

Alice Park Trust Sub-Committee

Date: Monday, 25th June, 2018

Time: 6.00 pm

Venue: Brunswick Room - Guildhall, Bath

Councillor Rob Appleyard

Michael Norton

Geoff Ward (Chair)

Co-opted members non-voting: Lin Patterson (Bath and North East Somerset Council) and
Paul Hooper (Independent)

Chief Executive and other appropriate officers

Press and Public



Marie Todd

Democratic Services

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: 01225 394414

Web-site - <http://www.bathnes.gov.uk>

E-mail: Democratic_Services@bathnes.gov.uk

NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the **Public Access points:-** Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

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Decision Making Powers of the Sub-Committee:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance. The objects of the Alice Park Trust are for use as a public park and children's recreation ground.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

Alice Park Trust Sub-Committee - Monday, 25th June, 2018

at 6.00 pm in the Brunswick Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

6. ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE MEETING HELD ON 23 APRIL 2018 (Pages 7 - 12)

To confirm the minutes of the meeting held on 23 April 2018.

8. MANAGEMENT PLAN UPDATE (Pages 13 - 16)

To receive the annual update on the Management Plan for Alice Park.

9. STATEMENT OF ACCOUNTS AND ANNUAL REPORT FOR 2017/18 (Pages 17 - 44)

To consider and approve the statement of accounts and the annual report for the Alice Park Trust.

10. SKATE PARK DESIGN AND UPDATE (Pages 45 - 52)

To consider a report giving an update on the provision of a skatepark in Alice Park.

11. PATIO AREA AROUND CAFE UPDATE (Pages 53 - 58)

To consider a report regarding the use of the area around the Alice Park Café.

12. ALICE PARK FOOTPATHS UPDATE (Pages 59 - 62)

To consider a report giving an update on proposals for additional footpath provision in Alice Park.

13. POND AREA UPDATE (Pages 63 - 66)

To consider a report regarding the possible refurbishment of the pond area in Alice Park.

14. PEST CONTROL

To discuss the arrangements for the provision of pest control services in Alice Park. Mark Cassidy, Team Manager, Parks and Bereavement Services will report.

15. REPLACEMENT OF PLAY AREA SIGNS

To consider a new design for replacement of play area signage in Alice Park. Mark Cassidy, Team Manager, Parks and Bereavement Services will report.

16. WASTE BIN COLLECTION IN ALICE PARK

To discuss the arrangements for waste bin collections and recycling in Alice Park. Cllr Geoff Ward will report.

17. DATE OF NEXT MEETING

To note that the next meeting will take place on Monday 22 October 2018 at 6pm.

The Committee Administrator for this meeting is Marie Todd who can be contacted on 01225 394414.

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ALICE PARK TRUST SUB-COMMITTEE

Minutes of the Meeting held

Monday, 23rd April, 2018, 6.00 pm

Councillor Rob Appleyard	-	Bath and North East Somerset Council
Councillor Michael Norton	-	Bath and North East Somerset Council
Councillor Geoff Ward (Chair)	-	Bath and North East Somerset Council
Councillor Lin Patterson	-	Bath and North East Somerset Council (non-voting)
Paul Hooper	-	Independent Member (non-voting)

36 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

It was noted that Sujata McNab had resigned from her role as Independent Member of the Trust Sub-Committee. Members were grateful for the work that Sujata had undertaken and agreed to write a letter to thank her for the time she had given to the Trust.

37 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer explained the emergency evacuation procedure.

38 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Apologies for absence were received from Mark Cassidy, Team Manager, Parks and Bereavement Services.

39 DECLARATIONS OF INTEREST

There were no declarations of interest.

40 ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS

Tony Hickman, proprietor of the Alice Park Café, spoke regarding the use of the small grassed area next to the patio area by his premises.

Mr Hickman explained that over the past nine years he had been under the impression that the area up to the end of the fence, just beyond the patio was included in "his area". As such, this had been used on occasions during the summer for parties and putting up a marquee for the Christmas market.

Mr Hickman stated that he would like to offer the Alice Park Trust a one off payment of £250 to allow him use of this area as if it were part of his current lease. He would use the area for occasional private parties, Christmas market, charity marquees, DJ

and acoustic performances.

41 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair had agreed that one item of urgent business should be discussed at the meeting relating to the use of the small grassed area next to the patio area by the café. This matter had been raised at the previous meeting and at this meeting by Mr Tony Hickman under public questions/comments.

The Sub-Committee discussed the suggestion put forward by Mr Hickman for the use of this area. Members noted that the use of the area would require a variance of the existing lease which would involve obtaining a valuation from a surveyor. This was likely to cost more than the £250 being offered by Mr Hickman.

It was suggested that Mr Hickman could use the area on an ad hoc basis on payment of the current hire rate.

Members supported the work of the café in Alice Park but felt that more information was required before making a decision on this matter. It should be considered as part of the wider schedule of events in the park alongside details of fees, charges and lease values.

RESOLVED: To defer consideration of this matter until the next meeting as further information is required.

42 MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2018

The minutes of the meeting held on 5 February 2018 were confirmed and signed as a correct record.

43 SKATEPARK DESIGN BRIEF AND IMPLEMENTATION

The Sub-Committee considered a report regarding the provision of a skate park in Alice Park. The following issues were discussed:

- Cllr Norton expressed some concern about the proposed height of the skate park and felt that it should be no more than 1m in height.
- Paul Hooper highlighted the need to build in controls regarding the contract including the provision of a risk register.
- Cllr Ward explained that he had visited the other skate parks located in the B&NES area. He had some concerns regarding litter and graffiti and hoped that this could be avoided at Alice Park. He also drew attention to paragraph 3.5 of the report which stated that the Trust should be prepared to contribute financially to any identifiable shortfall from its own resources/income stream.
- Cllr Appleyard pointed out that the skate park would be the Council's facility and, as such, would be included in the regular inspections and cleaning regimes.

- Paul Pearce, Team Leader, Parks and Trees, explained that the site would be inspected twice a week and that litter would be picked and any graffiti removed using specialist equipment.
- It was noted that the £30k to be provided by private donors will be held by the Trust and released to the Council once the lease has been finalised and before the contract with the provider has been entered into.

RESOLVED:

- (1) To agree the following brief to allow commencement of the skate park project:
 - (a) The skate park should be located in the lower corner of Alice Park by the play area.
 - (b) The skate park should ideally be 200 sq m in size – but not limited to this allowing for a 10% variance and based on the design produced by the contractor.
 - (c) The skate park should ideally be 1m height – but not limited to this and based on the design produced by the contractor.
 - (d) To consider an opening in the corner for easier access.
- (2) The upper age limit for skate park usage is 14 years so the design should reflect this.
- (3) To ask for the best design for the skate park which will be brought back to the Sub-Committee for scrutiny.
- (4) To arrange for the transfer of the £30k into the Trust's account by 30 April 2018 or thereafter.

44 SAND PIT REPLENISHMENT

The Sub-Committee considered a motion put forward by Cllr Rob Appleyard regarding the replenishment of the sandpit in Alice Park.

The level of sand in the sandpit had reduced through natural causes and additional sand is now required. The total cost of replenishment would be £2,412.60 +VAT.

Paul Pearce, Team Leader, Parks and Trees, confirmed that the sand provided a safety surface and that there was a potential health and safety risk if the sand was depleted.

RESOLVED: To instruct the B&NES parks department to supply and fill 20 tonnes of play sand immediately.

45 ALICE PARK POND

The Sub-Committee considered a motion put forward by Cllr Rob Appleyard regarding the refurbishment of the pond in Alice Park.

The following issues were discussed:

- Cllr Appleyard explained that following feedback from park users and the wider community the condition of the pond had been highlighted as a cause of concern. He stressed the need to keep the pond and its benefits to park users and, therefore, to agree to start a refurbishment programme.
- Paul Hooper felt that a clear plan was required for any refurbishment. He suggested that some fencing be provided to address any health and safety concerns relating to the pond.
- Cllr Norton felt that this matter should be considered in greater detail at a future meeting.
- Cllr Patterson stated that she would not wish to see the pond barricaded by fencing or being made to look unnatural in any way.
- Paul Pearce, Team Leader, Parks and Trees, explained that there were a number of different priorities for work within Alice Park. He advised members to consider the design and purpose of the pond with the possibility of carrying out a more comprehensive modification.
- Cllr Ward felt that the skate park should be the Parks Team's main priority for the time being. He proposed that any pond refurbishment should be considered in the context of wider park improvements taking into consideration the management plan for the park.
- It was noted that there was no immediate health and safety concern with regard to the pond in Alice Park.

RESOLVED: To defer consideration of this matter until the next meeting.

46 ALICE PARK FOOTPATHS

The Sub-Committee considered a motion from Cllr Rob Appleyard regarding the provision of footpaths in Alice Park.

Cllr Appleyard explained that the Alice Park survey had shown that a key concern of users was the inability to navigate around the park using connected footpaths. Cllr Appleyard had spoken with officers from the B&NES Parks Department and it had been suggested that two sections of additional paths would create the desired connections and allow circular travel around the park.

Cllr Appleyard also informed the Sub-Committee that a successful bid of £43,200 had been made to the Bath City Forum and was now awaiting sign off from the cabinet member.

The following issues were then discussed:

- Paul Hooper supported this proposal but felt that the path should go behind

the tennis courts. He suggested a site visit before any firm decisions were made.

- Cllr Norton stated that this was an excellent idea but noted that the Sub-Committee should be mindful of officers' existing commitments.
- Paul Pearce, Team Leader, Parks and Trees, pointed out that additional paths would require ongoing maintenance from the Council. If members agreed this proposal then it would be dealt with by the Project Delivery Team and would be considered in the context of the management plan for the park.
- It was noted that the actual funding had not yet received sign-off from the Cabinet member and that further information was required before making a firm decision. Members were generally supportive of the proposal to provide additional paths in the park.

RESOLVED:

- (1) To accept, in principle, the award of £43,200 from the Bath City Forum Community Infrastructure Fund for additional paths within Alice Park.
- (2) To consider this matter at the next meeting when further information is available.

47 FUTURE MEETING DATES

RESOLVED: To agree that future meetings will take place on the following dates:

Monday 25 June 2018 – 6pm
Monday 22 October 2018 – 6pm

The meeting ended at 7.30 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Alice Park Trust Sub Committee	
MEETING/ DECISION DATE:	25 June 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Management Plan Update	
WARD:	Lambridge	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Alice Park Management Plan 2016 - 2022		

1 THE ISSUE

1.1 The Alice Park Management Plan 2016 -2020 was agreed by the Alice Park Sub-Committee on 27 March 2017. The guiding principles of this plan are in line with Green Flag standards which are:-

- **A WELCOMING PLACE**
- **HEALTHY, SAFE AND SECURE**
- **WELL MAINTAINED AND CLEAN**
- **ENVIRONMENTAL SUSTAINABILITY**
- **CONSERVATION AND HERITAGE**
- **COMMUNITY INVOLVEMENT**
- **MARKETING**

1.2 At the end of the management plan is a matrix of recommended improvement actions for a 5 year period between 2017 and 2021.

1.3 Despite being agreed as a document, the suggested improvements in the management plan require scrutiny as they may not be reflective of current priorities due to resource restrictions, the actions are unlikely to take place unless prioritized and with many not being within existing resource allocations.

1.4 The management plan actions matrix is equally overshadowed by the pace of the parks other strategic development objectives. The skatepark is being installed and

there are emerging plans to develop the tennis area and renegotiate the café lease on the horizon.

- 1.5 The latter developments may be very rewarding and are understandably a priority to the Alice Park Sub-Committee, however it should be predicted that these developments may have impacts upon other users and that these issues could be planned for (examples – the skatepark area is in close proximity to the boules pistes and the boules players are interested in extending the boules area. It might be explored as to whether the boules area would be better positioned elsewhere in order to maximize benefit from the investment, the likely tennis improvements could be enhanced by changing/toilet facilities which potentially could consider the adjacent pavilion).

2 RECOMMENDATION

- 2.1 The management plan actions should be reviewed by the Trust members in light of the new finances available and awareness of the needs/impacts of other projects. That a strategic view be taken to coordinate improvements that derive most benefit for the investment (income generation/efficiency saving/safeguarding the park fabric).

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The maintenance of the park is in a financial deficit position as ‘the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES’.
- 3.2 Financial pressures within B&NES creates a situation where further costs cannot be absorbed and that improvement works must be contained in existing staff allocations to the Service Level Agreement or funded separately.
- 3.3 Strategic actions should strive to increase park revenues in order to self-fund park improvements (events, boules, concession, tennis incomes).
- 3.4 These park improvements should be prioritized alongside those that halt further depreciation of the park fabric/facilities but that is sustainably affordable and offers good cost/benefit value going forward (example; the Probation Service could be used to cheaply paint signage, benches and potentially carry out minor repairs to infrastructure).
- 3.5 Actions achieved from the management plan are, renewed play area gate, tree work actions, informal path between car park and café, installation of new swings, painting/repair of car park railings.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council is sole corporate trustee of the Alice Park Trust. The Alice Park Trust’s Sub-Committee’s terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust’s objects and the duties it owes pursuant to the Charities legislation.
- 4.2 Members in their capacity as Trustee must administer the Trust in good faith, abiding strictly to the objects of the Trust and administering the Trust for the benefit of the public which may at times conflict with the interests of the Council.

- 4.3 The objects of the trust require the land bequeathed to be used as a public park and children's recreation ground. The Sub-Committee must consider whether any proposed use falls within the trust's objectives, and if so whether to permit the use requested. If it permits the use then it must decide on what terms, in order to ensure effective use of the park whilst minimising any conflict between the different uses to which the park is subject to under the terms of the trust deed.
- 4.4 One important consideration for the Alice Park Trust Sub-Committee to consider, when deciding upon the issue of expenditure, is that the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES and therefore a very clear plan to fund future expense will be required.

5 THE REPORT

- 5.1 That the committee review the 5 year management plan matrix and amend it in light of emerging park initiatives.
- 5.2 That new funds are spent in a prioritized way in accordance with this plan.

6 RATIONALE

- 6.1 The Trust must work within its and the Council's financial constraints.

7 OTHER OPTIONS CONSIDERED

- 7.1 None.

8 CONSULTATION

- 8.1 Finance and Legal Officers have had opportunity to review and input into this report.

9 RISK MANAGEMENT

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person(s)	<i>Mark Cassidy 01225 396811</i>
Background papers	<i>N/A</i>
Please contact the report author if you need to access this report in an alternative format	

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Alice Park Management Plan: 2016 – 2022

This management plan was compiled by Bath and North East Somerset Council's Parks and Green Spaces Service.

Further information about this management plan can be obtained from:

Mark Cassidy, Royal Victoria Park Nursery, Marlborough Lane, Bath BA1 2LZ

Tel: 01225 39 40 41

Email: Mark_Cassidy@Bathnes.gov.uk

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Forward

The management plan for Alice Park has been developed to provide the Sub-Trust with information and knowledge of the Council's maintenance operations. The plan will assist in towards the decision making process about the park's current and future development.

The objectives have been developed to support the aims and the vision of the Alice Park's Sub-Trust to provide high quality, vibrant greenspace and improving standards through community consultation and involvement.

The vision is to nurture community wellbeing and provide a well maintained and safe, healthy and sustainable destination park for all to enjoy.

The Alice Park Trust has not previously applied for a Green Flag Award and given the current financial constraints this would be an aspirational target.

During July 2016 the Parks Management Team undertook a facilitated self-assessment, SWOT analysis, of Alice Park using the field assessment criteria from the Green Flag Award and produced a five-year action plan, for which the Alice Park Sub-Trust could consider.

This Management Plan has been written in a style that reflects the seven Green Flag principles:

- A Welcoming Place
- Healthy, Safe and Secure
- Well Maintained and Clean
- Environmental Sustainability
- Conservation and Heritage
- Community Involvement
- Marketing

The Alice Park Sub-Trust

There are four trustees appointed to the Alice Park trust: Councillors R. Appleyard and L. Patterson - non-voting members, and, Councillors M. Norton and G. Ward - voting members, and, M. Norton – Chairman. There are two Independent members S. McNab and P. Hooper.

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Appendix 3	Environmental Policy
Appendix 4	Pesticide Management Policy

1 Site Summary

Site Name:	Alice Park
Location:	OS Grid Reference: ST 277651
Area:	2.8 ha (8 acres)
Origin:	The Alice Park was given by Herbert Montgomery of Batheaston in 1937 to Bath and North East Somerset Council. The Council is the Corporate-Trustee.
Designations:	Located within the World Heritage City (WHC) of Bath.
Tenure:	Registered Freehold (As Trustee)
Uprn:	100121396530
Comments:	Registered to Official Custodian for Charities on behalf of Alice Park
Full address:	The Alice Park, Gloucester Road, Lambridge, Bath, Bath and North East Somerset, BA1 7BH.

Restrictions for development: The land is subject to restrictive covenants affecting the erecting of buildings and limiting permissible developments on the land itself.

1.1 Site Description & History

Ownership

Alice Park was given in trust to the Council in 1937, for the use as a public park for children and adults, by Herbert Montgomery MacVicar of Batheaston, as a memorial to his wife: Frances Alice Harriet.

Bath and North East Somerset Council is the Corporate Sole-Trustee for Alice Park and currently undertake maintenance of designated zones within the Park.

The Alice Park Sub-Trust was formed in October 2016 and the trustees are aspiring to developing the facilities within the Park.

1.2 Location and structure

Alice Park is located within the boundary of the City of Bath.

Full address: The Alice Park, Gloucester Road, Bath, Bath and North East Somerset, BA1 7BH. OS Grid Reference: ST 764666

Alice Park is situated 2miles to the east of the city centre of Bath and 1.5miles from Batheaston in the west. Within the Lambridge grid-square, the north and western

areas are predominately housing and areas of recreational space, towards the south and east privately owned sports fields, marshland and the River Avon.

The nearest train station: Bath Spa, is approximately 3.1 miles (4.9Km) away in Bath.

Alice Park is located between Gloucester Road in the East and London Road to the South. Alice Park is located within 0.5 miles of the A4 corridor. There is good access to Alice Park using public transport.



Figure 1 Aerial view of Alice Park and surrounding area

Alice Park has one dedicated car park to the north-west of the Park off Gloucester Road, a café, children's playground, children's cycle track, WWI Memorial Area, boules piste, tennis courts and a designated quiet zone.

There are tree and shrub plantings as well as several ponds. There is a tarmac path that leads from the car park to the tennis courts, and a separate tarmac path from the pedestrian entrance off London Road that links with the children's playground. Both paths offer adequate disabled access, though there is no circular route around the Park.

Area covered by management plan

Alice Park is a 3.4 ha (8 acre) in size. This management plan covers Alice Park itself.



Figure 2 Boundary of Alice Park

2 Introduction

2.1 The Management Plan

This document sets out the current management provision of Alice Park, and is designed for the Alice Park Sub-Trust to continue its management and development as an important community asset.

The Council's Parks Department have undertaken a SWOT analysis to identify key areas the development that Alice Park Sub-Trust may wish to consider for the Parks future development. Please refer to the SWOT analysis in section 11: Management.

2.2 Aim:

The aim of the management plan is to provide the Alice Park Sub-Trust with information and knowledge for which areas of the Park is maintained by the Council. The management plan will:

- Provide a maintenance schedule for specific zones of the Park
- Identify aspirational improvements and make recommendations

2.3 Objectives:

- Maintain and enhance the overall condition of the Park
- Provide accessibility for relaxation and enjoyment of the Park
- Provide information about the Park
- Identify new future development opportunities to enhance the Park
- Manage the site in a sustainable manner
- Take into account relevant health and safety legislation.



Figure 3 Youngsters enjoying informal football at Alice Park

2.4 Legislation and Bylaws

Alice Park has a number of specific bylaws established in the Public Health Act 1875, s.164, and in the Open Spaces Act 1906, s. 2; s.15 (more detail can be found in Appendix 1).

In addition, Alice Park is covered by a legislative framework, which seeks to address and control behaviour and activities within the Park. These issues are actively promoted and enforced in partnership with the Police and other Council departments. Some of the main responsibilities are outlined below:

Table 1 Legislation governing activities in the Park

Legislation	Relevance	Responsible organisation
Anti-social Behaviour, Crime and Policing Act 2014	Dog Fouling, nuisance, ASB, community safety	Bath and North East Somerset Council/ Police
Environment Protection Act 1990	Noise nuisance, litter, abandoned vehicles, fly-tipping	Bath and North East Somerset Council
Equality Act 2010	Access and participation for disabled people	Bath and North East Somerset Council
Health and Safety at Work Act 1974	Health and Safety of visitors and workers	Bath and North East Somerset Council
Management of Health and Safety at Work Regulations 1999	Health and Safety of visitors and workers	Bath and North East Somerset Council
Licensing Act 2003	Selling and or supply of alcohol at events	Bath and North East Somerset Council
Localism Act 2011	Community Empowerment	Bath and North East Somerset Council
Occupiers Liability Act 1984	Health and Safety of visitors and workers	Bath and North East Somerset Council

Public Health Act 1975	Health and Safety of visitors and workers	Bath and North East Somerset Council
*Town and Country Planning Act 1990	Control over development and change of use to buildings, assets and open spaces	Bath and North East Somerset Council

*Planning controls exist to provide protection for trees. These require six weeks written notice to the planning authority, prior to works undertaken.

2.5 History

1938	<p>The Alice Park was given to Bath for use as a public park by Herbert Montgomery MacVicar of Batheaston. The donation of the park was a memorial to his wife Frances Alice Harriet, who died in 1936 at the age of fifty three. The untimely death of his wife's death was the motivation behind MacVicar's donation of the park in memorial, hence the name: Alice Park.</p> <p>MacVicar founded the park as a facility for the enjoyment and sporting achievement of local children. Several sports clubs were also set up and endowed by MacVicar to the delight of those in Bath at the time. He maintained a close interest in the development of the clubs and attended tournaments by means of a gate between the park and his house, "The Elms". MacVicar believed that access to the sports clubs should be available to all of school age, regardless of background, and subsidised clothing, sports equipment and even transport costs for those unable to afford it themselves.</p>
1938	The park and cottages were laid out and constructed, for the reputed sum of £320,000. The two park keepers' cottages were designed by Geoffrey Jellicoe who was one of the principal figures of landscape design in Bath at the time.
1939-1945	During WWII an underground air raid shelter was constructed, so that the park visitors could seek refuge from German bombs. Once the war was over, the old shelter was turned into a store for sports equipment. Later this building was filled in with concrete, and the outline can just be seen below the tennis courts.
1940	<p>The Tea Chalet, now known as Alice Park Café, was originally called "Jellicoe Tea Rooms" after the park designer.</p> <p>Two cottages were built to house Alice Parks' keepers who each worked on alternate days to keep the grounds in order. The two cottages are now a private residence and the Alice Park Nursery.</p>
1944	Queen Mary visited Alice Park to plant fruit trees in the grounds. The Paddling Pool was later transformed into the present-day sandpit in the children's play area.
1957	Herbert Montgomery MacVicar died in July 1957 at the age of 85. He was buried at the Church of St. John The Baptist in Batheaston next to his wife: Frances Alice Harriet. MacVicar's motto: " <i>make neither fish, fowl nor red herring of one another</i> " which many interpret as: ' <i>all should be equal in the scheme of things</i> ' is chiselled into the four futuristic stone plaques on the cottages.
2009	The Jellicoe Tea Pavilion was transformed into the Café. Much of the original structure still stands, despite the refurbishment.
2010	The 'Time Team*' expressed an interest in excavation of parts of Alice Park. The interest was short-lived on the desk-study revealing only the presence of the old air raid shelter.

*The 'Time Team' is a group of individuals who use ground-breaking methods for archaeological exploration and sites of specific interest and historic importance. Such explorations have been recorded and aired on television, though not for Alice Park.

3 A Welcoming Place

Alice Park has a prominent position in the landscape and within the built environment of this World Heritage City. Its location is such that it is close to a main commuter route into the City and easily accessible from surrounding villages using public transport.

The main entrance to Alice Park, off Gloucester Road, is formally signposted with historic signage. A small car park contains limited car parking spaces. Parking is free. On-road car parking is possible in marked areas along Gloucester Road, but congestion may be problematic.

There is a children's Nursery to the left of the entrance to Alice Park, and the majority of traffic is related to this community provision.

There is an information board inside the main entrance, which is in need of updating.



Figure 4 Gloucester Road and London Road entrance signage

The entrance gate off London Road has Council-branded signage, with an additional cast-iron 'AP' welded to the left-hand gate.

A cast-iron plaque on four steel legs is located in the far end of the main car park before the grassed area begins, pays tribute to MacVicar for the donation of the Park.

During the recent SWOT of Alice Park, it was noted that the Park is absent of interpretation signage and orientation tables, which would benefit both current and future use and retention of users.

Alice Park is generally open on most sides and offers good views of the natural landscape beyond.

The main vehicle entrance and car park has an adequate tarmacadam surface and good for wheelchair access.

The topography of the park is such that there is good pedestrian access to most areas. Though after heavy rainfall, the grassed areas around the quiet zone and ponds are liable to water-logging and so may be problematic for persons with physical limitations and those dependent on wheelchair use.

Additional tarmacadam pathways and access refurbishments have been identified to encircle the park and make it inclusive for DDA accessibility.

There are two relevant policy documents that guide the welcoming nature and accessibility considerations for Alice Park. These form the Council's Access Policy and the Disability Discrimination Policy. The access policy contains eight fundamental principles set out below:

Bath and North East Somerset Council in accordance with its vision and values:-

- 1.1 is committed to equal, independent access for all service users and employees to all of its services and facilities
- 1.2 is committed to the goal of creating a "barrier-free" environment which is accessible to all
- 1.3 will seek to ensure its own buildings are fully accessible and will seek effective solutions to the issue of improving access in listed buildings
- 1.4 will seek to ensure Council information is accessible by provision in alternative formats
- 1.5 will promote the concept of "good access benefits all" both internally to all Council departments and externally to building professionals, interested groups, public agencies, businesses and the general public
- 1.6 will appoint member(s) of staff to implement and review this policy and to reflect the differing needs of the urban and rural areas e.g. an Access Officer to take responsibility for each area
- 1.7 will demonstrate commitment to improved levels of access and facilities in all relevant policy considerations, joint working with other agencies and resource allocation
- 1.8 will seek to promote access improvements in the wider community through its planning and licensing decisions

The guidance document from the Human Rights Commission: “Equality impact assessment quick-start guide”, provide authorities with the necessary understanding for conducting and including equality impact assessments (EIAs) in provision of open space.

For the purpose of understanding the specific leases and Council’s grounds maintenance operations, Alice Park has been split into eight zones and this plan has been written in the format of a Green Flag management plan:

1. Children’s Playground and segregated cycle track
2. Informal leisure areas
3. Tennis Courts
4. Boules Piste
5. Community garden
6. Quiet zone with ponds
7. Café
8. WWI Memorial Garden

1. Children’s playground and segregated cycle track

The Children’s playground is located in the south-west corner of Alice Park between the café in the top-left corner and London Road in the bottom–left. The playground is fenced and gated access which segregates it from the rest of Alice Park at limited security. Items of play equipment include swings, cradle swing, sandpits and logs & bark pit, as well as a weather-resistant ping pong table.

The children’s cycle track is located in the southern area of Alice Park. The track is line-painted as a mini-road, and supports the education of safe road usage both as a young pedestrian and cyclist. The track substrate is tarmacadam with natural ground surround.

The SLA for the inspection of the Children’s playground equipment can be found at Appendix F.

2. Informal leisure areas

The main recreational activity is dog walking, along with jogging, ball games and enjoying a quiet moment to simply appreciate the park. Local sports groups with player age groups ranging 5-16 years old regularly utilise the expanse of grass in the middle of Alice Park as informal football pitch and other team-game activities.

The SLA for Grounds Maintenance can be found at Appendix D.

3. Tennis Courts

There are 6 outdoor all-weather tennis courts in Alice Park. The courts are located in the northeast area of the park. The courts are surrounded by high

chain-link fencing and have gated access for added security. There is seating for spectators and or players at the edge within the playing space.

The Tennis Hut faces towards the tennis courts and is used during matches to record scores between players. The hut also serves as a storage facility for game equipment.

Tennis is a popular with a wide age range of users. Due to high footfall and usage the substrate and fencing are becoming worn; and these have been identified from the Parks SWOT as an area in need of refurbishment, please refer to the Management Section 11.

The tennis courts are maintained by the Council and the surfaces are treated annually with algal growth inhibitors.

The SLA for tennis court maintenance can be found at Appendix D.

4. Boules piste

The Boules Piste (Petanque) is located at the southern-area of Alice Park between the Children's Playground and the Shelter. Boules are popular sport and pastime in Alice Park, and now more so now following the inclusion of Pétanque in recognition for inclusion in the 2024 Olympic Games.



Figure 5 The Boules Piste

The substrate can be raked and treated systemic weed killer. There may be the requirement for an annual algal-growth inhibitors treatment.

The SLA for boules piste maintenance can be found at Appendix D.

5. Community garden

The Community Garden is located in the northern part of Alice Park. The Community Garden is situated to the right of the Parks' Cottages and to the left of the Yew hedge which separates it from the WWI Memorial Garden and the rest of Alice Park.



Figure 6 Repurposed wooden pallets give low-cost natural seating

The Community Garden was set up by a local resident and is maintained by local interested people and members of Transition Larkhall.

The garden area includes fruit trees, a wildlife pond and log seating for social gatherings.

Between the Parks' Cottages and the Community Garden stands a green Oak shelter. This is used for many community events and family-orientated activities.

The Oak Shelter is available for hire. The Council did not provide this provision, nor make any revenue income from the asset.

6. Quiet zone with ponds

The Quiet Zone with Ponds is located in the far northern part of Alice Park. This zone is secluded from the main expanse of green open space. The informal seating faces the ponds and towards the park to offer a place for uninterrupted relaxation and contemplation.



Figure 7 The Ponds in the Quiet Zone

The pond water is aerated by a pump located in the Pump house. The water is topped up using potable water piped from the nearby Park's Cottages mains tap.

The SLA for grounds and pond maintenance can be found at Appendix D.

7. The cafe

The Café is located in the west of Alice Park, situated close to the right-hand side of the main entrance gate off Gloucester Road. The café was originally the changing rooms for cricket and football team. The building was refurbished in 1970's and later in 2008.

The café offers Wi-Fi access, and is open throughout the year, except Christmas Day, Boxing Day and New Year's Day.

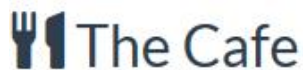


Figure 8 The Cafe at Alice Park

The café has an undercover outside seating area, making it suitable for year-round use.

Because the café is providing and selling food to the public, the café (owner and employees) needs to be conversant and compliant with Food Safety Legislation. Food safety inspections are carried out by the Council's Food Safety Team.

The café is available to hire for small to medium-sized events. The hire of the Café is not arranged through the Council, nor is any income generated from the private hire of the café.

The café has a bespoke website, which can be accessed using this link: <http://www.alicepark.co.uk/>. The dedicated website provides visitors with sufficient information about access and using the café and hire of the facilities. As well as a location map. Although in the future, the Trust may wish to consider being responsible for managing the website.

8. WWI Memorial Garden

The WWI Memorial Area is situated within a short distance from the main entrance off Gloucester Road. There is good access to the memorial area via a tarmacadam path. The Memorial is located in front of the Yew hedge that forms the boundary to the Community Garden.

The stone memorial plaque is a poignant reminder to those who gave their lives for others. The WWI Memorial Garden area includes a well-kept lawn, planted areas and several benches that face inwards to the centre of the park.



Figure 9 The WWI Memorial Area

The council cut the grass and maintain the shrubberies in the WWI Memorial Area.

4 Healthy, Safe & Secure

Bath and North East Somerset Council make every effort to ensure that all park users feel safe and secure in a healthy environment, and a number of measures have are undertaken to achieve this.

As part of Bath and North East Somerset Council's approach to health and safety, the Parks Service has a number of generic and specific procedures in order to comply with current legislation, e.g.: Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Health and safety within the park is taken very seriously and is the responsibility of everyone working and using the park. Risk assessments are the cornerstone of Health and Safety systems and all procedures, control measures and safe working practices stem from this process.

The full suite of Health and Safety documents are reviewed annually. All documents are held electronically on Council-maintained database, and in accordance with the Data Protection Act 1998.

There are two full-time Parks Support Officers who visit all Bath and North East Somerset Council's parks on a scheduled basis or when emergencies arise. The Officers are responsible for reporting damage or repairs on the spot in any park or council property e.g. graffiti, vandalism, fly tipping etc. , as well as to monitor the clearing of litterbins and provide general advice to park users.

Regular visits by the Parks Manager compliments the roles of the Parks Support Officers roles to review safe working practices and resolve particular matters of concern.

There are an adequate number of litter bins around the park for the disposal of litter and waste. Dog waste has been down-graded to non-hazardous and can now be put in the same receptacle. Waste bins have awareness stickers on them to encourage pet owners to dispose of faecal waste responsibly. Generally, pet owners pick up and dispose of dog waste either by using the litter bins or taking it off site.

Over the last few years, there has been no evidence of drug or alcohol misuse or anti-social behaviour within Alice Park. The Council has a good working relationship with local PCSOs and the Police to swiftly resolve any situations that occur.

The Parks Service regularly uses the Community Payback Team for reparation of any damage that has occurred as a result of anti-social behaviour.

There is open access throughout Alice Park, but there is no designated public right of way within title ST 764666. The main route surfaces are DDA compliant, please refer to Section 3: A Welcoming Place.

5 Inspections and Risk Management

The Council has a comprehensive risk management system where all data is held electronically. A well-established hazard, near-miss and accident-reporting procedure is in place for:

- All Council employees,
- Volunteers and community groups.

Both managers and personnel are required to take action to manage potential risks by implementing safe systems of working and reporting to the Council's Health and Safety Team.

The Parks Manager carries out regular comprehensive risk assessments for grounds maintenance activities, which includes specific facilities such as the play area and tennis courts.

Alice Park is quality inspected once per month, and a risk assessment carried out annually (Appendix 2).

All events and activities which take place on site have risk assessments written for them. Anyone who wishes to run events must have the relevant insurance with a minimum of £500,000.000, and if the event is being organised for children or young people they must have current Disclosure Barring Service checks (DBS), in place (formally criminal record check).

A copy of the current risk assessment for the park can be found in Appendix 2

5.1 Play area inspections

The play areas in the Park are inspected on a daily basis. A full inspection is undertaken Monday to Saturday, with a brief inspection on a Sunday. This is done 364 days of the year, the only exception being Christmas Day.

The inspection team is on site throughout the daylight hours. An external inspection is also undertaken twice yearly by Zurich Municipal Insurance.

Play Safe software (PSS) is used at the play area sites, to upload 'live' inspections undertaken. On-site information can be added quickly and easily. This is managed by the Technical Officer.

The SLA for Children's Play Equipment Inspections can be found at Appendix F.

5.2 Visitor Safety

Pedestrian (on foot or bicycle) access to Alice Park is 24hrs a day, 365 days of the year. The Parks Service seeks to provide a healthy and secure venue for all visitors through the provision of quality facilities and activities, such as:

- Reporting all near-misses and accidents to the Parks Manager;

- By providing accessible toilet and drinking water facilities. Public toilets are managed and maintained by an external company: Healthmatic.
- Drinking water is available from the café open throughout the year from 09:00 to 17:30 (10:00 to 17:30 on Sundays) April to October, and 09:30 to 16:30 (10:00 to 16:30 on Sundays) November to March.
- Working with the police on security and safety matters.
- By providing lighting around main buildings.
- Providing regular controls of grounds and parks staff.
- Address episodes of vandalism, graffiti and other anti-social behaviour swiftly;
- Provide areas to secure bicycles when not in use.

Horse-riding is not permitted throughout or in any part of the Park, due to potential safety conflicts of vehicles and or pedestrian users.

There are several disabled parking bays with drop kerbs for ease of access.

5.3 Tree Management and Inspections

Trees and woodlands are vital elements within the urban and rural landscapes, increasingly becoming appreciated beyond their beauty and seen to fulfil practical roles such as climate-proofing, flood risk reduction and air conditioning. As well as authenticating, punctuating and framing the historic landscape.

Many of the trees located within Alice park bring particular significance to the amenity and the local area, and are protected under legislation (please refer to Section 2.4)

The overall goal is to remove any non-native species and re-plant to the original landscape; to encourage and maintain species diversity within the Park.



Figure 10 Trees of significance in Alice Park

Routine Tree inspections are carried out by a qualified Arboricultural Officer. The frequency of tree inspections is based upon the location of specific species, as identified in the table 2 below.

The Council's Tree Officers are committed to carrying out a visual tree safety inspection in spring and autumn, and a list is then drawn up of:

1. Any trees that need further clarification from the B&NES Tree Officer;
2. Any tree work that needs to be carried out by the B&NES Parks and Open Spaces Tree Team / private contractor.

Table 2 Tree Inspections

Risk Zone Categories	Colour Codes	Examples (but not the comprehensive list of sites)
Very High Risk	Red	<p>To be surveyed annually</p> <ol style="list-style-type: none"> 1. Trees near railway lines 2. Schools (high risk areas) 3. RVP play area (highly used all year round) 4. Arterial road traffic routes (B&NES maintained – A4, A36,A37) 5. Pedestrianised shopping areas 6. High use car parks (Charlotte St + park/rides) 7. Top priority trees in lower risk areas (big/old)
High Risk	Orange	<p>To be surveyed every 2 years</p> <ol style="list-style-type: none"> 1. A roads 2. Play areas and play grounds 3. Special event sites 4. Urban green areas (Queen Square/St James/Circus) 5. Other city and town main car parks 6. Schools
Moderate Risk	Yellow	<p>To be surveyed every 3 years</p> <ol style="list-style-type: none"> 1. B roads + urban highway trees 2. Well used park areas (Parade/Botanics/RVP/Keynsham Mem) 3. Business units (Wansdyke/Linear Way)
Low Risk	Green	<p>To be surveyed every 4 years</p> <ol style="list-style-type: none"> 1. C roads 2. Residential OAP homes + SS sites 3. Moderate use Park areas (Recreation fields/RVP areas/outskirt parks) 4. Rural car parks
Very Low Risk	Blue	<p>To be surveyed every 5 years</p> <ol style="list-style-type: none"> 1. Low use roads 2. Cycle paths (Bath-Biton/MSN Greenway) 3. Woodlands

5.4 Maintenance of equipment, buildings and landscape

Alice Park contains buildings and structures some of which are historical, and other functional, such as the scoring hut. Historical structures, such as the Memorial beside the ponds, are inspected and placed onto a condition survey or ORMS report which is undertaken by the Council's Property Services department. The ORMS report prioritises and identifies associated costs of repair, renovation or replacement.



Figure 11 Memorial plaque situated close to the ponds

Functional structures i.e. the café and Oak Shelter are managed and maintained by the lessees.

Future improvements will always balance the importance of the landscape and the views with the other benefits of any proposal.

6 Well maintained and clean

The Council's grounds maintenance team work hard to keep Alice Park free of litter and graffiti. The Council's partnership with the local police helps reduce vandalism and anti-social behaviour. Any vandalism is quickly repaired to try to avoid an air of neglect and further episodes.

There are adequate waste receptacles around Alice Park, of varying designs. It is anticipated that over time the Trust will elect to standardize waste receptacles to an English Heritage Style, or similar, to reflect the significance of the Park. New bins will gradually be installed and older bins will be withdrawn over time.

The Parks Service uses the Environment Protection Act 1990 litter code standard for cleaning, from Grade A: no litter or refuse, to Grade D: heavily littered with accumulations. Alice Park is Grade A.

The cleanliness of Alice Park is appreciated by its users.

7 Environmental Sustainability

A recycling area is located close to the Café. Receptacles for cans, glass, paper and cardboard helps to contribute to a reduction of waste leaving Alice Park otherwise designated for landfill.

Bath and North East Somerset Council has corporate Environmental Policy which was adopted by the Policy and Resources Committee on 16 June 1997. The Environmental Policy covers the following areas:

- a. The council's corporate responsibility
- b. Protect and enhance the natural and historic environment
- c. Protect and enhance the built environment
- d. Encourage healthy living
- e. Raise awareness of environmental issues
- f. Monitor and minimise pollution
- g. Lessen the impact of transportation
- h. Reduce environmental damage resulting from the use of energy and resources

An Environmental Checklist has been prepared to identify the scope of the environmental impact of all service areas and support the Environmental Policy (Appendix 3).

In terms of Alice Park, the Parks Service is progressing towards sustainability by:

- Reducing the number of our own vehicles entering the Park,
- Reviewing and stopping the tipping of green waste at the Council's waste transfer station, Midland Road. This initiative seeks to reduce tipping costs and additional transport costs associated with taking it to a registered composting facility,
- Take green waste (leaves and grass) directly to Kensington Meadows for composting. Take all other green waste gets taken to a green waste recycling facility for composting. Both methods aim to reduce travelling and transport costs as well as the need for using imported compost,
- Reducing the frequency that grass is cut throughout the year. By leaving areas of long grass, these act as wildlife corridors, creating wild flower areas to attract pollinating species and rich biodiversity, where possible,
- Encourage more healthy activities and events such as: tennis, boules, cycling, running, and fitness classes.

7.1 The Pesticide Management Policy

The Council has a Pesticide Management Policy, a Code of Practice and Guidance on the Safe Use of Pesticides. The Pesticide Management Policy includes a Pesticide Management Strategy which is summarised below:

- Consider non-chemical alternatives

- Reduce to a minimum pesticide usage
- Use pesticides which pose the lowest acceptable risk (to the user, public and environment)
- Ensure pesticides are applied in a safe and proper manner
- Withdraw pesticides which appear on the MAFF Red List or EU Black List
- Withdraw the use of pesticides which pose unacceptable hazards to human health or the environment (as identified by UK regulatory authorities).

The Authority has also adopted a hierarchy of controls to eliminate or reduce the risks from chemical pesticides.

The Code of Practice and Guidance on the Safe Use of Pesticides requires that where pesticides are used only those on the Council's Approved list may be applied.

Use of pesticides in Alice Park does not form part of the regular maintenance operations although use of pesticides within the park is permitted at the discretion of the Parks Manager.

The grounds maintenance specification allows for the use of herbicides, pesticides and fungicides where this is considered to be the most appropriate method of control in line with the Pesticide Management Policy. Please refer to Appendix 4 for more detail.

8 Conservation, Heritage and Habitat

Alice Park is one of 36 designated Conservation Areas in Bath and North East Somerset. As an area of special architectural and historic interest the Council's management is keen to preserve and protect this area for current and future generations, and maintenance regimes have changed dramatically over recent years to increase biodiversity and support wildlife.

Alice park sits within a World Heritage City of historic Bath with its links to Roman occupation archaeological finds are found in the park. A range of surveys have been carried out, details available from the Council's Archaeological Officer on request.

The different zones of Alice Park (please refer to Section 3: A Welcoming Place), support an array of wildlife species. The following sightings have been reported at Alice Park: Foxes, Badgers, Deer, Rabbits, Otters, Squirrels, Blackbird, Blue Tit, Buzzard, Goldcrest, Goldfinch, Green Woodpecker, Greenfinch, Jay, Lesser Black-backed Gull, Skylark, and Harlequin Ladybird. Alice Park supports healthy populations of Blackbird, Blue Tit, Buzzard, Goldcrest, Goldfinch, Green Woodpecker, Greenfinch, Lesser Black-backed Gull and Skylark.

9 Community Involvement

For the local community Alice Park is hugely important, and the Council values community effort and has recognised the importance it has not only to the park, but to individuals within the group and to the wider community.

Alice Park has several local community user-groups that regularly take an interest and benefit in community activities at the Park. Two members of the Sub-Trust are drawn from the local community.

9.1 Alice Park Community Garden

The Community Garden was developed from an area of unused ground situated to the right of the Parks Cottages and to the left of the Yew hedge that forms the boundary of the WWI Memorial Area. This derelict ground has since been transformed into a vibrant Community Growing space, by enthusiastic local people of Transition Larkhall.



Figure 12 Local volunteers planting-up the raised beds

Alice Park Community Garden is ideal for people who do not want the regular commitment of an Allotment-garden plot, but want the psycho-social and physical benefits of working collectively together, to participate in knowledge-sharing in a relaxed social setting.

In 2013, a hard surface was laid in the garden for improved access. A green oak open shelter provides protection from the elements and space for courses and other activities.

The Oak Shelter is also available for hire. Please contact Transition Larkhall for further details: <http://apcg.co.uk>



Figure 13 The Oak Shelter – a hub for social events

To communicate with users of the Community Garden, Transition Larkhall uses the following:

- A website: <http://apcg.co.uk> which is well-established and includes information regarding forthcoming events;
- A dedicated email address: info@aliceparkcommunitygarden.org
- Direct flyers attached to the Oak Shelter and located in strategic places around the park;
- A notice board by the main gate;
- A dedicated webpage listing forthcoming gardening-related talks and events;
- A Facebook page.

9.2 Bath Mums

Bath Mums represent a significant portion of user groups to Alice Park. Bath Mums is Alice Park's community hub which promotes and endorses child-related activities at Alice Park.

This group also promotes the café to sell products that are Fairtrade, Organic and Local food. Bath Mums have their own bespoke website, which can be accessed via this link: <https://bathmums.co.uk/>.

The Website is maintained by Bath Mums, not by the Council.

9.3 Events at Alice Park

The expanse of open space in the centre of the Park plays host to a variety of events throughout the year, and brings enjoyment to large numbers of people, both residents and visitors. Local events are considered important components of cultural life as well as having a positive effect on the wellbeing and image of the area and supporting the local economy.

In 2015, Alice Park was host to:

- 3 Day Larkhall Festival (First Bank Holiday in May)

- Marque In The Park Classic Car Show (first Sunday in September)
- Big Pink Thing musical fundraiser for breast cancer (second Sunday in October)
- Quiet fireworks
- Halloween
- Easter Egg Hunt
- Julian House Big Sleep Out (first Friday night in March)
- Another Party In The Park (August bank holiday Monday)
- Live Music and DJ's most weekends through Summer



Figure 14 Events at Alice Park

Events are promoted either by the Council or through external organisers. The Council is actively using social media (@BathnesParks) to proactively encourage more users to destinations. And, external event organisers regularly use the Bath Tourist Information Office to promote events for visitors and tourists. All events are subject to a Licence agreement which is also linked in to the Outdoor Events Policy (please refer to Section 2.4: Legislation and Bylaws).

The current B&NES Council Events Policy can be accessed here:
http://www.bathnes.gov.uk/sites/default/files/events_policy.pdf

The Event Organiser's Toolkit is the more detailed working document that translates the local authority policy into practical terms:
<http://www.bathnes.gov.uk/services/sport-leisure-and-parks/event-organisers-information/event-organisers-toolkit>

10 Marketing Strategy

The marketing strategy for Alice Park sits alongside the Council's marketing work to promote all Parks and Green Spaces within the district of Bath and North East Somerset.

During 2016, the Parks Service has been developing a comprehensive marketing strategy to commence in 2017. The Parks Service has strengthened its links with the Communications and Marketing Department of the Council to ensure that all good news stories are sufficiently and regularly promoted (please refer to Section 9: Community Involvement).

The aim for 2017 is to utilise several different marketing tools, which includes social media, Council webpages as well as revitalising leaflets specifically about the Park.

11 Management

The Parks Service is currently undergoing staff transformation and intends to produce a 10 year Management Plan for Alice Park in association with the Alice Park Sub-Trust, which will identify aspirations for future development and improvement of the Park for all user-groups. The SWOT analysis undertaken in 2016 can be viewed in Table 3 below.

Tables' 3-11 SWOT analysis from 2016

Entrance – Gloucester Road

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> • Clear and obvious entrance to the park • Entrance is close to the Children's Play Area and Café/ Lavatories 	<ul style="list-style-type: none"> • Railings are in need of painting • Signage is tatty and back to front • There is only a bare earth path between the car park and the café • The Nursery wildflower bed appears messy and unappealing. 	<ul style="list-style-type: none"> • A main Alice Park sign mentioning the Sub Trust and a second board for information and notices • Install a formalised path between the car park and the café • Improve the stand for the Alice MacVicar sign • Remove the nursery bed 	<ul style="list-style-type: none"> • Budget pressures will impact on what can be achieved and more importantly what can be maintained

<p>Page 45</p>	<ul style="list-style-type: none"> • Weed tree saplings (Ash and Sycamore) are present in the shrub border immediately adjacent to the right hand side of the café and should be removed winter 16/17 • Beds in front of Healthmatic toilets are full of weed and shrubs that are over mature. • Tree canopies are low and inhibit relaxation and exclude DDA accessibility • Presence of bike rack clutters the main entrance 	<p>and return to grass but plant the wider lawn area with successional spring bulbs</p> <ul style="list-style-type: none"> • Install low walls, fill with soil and plant with low-growing herbaceous shrubs in front of Healthmatic toilet • Clear beds in front of Healthmatic toilet and replant using shade tolerant architectural plants • Raise canopies of lime trees obstructing paths and other trees around café seating area to increase DDA accessibility • Relocate bike rack inwards of park entrance to entice people into the park. 	
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WWI Memorial Area

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> • The existing path to the war memorial facilitates wheelchair access. 	<ul style="list-style-type: none"> • Lack of distinct formality to memorial area. • Plaque needs to be refreshed and repositioned. • Community garden obscured by yew hedge. 	<ul style="list-style-type: none"> • Add curved stone wall with embedded seating to either side at the end of the path leading to the memorial. • Remove old plaque plinth and replace with improved plinth and position plaque to face upwards. • Replace Cherry trees with 	<ul style="list-style-type: none"> • Budget pressures will impact on what can be achieved and more importantly what can be maintained.

		fastigate trees to create more formal look and under-plant with curving swathe of flower bulbs. • Reduce width of community garden Yew hedge by a third.	
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Central Area

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
• Open area facilitates a number of informal activities.	• Lack of designated social picnicking/ barbeque seating space / facilities. • Main planting of Daffodils are now quite old and are coming up blind.	• Install a small number of barbeque benches. • Mow off Daffodil bulbs on flat, but retain on the slope. Plant white bulbs on slope for a more striking effect. • Plant bulbs around the old stump.	• Budget pressures will impact on what can be achieved and more importantly what can be maintained.

Pond Area

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
• The pond adds a point of interest and is something not seen in every park.	• Weak and somewhat piecemeal design that does nothing to define the area. • Pond water has become stagnant and needs to be remedied. • Memorial plaque beside pond is in need of cleaning.	• Add white/ silver planting to border hedge. • Remove Berberis. • Plant trees for autumn colours e.g. Acer. This may fit in with the war memorial aspect. • Revitalise/refresh tree and planting landscapes: seasonal colours/	• Budget pressures will impact on what can be achieved and more importantly what can be maintained.

		distinctions. <ul style="list-style-type: none"> • Plant white bulbs. • Remove weed trees in border hedge. • Restore water flow to revitalise pond water quality. 	
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Tennis Court Area

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<div>Page 47</div> <ul style="list-style-type: none"> • Clearly defined purpose for this area. • Revenue stream with potential for growth. 	<ul style="list-style-type: none"> • Cut back encroaching northern boundary vegetation from "Horseshoe Walk". • Metal object protruding from ground on path between courts and boundary hedge requires removal. Creates a tripping hazard and health and safety risk. • Lack of a water source makes it difficult to maintain the courts and the pond. 	<ul style="list-style-type: none"> • Replace corroded iron fencing around tennis courts and resurface courts. • Speak to property services regarding repairs to the Tennis hut weatherboards, and roof tiles are broken in places. • Create footpath between tennis courts and children's cycle track to extend the 'Horseshoe Walk'. • Add a measured distance track between the tennis courts and the fence line. • Need to ensure a new water source close to the tennis courts for pressure washing /maintenance of courts / topping up of pond if needed. 	<ul style="list-style-type: none"> • Budget pressures will impact on what can be achieved and more importantly what can be maintained.

Children's Cycle Track Area

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> Design type suitable for designated age of users 	<ul style="list-style-type: none"> Proximity of gate to busy road. Lack of welcome sign at this entrance. Lack of horticultural interest. Benches face away from the track. 	<ul style="list-style-type: none"> Install pedestrian safety barrier at gate onto road near children's cycle track. Install Welcome to Alice Park sign at this entrance. Plant bulbs in this area. Add hedging to fence line adjacent to cycle track. Consider repositioning benches to face children on cycle track. Install miniature road signage to improve the play interest. 	<ul style="list-style-type: none"> Budget pressures will impact on what can be achieved and more importantly what can be maintained.

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Shelter

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> Bedding costs low as grown by Council. In-house ground staff maintenance. Recently revitalised and appointed Trustees. Actively publicised on Council web-page and social media. 	<ul style="list-style-type: none"> Structure in need of repair and refurbishment. Uneven ground. 	<ul style="list-style-type: none"> Paint and repair shelter, repair roof and replace missing slats beneath seat. Install guttering on roof to prevent rainfall run off forming muddy areas on ground (where would guttering drain to?) Fill and grass over unsightly puddle depression on ground. 	<ul style="list-style-type: none"> Trustees and or local communities resisting improvement changes and Council-intervention at the Park. Funding and revenue security.

Play Area

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> Generous footprint. 	<ul style="list-style-type: none"> Poorly defined boundary that is too close to the road. Lack of seating for parents and carers. Gates are not self-closing so reliant on users always closing the gates behind them. Equipment appeals to a narrow age range. The play equipment is dated and over supplies swings at the expense of more interesting units. Underutilised Table Tennis table. 	<ul style="list-style-type: none"> Plant more trees at southern corner against the road and possibly redefine the boundary by pulling the hedge line in toward the park and away from the road. Install self-closing gate at play entrance closest to London Road. Install more benches. Relocate the Table Tennis table to a space outside the play area to encourage adult/young adult play. Perhaps the café could rent out paddles and ping pong balls? Shift entrance to play area away from the café to divert foot traffic from café al fresco dining area. Swap the stressed arch swings and the Springies to make room to install a new multi activity climbing frame with slide for older children. Install 3 new Springies in a group facing inwards together. Install a small water play 	<ul style="list-style-type: none"> Budget pressures will impact on what can be achieved and more importantly what can be maintained.

Page 50		feature e.g. water pump and rill. <ul style="list-style-type: none"> • Swap some tarmac for grass along the edges of the play area and then alter the grass edge to a wavy design. • Swap some tarmac in the centre of the play area for a more playful (porous) surface using Eco mulch or Nott sport etc. • Swap two flat swings for tango seats (dual seat swings for sharing “carer and baby”) Swap the logs in the bark pit for a see saw or low rotator / wok. 	
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General and Throughout

Internal		External	
Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Bins throughout park are of variable condition and type. • Benches in poor condition. • What should be a circular path ceases three quarters of the way around the park. • Lack of signage. 	<ul style="list-style-type: none"> • Standardise the type of bin throughout. • A number of benches need either replacing or refurbishment. • Add new bin beside each new bench. • Create a pathway between the pond area and the London Road to link the two sides of the park and 	<ul style="list-style-type: none"> • Budget pressures will impact on what can be achieved and more importantly what can be maintained.

		create all weather access for users of buggies, wheelchairs etc. • Add interpretation and direction signage throughout the park.	
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Some of the costs associated with the maintenance of the Park are included in the grounds maintenance SLA held by Bath and North East Somerset Council.

11.1 Aspirational Plan and Timeline

The aspirations for Alice Park are itemised in the plan overleaf, along with forecast timescale. Source of funding not yet determined and the amount of works/improvements done will be dependent upon how much funding is available. Funding streams will need to be secured before works are agreed and commissioned.

The following abbreviations are used in the aspiration plan overleaf :

PM = Parks Manager

AO = Arboricultural Officer

OM = Operations Manager

PO = Projects Officer

PS = Property Services

FG = Friends Group

Comms = Communications & Marketing Dept.

Green Flag criteria: To ensure Alice Park is welcoming and accessible to all users

Area of Park	Action Point	Aspiration	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22
Entrance	1.1a	A main Alice Park sign mentioning the Sub Trust and a second board for information and notices	#				
	1.1b	Install a formalised path between the car park and the café		#			
	1.1c	Improve the stand for the Alice MacVicar sign			#		
	1.1d	Clear beds in front of Healthmatic toilet and install low walls from the entrance. Plant with low-growing herbaceous shrubs		#			
	1.1e	Raise canopies of Lime trees obstructing the paths and other trees around café seating area to increase DDA accessibility	#	#	#	#	#
	1.1f	Relocate bike rack inwards of the park entrance to entice people into the park	#	#			
WWI Memorial Area	1.2a	Add curved stone wall with embedded seating area to either side at the end of the path leading to the memorial		#			
	1.2b	Remove old plaque plinth and replace with improved plinth and position plaque to face upwards		#			
Central Area	1.3a	Install a small number of barbeque benches	#	#	#	#	#
Tennis Courts	1.4a	Replace corroded iron fencing around tennis courts and resurface courts		#	#	#	
	1.4b	Create footpath between tennis court and children's cycle track to extend the 'Horseshoe Walk'		#	#		
	1.4c	Add a measured distance track between the tennis courts and the fence line			#	#	#
Children's Cycle Track	1.5a	Install pedestrian safety barrier at gate onto road near children's cycle track		#			
	1.5b	Install a 'Welcome to Alice Park' sign at the entrance of Childrens' area	#				
	1.5c	Consider repositioning benches to face children on cycle track.		#			
	1.5d	Install miniature road signage to improve the play interest and instill safety awareness early-on	#				
Shelter	1.6a	Paint and repair shelter, repair roof and replace missing seat slats beneath the seat	#	#	#	#	#
	1.6b	Install guttering on roof to prevent rain runoff forming muddy areas on the ground.		#	#		

Play Area	1.7a	Install self-closing gate at play area entrance closest to London Road	#				
	1.7b	Install more benches for social group gatherings		#			
	1.7c	Relocate the Table Tennis table to a space outside the play area to encourage adult/ young adult use and play.		#			
	1.7d	Shift the entrance to the play area from the café to diver foot traffic from café al fresco dining area			#		
	1.7e	Swap the stressed arch swings and the springies to make room to install a new multi-activity climbing frame with slide for older children			#		
	1.7f	Install 3 new Springies in a group facing inwards together			#		
	1.7g	Install a small water play feature e.g. water pump & rill			#		
	1.7h	Swap two flat swings for tango seats (dual seat swings for sharing "carer and baby"). Swap the logs in the bark pit for low rotator/ wok/ see saw		#			
General	1.8a	Create a new pathway between the pond area and the London Road to link the two sides of the park and create an all-weather access for users of buggies, wheelchairs etc.			#		
	1.8b	Add interpretation and directional signage throughout the Park		#			

Green Flag criteria: To maintain the highest standards of horticulture, cleanliness and grounds maintenance

Area of Park	Action Point	Aspiration	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22
Entrance	2.1a	Remove the Nursery bed and return to grass but plant the wider lawn area with successional spring bulbs	#				
WWI Memorial area	2.2a	Replace Cherry trees with fatigiate trees to create more formal look and underplant with curving swathe of flower bulbs		#			
Central Area	2.3a	Mow off Daffodil bulbs on flat, but retain the slope. Plant white bulbs on slope for a more striking effect	#	#	#	#	#
	2.3b	Plant bulbs around the old stump	#				
Pond Area	2.4a	Add white/silver planting to border hedge	#				
	2.4b	Remove Berberis		#			
	2.4c	Plant trees for autumn colours e.g. Acer. This may fit in with the war memorial aspect	#	#	#	#	#
	2.4d	Revitalise/ refresh tree and planting landscapes: seasonal colours/ distinctions		#			
	2.4e	Plant white bulbs	#	#	#		
	2.4f	Remove weed trees in border hedge	#				
Children's Cycle	2.5a	Plant bulbs in this area	#				
	2.6a	Add hedging to fence line adjacent to cycle track		#			
Shelter	2.6b	Fill in and grass over unsightly puddle depression on ground	#				
General throughout	2.7a	Replace old bins with a new bin to keep all bins to similar style		#			

Green Flag criteria: To adopt environmental management principles and therefore reduce the impact of management operations on the environment

Area of Park	Action Point	Aspiration	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22
General	4.1a	Review tree replacement policy to maintain Park character	#	#			
	4.1b	Review pesticide use and reduce where possible	#	#	#	#	#
	4.1c	Maximise use of local contractors	#	#	#	#	#
Tennis Courts	4.2a	Need to ensure a new water source close to the tennis courts for pressure washing/ maintenance of courts/ topping up of pond if necessary			#		
Play Area	4.3a	Plant more trees at southern corner against the road and possibly redefine the boundary by pulling the hedge line in toward the park and away from the road		#			
	4.3b	Swap some tarmac for grass along the edges of the play area and then alter the grass edge to a way design			#		
	4.3c	Sway some tarmac in the centre of the play area for a more playful (porous) surface using Eco mulch or Nott Sport etc.			#		

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Green Flag criteria: To promote biodiversity through appropriate management and to enhance the local historic significance of the park

Area of Park	Action Point	Aspiration	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22
Pond Area	5.1a	Restore water flow to revitalise pond water			#		
Tennis Courts	5.2a	Repair Tennis Court hut weatherboards and replace broken roof tiles			#		
General	5.3a	Standardise the type of bin throughout	#	#	#	#	#
	5.3b	A number of benches need either replacing or refurbishment to in-keeping with heritage style	#	#	#	#	#

Green Flag criteria: To actively promote the park to all potential users

Area of Park	Action Point	Aspiration	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22
Marketing	7.1a	Monitor and review the Council's webpage	#	#	#	#	#
	7.1b	Promote key areas within the park using social media	#	#	#	#	#

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Charitable Trust Board Committee – Alice Park Sub-Committee	
MEETING/ DECISION DATE:	25 June 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Alice Park – Statement of Accounts 2017/18	
WARD:	Lambridge	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
1. Statement of Accounts to 31 st March 2018		
2. Trustees’ Annual Report to 31 st March 2018		
3. Independent Examiners Review (Still to be reviewed)		
4. Charity Commission Reporting – Extract of Accounting Requirements		
5. Conveyance of Alice Park Trust		
6. Last Will and Testament of HM Macvicar		

1 THE ISSUE

- 1.1 To agree the Statement of Accounts for Alice Park Trust for year ending 31st March 2018. (Appendix 1.)
- 1.2 To agree the Annual report for Alice Park Trust for year ending 31st March 2018. (Appendix 2.)

2 RECOMMENDATIONS

- 2.1 Agree and sign the financial statements of Alice Park Trust for year ending 31st March 2018 and their submission to the Charity Commission.
- 2.2 Agree and sign the annual report for Alice Park Trust year ending 31st March 2018 and submission to the Charity Commission.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Expenditure incurred for Alice Park Trust in 2016/17 was £39,207; this was offset by income of £17,225 and a donation from Bath & North East Somerset Council of £21981. (Appendix 1.)
- 3.2 The cost of donations to the Trust to the Council in 2017/18 has been met through existing budgets within the Parks department, to ensure the Trust operates on a going concern basis. This is the same process that has been undertaken in previous years.
- 3.3 Net Assets of the Trust are valued at a cost of £189,757. Net assets include investments held, land at Alice Park, car park, cottage number one, tea chalet and storage shed, public conveniences, tennis courts, garden shelter and play equipment.
- 3.4 The accounts for 2017/18 have been prepared by the Council's Finance team and are still to be reviewed by the Audit West Team.
- 3.5 The accounts for the Trust are prepared on a cash basis, in line with reporting requirements and guidelines issued by the Charity Commission. (Appendix 4.)

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Charity Commission has a framework summarising the main requirements for charities to produce an annual return, a set of accounts and an annual report.
- 4.2 Where a registered charity has a gross yearly income exceeding £25,000 they are required to submit an annual return form, the accounts of the Trust and a Trustees' annual report.
- 4.3 Accounts must be subject to outside scrutiny but Trustees may choose either independent examination or audit by a registered auditor.
- 4.4 Legal requirements for annual reports are underpinned by recommendations made in the Charities Regulations 2008 taken from the Charity SORP 2005. A pro-forma charity Trustees' annual report has been taken from the Charity Commission website and used to complete the report.
- 4.5 Returns to the Charity Commission must be sent within 10 months of the end of your financial year (31st January.)
- 4.1 Failure to submit accounts and accompanying documents to the commission is a criminal offence. The commission also regards it as mismanagement or misconduct in the administration of the charity. Providing timely, accurate and informative financial information that will help funders, donors, beneficiaries and others to understand your charity and its work will encourage trust and confidence in it. Those trustees who sign the trustees' annual report and accounts are signing on behalf of the whole trustee body so all of the trustees are responsible for the accounts.

5 THE REPORT

- 5.1 Rental incomes are achieved through the lease of Cottage No.1 and the lease of the tea chalet, consisting of the main building and shed / storage.

5.2 Tennis court income is collected by the café at Alice Park and transferred to the Council.

5.3 Investment income is achieved through balances held with the Charities Official Investment Fund (COIF) and Majedie Asset Management Limited. These investments were made as part of the original conveyance and Will and Testament, as bequeathed by H M Macvicar. (Appendix 5 and 6.)

5.4 Maintenance and inspection works for the grounds, site, play equipment, tennis court, public toilets and trees are all managed by the Parks and Property Maintenance teams through a formal SLA agreed during 2016/17.

6 RATIONALE

6.1 The Trust is required to sign off accounts and an annual report prior to submission to the Charities Commission every year.

7 OTHER OPTIONS CONSIDERED

7.1 None – we are required by legislation to submit to the Charities Commission due to the level of income being generated by the Trust.

8 CONSULTATION

8.1 S151 and Monitoring Officer have had opportunity to review and input into this report.

9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person	Edward Dawson Edward_dawson@bathnes.gov.iuk Tel: 01225 396363
Background papers	Charity Commission website: Charity reporting and the essentials: https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c/charity-reporting-and-accounting-the-essentials-march-2015 The essential Trustee – what you need to know: https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3 Guidance to preparing annual reports: https://www.gov.uk/guidance/prepare-a-charity-trustees-annual-report#about-charity-trustees-annual-reports Prepare a Trustees annual report: https://www.gov.uk/guidance/prepare-a-charity-trustees-annual-report
Please contact the report author if you need to access this report in an alternative format	

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Alice Park			304650	CC16a
Receipts and payments accounts				
For the period from	01/04/2017	To	31/03/2018	

The Alice Park Trust is reliant upon annual donations from BANES Council to cover the cost of maintenance for the park in order to maintain a going concern status

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Rental Incomes	1,103	13,741		14,845	-
Tennis Court Income	1,577			1,577	-
Events Income	760			760	-
Investment Income		44		44	-
Donations				-	-
Income - compound interest				-	-
Income - grant in kind	21,981			21,981	-
Sub total (Gross income for AR)	25,421	13,785	-	39,207	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,421	13,785	-	39,207	-
A3 Payments					
Grounds Maintenance SLA	10,652		-	10,652	-
Play Equipment Maintenance SLA	8,080		-	8,080	-
Tree Management SLA	2,252		-	2,252	-
Tennis Court maintenance	-		-	-	-
Bin & Bench replacement	-		-	-	-
Public Conveniences Maintenance	13,557		-	13,557	-
Property Maintiance Fees	4,445		-	4,445	-
Other - Audit Fees	220		-	220	-
			-	-	-
Sub total	39,207	-	-	39,207	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	39,207	-	-	39,207	-
Net of receipts/(payments)	- 13,785	13,785	-	0	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 13,785	13,785	-	0	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Funds - previously invested in 3.5% war stock			-
	Funds - previously invested in 3.5% war stock			-
	Funds - previously invested in 2.5% consolidated stock			
	Total cash funds	-	-	-

(agree balances with receipts and payments account(s))

Agreement
Error

Agreement
Error

OK

13/06/2018

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
COIF - charities deposit account 965060001C - 32911/04	Unrestricted	4,880	
Majedi Investments PLC	Unrestricted	756	
COIF special range 951170001C - 32911/05	Unrestricted	884	
COIF special range 115410001C	Unrestricted	11843	

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Land at Alice Park	Unrestricted	54,000	
Property - cottage one	Unrestricted	33,000	
Tea Chalet & Storage	Unrestricted	4,000	
Car Park	Unrestricted	2,500	
Toilets - Land & Buildings	Unrestricted	27,000	
Tennis Courts	Unrestricted	18,750	
Garden Shelter	Unrestricted	14,250	
Play Equipment	Unrestricted	17,893	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2017	To	31 03 2018

Section A Reference and administration details

Charity name Alice Park Trust

Other names charity is known by Alice Park

Registered charity number (if any) 304650

Charity's principal address Bath and North East Somerset Council

Guildhall
High Street

Bath

Postcode BA1 5AW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cllr Tim Warren			
2	Cllr Michael Norton.		1 st April – 6 th Dec 2016	
3	Cllr Rob Appleyard			
4	Cllr Geoff Ward		6 th December 2017 onwards	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

--	--

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Conveyance & Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees comprise of the Leader of Bath & North East Somerset Council and Trustees elected as part of the Council's charitable trust board sub-committee for Alice Park.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The key object of the charity is that the Alice Park is to be used as a public park as a memorial to the wife of Herbert Montgomerie MacVicar of Batheaston.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees, in making decisions surrounding the objectives and activities of the charity, have regard to the Charities Commission public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The park was open for public access throughout the year, including use of the tennis courts and tea chalet, and has been suitably maintained. The cottage property was let and the income used in the upkeep of the Park.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not currently have sufficient funding to enable reserves as the contribution from Bath & North East Somerset is exactly equivalent to the required costs for the financial year.

Should the trust have reserves in future years then they would be managed within the same processes as those held by Bath & North East Somerset and as prescribed by their financial regulations.

Reserves that are restricted would be held specifically for the required purpose and unrestricted reserves would be held for the general support of the Trust.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Alice Park was funded through incomes raised through the activities of the charity and from contribution made by Bath & North East Somerset Council.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

**Position (eg Secretary, Chair,
etc)**

--	--

Date

25 rd June 2018

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Appendix four – Extract of accounting requirements per Charities Commission website.

4.1.2 Charities with a gross income of over £25,000 but not exceeding £250,000 in the relevant financial year (legal requirement)

Basis of preparation: accounts must be prepared either on the receipts and payments or the accruals basis; if on an accruals basis, they must be prepared in accordance with the 2008 Regulations and the applicable SORP. The commission provides packs for [receipts and payments](#) or [accrual accounting by non-company charities](#) which are available through GOV.UK. These provide a template to produce accounts in the required form.

External scrutiny: accounts must be subject to outside scrutiny but trustees may choose either independent examination or audit by a registered auditor, unless the charity's governing document stipulates one or the other. In exceptional circumstances, the commission has the power to require an audit.

Type of trustees' annual report: a trustees' annual report must be prepared but it may be simplified (see [section 7](#)).

Information to be sent to the commission: these charities must complete an annual return. The named charity contact on the commission's records will receive an annual return notification. Submission of the annual return is online.

The annual return, trustees' annual report and accounts must be filed with the commission, within 10 months of the end of the charity's financial year.

Full document details can be found here:

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c>

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DATED 19TH MAY 1937.

A11298

H. M. MacVicar, Esq.

— TO —

Captain T. R. Worthington, M.C.
and Others.

COPY]

Conveyance

Of 9 acres of Land adjoining the London
Road and Gloucester Road, Bath, to
Trustees for use as a Public Park.

*Examined of plans the original Conveyance
at office of City Surveyor Guildhall High Street Bath
21/7/88.*

This Conveyance

Stamp £36
Adjudicated.

is made the Nineteenth day of May One thousand nine hundred and thirty-seven BETWEEN HERBERT MONTGOMERIE MACVICAR of The Elms Batheaston Bath Esquire (hereinafter called "the Grantor") of the one part and CAPTAIN THOMAS RYLAND WORTHINGTON M.C. of Oak Cottage Styal Cheshire GERALD ALFRED HUTCHISON of 10 Grosvenor Place Bath Clerk in Holy Orders PHILIP BRANDON MERCIER of Batheaston Vicarage Bath Clerk in Holy Orders SIDNEY ROBINSON of Lansdown Croft Bath Esquire BASIL HENRY SHELDON of 4 Queen Square Bath Esquire GEOFFREY DENIS LOCK of Rainbow Wood Bath Esquire and the Grantor (hereinafter called "the Trustees" which expression shall where the context so admits include the survivors or last survivor of them or the personal representatives of such survivor or other the trustees or trustee for the time being of this Deed) of the other part WHEREAS the Grantor is seized of the hereditaments hereinafter described for an estate of fee simple in possession free from encumbrances and desires as a memorial to his late wife Frances Alice Harriet MacVicar to convey the said hereditaments to the Trustees in manner hereinafter appearing upon the trusts with the powers and subject to the provisions hereinafter contained NOW THIS DEED WITNESSETH as follows:—

1. IN pursuance of the premises THE Grantor as settlor hereby conveys unto the Trustees ALL those pieces of pasture land containing by admeasurement 9.064 acres or thereabouts situate in the Parish of Swainswick in the County of Somerset and numbered Part 262 and Part 263 on the Ordnance Survey Map Second Edition 1904 for the said Parish and for purposes of identification more particularly delineated on the plan drawn hereon and thereon coloured pink TO HOLD the same unto the Trustees in fee simple upon the trusts with the powers and subject to the provisions hereinafter declared and contained concerning the same.

2. THE Trustees shall stand possessed of the said premises hereby assured and use and apply the same upon such charitable trusts and for such charitable purposes as the Trustees shall in their uncontrolled discretion from time to time determine but subject to the following provisos:—

(A) The said hereditaments shall be called and known as "The Alice Park" in memory of Frances Alice Harriet MacVicar the wife of the Grantor who died on the Twenty-seventh day of November One thousand nine hundred and thirty-six and any flag or flags there may be in the said Park shall be flown at half-mast on the anniversary of her death in each year.

(B) No house building or other erection shall be erected or put upon the said hereditaments other than and except such cottage or cottages as shall in the opinion of the Trustees be necessary as dwellings for gardeners or others employed in connection with the said park and pavilions summer-houses refreshment rooms or other buildings or erections as the Trustees may think desirable to promote or improve the convenient use of the said hereditaments for the purposes of a public park.

(C) At least four acres of the said hereditaments shall always be reserved exclusively so far as possible for the use of children of such age not exceeding fourteen years as the Trustees shall decide and the hours during which such part shall be open shall be determined by the Trustees.

(D) The remainder of the said hereditaments shall be open to the public free of charge (save as hereinafter provided) during such hours and for such purposes as the Trustees may decide.

(E) The use of the said hereditaments or any part thereof shall not be allowed for any religious services or any religious political or other meetings or demonstrations of any kind.

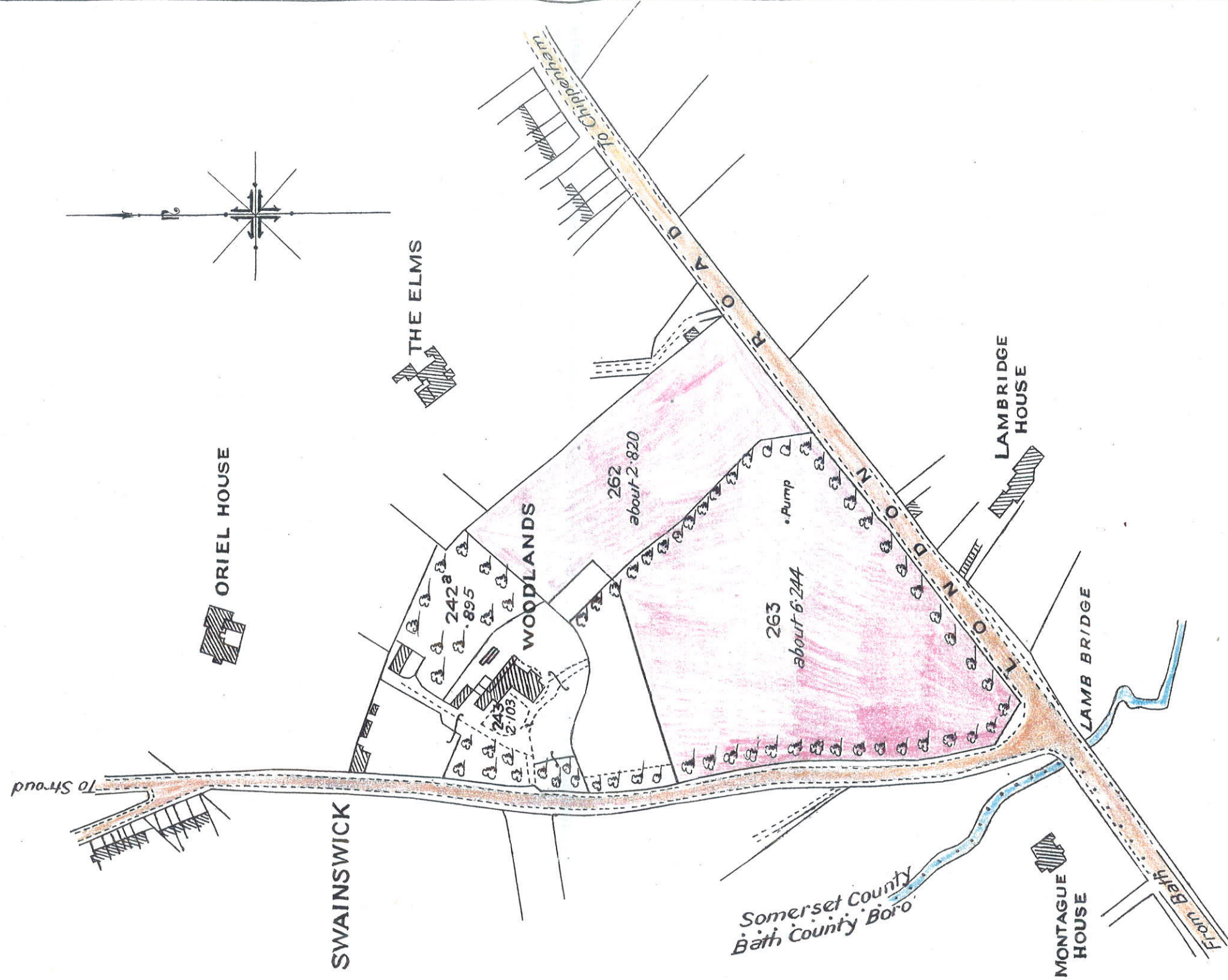
3. THE Trustees may at any time invite and receive or without such invitation receive any voluntary contributions from any person or persons either by way of donation annual or other subscription legacy or otherwise for the support or otherwise for the benefit of the charity hereby constituted.

4. THE Trustees may in their discretion impose any charge for the use of any buildings or tennis courts or other facilities for sport of any kind hereafter to be erected made or provided on the said hereditaments such charge to be paid by any person persons trustees corporations society or other associations of persons to whom the use of any part of the said hereditaments is granted for the purposes aforesaid either for his her or their own benefit or for the benefit of others and to be applied by the Trustees for the purposes of providing either wholly or partially for or towards the costs charges expenses or outgoings of any kind of or incident to the user of or maintenance of the said hereditaments or any part thereof or any building thereon for the purposes of this Deed or any of them.

5. SUBJECT to the provisions of Section 29 of the Charitable Trusts Amendment Act 1855 if and so far as the same are applicable to the charity hereby constituted or the hereditaments for the time being subject to the trusts of this Deed but not further or otherwise the Trustees may at any time at their absolute discretion—

(1) Let the said hereditaments or any part thereof or any buildings thereon for such term at such rent and subject to such conditions stipulations or provisions as the Trustees shall determine.

THE WOODLANDS ESTATE.



Scale, 1/2500.

(ii) Mortgage or charge the said hereditaments or any part thereof or any buildings thereon to secure the repayment of any sum or sums of money which the Trustees may (as they are hereby authorised to do) borrow on the security of the premises and with or subject to such power of sale and other provisions as the Trustees shall think fit.

(iii) Sell the hereditaments hereby assured or any part thereof either by public auction or private contract and subject to such stipulations conditions or provisions of any kind as the Trustees shall in their absolute discretion think fit.

6. (A) THE Trustees shall apply all such sums of money as they shall receive from or in respect of the exercise of any of the powers conferred on them by Clauses 3 4 and 5 of this Deed or by any statutory power or otherwise under or by virtue of this Deed whether such sums shall be in the nature of yearly or periodical income or of capital for such charitable purposes as the Trustees shall in their uncontrolled discretion from time to time determine and in particular (but without restricting the generality of the foregoing provisions of this clause) may apply all or any part thereof :—

(i) In payment of all outgoings payable in respect of the said hereditaments and all expenses incurred in the management and maintenance thereof or in the execution of the trusts of these presents.

(ii) In repairing any existing building or making any new building or improvement of any kind hereby authorised.

(iii) In paying off or reducing any charges or incumbrances at any time affecting the said hereditaments.

(iv) In purchasing or otherwise acquiring any adjoining hereditaments of any tenure to be held by the Trustees upon with and subject to the same or the like trusts powers or provisions as are herein declared concerning the hereditaments hereby assured.

(B) PENDING the application in manner aforesaid of any such sums of money as are mentioned in Sub-clause (A) of this clause the Trustees may invest the same in any manner of investment for the time being authorised by law for the investment of trust funds and shall hold the income arising from any such investments upon the trusts declared by Sub-clause (A) of this clause concerning the sums of money therein mentioned and subject to the powers in Sub-clauses (A) and (B) of this clause contained.

7. THE administration of the charity hereby constituted and the entire control regulation management and application of the hereditaments hereby assured and the rents and profits thereof and all other if any the property for the time being subject to the trusts of this Deed whether capital or income shall be in the uncontrolled discretion of the Trustees.

8. IF and so often as the Trustees or any of them or any trustees or trustee of this Deed hereafter to be appointed shall die or desire to be discharged from or refuse or neglect or become incapable or unfit to act in the trusts of this Deed or remain out of the United Kingdom for more than twelve months the surviving or continuing Trustees or Trustee for the time being of this Deed or the personal representatives or representative of the last surviving or continuing Trustee may and whenever the number of the Trustees of this Deed shall be reduced to less than five shall by writing (subject where applicable to the provisions of the next succeeding clause hereof) appoint new Trustees or a new Trustee in the place of the Trustees or Trustee so dying or desiring to be discharged or refusing or neglecting or becoming incapable or unfit to act or remaining out of the United Kingdom as aforesaid and upon every such appointment the number of Trustees may be increased or diminished but not to more than seven or less than five And this present power shall be additional to and shall not prevent the execution or exercise of any statutory power to appoint new Trustees for the time being in force.

9. EACH of them the said Gerald Alfred Hutchison and Philip Brandon Mercier shall be a Trustee by virtue of his office as Rector of St. Saviour's Bath and Vicar of Batheaston respectively and shall cease to be a Trustee on vacating such office and any subsequent holder of the office of Rector of St. Saviour's Bath or Vicar of Batheaston shall be appointed a Trustee hereof if willing to serve but shall cease to be a Trustee on vacating such office.

10. THE Grantor shall be the first Chairman of the Trustees and may either by notice in writing addressed to the Trustees or by Will or Codicil nominate a successor to take his place as Trustee.

11. THE Trustees may (subject as hereinafter provided) appoint a secretary and executive officer to carry out such duties as the Trustees shall direct He shall be paid out of the moneys subject to the trusts hereof such salary not exceeding Two hundred pounds per annum as the Trustees may decide The Grantor shall be entitled if he so desires to appoint the first secretary.

12. THE Trustees shall on the Twenty-seventh day of November in each year the anniversary of the death of Frances Alice Harriet MacVicar place a wreath on her grave in Batheaston Churchyard.

13. EACH of the Trustees for the time being shall be entitled to receive out of the moneys subject to the trusts hereof the sum of Ten pounds each year to cover any expenses incurred by them in connection with the execution of the trusts hereof.

14. ANY Trustee of these presents who is a solicitor shall be entitled to make and to retain and be paid out of the moneys subject to the trusts hereof the usual professional charges for any business which may be done by him with reference to these presents.

15. A copy of this Deed shall be given to every person who shall be or become a Trustee hereof.

IN WITNESS whereof the said parties hereto have hereunto set their hands and seals the day and year first before written.

SIGNED SEALED and DELIVERED
by the said Herbert Montgomerie
MacVicar in the presence of } H. M. MACVICAR.

L.S.

H. G. SHELDON,
4 Queen Square, Bath,
Solicitor.

SIGNED SEALED and DELIVERED by }
the said Thomas Ryland Worthington } T. R. WORTHINGTON.
in the presence of

L.S.

AGNES L. ROLT,
Croft, Watermillock, Penrith,
Spinster.

SIGNED SEALED and DELIVERED }
by the said Gerald Alfred Hutchison } GERALD A. HUTCHISON.
in the presence of

L.S.

HILDA TAYLOR,
3 Upper East Hayes Road, Bath,
Domestic Help.

SIGNED SEALED and DELIVERED }
by the said Philip Brandon Mercier in } P. B. MERCIER.
the presence of

L.S.

HERBERT WATSON,
The Vicarage, Batheaston, Som.,
Manservant.

SIGNED SEALED and DELIVERED }
by the said Sidney Robinson in the } SIDNEY ROBINSON.
presence of

L.S.

H. G. SHELDON,
4 Queen Square, Bath,
Solicitor.

SIGNED SEALED and DELIVERED }
by the said Basil Henry Sheldon in } B. H. SHELDON.
the presence of

L.S.

S. G. CLARK,
Clerk to Messrs. THRING, SHELDON & INGRAM,
4 Queen Square, Bath,
Solicitors.

SIGNED SEALED and DELIVERED }
by the said Geoffrey Denis Lock in the } G. D. LOCK.
presence of

L.S.

W. E. FOWLES,
Clerk to Messrs. THRING, SHELDON & INGRAM,
4 Queen Square, Bath,
Solicitors.

Enrolled in the Books of The Charity Commissioners
for England and Wales pursuant to the provisions of
Section 6 (2) of The Mortmain and Charitable Uses Act
1888.

(Vol. 73, Page 450).
1st November 1937.

Stamp of
The Charity
Commissioners
for England
and Wales.

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97

18

In the High Court of Justice

The District Probate Registry at *Bristol*

BE IT KNOWN that *Herbert Montgomerie MacLear*
of *The Elms Bathaston Bath Somerset*

died *there* on the *23rd* day of *July* 19*57*

AND BE IT FURTHER KNOWN that at the date hereunder written the last Will and Testament

(a copy whereof is hereunto annexed) of the said deceased was proved and registered in the District Probate Registry of the High Court of Justice at *Bristol*

and that Administration of all the estate [which by law devolves to and vests] in the personal representative of the said deceased was granted by the aforesaid Court to

Talbot Edward Baines Pye-Smith of
7 Ray Street Bath aforesaid Basil Henry
Sheldon of 4 Queen Square Bath aforesaid
Solicitors Ethel Warner Ritchie of The Elms
aforesaid widow sister of Deceased and
Thomas Bowdler Peerman of 14 Lion Hill
Bath aforesaid Retired Bank Official the
executors named in the said Will

Dated the *30th* day of *August* 19*57*

D. A. New.

Deputy District Registrar.

11253145.133001-30-10-55
G1111

Probate

Extracted by

Pye-Smith & Popham
Solicitors Bath

A2

(1)

I HERBERT MONTGOMERIE MACVICAR of The Elms Batheaston Bath Esquire hereby revoke all testamentary dispositions heretofore made by me and declare this to be my last Will which I make this fifteenth day of April One thousand nine hundred and fifty-seven

1. I DIRECT that wherever I may die I shall be buried in the same grave as my late Wife in Batheaston Churchyard or if I should be cremated that my ashes may be placed in the same grave

(2) I APPOINT the Public Trustee to be the trustee of my residuary estate hereinafter defined as and when the same shall be ascertained on completion of the initial administration of my estate consequent on my death or in the case of my freehold property The Elms Batheaston and the furniture and effects particulars whereof are contained in the Schedule hereto as and when the same shall be sold and the net proceeds thereof ascertained

3. I BEQUEATH free of any duty to the Trustees for the time being of The Alice Park Bath a legacy of Three hundred pounds Upon trust that the same shall be invested and the income thereof applied for the general purposes of The Alice Park so long as the Trustees thereof shall keep in good repair the grave and gravestone of my late Wife in Batheaston Churchyard and I DECLARE that if at any time the said grave and gravestone be allowed to fall into disrepair then the said legacy and the investments representing the same shall be paid and transferred to the Monmouth Street Society Bath to whom in such event I bequeath the same accordingly and I declare that the receipt of the Treasurer for the Trustees of The Alice Park shall be a sufficient discharge to my Trustees for the said sum

(2)

(2) I DECLARE that for the purpose of the devise and bequest of The Elms aforesaid the boundary fence between The Elms and The Alice Park together with the gateway and gate therein shall not be deemed to form part of the property of The Elms but shall be considered as forming part of the property of The Alice Park to the Trustees whereof I accordingly devise free of all duties payable in connection with my death the said fence gateway and gate in fee simple

6. I BEQUEATH free of any duty to the Charity Commissioners Twelve thousand five hundred pounds Two-and-a-half per cent Consolidated Stock as an endowment for The Alice Park the income derived from the said Stock to be applied for the upkeep of The Alice Park

7. I BEQUEATH free of any duty to the Trustees for the time being of The Alice Park the sum of One

(2)-

3

thousand five hundred pounds such amount to be expended by them for the general purposes of The Alice Park and although at the date hereof I have in mind as the particular manner in which they should expend the said sum the defraying of the cost of renovation of the tennis courts nevertheless bearing in mind that circumstances may have altered at the time of my death I DECLARE that the purpose or purposes for which the said sum is expended shall not in any way be restricted but that such purpose or purposes shall be decided by the said Trustees in their uncontrolled discretion and I FURTHER DECLARE that this legacy shall be payable in priority to all other pecuniary legacies bequeathed by my Will

(b) THE income of my personal estate however invested shall from my death be treated and applied as income and no part thereof shall be added to capital except accumulations of surplus income (if any) during a minority.

(c) MY Trustees may in their discretion adjust in such manner as they think fit having regard to the circumstances of the case the incidence as between capital and income of the payments made in due course of administration

- 4 -

5

15. (1) THE Public Trustee shall invest so much of my residuary estate as consists of money in his name or under his control in or upon any of the investments hereby authorised with power for the Public Trustee at his discretion to change such investments for others of a like nature

16. MONEY liable to be invested under the trusts of this my Will may be invested in the purchase of or at interest on the security of such stocks funds shares securities or other investments or property whatsoever and wheresoever and whether or not involving liability as the Public Trustee shall in his absolute discretion think fit to the intent that the Public Trustee shall have the same full and unrestricted powers of investment and transposing investments in all respects as if he were absolutely entitled thereto beneficially

17. MY Trustees may in extension of the power of appropriation conferred on personal representatives by section 41 of the Administration of Estates Act 1925 at any time at their discretion appropriate any part of my estate in its then actual condition or state of investment in or towards satisfaction of any legacy and the Public Trustee may at his discretion appropriate any part of my residuary estate in its then actual condition or state of investment in or towards satisfaction of any share in my residuary estate without the necessity for my Trustees and the Public Trustee respectively to obtain the consent of any person

18. I DECLARE that any executor or trustee being a solicitor or other person engaged in any profession or business shall be entitled to be paid all usual professional or proper charges for business transacted time expended and acts done by him or any partner of his in connection with the trusts hereof including acts which an executor or trustee not being in any profession or business could have done personally and it is my wish that my Trustees shall employ the said Talbot Edward Baines Pye-Smith for the purposes of obtaining Probate of my Will and of administering my estate but if he predeceases me or shall at my death have retired from practice as a solicitor then it is my wish that my Trustees shall employ the said Basil Henry Sheldon for these purposes

IN WITNESS whereof I have to this my Will written on this and the four preceding sheets of paper set my hand the day and year first before written

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Alice Park Trust Sub Committee	
MEETING/ DECISION DATE:	25 June 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Skatepark Design and Update	
WARD:	Lambridge	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix A – Project Scope and Objectives		
Appendix B - Skatepark budget		

1 THE ISSUE

- 1.1 £97k capital has now been fully approved by the Council for the installation of a skate park (£72k) and other improvements (£25k). A £30k contribution to the skatepark facility by the community has been confirmed by the Trust creating an overall budget for the skatepark of £102k.
- 1.2 It is noted that the Trust will retain the 30k contribution until draw down is required on completion of the lease agreement.
- 1.3 The Council have appointed a contractor (Canvas) and that they are now to work to the agreed brief which is:-
 - The skate park should be located in the lower corner by the play area
 - The skate park should ideally be 200 sq m in size – but not limited to this allowing for a 10% variance and based on the design produced by the contractor
 - The skate park should ideally be 1m height - but not limited to this and based on the design produced by the contractor
 - To consider an opening in the corner for easier access
- 1.4 The upper age limit for skate park usage is 14yrs so the design should reflect this.
- 1.5 To ask for the best design for the skate park which would be brought back to the Sub-Committee for scrutiny.

2 RECOMMENDATION (UPDATE)

- 2.1 That the Trust agree to a peppercorn lease of the land in light of the council taking full responsibility for the items on the leased area of land for the duration of the lease (the location to be used will be imminently confirmed and this to be formalized by Property Services.
- 2.2 That the council continues to develop the preliminary outline design (the site has been surveyed/measured to progress this); - further time line action points are:-
 - INITIAL DESIGN AND COST TO SHOW WHAT IS AVAILABLE WITHIN THE BUDGET WITH A PREFERRED LOCATION IN THE AREA SPECIFIED
 - INTERNAL AND EXTERNAL CONSULTATION AND FEEDBACK
 - DETAILED DESIGN AND FINAL COST FOR SIGN OFF
 - CONTRACT DOCUMENTS
 - SITE START AND SIGN OFF

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 As per point 1.1, a £102k budget has been allocated for this project. This attributes circa £71k to the development and installation of the skatepark including footpaths, drainage and landscaping. The remaining budget circa £31k is attributed to survey, legal and project management fees and includes a contingency of 8k. Full budget breakdown is in the appendices.
- 3.2 The Council's Property Services department will produce the lease but the trustees must satisfy their s.36 Trustee Act duty to get best value for the land. The trustees need to obtain their own valuation (from a surveyor) at their own cost. The fees for drafting the lease being attributed to the Alice Park Trust and funded from within the £97k capital funding. This will need to be agreed prior to commencement of any capital works being undertaken.
- 3.3 The project will not be completed by Sept 2018 due to delays in commencement.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council is sole corporate trustee of the Alice Park Trust. The Alice Park Trust's Sub-Committee's terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.
- 4.2 Members in their capacity as Trustee must administer the Trust in good faith, abiding strictly to the objects of the Trust and administering the Trust for the benefit of the public which may at times conflict with the interests of the Council.
- 4.3 The objects of the trust require the land bequeathed to be used as a public park and children's recreation ground. The Sub-Committee must consider whether any proposed use falls within the trust's objectives, and if so whether to permit the use requested. If it permits the use then it must decide on what terms, in order to ensure

effective use of the park whilst minimising any conflict between the different uses to which the park is subject to under the terms of the trust deed.

- 4.4 One important consideration for the Alice Park Trust Sub-Committee to consider, when deciding upon the issue of expenditure, is that the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES and therefore a very clear plan to fund future expense will be required.
- 4.5 The Trust would need to agree for the Council to lease the land for the use of a skate park. The Council would then construct the facility within the funding envelope available and provide maintenance as necessary.
- 4.6 The Trust will agree the final design of the skatepark prior to installation.

5 THE REPORT

- 5.1 At its meeting on the 3rd July 2017 the Sub-Committee detailed the preliminary design specification and which has been refined as per point 1 above to offer agreed design parameters.
- 5.2 The skate park will be a predominantly sprayed concrete construction and the design will need to fit the located area and provide features that will meet the need of the User-group.
- 5.3 The provision of facilities that will be suitable for use by skate boarders, BMX riders, inline skaters, roller bladers, roller skaters and scooter riders so that park users will be provided with a park that they can ride time and time again and have fun exploring the lines in many different ways whilst developing their skills in the process.
- 5.4 The Project scope and objectives are outlined in Appendix A.
- 5.5 The key outcomes and success factors for the project are;
- to be completed by no later than 30th Sept 2018.
 - to be completed within the approved budget (including fees for lease/licence, project management and Parks Officers time).
 - to meet BS EN 14974
 - for the contractor to provide an after care service for 2 years
 - for the surfaces and rides to have a life expectancy of 20 years
 - A skatepark is a bespoke item and a 'design and build' contract framed by a brief is the most cost effective method of procuring this due to its specialist nature. This allows the parameters of the brief (including the overall budget) to be worked within and the end users and stakeholders to judge/score against ensuring best suitability.

6 RATIONALE

- 6.1 The skate park brief is now to the satisfaction of the Sub-committee members.

7 OTHER OPTIONS CONSIDERED

7.1 Options have been refined by the Sub-Committee in order to determine the specification now decided upon to build a skate park.

8 CONSULTATION

8.1 As of 2.3 (initial designs will be taken out to consultation with the public user group and the Sub-Committee as part of the evaluation process).

8.2 Once the contract has been awarded further design work may include further consultation with future users of the park and organised in conjunction with Bath & North East Somerset Council's Parks officers.

8.3 Procured Contractors should have experience of, and be confident with, working with young people and the public as part of the design process and will present their designs to representatives of user groups and to Council Officers.

8.4 The Council's S 151 officer approval has been received to release the £97K funding.

8.5 The Council's legal team have had opportunity to comment on this report.

9 RISK MANAGEMENT

9.1 Should the costs be more than reasonably budgeted for then the Council will need to consider its position and may seek to reduce the extent works within the current subsidy by re-prioritization. The Trust should be prepared to contribute financially to any identifiable shortfall from its own resources/income streams.

9.2 Insurance – as the skate park will be maintained and inspected by B&NES the insurance liability will be picked up under the Council's Insurance arrangements and is within existing budgets.

9.3 Risks to the project's successful completion are;

- Over-running/inclement weather – the project will over-run the Sept 30th deadline and consideration must be given to inclement weather and its effect on ground conditions/delays. To be flagged up to the project manager.
- Project cost exceeding the allocated budget (The Council has been clear that its contribution will be capped at £97K); there will be an 8% contingency fund allocated to the project which is considered reasonable to the risk.
- Currently unknown site constraints such as sub surface ground conditions; trial pits are planned to ascertain sub-terranean conditions.

Contact person(s)	<i>Mark Cassidy 01225 396811</i>
Background papers	<i>N/A</i>
Please contact the report author if you need to access this report in an alternative format	

Appendix A

PROJECT SCOPE AND OBJECTIVES

We anticipate that the successful design will incorporate features to satisfy the following user groups:

Skate facilities for a variety of users:

- Skate boarders (including Penny boarders)
- Scooter riders
- BMX riders
- Inline skaters / roller bladers / roller skaters

Age demographic

- The upper age limit for skate park usage is 14yrs (so the design should reflect this)

Working group:

PROJECT SCOPE

Possible features to include a selection of the following (to be confirmed during the consultation design development process):

- ramps / curved transitions
- a selection from street and plaza features such as rails, steps, blocks, banks, kerbs etc
- rideable space for gentle cruising, away from other skate lines i.e. not in the path of features. This is to prevent riders crashing into one another and to allow beginners space to practice balancing
- DDA compliant rideable access and pathways from the existing park path to connect with and encircle the skate facility (removing any need to ride over grass to get on / off the skate park)
- design to include maximum possible noise attenuation within the available budget
- design to incorporate include necessary, suitable and sufficient screening and planting

The project may also require appropriate external works:

- drainage
 - surface treatment for non-rideable surfaces i.e. pathways, rubber matting / SAFA surface
 - soft landscaping to soften edges and provide some visual screening
- All activities must be outside of the drip line of any trees.

OUTLINE PROJECT DELIVERABLES AND/OR DESIRED OUTCOMES

General conditions:

- We are looking for a lifespan of at least 20 years for surfaces, rides and external features.
- We are happy for contractors to sub-contract the build where relevant. Any subcontractor proposed should be submitted to the Council for approval prior to commencement.

MATERIALS

Materials chosen by the contractor, and construction methods chosen should be fit for purpose and able to withstand intensive use over a 20 year period.

CONSTRAINTS

- The councils budget is limited to £97,000 inclusive of all fees (including internal fees) and costs, and the contractor's submission must demonstrate that this is achievable.
- £25k out of £97k allocated to Alice Park to be ring-fenced and used for other park improvements (such as equipment, H&S, etc)
- **Planning permission** is not required for this site providing design and construction is limited to a maximum height above ground level of 4m and a maximum cubic capacity of 200m³. However the Trust ask the Council's contractor to work with the working group on the design of the skate park with the following preferences (in order to blend with the area):-
 - The skate park should be located in the lower corner by the play area
 - The skate park should ideally be 200 sq m in size – but not limited to this and based on the design produced by the contractor
 - The skate park should ideally be 1m height - but not limited to this and based on the design produced by the contractor
- No trees should be cut, trimmed or removed for construction.
- The adjacent boules area cannot be impacted upon, removed or relocated.
- The size and design should be proportionate to the size of the park so that it shall in no way dominate the park or detract from the enjoyment of other park users and neighbouring residential occupiers.
- To consider an opening in the corner for easier access
- To ask for the best design for the skate park which would be brought back to the Sub-Committee for scrutiny

Appendix B

Budget

Capital Funding	B&NES max	£72,000.00	
	Community	£30,000.00	
			£102,000.00

Canvas D&B Budget	£63,240.00	
Paths and approach surfaces	£4,000.00	
Drainage (SUDS)	£2,000.00	
Landscaping	£1,500.00	
		£70,740.00

Fees		
Design	Canvas	
Structure	Canvas	
Open Spaces costs	£2,000.00	
PM	£10,000.00	
QS	£2,000.00	
CDM	£1,000.00	
COW	£2,000.00	
Legal	£4,000.00	
		£21,000.00

Surveys		
Ground Investigation	Canvas	
Arboroculture	£1,200.00	
Topo Survey	£900.00	
		£2,100.00

Contingency	(102000x8%)	£8,160.00
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Total	£102,000.00
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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Alice Park Trust Sub Committee	
MEETING/ DECISION DATE:	25 June 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Patio area around café update	
WARD:	Lambridge	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1 – Plan of lease area</p> <p>Appendix 2 – Grounds maintenance layer</p> <p>Appendix 3 – Aerial view</p>		

1 THE ISSUE

- 1.1 During the last Alice Park Trust sub-committee meeting on 23 April 2018, representation was made by Alice Park café proprietor Mr Tony Hickman regarding his use of a grass area adjacent to his area of leased land on occasions during the summer (and winter) for parties and putting up a marquee for the Christmas market, charity marquees, DJ and acoustic performances.
- 1.2 At the meeting Mr Hickman explained that over the past nine years he had been under the impression that the area up to the end of the fence, just beyond the patio was included in “his area”.
- 1.3 Mr Hickman went on to offer Alice Park Trust a one off payment of £250 to allow him use of this area as if it were part of his current lease.
- 1.4 Mr Hickman’s lease (renewed on 4 September 2014), details his leased area to comprise of the Tea Chalet and 2 areas adjacent this (marked in blue in Appendix 1).
- 1.5 He has rights to use the areas marked in blue and as detailed in The Second Schedule of the lease ‘for placing tables, chairs and umbrellas only’. The second of these areas (furthest from the chalet) is up to the fence that contains the patio but is not beyond the fence that contains patio (i.e. is not onto the grass).

- 1.6 The Fourth Schedule of the lease (Regulations) states; point 3 'no sound amplification equipment shall be used in a manner which is audible outside the premises'; point 8 'no events may take place without first being authorized by the landlords events team'; point 9 'no marquees, tents or temporary structures are to be erected in any part of the park without express written permission from the parks manager or events team of the landlord etc'.
- 1.7 Whilst the use of the grass area seems harmless enough, it is not included in Mr Hickman's lease area, his lease expressly does not permit temporary structures to be used without permission and therefore his unpermitted use of it is likely not insured. As landlords, I would be concerned that knowledge of this occurrence creates liabilities upon the landlords should an incident occur through poor set up of items upon the landlords land (gazebo's and bouncy castles etc notoriously leave the ground in windy weather).
- 1.8 Similarly, offering DJ and acoustic performances may not be permitted as there should be no sound amplification that is audible outside the premises.
- 1.9 Please see <http://www.alicepark.co.uk/for-hire> for details of cafe offers and prices

2 RECOMMENDATION

- 2.1 That the café concession is notified of the breaches of lease conditions and is required to work within the lease perimeters going forward (or actions should be taken to terminate the lease).
- 2.2 That a one off payment of £250 should be refused as would not sufficiently reflect the market rate of the land and its regular use by the concession. It would not actually cover the cost of the legal work in varying the lease details that are needed to formalise the arrangement and protect the landlords from the unauthorised use.
- 2.3 That consideration be given to temporary hire of the land by the concession consistent with any other event organiser and through the event team to ensure landlord liabilities are addressed. Small hires of land adjacent to and to facilitate events based at the cafe can be discretionarily agreed at a rate of £2.00 per day per m2.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Charge rates to the café must be reasonable as the vibrancy created by the café is of huge value to the park in general. A charge rate of £2.00 p/m2 is benchmarkable to others (Cambridge City Council) as a temporary hire rate and seems reasonable when compared to the financial benefit being derived from the concessions website.
- 3.2 The maintenance of the park is already in a financial deficit position as 'the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES'.
- 3.3 To improve the quality and attractiveness of the park all those deriving an income from it must equitably contribute towards its upkeep.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council is sole corporate trustee of the Alice Park Trust. The Alice Park Trust's Sub-Committee's terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.
- 4.2 Members in their capacity as Trustee must administer the Trust in good faith, abiding strictly to the objects of the Trust and administering the Trust for the benefit of the public which may at times conflict with the interests of the Council.
- 4.3 The objects of the trust require the land bequeathed to be used as a public park and children's recreation ground. The Sub-Committee must consider whether any proposed use falls within the trust's objectives, and if so whether to permit the use requested. If it permits the use then it must decide on what terms, in order to ensure effective use of the park whilst minimising any conflict between the different uses to which the park is subject to under the terms of the trust deed.
- 4.4 One important consideration for the Alice Park Trust Sub-Committee to consider, when deciding upon the issue of expenditure, is that the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES and therefore a very clear plan to fund future expense will be required.
- 4.5 A charity cannot dispose of an interest in land without obtaining and considering a surveyors report pursuant to S.36 (3) Charities Act 1993 where the disposal is by way of lease for 7 years or more or, where the lease is for less than 7 years then pursuant to S.36 (5), by obtaining advice from a person who the trustees believe has the requisite ability and practical experience to provide them with competent advice. In addition in either case the trustees must also be satisfied that the terms of the disposition proposed are the best that can be obtained for the charity.

5 THE REPORT

- 5.1 That the Alice Park Trust sub-committee agree a £2.00 p/m2 rate for additional land hire (land hire is not subject to vat).
- 5.2 That events are notified and the land is booked via the B&NES event team which will be subject to an administrative charge (reduced for multi-events)

6 RATIONALE

- 6.1 The Trust must work within its and the Councils financial constraints.

7 CONSULTATION

- 7.1 Finance and Legal Officers have had opportunity to review and input into this report.

8 RISK MANAGEMENT

- 8.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person(s)	<i>Mark Cassidy 01225 396811</i>
Background papers	<i>N/A</i>
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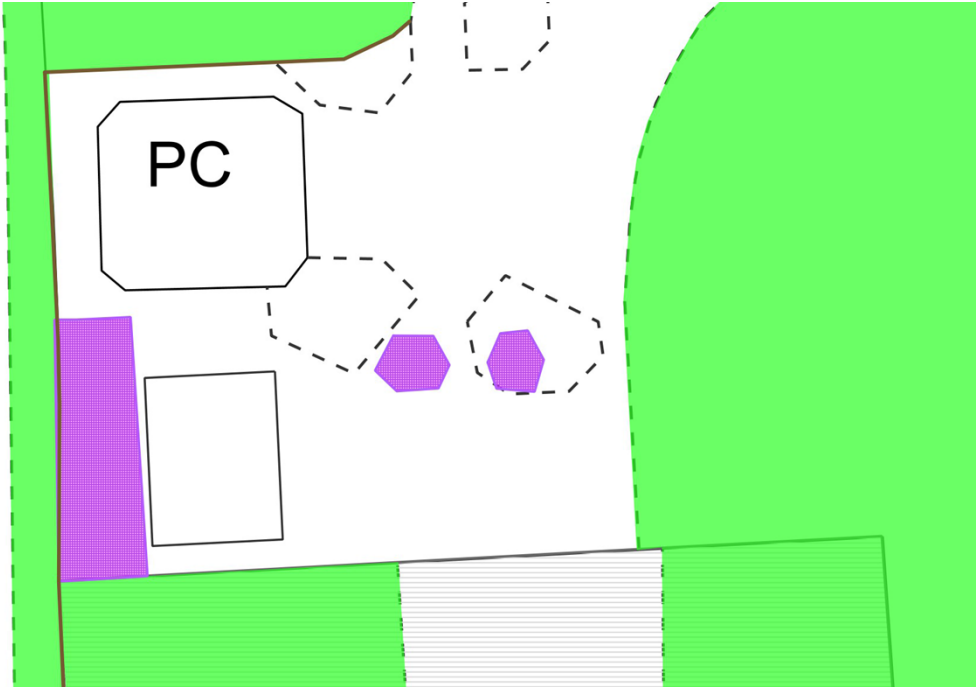
Appendix 1

Lease areas, *note; details of the Second Schedule of the lease reads: 'a right to use the areas marked blue for the placing of tables, chairs and umbrellas only'.



Appendix 2

Grounds maintenance layer showing proximity of grass areas to lease areas (there is a fence between areas marked in blue in appendix 1 and the grass area in green below). Therefore yes, Mr Hickman has use up to the fence.



Appendix 3

An aerial view showing Mr Hickman's area being up to fence but appears to show a gazebo structure outside of this area on the grass.



Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Alice Park Trust Sub Committee	
MEETING/ DECISION DATE:	25 June 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Alice Park Footpaths Update	
WARD:	Lambridge	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Plan of additional paths		

1 THE ISSUE

- 1.1 During the last Alice Park Trust sub-committee meeting, a motion was raised regarding the connection of pathways on site to allow circular walking and that this should be considered in greater detail at a subsequent meeting. It was noted that additional paths would increase maintenance costs that are currently not budgeted for.
- 1.2 The on-going maintenance of the park is in a financial deficit position as 'the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES'.
- 1.3 With the corporate financial deficit position, commitment to maintain additional assets could not be asserted in the current climate.
- 1.4 Pathway installation costs have been identified as £43,200 and a successful CIL application has been made which could allow the construction. This application is provisional as has not been formally signed off by the cabinet member at this time.
- 1.5 Should it be agreed to claim the £43k CIL funding allocation, it will be prudent to identify the construction type of the asset and its durability/likely need for repairs and to start generating reserves to allow for future maintenance of the asset.

2 RECOMMENDATION

- 2.1 That maintenance requirements of the new pathways are identified prior to acceptance of the CIL money. That once identified, a plan to generate these costs from revenues is identified (events, concessions, tennis/boules hires) and put to a sinking fund for specific use.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The maintenance of the park is in a financial deficit position as 'the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES'.
- 3.2 Financial pressures within B&NES creates a situation where further costs can't be absorbed and that improvement works and associated maintenance costs must be funded separately.
- 3.3 Strategic actions should strive to increase park revenues in order to self-fund such park improvements.
- 3.4 These park improvements should be prioritized alongside those that halt further depreciation of the park fabric/facilities and that is sustainably affordable going forward.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council is sole corporate trustee of the Alice Park Trust. The Alice Park Trust's Sub-Committee's terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.
- 4.2 Members in their capacity as Trustee must administer the Trust in good faith, abiding strictly to the objects of the Trust and administering the Trust for the benefit of the public which may at times conflict with the interests of the Council.
- 4.3 The objects of the trust require the land bequeathed to be used as a public park and children's recreation ground. The Sub-Committee must consider whether any proposed use falls within the trust's objectives, and if so whether to permit the use requested. If it permits the use then it must decide on what terms, in order to ensure effective use of the park whilst minimising any conflict between the different uses to which the park is subject to under the terms of the trust deed.
- 4.4 One important consideration for the Alice Park Trust Sub-Committee to consider, when deciding upon the issue of expenditure, is that the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES and therefore a very clear plan to fund future expense will be required.

5 THE REPORT

- 5.1 That the Alice Park Trust sub-committee cost the likely maintenance requirements of a path (consider the most durable path type). That they devise a sinking fund to fund this maintenance from park revenues.

6 RATIONALE

- 6.1 The Trust must work within its and the Councils financial constraints.

7 OTHER OPTIONS CONSIDERED

- 7.1 Not to install additional paths

8 CONSULTATION

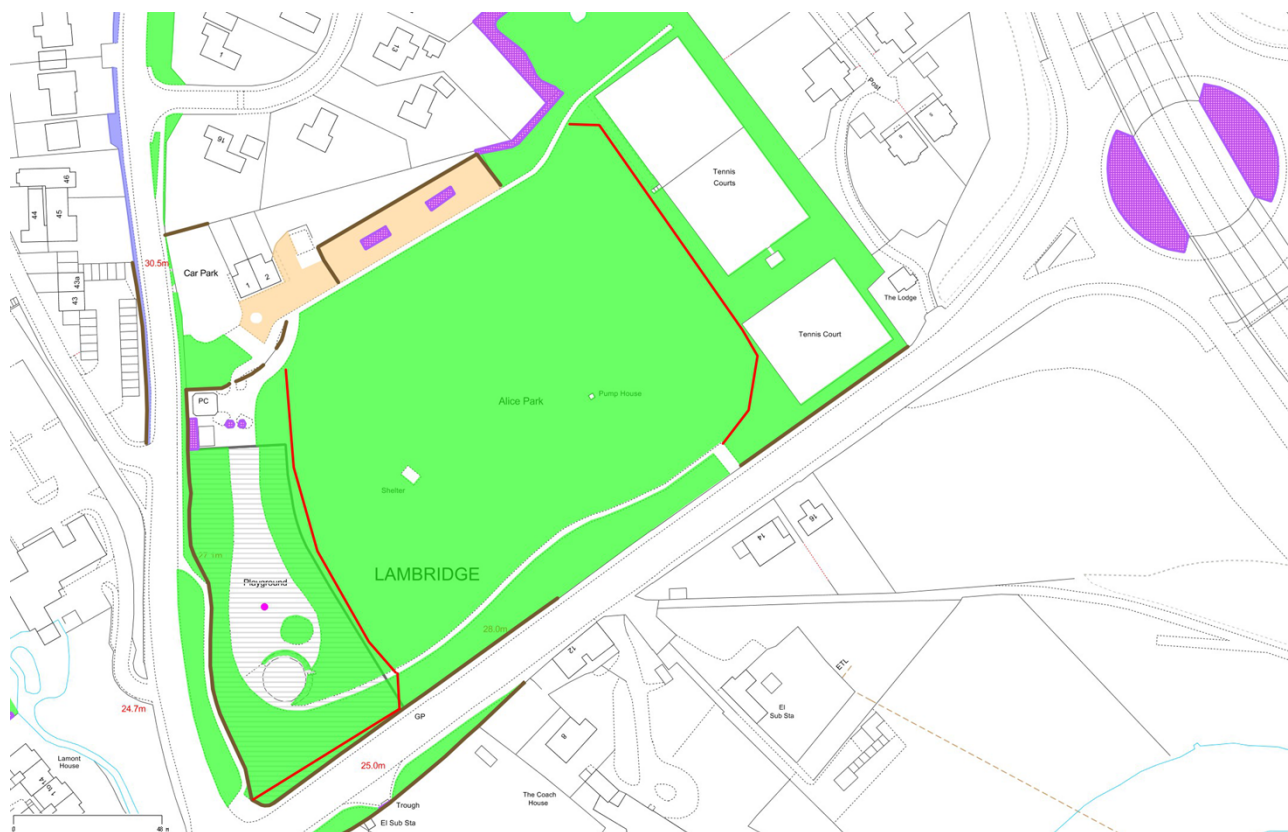
8.1 Finance and Legal Officers have had opportunity to review and input into this report.

9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person(s)	<i>Mark Cassidy 01225 396811</i>
Background papers	<i>N/A</i>
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Key: Additional paths in red



Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Alice Park Trust Sub Committee	
MEETING/ DECISION DATE:	25 June 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Pond Area Update	
WARD:	Lambridge	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
None		

1 THE ISSUE

- 1.1 During the last Alice Park Trust sub-committee meeting, a motion was raised regarding refurbishment of the pond and that this should be considered in greater detail at a subsequent meeting. It was noted that there was no immediate Health & Safety concern.
- 1.2 There is already a management plan that considers the pond alongside all other improvements objectively and lists a matrix table of improvements on page 33-35 as a conclusion. The only direct pond action is to restore water flow to revitalise pond water in year 3 (2019).
- 1.3 The pond is very barren and is afforded very little maintenance in the current Service Level Agreement work schedule. An alternative action to 1.2 is that enhancement of plants would not necessarily require running oxygenated water (as duckweed creates its own oxygen) but there is vulnerability to damage from dog/duck trappings and pond ingress and anti-social behaviour which would have a resource implication re ongoing maintenance. This issue and that of health and safety may be partly overcome by the installation of a strong wire mesh (that sits just below the water surface) welded to legs that rest on the bottom of the pond therefore retaining an open and accessible appearance with some trample proof plantings at pond edge.
- 1.4 Point 4.4 gives very clear reference to the limited funds created by the Trust's endowment and which contributes towards the site maintenance. Council staff resource is more pressured than ever and further maintenance work operations cannot be absorbed.

2 RECOMMENDATION

- 2.1 That the above improvement works and associated on-going maintenance actions are costed up and decided upon alongside the other prioritised items that come from a reviewed management plan.
- 2.2 That consideration be given to the formulation of volunteers to assist the maintenance of enhanced areas.
- 2.3 That consideration be given to this potentially being an attractive boules area that may be more cost effective to retain/maintain than a pond.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The maintenance of the park is already in a financial deficit position as 'the income from the Endowment and arising from the Trust Property is currently insufficient to maintain the park without a subsidy from B&NES.
- 3.2 The underinvested pond currently affords little maintenance however improvement will create resource requirements re maintenance.
- 3.3 A cost/benefit analysis might suggest that a pond is a cost liability and a poorer investment than if used as a boules area (or equivalent).

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council is sole corporate trustee of the Alice Park Trust. The Alice Park Trust's Sub-Committee's terms of reference are to undertake the operational management functions in respect of the Alice Park site and its resources, in accordance with Trust's objects and the duties it owes pursuant to the Charities legislation.
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5 THE REPORT

- 5.1 That the committee review the 5 year management plan matrix and consider the pond against other priorities and developments.

6 RATIONALE

6.1 The Trust must work within its and the Councils financial constraints.

7 OTHER OPTIONS CONSIDERED

7.1 That the site could be used for a purpose that is more sustainably financed.

8 CONSULTATION

8.1 Finance and Legal Officers have had opportunity to review and input into this report.

9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person(s)	<i>Mark Cassidy 01225 396811</i>
Background papers	<i>N/A</i>
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