also carried out of all play equipment at the site by The Play Inspection Company Ltd (on behalf of ROSPA).

PCSOs covering the Ferryhill area carry out regular patrols of the Doorstep Green reporting any problems encountered immediately to the Town Council. Dog wardens employed by the local authority, Durham County Council also carry out weekly patrols of the site.

Risk Assessments for each of the Council's sites including the Doorstep Green have been produced by the Health and Safety Inspector and are attached at Appendix 4 together with details of the Town Council's Inspection procedure for the site.

Conservation of Heritage & Nature

Ferryhill Town Council recognises that by not having a Conservation Plan in place progress is being hindered in this aspect of the sites management. The Town Council and 'Friends' group have sought advice and met with representatives from both Durham Wildlife Trust and the Conservation Team at Durham County Council to discuss the potential for developing wildlife habitat and how best to cultivate the existing wild flora on site. In working with the two organisations Ferryhill Town Council endeavours to be able to release its Conservation Plan by September 2016.

On a positive note funding secured from Lafarge Aggregates enabled wildflower plugs, bird, bat and hedgehog boxes to be incorporated into the site and for an interpretation panel to be installed identifying the different wildlife and plant species present on site.

Plans to develop a designated Nature Conservation area are still a priority but due to lack of resources and funding have been delayed.

12.0 Annual Management and Maintenance

The staffing, management and maintenance of the Surtees Doorstep Green falls to Ferryhill Town Council as owners of the site. Approximately two hours per week, in staff time is spent on maintaining the Doorstep Green, inspecting the park, cleaning any graffiti or dog faeces and emptying the bins etc. In addition one member of staff dedicates one day in ten solely to the upkeep of the Green ensuring that it remains a clean, safe and interesting place to visit. 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 provide 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
SG	-	Senior Groundsman
GPO	-	Grants & Projects Officer
FAM	-	Finance and Administration Manager
HSI	-	Health & Safety Inspector
TC	-	Town Clerk
ROSPA	-	Royal Society of Prevention of Accidents /The Play Inspection Company Ltd.
MO	-	Maintenance Officer

Item	Responsibility	Objectives	Frequency
Publicity and Marketing	GPO	Publicise the Park and its activities	All Year round
Financial Monitoring	FAM	Sound Financial Management	Monthly
Inspection of Play Equipment	HSI & WM	Ensure all play equipment is safe to use	Twice a week (Mon & Fri)
Replacement of Play Equipment	TC/HSI	Ensure that any unsafe equipment is replaced as soon as possible and that all equipment be replaced with the next 3 years	Within next 3 years
Community Consultation	GPO	To attend local user group and community group meetings as often as required	As Required (at least 4 community meetings per year)
Horticultural Maintenance & Management	WM, G/SS, SG	To ensure the requirements for horticultural maintenance are met at all times	All Year round

Item	Responsibility	Objectives	Frequency
Horticultural Development	WM, G/SS, SG	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, SG, GPO	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
Annual Safety Inspection of Play Equipment	The Play Inspection Company (on behalf of ROSPA)	Ensure Play Equipment is safe	Annual

Item	Responsibility	Objectives	Frequency
Defects Reporting	WM, G/SS, SG	Ensure all defects are reported to the Town Clerk (TC)	Tice weekly or as problems arise (as reported by the public)
Defects Repairing	MO	To ensure remedial action is taken as soon as possible i.e. litter pick daily, graffiti removal within 48 hours and defective play equipment to be made safe immediately upon discovery etc	As problems arise
Anti-Social Behaviour and vandalism	TC, WM, G/SS, SG	To ensure joint co-ordination between Ferryhill Town Council and Police	On-going
Management Plan Review	TC, WM, G/SS, SG, GPO	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, SG	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	£1,345.60
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	£121.00
		Review of the annual programme	Throughout the year	Weekly	£194.00
		Production of a weekly programme showing detailed maintenance to be undertaken including allowance for unforeseen tasks/repairs	Throughout the year	Weekly	£194.00

Boundaries – Fences	To ensure that fencing continues to provide a secure, attractive boundary to the site	Inspection of boundary fencing	Throughout the year	Monthly	£121.00
		Remedial works – repairs to railing and gates	As necessary following inspection	As required	£12.40
		Remove all self –set tree and shrub seedlings growing too close to walls and railings	January	Annually	£131.00
		Stump re-growth	As necessary	As required	£131.00
Main Park – Inspection Covers	To ensure that the path drainage system functions effectively at all times	Litter/Debris Removal	Throughout the year	Monthly	£131.00
		Remedial Works – repairs to grilles/chambers, drain unblocking etc	As necessary following inspection	As required	£64.00
Paths / Surfacing:	To maintain clean. Attractive, usable path surfaces throughout the site at all times	Litter/Debris Removal	Throughout the day	Daily	£32.41
		Removal of weeds	Throughout the day	Monthly mechanical sweeping	£118.20
	To keep paved areas in the site litter free at all times	Winter sanding	As necessary following inspection during winter months	As required	£84.00
	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 – within 48 hours	£240.00
	Paths to be free of hazards	Leaf litter collection	November – January	Twice annually	£19.20

	such as overhanging branches	Cut back overhanging branches up to 2.5m above ground level	Throughout the year	As required following inspection	£11.72
Paths / Surfacing		Top up sand and grout	Throughout the year	As required following weekly inspection	£21.40
Furniture - Seating	To provide clean, comfortable seating throughout the Doorstep Green	Repainting/re-staining or varnishing of bench components	May – August	As required following weekly inspection	£11.72
		Remedial works – removal of graffiti, re-fixing, replacement of parts etc	As necessary following inspection	As required- within 48 hours	£11.72
Furniture – Litter /Dog 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	£26.40
		Emptying of litter/waste bins	Throughout the year	Daily	£140.00
		Remedial works – removal of graffiti, repairs, replacement of parts etc	As necessary following weekly inspection	As required following weekly inspection	£80.00

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	£34.40
		Removal of litter	As necessary following inspection	As required – within 48 hours	£11.72
		Remedial works – Painting, repairs	May – August	2008 then every 5 years/as required	£11.72
		Updating information, replacement of sign panel	Throughout the year	As required	£11.72
Footpath Handrails	Ensure handrails are in a sound, safe condition	Repair	Throughout the year	As required following inspection	N/A
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	£58.40
		Safety Checks	Throughout the year	Daily	£30.12
		Painting equipment	As necessary	As required	£1,200.00
		Cleaning Equipment	As necessary	As required	£45.00
		Empty Litter Bins	Throughout the year	Weekly	£118.00
		Replace equipment	As necessary	As necessary when equipment becomes unsafe (within 5 years)	N/A

Vegetation: Trees and Windbreaks	To ensure that trees throughout the site remain in a healthy, attractive and safe condition	Inspection of Mature Trees	March – September	Annually	£11.72
		Selective Felling of Over Mature/Declining Specimens	October – February	As required	£21.00
		Selective Thinning of Plantings	October – February	2001 then every 10 years	£38.00
		Pruning and repair of wounds	October – February	As required	£11.72
		Removal/Adjustment of Stakes and Ties	As necessary following inspection	As required	£11.72
		Watering	As necessary depending on weather conditions – Largely May – August	As required – Daily in dry spells	£230.00 (25 hrs)
		New Planting to broaden/supplement diversity of tree stock	October – March	Annually as required	£170.00
		Review of Tree Survey Information and Tagging	March – September	2009 then every 5 years	£38.00
		Other Works – removal of debris trapped in branches etc	As necessary following inspection	As required	£11.72
		Other works – removal of dead plants, thinning of plants etc	June – October	As required	£11.72
		Deadheading Herbaceous plants	Spring	As required	N/A
		Dividing herbaceous plants	Winter, open weather	Annually	N/A

Boundary Hedging	To maintain a healthy, attractive hedge boundary to the site	Prune	Mid/end of growing season depending on condition	Once a year as required for Health and Safety reasons	£36.00
		Chemical Weed Control (Biodegradeable)	In Summer and only where other methods of control have failed	Annually	£21.00
		Manual Weed Control, hedgeline	Throughout the year	Monthly	£11.72
		Fertilizing	Spring	Annually	£11.72
		New Planting to fill in gaps	October – March	Annually if required	£11.72
		Litter/Debris Removal	Throughout the year	Daily	N/A
		Watering	As necessary depending on weather conditions – largely May – August	As required – daily in dry spells	£220.00
		Other Works – removal of dead plants, thinning of plants etc	As necessary	As required	£37.40
Bulbs: Within ornamental planted areas	Display to best advantage	Cut off dead heads	Check twice weekly during flowering period	As required	£11.72
		Tie up dead leaves neatly when flowering is over	Throughout the year according to flowering time	Annually	N/A
Wildlife Area	Develop Wildlife Area	Thin out trees, install bird, bat & hedgehog boxes and reinstate pathway	Throughout the year	Within	£4,800.00

13.0 Financial Plan and Funding

The Surtees Doorstep Green 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 funding received for Capital projects. Table 6 provides a five year financial forecast for the Doorstep Green.

TABLE 5 – FUNDING DETAILS

Source	Details	Amount	Deadline
SureStart	Contribution to Play Equipment	£10,000	Completed
SRB 6 (via Sedgefield Borough Council)		£10,000	Completed
Ferryhill Town Council		£5,000	Completed
Countryside Agency – Doorstep Green		£35,000	Completed
Aggregates Levy Sustainability Fund		£31,300	Completed
SRB (via Sedgefield Borough Council)	Landscaping	£16,000	Completed
Lafarge Aggregates	Planting of Wildflower seeds and plugs, purchase of bat, bird and hedgehog boxes and installation of interpretation panel.	£4,642	Completed

Source	Details	Amount	Deadline
Big Lottery – Awards for All	Outdoor Fitness Equipment	£10,000	Completed
???	Community Noticeboard	£5,000	Funding sources being investigated
???	Recycling Bays	£5,000	Funding sources being investigated
???	Install new Play Equipment (within 3 years)	Quotes required	Funding sources to be investigated
???	Develop wildlife area in fenced off wooded area	???	By end 2016

TABLE 6 – FIVE YEAR FINANCIAL FORECAST

BUDGET HEADING	2016/17 (£)	2017/2018 (£)	2018/2019 (£)	2019/2020(£)	2020/2021 (£)
EXPENDITURE					
Recharged Salaries	11,390	11,500	11,620	11,740	11,860
Overtime – Staff (Office)	70	70	70	70	70
Overtime – Staff (Outside)	80	80	80	80	80
Repairs & Maintenance	150	150	150	150	150
Repairs & Maintenance - Play	1,020	1,040	1,060	1,080	1,100
Repairs & Maintenance – Lighting	1,020	1,040	1,060	1,080	1,100
Grounds – Grasscutting	160	160	160	160	160
Recharged Insurance	220	220	220	220	220
Contingencies	360	370	380	390	400
Equipment – Purchase	200	200	200	200	200
Equipment – Inspection	60	60	60	60	60
Recharged Expenses	1,920	1,970	2,020	2,070	2,120
TOTAL EXPENDITURE	16,650	16,860	17,080	17,300	17,520
TOTAL INCOME	0	0	0	0	0
FINAL TOTAL (EXPENDITURE)	16,650	16,860	17,080	17,300	17,520

14.0 Marketing and Promotion

The Surtees Doorstep Green is currently promoted through Ferryhill Town Council's website: www.ferryhill.gov.uk and facebook page.

Key achievements relating to the site, 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 Doorstep Green. 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 Surtees is ongoing. Following the recent local government re-organisation and spending review however, signage is less of a priority. It is further planned to install a community noticeboard at the entrance to the site however this will be subject to external funding being secured.

Ferryhill Town Council has also produced a Marketing Leaflet to advertise the facilities available at the Surtees Doorstep Green. This has been distributed locally and it is envisaged will continue to be a successful marketing tool, to further attract members of the public, to visit the recreation facility and ideally help to develop membership of the 'Friends' group.

A random site survey carried out on site during the 2012 summer holidays identified an average of 35 children/young people and 14 adults visiting the site daily. User surveys recently carried out on the site and on local school children identified an overwhelming demand for more challenging play equipment to be installed on site, for more activities to be organised and for more planting to take place to make the site more aesthetically pleasing. Results were reinforced by the Annual Town Survey 2015 which considered the Town as a whole. In response to this Ferryhill Town Council intends to continue applying for external funding but also to set aside funds from its annual budget to enable community driven initiatives to be brought to fruition.

Innovation and good practice will also be promoted by nominating the site for awards such as Green Flag.

15.0 Monitoring and Evaluation

As part of the delivery of services at The Surtees Doorstep Green, 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 site and will be useful to direct future management of the site. Further evaluations will also be carried out on individual initiatives. Information will be used to improve services and provide a better picture of who is using the facilities and whether the Surtees Doorstep Green is reaching all sectors of the community.

As improvements continue to be made at the Surtees Doorstep Green 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 THE DOORSTEP GREEN

It is the aspiration of Ferryhill Town Council to address all issues raised by the 'Friends' group as soon as is realistically possible, bearing in mind financial restraints. The Friends of Surtees group is considered by the Town Council as the voice of the people. The group represent the local community and as such are best placed to advise on matters of real concern to the public or to present to the Council any innovative ideas which could significantly improve the Doorstep Green.

Those areas which have been prioritised by the 'Friends Of' group and Ferryhill Town Council include:

IMPROVE OPPORTUNITIES AND FACILITIES IN THE VILLAGE IN GENERAL

Ferryhill Station suffers from a lack of basic amenities with the nearest Town Centre being over one mile away. The Station is geographically isolated and there is very little to do for any age group. By creating a quality community space the Town Council aims to address this problem and enhance the lives of many.

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

Being a linear settlement it is no surprise that children can often be found playing in the vicinity of the main road, which is used as a direct connection to the nearby A1. Although the creation of the Doorstep Green has alleviated this problem to an extent by developing a designated play space, the existing play equipment is becoming worn and is considered by many children as unchallenging.

It is the intention to replace all existing play equipment at the Doorstep Green within the next 3 years (by 2018). Consultation, although ongoing has already identified the need to include a much more varied and challenging range of play equipment at the site.

TO PROVIDE A FOCUS FOR COMMUNITY LIFE IN PEACEFUL, NATURAL SURROUNDINGS

There is very strong support for a community space which addresses the shortage of facilities at Ferryhill Station in general. The Town Council and 'Friends' group aspires to create a space for everyone, a place where teenagers can meet, where children can play, where families can come together and where the elderly can relax. The aspiration

is to provide a place which the community can call their own and which acts as a focal point for village life.

TO PROVIDE A NATURE CONSERVATION AREA

There is a real aspiration to further develop the southern and western boundaries of the Doorstep Green as wildlife areas. External funding was secured to enable wildflower plugs and seeds to be planted and consequently help to improve habitat and species diversity. Funding also enabled bird, bat and hedgehog boxes to be located throughout the park and an interpretation panel describing the wildlife and plant species present on site to be installed.

Developing a Conservation Plan for the site could be useful in helping to further the development of the sites conservation area. The Town Council endeavours to publish its Conservation Plan by the end of 2016.

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 to ensure that the facilities at the Doorstep Green are appropriate for the local communities needs. It is also intended to continue to apply for external funding to install recycling bays on site and to further develop the wildlife area as well as planting at least one medium to large sized tree on site each year.

TO DEVELOP A PROGRAMME OF ACTIVITIES/EVENTS

Activities/events, especially those involving local schools will be encouraged on the Doorstep Green, as is already the case with bulb/seed planting days. The Town Council aspire to hold regular 'Friends' activity days where members will become involved in making bird and hedgehog boxes etc. The Town Council also endeavours to encourage the Ferryhill Ramblers to frequent the site as well as the Play Rangers. The local school and SureStart Centre already organises a range of events on the site from Easter Egg Hunts to Teddy Bears Picnics.

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

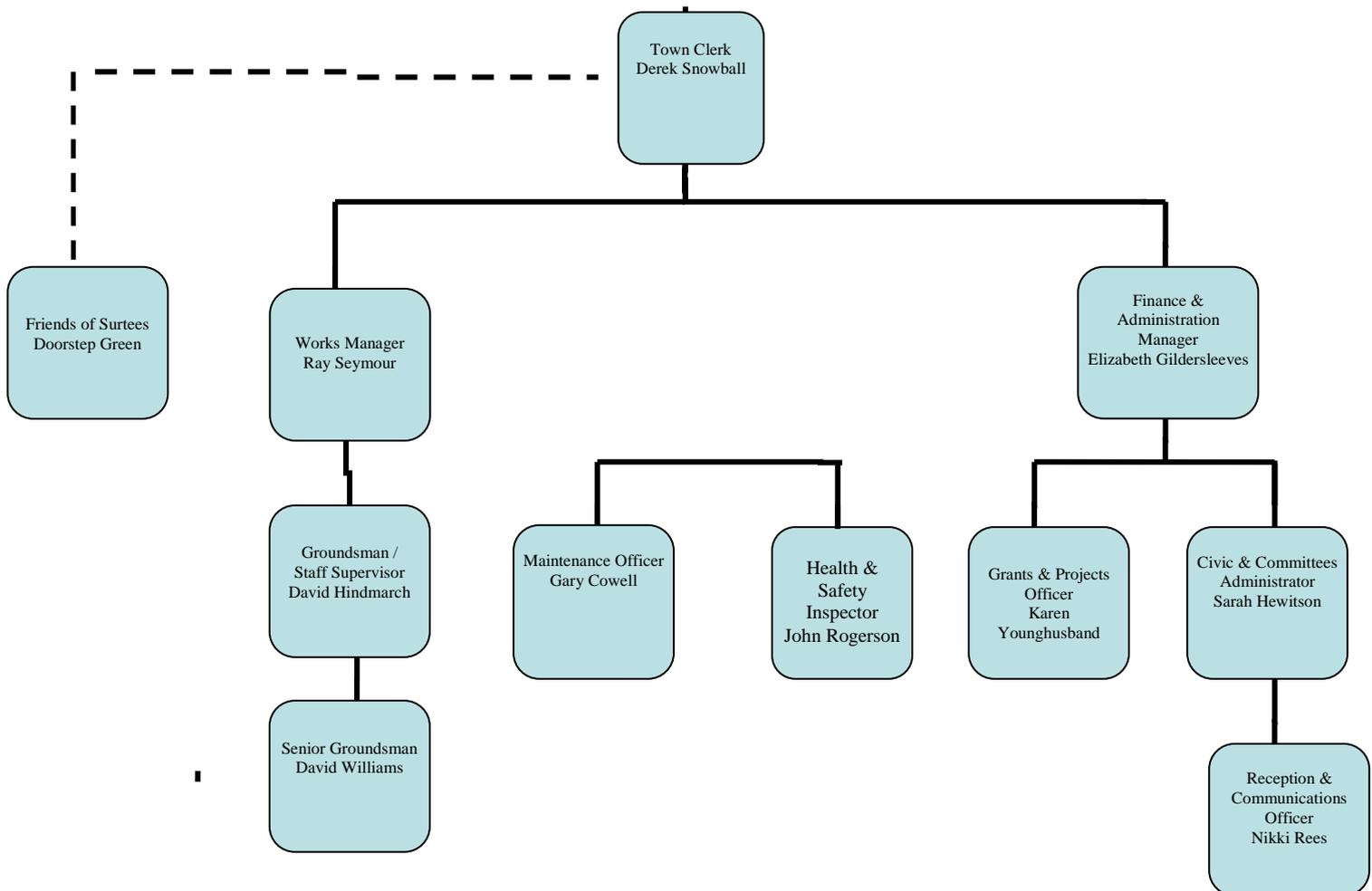
The Town Council and 'Friends' group does not only want to see a pleasant community space, they see the Doorstep Green as an opportunity to develop something truly individual for the village, something which brings the community together and instils a sense of common purpose, strengthening community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

APPENDICES

- Appendix 1 - Surtees Doorstep Green Staffing Structure
- Appendix 2 - Surtees Doorstep Green Maintenance Standards
- Appendix 3 - Plant/Tree List
- Appendix 4 - Risk Assessments/Inspection Procedure
- Appendix 5 - Marketing Leaflet (pdf file – separate document)

Appendix 1

SURTEES DOORSTEP GREEN STRUCTURE



APPENDIX 2

SURTEES DOORSTEP GREEN 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
Normal Grass Areas	March – November	25mm	75mm	75mm	Fortnightly	Rotary Cylinder Tractor – Pedestrian
Bulb Planted Areas	July - August	25mm	N/A	N/A	Yearly July - August	Return Areas as Open Space
Path Edging Normal Grass Areas	October - March	N/A	N/A	N/A	Yearly October-March	N/A

GRASS : HERBICIDE TREATMENT (Please note all chemicals used are bio-degradable)

Area Type	Season	Herbicide Type	Water / Emulsion	Maximum Frequency	Minimum Frequency	Applicator
Fixed Obstacles Fencelines Normal Grass Areas	March - October	Non-Residual Glysohate	Water	2 Treatments Yearly	1 Treatment Yearly	Knapsack Sprayer
Bark	March - October	Non-Residual Glysohate	Water	2 Treatments Yearly	1 Treatment Yearly	Knapsack Sprayer

TREE COPSE MAINTENANCE STANDARDS

Area Type	Season	Maximum Depth	Minimum Depth	Minimum Frequency	Maximum Bedding Plants sq m	Minimum Bedding Plants sq m
Tree Copse Pruning	October – March	N/A	N/A	Yearly	N/A	N/A

HEDGE CUTTING

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

ENVIRONMENTAL/WILDLIFE AREA

Area Type	Season	Minimum Height After Cutting	Maximum Height After Cutting	Maximum Height Between Cuts	Minimum Frequency	Cut Type Hand Type
Litter Pick	October – March	N/A	N/A	N/A	N/A	N/A

APPENDIX 3

LIST OF TREES AND BULBS AT SURTEES DOORSTEP GREEN

TREES

- Hawthorn (Crataegus Monogyna)
- Cherry (Prunus Avium)
- Beech (Fagus Sylvatica)
- Alder (Alnus Glutinosa)
- Sycamore (Acer Palmatum)
- Birch (Betula Pendula)
- Rowan Sorbus Aucuparia)
- Willow (Salix)
- Ash (Fraxinus Excelsior)
- Malus
- Carpinus Fastigiata

BULBS

- Daffodils (Narcissus)
- Chionodoxa
- Puschkinia
- Ornithogalum

APPENDIX 4

FULL PLAY AREA INSPECTION SHEET - SURTEES

(Quarterly Inspection Sheet – Feb/May/Aug/Nov)

Signed: _____

Date: _____

	CONDITION	SURFACING	DEFECT & RISK High, Medium, Low	DATE REPAIRED
<u>PLAY EQUIPMENT</u>				
<u>MINI MULTIPLAY</u>				
Swings				
Roundabout				
<u>JUNIOR MULTIPLAY</u>				
Roundabout				
See Saw				
Swings				
Notices				
<u>TRIP HAZARDS</u>				
Basketball court & hoop				
Youth Shelter				
<u>BENCH SEATS</u>				
1 in nursery play area				
4 outside play area				
3 metal picnic tables 3 seats each table				
0 bench footpath to youth shelter				

<u>LITTER BINS</u>				
1 outside nursery play area				
1 next to youth shelter				
<u>ANY OTHER H & S ISSUES?</u>				
<u>ANY OTHER COMMENTS?</u>				

APPENDIX 4 CONTINUED

PLAY AREA DAILY/WEEKLY CHECKSHEET

DATE & TIME:- _____ INSPECTOR:- _____

	LEISURE CENTRE	CARLTON STREET	MAINSFORTH	KING GEORGE V	DEAN BANK JUNIOR	DEAN BANK INFANTS	SURTEES
Play equipment in good state repair and safe?							
Surfacing in good state repair and safe?							
Details any damage							
Fences in good state repair and safe?							
Grass in need of cutting?							
Any debris stones present?							
Play equipment in need of clean?							
Any trip hazards present?							
Any dog faeces/glass present?							
Goal posts/basketball hooks secure?							
Litter present?							
Bins in need of emptying?							
Any Action Taken?							
Action to Take?							

DRAFT POLICIES & STRATEGIES

Health & Safety Policy

Sustainability Policy

Draft Action Plan

Conservation Plan (To be produced by end of 2016)

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.

SITE SPECIFIC HEALTH AND SAFETY POLICY SURTEES DOORSTEP GREEN

Health and safety inspections are carried out on a daily basis by the ground staff at Surtees Door Step Green 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.

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.

Note: Detailed Risk Assessments are available from the Health & Safety Inspector

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/Aims Site Specific to Surtees Doorstep Green

- It is Ferryhill Town Council's Policy to plant additional trees each year to each of its sites, including Surtees Doorstep Green to encourage wildlife habitat and enhance the natural environment
- Ferryhill Town Council will use only biodegradable herbicides on site
- 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
- Ferryhill Town Council will develop a Nature Conservation area on site by end Of 2017

DRAFT ACTION PLAN (Under Development)

Aspiration	Timescale
Hold 4 Friends Meeting per annum	Yearly in March, June, September, December
Plant at least one tree on site per annum	Yearly
Host at least 2 Events on site per annum	Yearly in Easter and Summer Holidays
Install Noticeboard on site	By March 2017
Develop Nature Conservation Area	By end of 2017
Replace existing Play Equipment and play surfacing	By end of 2018