

**NEWARK COMMUNITY PARK
MANAGEMENT PLAN 2023 – 2033**



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FOREWORD

The Newark and Sherwood District has some superb green spaces that everyone can be proud of and be part of. They are places where people can relax, enjoy nature, play or take part in cultural and historic activities and recreation. They are essential for the health and well-being of our residents, and they are vibrant spaces for our communities to thrive. They have never played such a vital role which has been highlighted during the COVID-19 pandemic. In Newark, we wanted to respond to the impact of a change of use from a proposed car parking extension to the new forward thinking green space you see created now, in a bold and ambitious way, listening to a Public Consultation led from a campaign against the proposed change. We want to use this as an opportunity to stimulate a strong and robust green recovery that accelerates our ambitions related to our Greening agenda and Climate Emergency. The ambition within the Greener Framework includes the shaping of a Green Infrastructure strategy that includes key priorities for our green spaces for health and wellbeing, regeneration, climate change and nature recovery. Newark and Sherwood District Council considers the Green Flag Award process as a key step towards positively developing our green spaces within this strategic framework in partnership with our communities. It provides a vision, clear objectives and priorities for how the Council and its partners would like to see green spaces managed for future years. This plan is not only the commitment from the Council to improve our green spaces but is an important recognition of the support and commitment of the friends of parks, community groups, local clubs, third sector and partners who share our visions and work with us to respond to our green agenda. We strive to add to our 4 Green Flag Parks managed by Newark and Sherwood District Council.

INTRODUCTION

1.1 BACKGROUND

Newark Community Park covers an area of 0.4 hectares in a Town Centre urban position. Newark is a traditional market town that benefits from an excellent location, situated between the cities of Nottingham and Lincoln. The town is full of character with its bustling traditional cobbled market square and ruins of Newark castle that date back to 1123. This newly created Park is only a stone's throw from the Historic Market Square home of the Royal Market. It is located in a conservation zone alongside a former grade two listed Municipal Building which has recently been converted to apartments which continues that this open space is surrounded by many residents and business. The park was opened in 2023 and is owned and managed by Newark and Sherwood District Council who purchased the land in 2022. In the most recent past Nottinghamshire County Council run the Grade Two Municipal building and its garden which partly served as the Towns Registry Office. The Park is also neighboured on the opposite side by the Towns Library and further established open space. Over the last year Newark and Sherwood District Council have invested large capital investment into the open space to purchase the land and create a wilding space following a public consultation.

In order to ensure that the park continues to be managed in a way which encourages visitors, involves the local community and protects and supports its wildlife this 10-year management plan, covering the period 2023 to 2033, has been developed.

1.2 SCOPE AND PURPOSE OF PLAN

The Management Plan is being prepared in response to a desire by Newark and Sherwood District Council to continue to develop the use of this newly created open space and to enhance the quality of the landscape and habitats it contains. The plan takes into account global environmental issues and the changing landscape that we live in. Managing the park well for both people and nature helps the district council push forwards with our ambitious programme of **greening** the district. The Management plan is a 'working document' that brings together all the information relating to Newark Community Gardens and will be updated, revised and annually reviewed

The purpose of the management plan is to:

- Continually raise the standard of the park
- Ensure the site's historic, social, recreational, ecological and economic context is properly appreciated and maximised
- Ensure clear management objectives and standards are laid down
- Ensure the park is welcoming, safe, clean and well maintained for visitors
- Ensure the parks landscape, habitats and feature are managed to help with biodiversity loss
- Ensure the parks trees are protected and managed to help with climate change and biodiversity and that new trees are planted

- Promote interest in the park and encourage community involvement
- Provide a maintenance schedule and Identify future capital and revenue expenditure requirements and opportunities
- Assist with Green Flag Award accreditation and accessing external funding towards further improvements
- Ensure that maintenance standards are kept as high as possible and that horticultural and conservation excellence is demonstrated

The plan is intended for use by landscape and parks managers, our directly employed green maintenance service team, the park ranger team, the Friends of the Gardens and any other voluntary groups who may wish to become involved in the management of Newark Community Park.

The plan is intended to be a readable, easily understood working document which can and should be used on a daily basis by those involved as custodians of the space.

The plan has been prepared to cover a ten-year time scale from 2023 to 2033, with an annual review and evaluation of progress being undertaken at the end of each year.

We acknowledge that we cannot deliver all of the elements of the plan alone or all at once. We will continue to play a key role in strengthening our partnerships with park volunteers, nature organisations, local residents and land management partnerships. We aim to lead, inspire and invite others to join us in the care of the Park.

2.1 SITE LOCATION AND EXTENT

Newark Community Park is situated in the centre of Newark being located to the south of our District in the County of Nottinghamshire (Plan 1 – Site Context Plan).

The park covers an area of 0.4 hectares and is situated alongside the established Beaumont Gardens which is a traditional Town pleasure gardens with Bowling Green and Seating. Established Hedges borders the garden with mature shrubs and Trees with annual planting schemes.

All areas are open to the public with designated paths and routes created to encourage the viewing of the wilding planting schemes . Once the planting matures the public will not be able to easily access some areas of the plantation to keep it relatively undisturbed. Public orders have been created such as Dogs on Leads and the locking of the gates at night to deter Anti-Social Behaviour.

2.2 SITE OWNERSHIP

The land comprising Newark Community Park comes under the freehold of Newark and Sherwood District Council which was purchased in 2022

2.4 ACCESS AND INFRASTRUCTURE (PLAN 2)

The park is easily accessible by public transport from the surrounding areas. There is cycle parking provision and accessible by cycle routes which are connected to The Sustrans National Cycle Route No. 64 (see Plan 1).

The main vehicular and pedestrian entrance to the park is situated off London Road Car Park in Newark and marked by prominent timber entrance signs and Public Car Park signs. Two gates allow the park to be closed from dawn to dusk.

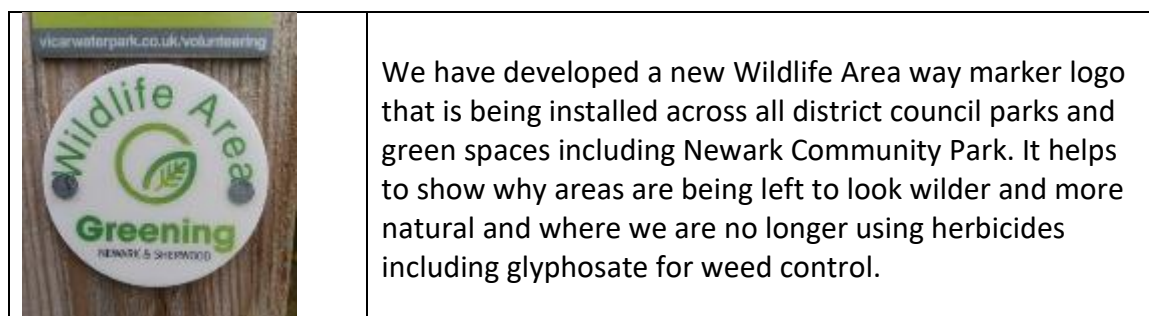
Within the park there is a main surfaced pathway that joins existing public footpaths up to the Park. Public roadways into the London road car park allows cars to reach the park and footpaths allow for wheelchair and bicycle access to many parts of the open space. There is no public vehicle access into the park but there is a permeable weight limited naturalised maintenance vehicle access point for Park Maintenance.

Car parking for the site is catered for by a 156-space tarmac surfaced car park with the following provision.

- Disabled parking spaces: 12
 - 8 x Fast charging points for electric cars
 - Charging hours 8am to 11.59pm, Monday to Sunday
 - No height restriction
 - Park Mark Safer Parking Accredited
 - Disabled Parking Accredited
 - Disabled parking free for 3 hrs when displaying a valid blue badge
- Pay by coins, chip and pin, contactless and 'Pay by Phone' online, by app and over the phone

DEVELOPMENT OF NEWARK COMMUNITY PARK

Interpretation boards have been added to inform visitor about the park's woodlands, the species they support and the management work that takes place within them.



2.7 PLANNING AND STRATEGIC CONTEXT

The management and development of Newark Community Park is supported by, and links with, the policies, aims and objectives contained in a number of national, regional and local plans and strategies. These include:

- The Government's National Planning Policy Framework
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf
- Newark and Sherwood Local Development Framework –
<http://webcms/planningpolicy/localdevelopmentframeworkldf/>
- The Government's Environment Bill 2020
<https://www.gov.uk/government/publications/environment-bill-2020>
- The Government's Nature Recovery Network
<https://www.gov.uk/government/publications/nature-recovery-network>
- Nottinghamshire's Health and wellbeing strategy
<https://www.nottinghamshire.gov.uk/care/health-and-wellbeing/health-and-wellbeing-board/health-and-wellbeing-strategy>
- Idle Catchment Partnership Action Plan
<https://catchmentbasedapproach.org/wp-content/uploads/2018/11/Idle-Catchment-Partnership-Action-Plan.pdf>
- Newark and Sherwood Community Plan 2019 to 2023 <http://webcms/councilpriorities/>
- The Newark and Sherwood Tree Strategy (pending launch in 2022) <http://webcms/planning/treesandnatureconservation/>
- Local Biodiversity Action Plan for Nottinghamshire
<https://nottsba.org.uk/lbap/>

SOCIO-ECONOMIC AND DEMOGRAPHIC CONTEXT

3.3 COMMUNITY INVOLVEMENT

Library Gardens Friends Group

Each of our parks also has a 'friends' group'. The friends volunteer their time to meet up regularly and help us manage and maintain the park. This may involve providing us with feedback and giving us ideas for improvements, fundraising for new projects, helping with park events, helping to plant trees or simply joining us for walks and wildlife surveys. The friend's groups are free to join and as the name suggests they are very friendly. New friends are always very welcome.



We have developed a new GET INVOLVED logo for the park and it is used on trail way-markers, posters and social media.

We regularly published articles in local village newsletters and publications encouraging people to get involved with our council parks.

School holiday and family activities

We are currently designing a booking system for free booking of the space by any interested groups. We hope to replicate our two other Green Flag Parks that during the summer and school holidays the park rangers provide Forest School activities. Additional Forest School Leaders training is being organised for park staff in April 2022

Forest school is learning, discovering and having fun in tune with nature and the great outdoors.

- <http://www.newark-sherwooddc.gov.uk/leisure/parksandgardens/forestschool/>

The council's Arts Development Officer is also preparing for the first time at this brand-new park a programme of arts and craft activities on the park. In previous years we have held at other locations has included Halloween storytelling, Easter arts and crafts, circus skills workshops, willow workshops, clay workshops, drawing and sketching days and Christmas crafts.

We will be encouraging through our Social Media and Officers park visitors to take part in citizen science events including the Big Butterfly Count and the RSPB BIG Garden Birdwatch in January. Printed ID and tally sheets will be made available.

Guided nature walks

The district council has an SLA with Nottinghamshire Wildlife Trust. As part of the agreement, we are able to organise guided bird walks in our council parks. These are free for members of the public to join and are popular with friends' groups and park volunteers. This will be held here in 2023.

The 2023 parks programme we are planning includes a spring bird walk, summer bat walk, autumn fungi walk.

Nature inspired activities for kids

Here's a round-up of some great resources for smart and curious kids to help inspire an interest in nature and a commitment to looking after our planet.

- [Autumn leaf crafts and activities from the Woodland Trust](#)
- [Wildlife watch winter activities with Nottinghamshire Wildlife Trust](#)
- [Getting children interested in gardening](#)
- [Let's get Greening Great Britain](#)
- [Giving nature a home near you](#) with garden activities to try from the RSPB
- [Get a Friends of the Earth Planet Protectors pack](#)
- [10 Nature activities for kids if you're self-isolating at home](#) from the Woodland Trust
- [Learn about sustainability and plastics with BBC Bitesize](#)
- [How to help wildlife at home with the Wildlife Trusts](#)
- [Let's Ride Local with British Cycling](#)
- [Build a bug hotel from the RSPB](#)
- [Earth School](#)

3.4 MARKETING AND PROMOTION

The park is featured on the Newark and Sherwood District Council website. A dedicated page is under development and will feature park news, events and seasonal updates.

The park is mentioned regularly on the Council's Social Media Pages (Facebook and Twitter).

The council's tourism team promote the district's parks, woodlands and nature reserves to visitors through sustained promotional activity including our visitor websites, social media, advertising and printed materials.

The visitor websites include information about specific outdoor attractions including Newark Community Park and there is also a 'Get Active' section on each visitor website which provides information about walks, cycle routes, horse riding etc in the area. New flags and banners with the 'greening' logo are used at park and community events.

3.5 CURRENT MANAGEMENT AND RESOURCES

Management

The day-to-day management responsibility for Newark Community Park lies with the district council's Environmental Services business unit.

Staffing

The main council staff presence is through the Councils In-House Street Scene Team who are based at the Environmental Services Depot on Brunel Drive Industrial Estate Newark

Other staffing resources at the park are provided by:

- Park Volunteers
- Council Community Protection Officers
- Environmental Programme Officer
- Environmental Development Manager
- Environmental Services Park Rangers

Finances

Revenue Finance

The maintenance finance is funded from the Environmental Services Park Budget serviced by the In-House Labour Force.

Capital Finance

The Council has funded the purchase of the land in 2022 and the Park build from Capital Reserves

Section 106 Finance

The district council has in place Supplementary Planning Guidance that allows the council to take commuted payments in lieu of on-site open space provision on new housing developments. At this point in time this has not been used at this Park but may be a source of any future funding required.

External funding opportunities

The park management team monitor for external funding opportunities.

Examples include on the Councils other Green Flag Parks are the Green Recovery funding in partnership with the Sherwood Forest Trust has been used for heathland restoration in 2021. We are planting 4000 new trees in 2022 using Trees for Climate funding from Nottinghamshire County Council. Butterfly Conservation is funding a scrape to help with butterfly habitat creation near the Beard's meadow in 2022.

3.6 MAINTENANCE OF PARK FEATURES

The landscape maintenance responsibility lies with the in-house Street Scene Team who carry out regular patrols and inspections.

Works undertaken by council staff includes

- Grass cutting to amenity short grass maintenance areas – these are cut by the street scene ground's maintenance team using pedestrian cut and collect machines to a performance specification with approximately 18 cuts per year being undertaken. The maximum allowable height of growth is 50mm and the grass is cut to 20-25mm with the arisings being collected
- Hedge trimming – the Beech Hedge the Car Park Frontage is cut by the street scene ground's maintenance team twice per annum. All hedge trimming is undertaken outside of the bird breeding season (March to August) and all pruning's are recycled. The Mixed Native Hedge at the rear of the park is cut once per annum following the same method.
- Litter clearance – this is carried out by the Street Scene Team once a day with assistance from the park volunteers.
- Graffiti removal – this is carried as soon as possible after being identified, either by use of hand-wipes and spray or by bringing in the street scene specialist unit
- Fly tipping – removed immediately by the street scene team.
- Shrub pruning – some areas of shrubs are pruned to prevent them encroaching onto roads and paths – this is undertaken both by the park ranger, volunteers and ground team. All trimmings are recycled.
- Weed clearance – the small areas of weeding are undertaken by the volunteers and street scene team. No herbicides will be used on the park for weeds control A more natural approach is being taken within the country park with areas of wildflowers and longer grass identified by new 'Wildlife Area' signage
- Repairs to fences, seats, benches, bridges etc. – the Street Scene Team carries out repairs to this type of park facility
- Tree works – minor tree works are undertaken by the street scene team with larger tree work requiring ropes and harnesses etc is undertaken by the council approved tree contractors. All deadwood is kept on site and contributes habitat maintenance projects
- Habitat management and maintenance – many operations, e.g., trimming of heather and work to the park's wetland habitats, are carried out by the park ranger and volunteer team

Works undertaken by volunteers include:

- Friends of the park volunteers and other volunteer groups assist the park maintenance team with a variety of tasks including litter clearance, planting, general maintenance.
- Local residents undertake volunteer litter picking in the park and surrounding area

The table below shows what tasks are carried out by the park ranger and volunteers

Task	Street Scene Team	Volunteers
Litter picking	✓	✓
Tree Works	✓	X
Path maintenance	✓	✓
Grass Cutting	✓	X
Meadow Management	✓	✓
Site furniture installation	✓	✓
Events stewarding	✓	✓
Tree, bulb and seed planting	✓	✓
Stream/watercourse care	✓	✓

3.7 OPPORTUNITIES

There are a number of factors that present opportunities for positive developments at Newark Community Park. These include:

- Enhanced events and engagement programme for visitors. The council’s new Environmental Programme Officer is working with the park ranger team, the council’s health and community team, Active4Today (our Sport and Leisure Centre Team) and external partners to deliver an engaging annual events and activities programme
- Objectives arising from the district council’s Community Plan. A specific objective is to implement ongoing improvements. This may include improved habitat building, nature recovery projects and improved education facilities
- The increasing concern over climate change. The district council declared a climate emergency in 2019 and is committed to taking measures to reduce its carbon footprint. Sites such as Newark Community Park, with its ability to attract local people thus avoiding car journeys, to allow for tree planting and through the carbon absorbed by its landscape will play a key role in this process
- Ongoing measures to improve public health (both physical and mental) and avoid hospital admissions. Moves are underway to allow for social prescribing by local GPs which will result in people increasingly using the park to improve their health. The council is also creating a new Sustainable Transport Strategy and the Environmental Programme Officer will work with council colleagues in the Health and Community Team, Active4Today and Communications teams to promote the opportunities and benefits of walking and cycling for health in the park.
- The opportunity to continue to develop the council’s ‘greening’ programme which encourages more recycling by visitors, additional composting on site, tree planting, reducing chemical use in green spaces, replacing petrol tools for battery-powered alternatives, improving wildlife habitats for greater biodiversity and reducing the council’s carbon footprint.

4.1 LANDSCAPE SURVEY - PHOTOGRAPHIC

See Plan for location of photographs.

		<p>Entrances: Pedestrian access 3 Public Entry Points into the Park. All consisting of smooth hard surface suitable for all users. Entrance gateways comprises main park information sign; park closing times sign; out of hours contact sign, Gates are opened and closed at Dawn and Dusk</p>
		<p>Signage The signs were installed in March 2023</p>
		<p>Maintenance Vehicle Access There is a maintenance vehicle access which is a permeable roadway to be used only for maintenance. On the top surface this is grass.</p>
		<p>Community Store The Community Store stores chairs and tables for visitors to use free of charge. It also houses regular groups equipment such as Art Easels. It has a green living roof with a rain water drainage system which feeds into the Living Wall the Rain Scrape and Water Butt.</p>
		<p>Rain Water Scrape We want to make the most of rain for the Wildlife we hope to attract. The rain garden is a shallow area of ground made from dip which receives run-off from the community store roof. It is planted with plants that can stand waterlogging for up to 48 hours at a time. More drought-tolerant plants are used towards the edges. Rain water fills the depression and then drains away. The roof downpipe goes into the dip. We have linked this with a water butt and living wall to utilise the water.</p>

MANAGEMENT AIMS AND OBJECTIVES

5.1 VISION

Newark & Sherwood District Council, the Friends of Vicar Water, wider stakeholder groups and site users have a clear vision of how they would like to see Vicar Water Country Park continue to thrive and develop in the future. Their vision is to continue to actively support Vicar Water to flourish as a wildlife-rich, fully accessible and sustainable recreational, sporting and community facility which will be seen by future generations as a significant positive development in the long history of the site. The stakeholders have identified the need to develop a new management plan for the site to ensure that they continue to efficiently and effectively work towards achieving their vision.

5.2 MANAGEMENT AIMS AND OBJECTIVES

This is a brand-new Management Plan for a newly created Open Space. The key management aims for Newark Community Park are:

- 1) To enhance this Urban Site as an ecological resource
- 2) To improve the bio diversity of the site
- 3) To encourage all sections of the community to become involved in the site
- 4) To ensure the future viability of the park
- 5) To manage the park in a sustainable manner
- 6) To be an inspiration of a wilding garden to the community

6. IMPLEMENTATION AND MONITORING

6.1 IMPLEMENTATION

In order to ensure that this Management Plan is a valid and relevant document it is vital that it is used as a day-to-day manual for the management and maintenance of Newark Community Park and is not merely allowed to gather dust on a manager's shelf.

The Management Plan, or a condensed version of it, should be issued to all staff working within the park, to all managers having control over the park and to all groups and individuals having an interest in the site.

A non-exhaustive list would include the following:

Newark and Sherwood District Council

- Environmental Services day-to-day site management (Development Manager, Environmental Programme Officer, Street Scene Manager)
- Park Ranger
- Community, Heath and Engagement Team
- Planning Policy team – for reference
- Planning Conservation officer – for reference

Other Organisations and Individuals

- Nottinghamshire County Council - County Ecologist, Rights of Way, Forestry and Landscape section, Environment/Reclamation section
- Forestry Commission
- Friends of Vicar Water
- Rumbles Catering Project
- Greenwood Partnership
- Sherwood Forest Trust
- Sherwood Community Rangers
- Nottinghamshire Wildlife Trust
- Environment Agency
- Mansfield District Council

6.2 MONITORING

Regular Management Reviews should ensure that the aims and objectives of the management plan are being properly addressed and implemented. These should take place at no less than quarterly intervals and key staff present should include the Environmental Development Manager and the Street Scene Manager. Such meetings should be properly minuted and action notes should be produced, and all actions promptly implemented.

The Friends of Newark Community Park group hold regular meetings and a member of the Environmental Services Street Scene Manager attends. Any recommendations, complaints or criticisms made by the friends are properly and promptly addressed.

An annual review of the progress made in implementing the aims and objectives of the management plan should be produced and presented to the district council's cabinet.

Such an annual report should also be made circulated to all interested parties and copies made available to members of the public.

At an appropriate time during the life of this management plan work should start on updating and rewriting it for a further 10-year period.

HEALTH & SAFETY POLICY

7.1 NSDC GENERAL SAFETY POLICY

As a District Council owned and managed site Newark Community Park is covered by the District Council's general Health & Safety Policy. This Policy contains a general statement which says: *'Newark & Sherwood District Council regards health & safety as a matter of prime importance and will at all times ensure, so far as reasonably practicable, the health, safety and welfare of all employees. The Council shall also ensure so far as reasonably practicable that activities of the Authority do not in any way cause detriment to the general public, contractors and other non-employees.'*

The Council, through its elected members, has responsibilities for:

- a) the health, safety and welfare of the Authority's employees; and
- b) the conduct of the Authority's undertakings to ensure the health, safety and welfare of the public and other persons who may be affected by our work.

To meet these responsibilities the Council shall ensure:

- a) that there is an effective overall policy for the health, safety and welfare of all employees and appropriate resources are available to meet the requirements within the Authority;
- b) that any necessary changes are made to the Health & Safety Policy arising from annual reviews and any other variations and circumstances;
- c) that the general public are made aware of any situations that may arise which may affect their health, safety or welfare and take such steps to eliminate such situations;
- d) that the Authority's activities do not detrimentally affect the health, safety or welfare of the general public and/or other persons e.g. Contractors; and
- e) that the Council shall review the implementation of Health & Safety Policy annually and make such recommendations as are necessary.

7.2 NEWARK COMMUNITY PARK HEALTH & SAFETY POLICY

The nature and use of the Newark Community Park, and the operations which are carried out in the Park, present a variety of health & safety risks. These relate to both supervised and controlled activities and to the unsupervised use of the site by the general public.

District Council employees working in the Park have a responsibility to take all reasonable precautions for their own health & safety and for that of others who may be affected by their actions, including the general public. Such precautions include making themselves familiar with, and conforming to, all applicable safety rules; correctly using safety equipment; following instructions and advice regarding the use of substances; and reporting to their Supervisor all accidents, damage, hazards, violent incidents and/or shortcomings in the Council's health & safety arrangements.

Members of public using the Park are afforded protection by both the Health & Safety at Work Act (1974) and the Occupiers Liability Act (1957, revised 1984). These acts

mean that visitors (including to a lesser extent trespassers) can expect to be reasonably safe when using the site.

Risk Assessments

Risk assessment is considered to be the foundation of the Council's Health, Safety and Risk Management programme. Risk assessment allows for the identification and control of true risks.

Hazards and risks associated with Newark Community Park by employees, contractors and the general public have been identified and evaluated. An example of one of these Risk Assessment sheets is included in the Appendix. These are reviewed and amended as necessary by the Development Manager and/or Street Scene Manager on a regular basis, following an accident, if there is a significant change in the activity and when a new employee starts.

Accident and Violent Incident Reporting

The District Council Environmental Services Staff and any other employees are required to report to their direct line manager all accidents and violent incidents, whether or not they result in personal injury.

The line manager shall ensure that an adequate investigation is carried out and that suitable details and an accident or violent incident report form are sent to the Council's Safety & Security Manager as soon as possible.

First Aid

The Environmental Service Staff are provided with suitable and appropriate first aid equipment and will have up-to-date training in first aid. The Parks & Amenities Manager shall ensure that used first aid equipment is replenished and training for staff is provided to ensure that adequate first aid cover is maintained at all times. The Countryside Ranger shall keep records of all first aid administered.

Major events held within the Park will have additional first aid cover supplied by St John's Ambulance or Newark Community First Aid staff.

Training

Training is essential to ensure staff acquire the necessary skills, knowledge and attitudes to make them competent and therefore remove or reduce risk. The Environmental Services Staff have regular Tool Box Talks and we hold a Training Matrix to regularly review and book courses as they are identified by need.

Hazardous Substances

All substances hazardous to health used within the Park have been suitably assessed under the Control of Substances Hazardous to Health (COSHH) regulations. Where possible non-hazardous or less hazardous substances are used.

Pesticide use in the park is minimised, with the majority of weed control being carried out physically. Residual herbicide use has been phased out, however Glyphosate-based herbicides are used for some spring/summer weed control in less sensitive parts of the site. All pesticide use is in line with the Parks Section Pesticide Policy and Management Plan objectives.

Personal Protective Equipment and Clothing

Suitable personal protective clothing (PPC) and personal protective equipment (PPE) has been supplied to the Environmental Services staff. This comprises suitable clothing for the requirements of the job and communication equipment (mobile phone and radio) to allow him to keep in contact when working alone (see also 2.15).

District Council grounds maintenance staff are also supplied with suitable PPE and PPC and are required to make use of them.

Contractors

Only suitable, competent and appropriately qualified contractors shall be engaged to work in the Park.

Where a contractor is engaged by the Community Facilities Section then all reasonable steps will be taken to engage a competent contractor, the contractor being required to provide adequate evidence to demonstrate their suitability and competence, including:

- a current health & safety policy;
- relevant risk assessments;
- details of relevant employee training; and
- details of similar work undertaken.

Prior to a contractor starting work then work method statements should be agreed and during their work monitoring should take place to ensure safe working methods are followed. Where hazardous substances are used the contractor shall be required to produce a suitable COSHH assessment.

Contractors engaged by the Council's Technical Services section will be engaged under their procedures and where the works fall within the Construction (Design and Maintenance) Regulations 1994 then they shall conform to the Council's 'Policy for Implementation of the Construction (design and Management) Regulations 1994'.

Infectious Diseases

Work within the park may involve contact with, and handling of, hypodermic needles or sharps and in such cases the Council's code of practise for the safe handling of hypodermic needles shall be followed. The Countryside Ranger and District Council grounds maintenance staff have received appropriate training in the handling and disposal of sharps and are supplied with sharps bins.

Noise

Suitable and appropriate measures, in accordance with the Noise at Work Regulations 1989 and codes of practice shall be taken to protect the hearing of all employees working in, and members of the public using, the Park.

Ear defenders are worn by the Countryside Ranger and District Council grounds maintenance staff during certain operations, such as strimming, in line with the above legislation and guidelines.

Manual Handling

All manual handling with a significant risk of injury undertaken by all staff shall be assessed in accordance with the Manual Handling Regulations 1992. This has been done using the Council's manual handling assessment pro-forma.

Tree and Shrub Species

TREES

Newly Planted in 2022

1 x Sorbus Vilmorinii

1 x White Cherry Tai Haku

1 x Double Pink

2 x Ilex Golden King

Established Trees within the Park

1 x **Veteran Sycamore**

3 x Mature Limes

5 x Hazel Trees

2 x Purple Hazel Trees

SHRUBS

4 x Viburnum opulus Gulder Rose

3 x Buddleia - blue

2 x Sambucus 'Black Lace

3 x Mahonia Winter Sun

3 x Ribes sanguineum

6 x Symphoricarpos Hancho

3 x Olearii haastii

6 x Cornus 'Midwinter Fire'

HEDGING

25 linear metres of native hedging planting double 5 per metre

25 linear Copper Beech at 1m min. 5 per metre

PLANTS

5 x Geranium Johnsons Blue

5 x Geranium Wargreaves Pink

4 x Japanese Anemone White

4 x Japanese Anemone Pink

12 x Foxgloves – Mixed

1 x Phlomis fruticose

24 x Primrose – native yellow

1 x Echinops ritro

6x Iris siberica – White

6 x Iris siberica – Blue/Purple

6 x Acorus ogon

6 x Nepeta Six Hills Giant

7 x Polystichium herenhausen

6 x Carex elata aurea

4 x Persicaria Darjeeling Red

BULBS

250 x native bluebells

250 x Snowdrops

250 x Winter Aconites

250 x Wood Anemones

100 x Wild Daffodils

100 x Lily of the Valley

100 x Spring Snowflake

Litter Collection and Bin Emptying

Daily (Mon – Sun)

B/H included

Amenity Grass 3-week cycle from 1st March -31st October
(subject to seasonal variations)

Shrub Bed Maintenance

Summer Prune as required – Formative Pruning

Winter Prune

Annual Mulching/Edging

Hedge Maintenance

Native Mixed Species Hedge 1 x a year Winter Prune

Copper Beech Hedge 2 x a year. October and February

Leaf Clearance

As Required On Footpaths Only. Leaves form a natural mulch that helps suppress weeds and fertilizes the soil as it breaks down. This reduces the spend on mulch and fertilizer. Retaining the leaves provides vital wildlife habitat.

Trees

Trees have an annual inspection. Trees within parks are subject to inspection by suitably qualified and experienced Arboriculturists, this is in order to identify and remedy any unacceptable risks to people using the site.

A full hazard risk survey carried out by an independent surveyor every 3 Years. Hazard Tree Survey –Undertake full Visual Tree Assessment (VTA) of all trees larger than 75mm diameter within proximity to targets, Buildings, Fences, Highways and Public footpaths Identify ‘gross defects’ and ‘remedial defects’ only. Comments will be recorded to those trees requiring remedial action at the time of survey. The site survey will take into account vegetation located within the boundaries of the site. Trees will be tagged and recorded, within tree tables associated to site. Summarising report providing full tree schedule to trees identified for remedial works and associated tree surgery schedule. Advise on identified risks and proposed re-inspection timetable to manage liabilities. Tags applied with galvanised nails. The Trees are inspected after stormy weather.

Tree pruning is only carried out where necessary for risk management purposes or where formative pruning is necessary; this approach allows the Park to retain a natural landscape with well-formed specimens. Where there is a particular characteristic by way of species composition, size or natural distribution the Council seeks to maintain this through selecting appropriate replacement and new trees. Newark and Sherwood District Council encourages the Friends of Group to consider the tree population within parks and to communicate with the parks and open spaces team in order to make improvements and ensure that there is continuity in the way that the trees are managed.

Newark Community Gardens contains trees, including all providing a valuable habitat for wildlife.

During 2022 the Council has another ambitious target to plant 10000 new trees in Parks and Open Spaces

Infrastructure

Cleansing bench treatment, cleansing (signs, bins, benches) As Required

The Annual Grounds Maintenance Work Program

We will review annually by the Street Scene Manager This review is usually conducted at the end of the financial year with any changes made as required, dependent on resource and any significant site changes.

Monitoring the Annual Grounds Maintenance Work Program

The Street Scene Manger and Supervisory Staff conduct site visits at all parks to ensure that the Annual Maintenance Program is being adhered to and this is scored across a minimum of 6 park operational standards. This report is shared with all the Environmental Service Team to resolve where necessary. Customer enquiries relating to maintenance issues are also routinely assessed to ensure they are rectified in a suitable and timely manner.

Clean and Well Maintained

The following regimes are designed to ensure that Newark Community Gardens is clean and well maintained.

Grass Maintenance

Grass surfaces within the park are a broad mixture of amenity and various species rich planted meadow areas

The height of the amenity grass along the maintenance strip is kept between 30 and 80mm between March 1st and November 31st. We observe plant life's annual no mow may scheme. In observing these smaller plants like clover, daisies, dandelions, selfheal and clover will get a chance to flower and give pollinators a head-start which will add to our managed meadow areas.

Specific areas of are managed as Meadows. We have various areas from English Meadow/Purple Haze and Yellow Pollinator Meadow areas. These are cut and collected twice per annum but not all at once, over a period of a couple of weeks to allow for seed spread. The arisings are left before being collected. Such areas help support beneficial insects and small mammals, as well as protect features such as hedges and ponds.

We have planted up these Areas using a mixture of seed and pre grown turf from a farm within the District, it was grown 14 Miles away from where it is now planted.

The Park is planted with 5 Distinct Areas for Meadow

FLORA POLLINATOR

- Birdsfoot trefoil
- Black knapweed
- Black medick
- Bladder campion
- Bulbous buttercup
- Common toadflax
- Corn chamomile
- Cornflower
- Cowslip
- Devils bit scabious
- Field poppy
- Field scabious
- Greater burnet
- Kidney vetch

- Lady's bedstraw
- Musk mallow
- Night flowering catchfly
- Oxeye daisy
- Rough hawkbit
- Salad burnet
- Selfheal
- Small scabious
- Vipers bugloss
- Wild carrot
- Wild clary
- Wild mignonette
- Yarrow

PATCHWORK QUILT

- Carthusian Pink
- Dianthus carthusianorum
- Festuca longifolia
- Maltese cross
- Lychnis chalcedonica
- Vipers bugloss
- Echium vulgare

PURPLE HAZE

- Fairy Bellflower
- Campanula persicifolia
- Michaelmas Daisy
- Aster amellus
- Purple Loosestrife
- Lythrum salicaria
- Self-Heal
- Prunella vulgaris

ENGLISH NATIVE MEADOW

- Mixed grasses existing to the park including Daisy - Dandelion - Cow Parsley – Alkanet - Bulbous buttercup - Wood sorrel – Chickweed – Celadine - Field Thistle Sow Thistle – Nettle - Cinqfoil - Crocus.

Added to the Meadow

- Foxgloves
- Lunaria
- Arum maculatum

- Solomon's seal
- Wood anemones
- Primroses
- Snowdrops
- British Bluebells
- Native Tulips
- Herb Robert
- Native Meadow geranium
- Blue harebell
- Achillea Milliflora
- Field Scabious
- Red campion
- Vipers bugloss
- Wild chicory
- Field poppy
- Corn marigold
- Ox eye daisy
- Cornflower
- Self heal
- Lady's bed straw
- Meadowsweet
- Violets
- Sage
- Snakes head fritillary
- Wood sage
- Teasel
- Wild carrot
- Pulmonaira
- Musk marrow
- Red Clover
- Cowslip

Pesticides and Herbicides

The use of Chemical in Newark Community Gardens is Zero. Weeds are controlled using weed suppressant techniques such as mulching and the use of recycled woodchip from the Parks and Open Spaces. Its processed and mulched down at our Depot.

Hard surfaces Are controlled by Mechanical Brushing/Hand Brushing and the use of Hand Tools.

APPENDIX 3 - RISK ASSESSMENT EXAMPLE

Documents Held Separately

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