

Alice Park Trust Sub-Committee

Date: Monday, 25th February, 2019

Time: 6.00 pm

Venue: Brunswick Room - Guildhall, Bath

Councillor Rob Appleyard

Councillor Michael Norton

Councillor Geoff Ward (Chair)

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

Chief Executive and other appropriate officers

Press and Public



Marie Todd

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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.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet www.bathnes.gov.uk/webcast. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

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 February, 2019

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 OF 22 OCTOBER 2018 (Pages 9 - 14)

To confirm and sign the minutes of the previous meeting.

8. TENNIS IN ALICE PARK

Colin Fairweather from Bath Tennis Club will make a statement regarding his vision for tennis in Alice Park.

9. ALICE PARK WILDLIFE GARDEN (Pages 15 - 18)

To consider a report by Sam McGuire, Water Ecologist and volunteer, regarding the pond area in Alice Park.

10. WITHDRAWAL OF SUPPORT FROM COUNCIL EVENTS TEAM

To discuss the withdrawal of support from the Council's Events Team for events taking place in Alice Park.

In 2016 with the inception of the Alice Park Trust, the Council's Events Office was asked to support the Trust in the administration of all events taking place within the park.

Following a review of the events office and after seeking legal advice, the Council's events team are no longer in a position to continue providing this service. The legal position was clear that Alice Park is not a Council park; consequently the final say on activities and events within the Park rests solely with the Alice Park Trust Sub-Committee.

The Events Team would, of course, be able to offer informal advice to the Committee on the Trust's policy around events and it may wish to use the Council's Policy as a point of reference, particularly in relation to suitable events for the Park – please find the link below:

http://www.bathnes.gov.uk/sites/default/files/events_policy_0.pdf

11. UPDATES FROM THE PREVIOUS MEETING

The Chair will give an update on the following items that were discussed at the previous meeting:

- Tennis hut
- Lawn tennis association deal
- Flagpole
- Heritage information boards
- Skate park
- Footpath join-up

12. THE BIG SLEEP OUT

To discuss the arrangements for the proposed "Big Sleep Out" in aid of Julian House

which is scheduled to take place in Alice Park on Friday 8 March 2019 including:

- Lack of reference to permission being granted by the Trustees.
- Formal risk assessment.
- Trust Specific Public Protection Policy to cover against potential accidents or injury to participants.

Further details are available using the following link:

<http://www.bigbathsleepout.co.uk/>

13. WILD FIT PROJECT

To consider the possibility of the implementing the Wild Fit project in Alice Park (installation of outdoor fitness trails equipment).

Further details are available using the following link:

<http://www.wildfit.co.uk>

14. TOILETS IN ALICE PARK

Introduction

Between 16 and 23 January Graham Page received four complaints of person or persons defecating in the park, two of which he confirmed. As a result he phoned the police on their 101 number and the case was logged. He was contacted the following day by the local police and it was agreed that their community policing unit would patrol the park periodically both as a deterrent but also to offer help if necessary to the people concerned.

The Issue

At present toilet facilities are available in the park but they are locked overnight and a charge of 20p is levied per use. At present the charge on the trust is £13,000 per year; a cost of £17.80 per day to clean and maintain each convenience. In addition last year's (2017) failed to show both how much money was raised and its destination. Certainly the Trust did not benefit from the revenue.

Questions for the Trust

- Should the toilets be made available free of charge thus reducing risk of nuisance in the park and increasing amenity to users generally?
- If charges are to be levelled why isn't the Trust benefiting from the revenue raised?
- Is the present contract best value for the trust?

- As this part of a wider B&NES contract, has the cost of this contract been fairly apportioned between the trust and other beneficiaries from the contract?

15. PROPOSAL TO UNDERTAKE METAL DETECTION IN ALICE PARK

Graham Page will give a verbal report on a proposal to undertake metal detection in the park.

16. DELEGATED POWERS

To consider approving the following delegations:

- To agree that the Chair and one other voting member of the Alice Park Trust Sub-Committee be authorised to sign documentation (such as contracts) on behalf of the Trust.
- To delegate authority to the Chair to spend up to £1,000 for minor works subject to reporting any decisions made to the subsequent meeting of the Alice Park Trust Sub-Committee.

17. DATE OF NEXT MEETING

To consider when to hold the next meeting of the Sub-Committee.

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, 22nd October, 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)
Graham Page	-	Independent Member (non-voting)

18 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting. In particular he welcomed Graham Page the newly appointed independent member to his first meeting

He then updated members on the following developments since the last meeting:

- New waste bins had been installed to replace the old and damaged ones. Cllr Appleyard stated that the Trust should in future look to provide bins that provide separate compartments to encourage recycling.
- The pond had been refilled and water was now circulating.

19 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer explained the emergency evacuation procedure.

20 APOLOGIES FOR ABSENCE AND SUBSTITUTION

There were no apologies for absence.

21 DECLARATIONS OF INTEREST

There were no declarations of interest.

22 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There were no urgent items.

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

There were no public questions or statements.

24 **MINUTES OF THE MEETING HELD ON 25 JUNE 2018**

The minutes of the meeting held on 25 June 2018 were confirmed and signed as a correct record.

25 **ALICE PARK DEVELOPMENT PLAN**

The Sub-Committee considered a draft development plan for the park which had been created following the members' site visit in July. The majority of the plan had the support of all members; however, there were four items which had not received full agreement:

- (a) The tennis hut – Cllr Appleyard stated that the tennis courts required maintenance work. The surfaces and nets needed to be upgraded. It was important to understand the responsibility of the Council with regard to the tennis hut and courts. The timescale for the Lawn Tennis Association work also needed to be clarified. The Chair explained that the gutters, handrails and fascia needed to be repaired.
- (b) The lily pond – Cllr Patterson stated that, having considered this further, she now supported the pond remaining in its current location but did not wish it to be fenced off. Paul Hooper suggested that a picket fence should be erected and a botanical area be created where people could sit. Graham Page stated that this should be a restful area where any dogs should be kept on leads and that he would prefer a hedge to a fence. Members discussed health and safety implications relating to the pond area and considered that there was no immediate risk.
- (c) The play area – Members discussed a suggestion to provide a water play feature. Cllr Appleyard, in his role as local ward member, was currently carrying out a survey to find out what local people wanted from the play area. This would provide a steer and an indication of what was required by local residents.
- (d) The skate park – This would be discussed later in the meeting.

RESOLVED:

- (1) To agree that the pond should remain in its current location with enhancements as required. To consider whether to provide fencing in the pond area at a later date.
- (2) To obtain quotes for repairs to the guttering, handrail and fascia of the tennis hut and to arrange for the work to be carried out.
- (3) To ascertain the timescale for the Lawn Tennis Association deal.
- (4) To approve the park development plan and make it available to officers and the local community.

26 **STATEMENT OF ACCOUNTS AND ANNUAL REPORT FOR 2017/18**

The Sub-Committee considered a report setting out the statement of accounts and annual report for 2017/18. The Group Accountant responded to queries raised by members at the last meeting as follows:

- The figure being spent on public conveniences covered cleaning and maintenance of the facilities.
- The income from the public conveniences was paid into the general council fund which covered cleansing and contractors. The Trust discussed whether this should be shown in the accounts as coming back into the Trust as income. The Group Accountant agreed to take this suggestion back to the Finance Team.
- The figure spent on play equipment covered inspections, annual maintenance and labour.
- The £13,741 income figure referred to the day nursery and related insurance costs.
- The restricted funds related to the properties in the park and the unrestricted funds related to the café.

It was noted that the lease for the café would be due for renewal in 2020. Graham Page stated that this should be discussed at a meeting in the near future so that preparations can be made. It was agreed that this should be discussed at the June/July meeting. Members also discussed the advantages and disadvantages of revaluing the park assets to reflect current values.

RESOLVED:

- (1) To agree the Statement of Accounts for the Alice Park Trust for the year ending 31 March 2018 (as set out in Appendix 1 of the report).
- (2) To agree the Annual Report for the Alice Park Trust for the year ending 31 March 2018 (as set out in Appendix 2 of the report).

27 SKATE PARK UPDATE

The Sub-Committee received a presentation from Darcy Wright, Design Engineer, from Canvas Spaces, the company designing the skate park. The site had now been agreed and a survey of the area had been carried out. There were some constraints with the site and these would be taken into consideration during construction. Plans setting out the proposed design of the skate park were circulated. *Copies of the plans are set out as an appendix to these minutes.*

The skate park would be a bowl design which would sit in the ground. This would reduce noise and eye-line visibility and would also avoid damage to trees. In line with the brief from the Alice Park Trust the design was aimed at an age range from 4 to 14 years.

Cllr Appleyard suggested that the skate park user group should be consulted on the proposed design so that they could provide feedback. It was confirmed that Canvas could carry out a consultation exercise if required.

Canvas explained that the design would be challenging enough for the specified age group whilst also enabling the more experienced skaters to use more complex skills to provide further challenge.

Cllr Norton stated that he felt this was a good design and proposed that the Trust accept the plans submitted.

Mark Cassidy, Parks Manager, queried whether an artificial mound could be provided around the skate park as grass in the area could be eroded. Canvas confirmed that rubber mulch could be used if required.

Paul Hooper felt that the design looked clean and sympathetic with the location and would be a good launchpad for younger children to progress their skills.

RESOLVED unanimously:

- (1) To approve the skate park design presented by Canvas.
- (2) To progress with construction of the skate park following consultation with the skate park user group.

28 **ANNUAL REPORT TO THE CHARITABLE TRUST BOARD**

The Sub-Committee considered a draft annual report for submission to its parent body, the Charitable Trust Board.

RESOLVED: To agree the annual report for submission to the Charitable Trust Board.

29 **JOIN UP OF FOOTPATHS**

The Chair explained that, having received the CIL funding to join up the footpaths within the park, it was important to agree exactly where paths would be constructed and to commence this work.

Cllr Appleyard suggested that the paths should lead around the skate park and also that the funding be used to provide a hardstanding area adjacent to the skate park facility if necessary.

The Chair stated that he would lead on this project and would liaise with officers as necessary whilst keeping members of the Trust informed of progress.

Graham Page stated that the users he had spoken to would favour a path around that rear of the tennis courts. He also confirmed that joggers would prefer rounded corners and stressed the importance of considering the needs of people with disabilities and people with pushchairs. There should also be a path between the playground and the boules area to protect the trees.

RESOLVED:

- (1) To agree to progress with the joining up of the footpaths within the park.
- (2) To ask officers to prepare a detailed plan of the footpath proposals.
- (3) To agree that the paths should lead behind the tennis courts and should be as accessible as possible taking into account budget and land constraints.

30 **SIGNAGE AND LOGO**

The Sub-Committee discussed the use of a logo specific to the Alice Park Trust for use within the park and on documentation, publicity etc. A logo had been designed by officers.

RESOLVED: To agree the use of the specific Alice Park Trust logo with immediate effect.

31 **FLAGPOLE IN ALICE PARK**

The Chair explained that it is a requirement of the 1930s Conveyance that a flag is flown on Alice MacVicar's birthday. The flagpole has rotted away and was taken down some years ago; its base is now under mature trees at the entrance to the park. A flagpole has been given to the Trust by the Parks Department and has been moved to Alice Park. Two quotes have been obtained for the re-installation of the flagpole.

Members discussed the location of the flagpole and the Chair confirmed that planning permission would not be required.

RESOLVED:

- (1) To agree to reinstate the flagpole at Alice Park and to position it in the memorial garden behind the war memorial.
- (2) To agree to place an order with Tom Ledbury (a Council approved small works contractor) for this work at a cost of £320 +VAT.

32 **PARK HERITAGE INFORMATION BOARDS**

The Chair made a proposal that two heritage boards be placed in the park. One to be positioned at the main entrance and one by the pond. He explained that there was a rich history around the MacVicar family who had gifted the park to the city. The Boards would contain historical information and photographs of the family including Alice MacVicar, Bertie MacVicar and Col WB Richie DSO the career soldier and war hero and brother in law to Alice. This would build on the heritage asset of the park to enhance its appeal and market its heritage. This proposal had the full support from descendants of the MacVicar family.

Cllr Appleyard felt that this was a good idea and also proposed that a new noticeboard be positioned at the entrance to the park.

RESOLVED:

- (1) To agree that two heritage boards and a new noticeboard should be provided in the park.
- (2) To request the Chair to obtain quotes for this work which should then be circulated via email to all members for final approval.

33 **FIREWORKS AT ALICE PARK**

Graham Page raised the issue of the closure of the park for a fireworks display which would be taking place on Saturday 27 October 2018. He queried whether the park could legally be closed to the public for this purpose and, if it were to be closed, asked whether notices informing people of the closure should be displayed in advance of the event.

The Chair agreed to look into this as a matter of urgency.

34 **FUTURE MEETING DATES**

RESOLVED: To hold the next meeting on Monday 25 February 2019 at 6pm.

The meeting ended at 8.00 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

'Alice Park Wildlife Garden' **6th February 2019**

Objective: To create a self-sustaining wildlife area in and around the ponds of Alice Park

Introduction

The ponds in Alice Park were originally created as a lily pond to commemorate the brother in law of Alice, Colonel W.B. Ritchie who was a decorated officer who served in World War One and beyond.

Overview

The pond area of Alice Park has the potential, with minimal effort, to become a healthy and thriving self-sustaining ecosystem that will harbour a broad and diverse selection of species and provide a tranquil area for park users.

The ponds and surrounding hedging already harbour much wildlife even though minimal efforts have been made to sustain them. The ponds themselves have suffered from a period of neglect, in part due to many people thinking that they were leaking whereas they are not.

Frogs and herons, buzzards and many other species are regularly seen and by harnessing and nurturing some of the goodwill to Alice Park there is an opportunity, with minimal effort, to reclaim the pond area of Alice Park and to transform it into a wildlife area for the benefit of all park users.

In essence, by erecting gated fencing (running from the conifer tree to the right hand side of the bench) the grass can be planted with meadow flowers and the ponds can be planted with native pond species which will very quickly attract wildlife.

Low key signage can be placed on the gates which states that "this is a wildlife area for everyone to enjoy so we would be grateful if you would be kind enough to help us by keeping dogs on leads and both children and dogs out of the pond!".

Actions Overview

The Royal Horticultural Society recommends that certain times are best for undertaking work on wildlife ponds once the water has started to warm a little and plants have commenced growth so work needs to start in March.

Therefore, if we are to create an Alice Park Wildlife Pond, decisions need to be taken now so that certain things can happen immediately. Recommended actions are:

1. Dredge the pond. Completed;
2. Install new pump equipment to manage pond flow. Completed;
3. Hardscape the pond to allow for a range of submerged, marginal and emergent native plants to be planted. Partially completed;
4. Introduce tree trunks as a means of natural seating;
5. Plant pond with indigenous non-invasive species;
6. Plant surrounding area with meadow plants
7. Install fencing and two gates using volunteer labour and materials at cost;
8. Produce signage;
9. Agree a mowing plan with B&NES.

More detail on a number of these actions is detailed overleaf.

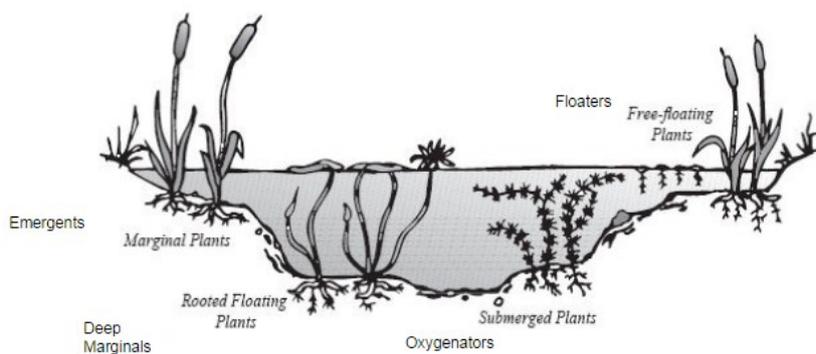
Specific Actions

Action 3: Hardscape the Pond

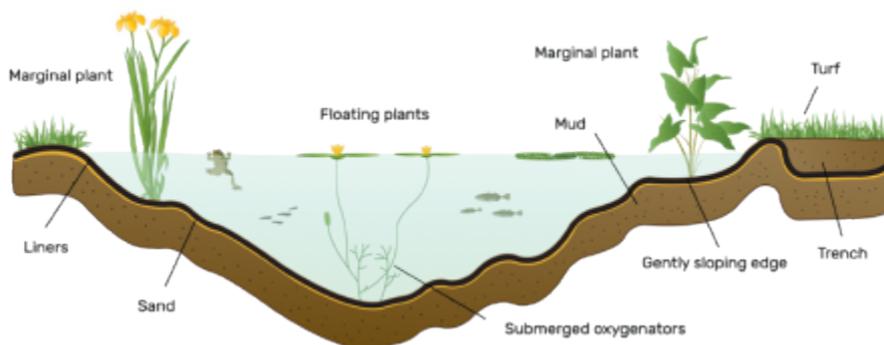
To ensure that a diversity of plants and wildlife thrive the ponds need a stepped profile as indicated in the following two diagrams. The profile at the moment is straight sided so two – three hardscaped areas are to be introduced.

This is to be done using donated materials and labour.

Four Categories of Water Plants



Source: Permaculture Research Institute



Source: Surrey Wildlife Trust

Action 4: Introduce tree trunks as natural seating

Steve Soward Tree Surgeons of Christian Malford have kindly said they will donate trunks as seating when suitable ones become available.

Action 5: Plant pond with indigenous non invasive species

Once the hardscaping is completed in March / April planting of the pond and surrounds needs to be undertaken.

Where appropriate plants will be planted in pond baskets to stop spread.

In the top or small pond the idea is to plant this with narrow or small reed mace so that the top pond acts as a natural filtration system for the bottom two ponds. An additional benefit is that the mace will provide the fish already in the pond with somewhere to hide from the herons!)

In the lower two ponds planting will comprise of plants such as:

Floating Native Plants

These sit on the water surface and keep the water cool and algae growth down.

- Frogbit
- Water soldier
- Marsh marigold

Submerged Native Plants

These are great oxygenators and provide valuable cover for underwater creatures.

- Spiked water-milfoil
- Common spike rush
- Willow moss
- Water crowfoot

Emergent Native Plants

- Yellow iris or versicolour ray Elliot
- Purple loosestrife
- Water forget me not

In addition to planting in the pond the margins of the pond will benefit from planting and it is suggested that a mixture of carex, ferns, buddleia etc etc.

The surrounding grass will be sown with meadow flower seed.

It is requested that the Alice Park Trust contribute £300 to the cost of the purchase of plants. Labour is voluntary.

Action 7: Install Fencing

For this idea to work it is recommended that the wildlife area is fenced off to create a separate and distinct area.

This is not intended as a hard barrier up to the boundary of the park as this would entail removing hedging and plant life which rather defeats the point of creating a wildlife area.

Fencing can go up to the hedging – the natural fencing – and the gates can have signs that state “this is a wildlife area for everyone to enjoy so we would be grateful if you would be kind enough to help us by keeping dogs on leads and both children and dogs out of the pond !”.

This work needs to be undertaken in March/April.

The overall fencing length is approximately 41.5m and there are two fencing options:

- Picket and rail, 900mm high pickets (1m overall height) 75mm round top pickets with 100mm spacing

Mounted on two 50x75 eased rails, fixed to 100x100 square posts, sloping tops, postcreted 600 into ground with gravel for drainage at the bottom of the hole, spaced at 2.1m. 2 x picket gate 1200 wide, galvanised T hinges, auto latch catch, self-closing spring. Rails mounted to posts with 100mm Timberfast screws, 4 deck screws per picket mounted to rails

Materials cost: £1,375, including VAT. Labour for installation: Free !!

- Mesh and rail, the same as surrounding the play areas.

Based on a 50mm 900 high mesh which mimics the mesh around the playground, with a couple of straining wires, and with only a top rail and a fence height of 1,000mm height

Top rail: 50x75 eased rails, fixed to 100x100 square posts, sloping tops, postcreted 600 into ground with gravel for drainage at the bottom of the hole, spaced at 2.1m. 2 x picket gate 1200 wide, galvanised T hinges, auto latch catch, self-closing spring.

Rails mounted to posts with 100mm Timberfast screws, 4 deck screws per picket mounted to rails. All timber fully tanalised, end cuts treated, rails and pickets smooth planed. This amounts to a high spec long lasting fence, safe and solid.

Materials cost: £1,050, including VAT. Labour for installation: Free !!

The request is therefore that Alice Park Trust pick an option and pay for the materials and £75 for refreshments for the volunteers.

These costs are subject to variation as the costs of the materials fluctuates on a weekly basis. The intention though is to press the supplier for a discount as this is a voluntary project and in return, they will be able to place a sign on the fencing that says “fencing supplied by.....”