

# Alice Park Trust Sub-Committee

**Date: Thursday, 20th June, 2024**

**Time: 12.00 pm**

**Venue: Oak Barn, Community Garden, Alice Park,  
Gloucester Rd, Bath BA1 7BL**

Councillor Deborah Collins

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Joanna Wright

Vacancy

Co-opted members non-voting: Mary LaTrobe-Bateman and Bryan Johnson

Chief Executive and other appropriate officers

Press and Public



**Corrina Haskins**

**Democratic Services**

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: 01225 394357

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

E-mail: [Democratic\\_Services@bathnes.gov.uk](mailto: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>

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](http://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.

**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 can be found at:

<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 - Thursday, 20th June, 2024

at 12.00 pm in the Oak Barn, Community Garden, Alice Park, Gloucester Rd, Bath BA1 7BL

### A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer 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 4.4 Appendix 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 STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE MEETING OF 18 APRIL 2024 (Pages 9 - 14)

To confirm the minutes of the previous meeting as a correct record for signing by the Chair.

8. EVENTS

1. Alice Park Café Bookings
2. Young Persons Music Event in September
3. Corporate Event Update
4. Health and Safety at Events

5. Policy on Charity Stands using Alice Park

9. RENOVATION OF FLAG AND POLE (Pages 15 - 16)

To agree action to be taken in relation to the renovations required to the flag and pole.

10. BATH URBAN TREESCAPE

To discuss:

1. Maps
2. Press Release
3. Request for funds from the Mayor of Bath (sponsorship to include links to Beppu in the park)

11. PROPOSAL TO IMPROVE ALICE PARK CYCLEWAY

To consider a proposal by the Road Safety Team to use funding to improve the markings on the cycleway at Alice Park and use miniature signs/beacons/traffic signals within the existing layout for an initiative to run road safety education sessions for nursery and Key Stage 1 children.

12. DAMAGE TO CHERRY TREES AND COST OF MITIGATION WORKS

The Sub-Committee is asked to agree to reimburse Cllr Joanna Wright for the sum of £10 for money spent on a special treatment to mitigate damage to the cherry trees which resulted from an act of vandalism.

13. ALICE PARK ACCOUNTS - HOW TO MANAGE PAYMENTS FOR USE OF PARK

The Chair of the Alice Park Trust Sub-Committee plays an active role in managing bookings for users of the park on behalf of the Trust and has requested access to the Council system that will allow her to monitor payments.

The Sub-Committee is requested to consider this request.

14. USE OF FUNDRAISING PLATFORMS

To consider if the Trust can use a dedicated fundraising platform to facilitate multiple avenues of fundraising such as Charity Hive, Go Fund Me.

15. ALICE PARK PUBLIC CONVENIENCES

16. ALICE PARK PLAY AREA UPDATE/LEGACIES

To discuss:

1. an event to announce the plan for a new play area to local residents
2. a time line for its start and completion and budget
3. named sponsors and an appeal for support and donations
4. and a plan of how people can leave a legacy to Alice Park

The Democratic Services Officer for this meeting is Corrina Haskins who can be contacted on 01225 394357.

**ALICE PARK TRUST SUB-COMMITTEE**

**Minutes of the Meeting held**

Thursday, 18th April, 2024, 12.00 pm

Councillor Alex Beaumont	- Bath and North East Somerset Council
Councillor Deborah Collins	- Bath and North East Somerset Council
Councillor Joanna Wright	- Bath and North East Somerset Council
Mary LaTrobe-Bateman	- Co-opted non-voting member
Bryan Johnson	- Co-opted non-voting member

**66 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**67 EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Officer drew attention to the emergency evacuation procedure.

**68 APOLOGIES FOR ABSENCE AND SUBSTITUTION**

Apologies for absence were received from Cllrs Oli Henman and Saskia Heijltjes.

**69 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**70 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There were no urgent items.

**71 ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS**

There were no items from the public.

**72 MINUTES OF THE MEETING OF 25 JANUARY 2024**

**RESOLVED** that the minutes of the Alice Park Trust Sub-Committee of 25 January 2024 be confirmed as a correct record for signing by the Chair.

**73 VERBAL UPDATE FROM THE CHAIR**

There were no verbal updates in addition to those covered elsewhere on the agenda.

**74 URBAN TREE MAP UPDATE**

Mary LaTrobe Bateman reported that she had been working with the Chair and a group of volunteers led by Fiona Bell (Bath Urban Treescape) with a view to developing a tree map for Alice Park. She updated that:

1. A local photographer would be taking photographs of the trees.
2. There would be an event on 1 May to coincide with Larkhall Festival where members of the public could choose their favourite tree.
3. By the end of the year, it was hoped that two maps would be produced, one suitable for children 7+ as well as a more detailed map for adults.
4. There was also a plan to label trees.

**RESOLVED** that the update be noted.

## 75 **WARD EMPOWERMENT FUND - BENCHES AND TREES**

The Chair reported that she and Cllr Saskia Heijltjes, as local members for Lambridge, had used their Ward Empowerment Fund for Alice Park to purchase 14-15 trees and 5 picnic benches, 4 of which would be located in the play area, where there was currently no seating, and 1 near the children's cycle track. She confirmed that the costs of securing the picnic benches to prevent them from being moved or stolen had been omitted from the original costs and although she had found a local volunteer to carry out the work, an additional sum of approximately £500 was required for materials. She asked the Sub-Committee to agree to the Trust funding the additional sum to ensure the benches were secured in a concrete base and this would also include securing an existing bench which was currently unusable.

Cllr Deborah Collins acknowledged the work of the local members in securing improvements to the park but expressed reservations about a decision being taken to spend Trust money without a written report, in the interests of transparency.

It was noted that the Trust was in a difficult position due to having an operating deficit funded by the Council and therefore no budget envelope to work within and that a decision on pursuing an annual grant from the Council to give the Trust an operating budget had been deferred at the previous meeting.

As a way forward in relation to the securing of the benches, it was agreed that the Trust fund the additional cost of approximately £500 subject to a retrospective report to include officer advice.

**RESOLVED** that the additional costs of securing picnic benches in place at Alice Park be met by Alice Park Trust (approximately £500), subject to a retrospective written report on the issue to include officer advice.

[Following the meeting the additional cost was met by public donations and so there was no need for the retrospective report requested at the meeting.]

## 76 **ALICE PARK PUBLIC CONVENIENCES**

The Chair reported that there had been an incident where a member of the public had been locked in the toilet with their young child. She confirmed that she had met representatives from Healthmatic and it appeared that the incident had been due to the door being damaged as a result of vandalism.



The Director of Place confirmed that he was not aware of the particular incident, but that anti-social behaviour was an ongoing challenge for local authorities in relation to the maintenance of public conveniences and that in this case the contractor had been responsive in dealing with the incident. He undertook to ensure that there would be an investigation into the incident.

The Sub-Committee requested further information on the type of incidents that had been reported to the contractor over the last 18 months. It was also agreed that public conveniences would be a standing item on the agenda for future meetings.

### **RESOLVED**

- (1) That further information be provided to a future meeting with details of incidents logged with the Healthmatic over the last 18 months.
- (2) That public conveniences be included as a standing item on future meetings of the Alice Park Trust Sub-Committee.

## **77 DRAFT 2023/24 ALICE PARK TRUST OUTTURN POSITION**

The Senior Finance Officer introduced the report and confirmed that final accounts would come to the Sub-Committee to be signed off.

The following comments were raised:

1. It was noted that the deficit was less than in previous years and that this had been achieved without a deterioration of services.
2. It would be useful to have financial data in relation to other years as a comparison. The Senior Finance Officer undertook to provide this for the final accounts.
3. The SLA with the parks department had been updated at the last meeting. The information in the report related to 2023/2024 and so predated the new arrangements.
4. The investment income related to the small amount of money which was given as part of the bequeathment of the park.
5. It was noted that there was no benchmarking information to enable the Trust to make a decision about whether services were value for money. It was agreed that a benchmarking report be prepared by officers prior to the Sub-Committee making a decision in relation to whether the Trust should pursue grant funding from the Council in order to secure an annual budget.

### **RESOLVED**

- (1) That the final accounts contain data to compare with other years.
- (2) That officers prepare a benchmarking report prior to the Sub-Committee making a decision in relation to pursuing annual grant funding from Bath and North East Somerset for Alice Park Trust.

## **78 ACCOUNTS AND DONATIONS**

The Senior Finance Officer reported that there had been a request to set up a tab on the Council's website for donations to play park improvements in addition to the current tab to pay for events. He confirmed that there was already £1077 in the account due to donations raised by Alice Park café. He asked Members of the Sub-

Committee for views on what the tab should be called and the wording of an additional narrative which he advised needed to include a disclaimer to avoid liability in repaying donations.

It was agreed that the tab would be labelled “Alice Park Play Improvement donations” and the additional narrative would be drafted and circulated for approval.

**RESOLVED** that an additional payment tab be included on the Council’s website “Alice Park Play Improvement Donations” and additional narrative be circulated for approval.

## 79 **ALICE PARK PLAY AREA UPDATE**

The Chair confirmed that the company which had been working with the Trust to draw up a blueprint had withdrawn from further involvement in the play area improvement project. She reported that she had been in contact with Rachael Webb of DBD Play who had given advice on submitting a Community Infrastructure Levy (CiL) bid, although it would not be possible to have a blueprint to submit with the application.

Bryan Johnson confirmed that the neighbourhood CiL application was nearly ready to be submitted and although it was disappointing not to have the blueprint, he was confident that it was a solid application. He reported that he had been advised by officers that it was not possible to bid for the £250k to deliver phase one of the project, but instead the bid would be for £75k which would be targeted towards delivering a tangible improvement between June 2024 and June 2025 including design, groundworks and equipment. He reported that securing these improvements would be a step to securing other funding and he would also be looking into the option of strategic CiL funding.

**RESOLVED** that the verbal update on the Alice Park Play Area improvements be noted.

## 80 **ALICE PARK EVENTS/CALENDAR**

The Chair reported that an Alice Park Events Outlook calendar had been created and access given to Council members of the Sub-Committee and officers so that all agreed events could be viewed in one place.

It was agreed that the associated email account should also be used as one place for Alice Park emails and the account should be renamed Alice Park\_Trust@bathnes.gov.uk

## 81 **ANY OTHER BUSINESS**

### 1. Events

The Head of Service for City and Town Centre Management advised that the Events Team had been working with the Café Proprietor in relation to events being organised as part of the Larkhall Festival. She confirmed that the fun run and now been cancelled but that other activities Paint the Park/Picnic in the Park/Party in the Park would be going ahead. She reported that there had not yet been an event

management plan submitted in relation to the Fun Fair. It was agreed if this could not be resolved by 12 noon on 19 April, the event would be cancelled.

The Sub-Committee agreed to a request to include Alice Park as a venue that could be hired on the Council’s Events Webpage.

The Sub-Committee reconfirmed its position on the process for events as follows:

1. Requests would be made to Alice Park Trust in the first instance.
2. A decision would be taken as to whether the Trust would manage the event independently or advise the applicant to apply to the Council’s Events team (and pay the administration fee).
3. The Trust would seek to manage low risk events organised by charitable organisations, but larger scale events would be referred to the Council’s Events Team.

It was noted that there had been a successful event on 11 April held by Bath Area Play Project (BAPP) and sponsored by L&C Mortgages and that this event had not gone through the Events Team as it was considered to be a low risk event, however the Sub-Committee was advised that similar events run by BAPP had been managed by the Events Team. It was agreed that the Chair would raise this issue with BAPP.

**RESOLVED**

1. A deadline of 19 April at 12noon be given for the Fun Fair organisers to respond with an event management plan and in the event of no plan being submitted, the event be cancelled.
2. Alice Park be included as a venue for hire on the Council’s website.
3. The process for managing events be as follows:
  - a. Requests would be made to Alice Park Trust in the first instance.
  - b. A decision would be taken as to whether the Trust would manage the event independently or advise the applicant to apply to the Council’s Events team (and pay the administration fee).
  - c. The Trust would seek to manage low risk events organised by charitable organisations, but larger scale events would be referred to the Council’s Events Team.
4. The Chair to speak to BAPP about whether events need to be managed by the Council’s Events Team.

**2. Reports**

The Deputy Monitoring advised a report should be produced and circulated before any key decisions were made in advance to the Sub-Committee for the proposal to be considered. This would ensure that there is clear transparency and accountability and would assist with the governance for Alice Park Trust.

**3. Date of next meeting**

**RESOLVED** that the next meeting be held on Thursday 20 June 2024 at 12pm in Alice Park.

The meeting ended at 1.43 pm

Chair .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

1  
IEL  
D\_I  
TE  
M\_  
NU  
MB  
ER

2  
IEL  
D\_I  
TE  
M\_  
NU  
MB  
ER

## Renovation of Flag and Pole – Alice Park.

### Current Situation

There are two problems regarding the Flag and the pole in Alice Park.

1. The flag which bears the Alice Park Trust Logo has suffered the normal wear and tear associated with flags continually exposed to the elements. Volunteers have carried out repairs, but the flag material is life expired.
2. The rope has become detached from its fixing so it cannot function correctly. On examination the rope has been shortened to the extent that reroping is necessary.

### Remedial measures.

#### The Flag

The flag is of special three-layer manufacture to enable the logo to be visible from either side. The Flag to my knowledge has been renewed by voluntary donation on three occasions. The current provider is a firm in South Wales called Mr. Flag. Their email address is [info@mrflag.com](mailto:info@mrflag.com). Their telephone number is 01792650044.

They have the template for the flag logo.

#### Reroping the pole.

This is a straight-forward process. However, to carry this out the pole will have to be lowered. This is achieved as follows:

The metal part of the pole is attached to a concrete post set into the ground. It is attached by two stainless steel bolts. The top one should be removed and the bottom one loosened to allow the pole to be lowered into horizontal position.

The existing 3mm diameter synthetic fibre rope should be replaced. The length of should be at least twice the full length of the pole. The rope should be threaded through the eyes attached to the pole and passed through the pulley at the top of the pole. The free ends of the rope should be tied and crimped to the existing swivel unit. This is provided to prevent undo stress on the rope. The rope and crimps are readily available from DIY stores.

The pole can be moved back into the upright position and the fixing bolts resecured to the concrete post.

The flag is simply attached to the rope by a toggle at the top and to the swivel at the bottom.

Graham Page

This page is intentionally left blank