

<b>Management Plan written by:</b>	<b>Date:</b>
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<b>Management Plan authorised by:</b>	<b>Date:</b>
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'Friends' fundraising activities and support

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## Introduction

The plan is intended to provide a framework for the development and improvement of the park. If you wish to find out further information about this document or submit any suggestions please contact the **Parks and Countryside Service** at Wirral Council on telephone number **0151 606 2004** or email [christinesmyth@wirral.gov.uk](mailto:christinesmyth@wirral.gov.uk) or write to:

**Wirral Council**  
**Parks, Allotments and Countryside Service**  
**Cheshire Lines Building**  
**Canning Street**  
**Birkenhead**  
**Wirral**  
**CH41 1ND**

## The Wider Policy Context

In 2015 Wirral Council published 'Taking Wirral Forward – A 2020 Vision' available for download from the Council's website here: <http://www.wirral.gov.uk/about-council/wirral-plan-2020-vision> the Vision offers 20 pledges focussed on 3 themes:

- protecting the most vulnerable
- driving economic growth
- improving the local environment

Following a major restructure, the Parks, Allotments and Countryside Service is now located in the Community Services section of the Delivery hub. The Service is specifically featured in the Council's Culture Strategy, which itself has 3 main priorities:

1. Promote and celebrate Wirral's parks, coast and countryside for leisure activities
2. Encourage people to take part in sports, leisure and social activities
3. Increase pride in Wirral's communities and encourage more residents to volunteer.

The Parks, Allotments and Countryside Service is also well-placed to support delivery of a variety of the Council's 20 pledges.

Parks and Countryside Service Objectives for 2014-24

The Parks and Countryside Service have produced a 10 year Parks and Open Spaces Strategy that will inform and direct the next 10 years for the service. It is available online at: <https://www.wirral.gov.uk/leisure-parks-and-events/parks-and-open-spaces/parks-development-and-maintenance>

The Strategy sets out how Wirral Parks and Countryside Service will aim to attract and retain investment in the borough through provision of attractive and well managed parks and open spaces, whilst being accessible; and providing positive and healthy activities for all local people, communities and visitors to enjoy. The service also intends to contribute to the environmental sustainability and biodiversity of Wirral to achieve a good balance by protecting habitats while supporting economic growth.



## Site information

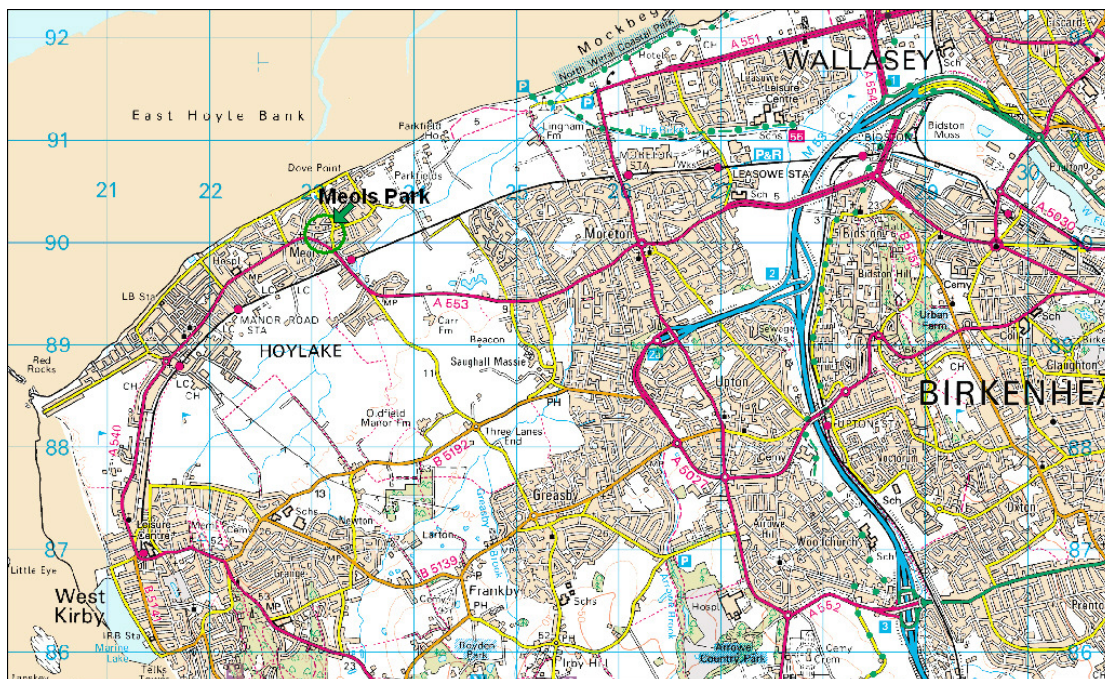
**Name:** Meols Park

**Typology:** Local Park

**Primary purpose:**

Intensively managed park used primarily by local people, providing accessible, high quality opportunities for formal and informal recreation and children's play including community events.

**Location plan:**



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**Site address:** School Lane, Meols

**Grid reference:** 323129, 390045

**Ward:** Hoylake & Meols

**Site overview:**

The Park was formerly two separate sites known as 'Meols Recreation Ground' and 'Meols Lower Green' these have been combined to form Meols Park.

There is a 5-a-side football pitch; children's play area and a shrub and tree stock. The site is used for annual events organised by the 'Friends of Meols Park'. The park is mainly laid out to grass with a children's play area, most recently refurbished in 2009. The Park is bisected by School Lane.

**Size:** 0.87 Hectares

**Access:** The main entrances to the Park are on School Lane, with additional pedestrian access on Dovepoint Road and Greenwood Road. The entrances and footpaths are suitable for wheelchair and mobility scooter use.

**Public transport** – The nearest rail station is Meols station, just 350m away from the Park. Frequent bus services travel along Birkenhead Road with the nearest stop just outside the main entrance.

**Tenure and concession agreements:** The site is owned and managed by Wirral Council. The bowling green is subject to a long-term lease agreement with the local bowling club.

**Main activities:**

- Children's play
- Dog walking
- Ball games
- Community events

**Community and user organisations:**

- The Friends of Meols Park
- Merseyside Police
- Wirral Council Community Safety Team
- Friends of Hoylake and Meols Gardens and Open Spaces
- Meols Lower Green Bowling Club

**Summary of Features:**

- Children's Play Area
- Shrub and tree stock
- 5 a side grass football pitch
- Amenity grass areas
- Seating
- Picnic benches

The intention is for the park to meet the required standards as defined by the **Green Flag Award Scheme**; further details concerning the scheme can be found at <http://greenflagaward.org.uk/>

The following Green Flag assessment criteria have been used as a focus for the development of the park.

1. A welcoming place
2. Healthy, safe and secure
3. Clean and maintained
4. Sustainability
5. Conservation and heritage
6. Community involvement
7. Marketing
8. Management

### 1) A welcoming place

A mixture of boundary treatments surrounds the park. The fence extending along the School Lane boundary has been partially replaced with attractive metal railings. The remaining boundaries of the park consist of timber post and rail fencing with galvanised weld-mesh and attractive privet hedging.

The entrance on Dovepoint Road is suitable for wheel chair users and has a notice board with various park related information and contact details.



Dovepoint Road entrance



Greenwood Road entrance

An attractive sign with information and contact details has been installed in the play area.

In 2015 the installation of drop kerbs on School Lane to ease access between the two halves of the Park was implemented.

## **2) Healthy, safe and secure**

### **Anti social behaviour**

Wirral Council's Community provide a 24 hour response to any concerns regarding anti-social behaviour on Council owned land. The Patrol provides reactive response to calls from the public and Council staff, and generally do not undertake routine patrolling. Problems of a persistent or on-going nature however can be raised with the team. The Patrol can be contacted on 0151 666 5265.

Incident reports compiled by Wirral Council's Community Patrol are made available to the Parks and Countryside Service and are provided to the Team Leader.

The park is covered by Byelaws, made under Section 164 of the Public Health Act, 1875.

Wirral Council's Community Patrol's details are displayed in the site notice board.

### **Play area**

In addition to the weekly inspection of play areas undertaken by Parks and Countryside staff the play equipment is independently assessed on an annual basis. An engineer from The Royal Society for Prevention of Accidents (RoSPA) assesses the equipment in accordance with EN 1176: "playground Equipment" on an annual basis. A detailed written report itemising each piece of play equipment and an assessment of its condition is provided following the inspection, the inspection covers the following:

- Site safety
- Suitability and condition of ancillary items
- Standard compliance, suitability and condition of equipment
- Dimensional compliance, suitability and condition of surfacing

The play area is enclosed and is designated as dog free; signs to this effect are attached at the two entrance points into the area.

### **Infrastructure**

Inspections to identify defects within the park that may present a safety problem are carried out by the Area Team Leader, and gardening staff report any issues noticed when they are onsite.

A formal annual safety inspection takes place annually. Records are retained by the Area Team Leader. The following items are appraised:

1. Paths, steps, ramps
2. Walls, fences, gates
3. Buildings
4. Furniture – signs, seats, litterbins etc
5. Soft landscape – grass, planted areas, water features etc



### **3) Clean and well maintained**

#### **Staff**

The grounds maintenance of Wirral Council's parks is provided 'in-house' by the Parks and Countryside Service's own services staff working variable season hours. The gardeners duties in the park include the following operations:

- Pedestrian grass cutting
- Hedge cutting
- Shrub bed maintenance
- Rectifying minor damage
- Litter removal
- Bowling green maintenance

A gardener with ride-on mower visits the park to undertake grass cutting of the larger areas.

A playground inspection team visits the park to undertake a weekly recorded safety inspection of the children's play area.

Horticultural maintenance is carried out in accordance with the 'Meols Park Service Requirement' (Appendix 4).

#### **Trees**

In 2016 staff from Wirral Parks Service completed a tree risk zoning exercise. At time of writing it is proposed that trees in 'high risk' zones will be the subject of annual inspections, for example trees in play areas or next to major roads.

Vulnerable trees are identified as part of patrols and reported to the Team Leader, and any urgent safety work is carried out directly as needed.

Conservation and amenity tree work is carried out where resources allow, as part of the winter works programme.

#### **Responsible dog walking**

The whole of the Wirral Borough is designated under Dog Control Orders (that implement section 55 and 56 of the Clean Neighbourhoods and Environment Act 2005) these provide increased levels of enforcement for five offences prescribed in a dog control order, these are – failing to remove dog faeces, not keeping a dog on a lead, not putting a dog on a lead when directed to do so by an authorised officer, permitting a dog to enter land from which dogs are excluded and taking more than a specified number of dogs onto land. Failure to comply can result in a prosecution and a maximum fine of up to £1,000. Alternatively offenders may be offered a £50 Fixed Penalty Notice. Wirral's Community Patrol Officers have been authorised to issue notices. A media campaign 'Don't give a dog a bad name' was launched to highlight the new powers.

Signs are provided at the Park's entrance points indicating the park is a 'clean it up' area. Dog walkers are advised to wrap the droppings and place in a litterbin. Dog fouling is classified in law as litter for street cleaning purposes and can be disposed of correctly wrapped in Council litterbins; dedicated 'dog waste only' bins are not provided by the Council. Many dog walkers do use the park's litterbins for the disposal of removed faeces.

## Play

The children's play area is inspected weekly (Monday – Friday) by a dedicated play area safety inspection team. During the inspection visit the condition of the equipment is assessed and any repair considered necessary is undertaken or the equipment is isolated from use until a permanent repair can be made.

The mini-football pitch is well-used, the goal mouths have been refurbished utilising an artificial turf surface, however, the pitch still wears outside the area of artificial turf.

The play area is fenced with a self-closing gate. Dogs are not allowed in the play area.



Meols Park children's play area

## Wirral's Play Builder Programme

As part of the Government's Children's Plan commitment to play, Wirral Council secured £1.1M from the Department for Children Schools and Families (DCSF) to improve a minimum of 22 play areas from 2009 to 2011.

A variety of freely accessible play facilities were developed targeting the 8-13 year age range specifically. The programme has been intended to develop public play spaces making them safe, but also interesting, exciting and stimulating, whilst available to all.

The programme has been completed and the redeveloped sites are now open for use including Meols Park Play Area. Consultation has been conducted by Play Rangers and Play Practitioners on all 11 play areas allocated for improvements. Children and young people have been involved in the decision making process through local feeder schools, youth clubs and play centers. This included identifying their play needs and choosing play equipment for the final designs. The redeveloped play areas have led to increased usage and more access to free play activities for local children and young people.

## 4) Sustainability

Pesticide usage at the park is confined to non-residual Herbicide for the control of weed growth on pathways. Control of Substances Hazardous to Health (COSHH) assessment records of the chemical based products used within the park together with pesticide records are retained at the district depot. Chemical storage and usage within the park complies with the requirements defined within the current pesticide handling legislation.

Motorised mowing equipment used at the park is checked for emission levels.

Grass cuttings are not collected and left on the ground, other than the bowling green. At time of writing it is an aspiration to build a composting unit to allow green waste to be composted on site within the bowls area (see action table). Any waste timber or metals recovered are separated for reuse/recycling at the depot.

Tree brash resulting from tree work is chipped and stored at the depot for reuse.

Peat or peat-based products are not used in any capacity within the park.

Cycle racks are provided.

## 5. Conservation and heritage

Sandstone walling constructed with local stone is a feature extending along the park's School Lane boundary.

Much of the built environment in the park is relatively recent. The perimeter railings were constructed in 1996 drawing on the park's original design features.

### Apple Orchard

In conjunction with the Friends and Hoylake 'Incredible Edible' an orchard of mixed fruit was planted by local children from Great Meols Primary School 2014. Children from the school's gardening club have remained involved in caring for the trees. In 2016 with the help of the Ranger they cleared weeds, took away guards, adjusted tree stakes, and planted bulbs.



## 6. Community involvement

### **The role of community stakeholders in Wirral's Parks and Countryside Service**

Friends and stakeholders are an integral part of the way the Council are taking forward the Parks, Allotments and Countryside Service.

In 2013 a new 'Parks and Countryside Partnership and Performance Board' was launched, with membership from a range of stakeholders. The Board meets on a quarterly cycle. Members receive, assess and provide feedback on reports about the performance of Wirral Parks and Countryside Service, measured against agreed performance standards and indicators from the Green and Open Space Strategy. The Board provides expert stakeholder input and advice to support the service and will participate in performance monitoring.

**A Wirral Green and Open Space Strategy Key Stakeholder Workshop** was held in 2013 to discuss the following topics: the ten year vision; the future role of Council, Friends Groups, volunteers and other partners; and the health, education, environmental sustainability, biodiversity and economic benefits of green and open spaces. The workshop summary can be viewed on the Council website <https://www.wirral.gov.uk/leisure-parks-and-events/parks-and-open-spaces/parks-development-and-maintenance>

Wirral's Parks Friends groups are invited to attend a Park's Forum, held twice a year. This gives an opportunity for the various groups to network and share their experiences. Collectively the Friends of Wirral Parks produce a quarterly newsletter with contributions from all friends groups.

In September 2014 the Mayor of Wirral held a Civic Reception at the Town Hall in recognition of the efforts and contribution made by the friends and community groups on behalf of the Borough's parks.

### **Friends of Meols Park**

The Friends of Meols Park was established in 2007 with the vision of transforming a relatively under-used greenspace into a popular community park. Initially the aim of the group was to have a strong membership made up of local residents, to enable application for grant funding to have a significant impact on the facilities available. They worked closely with residents, all park users, the Local Authority, local businesses and other groups to secure funding to improve the park's facilities. At this time they were very successful in securing external funding and raising money through holding fundraising events.

The Friends initiated refurbishment of the children's play area in partnership with the Council in 2008; further improvements to the area were made in 2009 during which time the park's kick-about area was also upgraded.

One notable venture at the time was the 'Mosaic Project', scores of children were involved through a series of workshops. The mosaic was installed in the children's play area. The project was funded by a grant from Wirral Council plus donations from local businesses, Liverpool Echo's 'Wish Award Scheme' and various events organised by the Friends of Meols Park.

It is challenging to maintain a Friends group with consistently high numbers of interested residents. The Friends organise an annual firework display and other community events ad hoc. They are currently seeking additional active members to run new projects.





Installation of the mosaic in the play area



The Parks service has a good relationship with the bowls club, who play a part in maintaining the green and the club which is leased from the Council.

## 7. Marketing

A very informative Meols Park website, blog page and twitter site have been set up by the Friends; these can be visited at:

<http://www.friendsofmeolspark.co.uk>  
<http://friendsofmeolspark.wordpress.com/>  
<http://twitter.com/meolspark>

The sites require constant updating, and the Friends group are always seeking to involve new and active members.

There is a notice board at the Dovepoint Road entrance with various park-related information including contact details, news and events, the notice board is kept up to date by the Friends and the Ranger.

When an event is organised by the friends group they extend their reach to the extended community via local newspapers and shop windows in the township. Internationally famous bands such as OMD and China Crisis have assisted in fund raising events as well as Toyah Wilcox.

Wirral Council's website includes a link to the Friends of Meols Park website.



Event marketing provided by the Friends

The Friends of the Park organise an annual 'Sparks in the Park' fireworks display held in November. Events intended to raise funds for the benefit of the park and these have included undertaking various challenges such as abseiling and the 15 mile Wirral Coastal Walk, a sum of over £40,000 was raised in an 18 month period. Other fund raising events have included a Christmas Fayre, Family Fun days and party nights. The Friends continue to be involved with the management and maintenance of the park, and have painted play equipment and fitted notice boards.

## 8. Management

The Area Parks Manager for Wirral West and Area Team Leader are responsible for the management and maintenance of the site. The Local Team are based at Ashton Park in West Kirby. Enquiries regarding the management and maintenance of the park can be made to the Area Parks Team Leader for West Kirby, Hoylake and Meols on: [christinesmyth@wirral.gov.uk](mailto:christinesmyth@wirral.gov.uk)

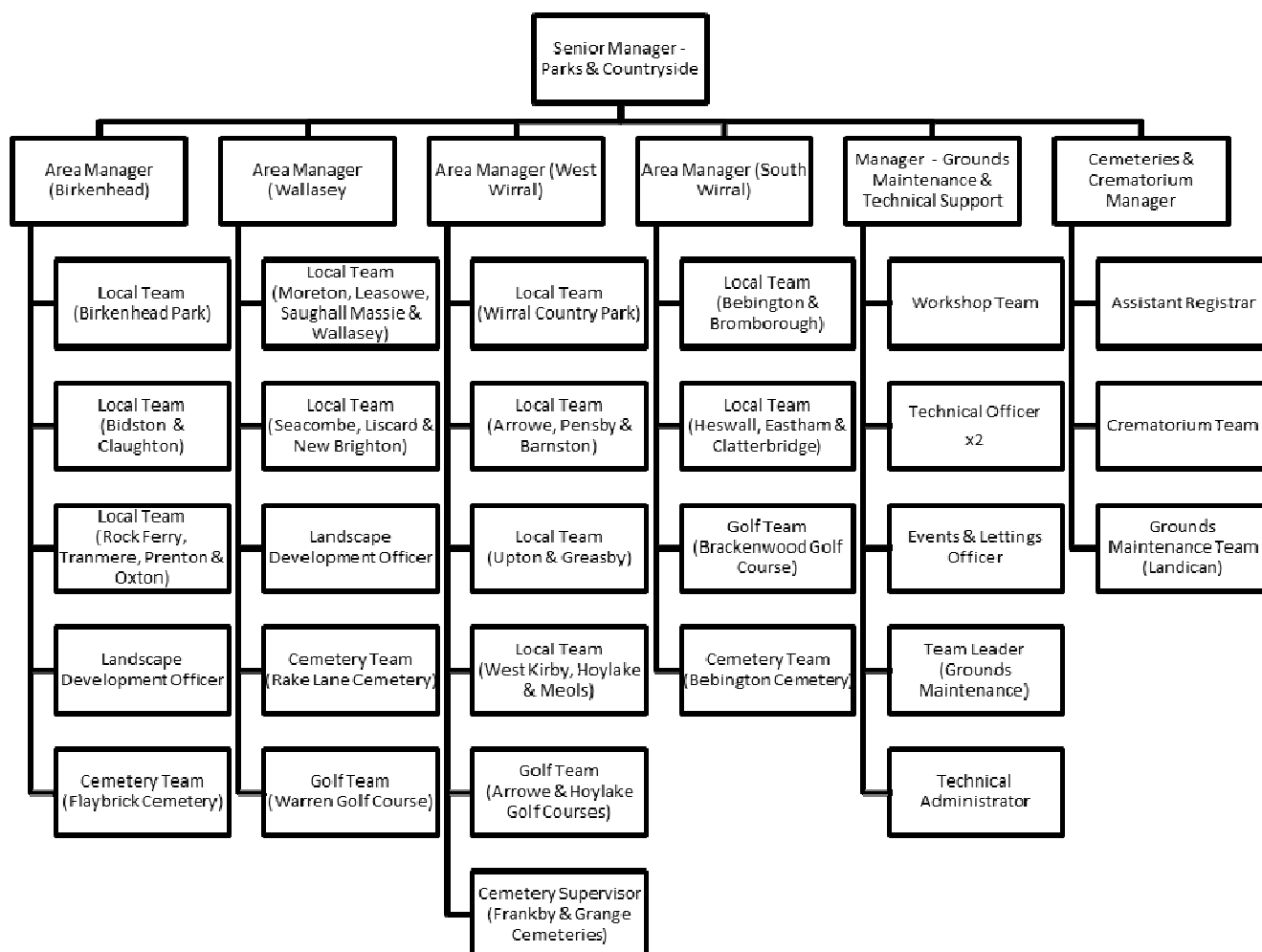
### Resources:

- Area Team Leader
- A range of horticultural machinery and tools
- Annual revenue budget
- Team of mobile gardening staff
- Ranger for West Kirby, Hoylake, Meols and Hilbre
- Visiting Arboriculture team

The management plan will help to inform staff and members and the public about the aspirations Wirral Council and The Friends group have for the future development and maintenance of the park.

The Parks and Countryside Service like other public services around the country is experiencing budgetary pressure and face challenging times to deliver service improvements.

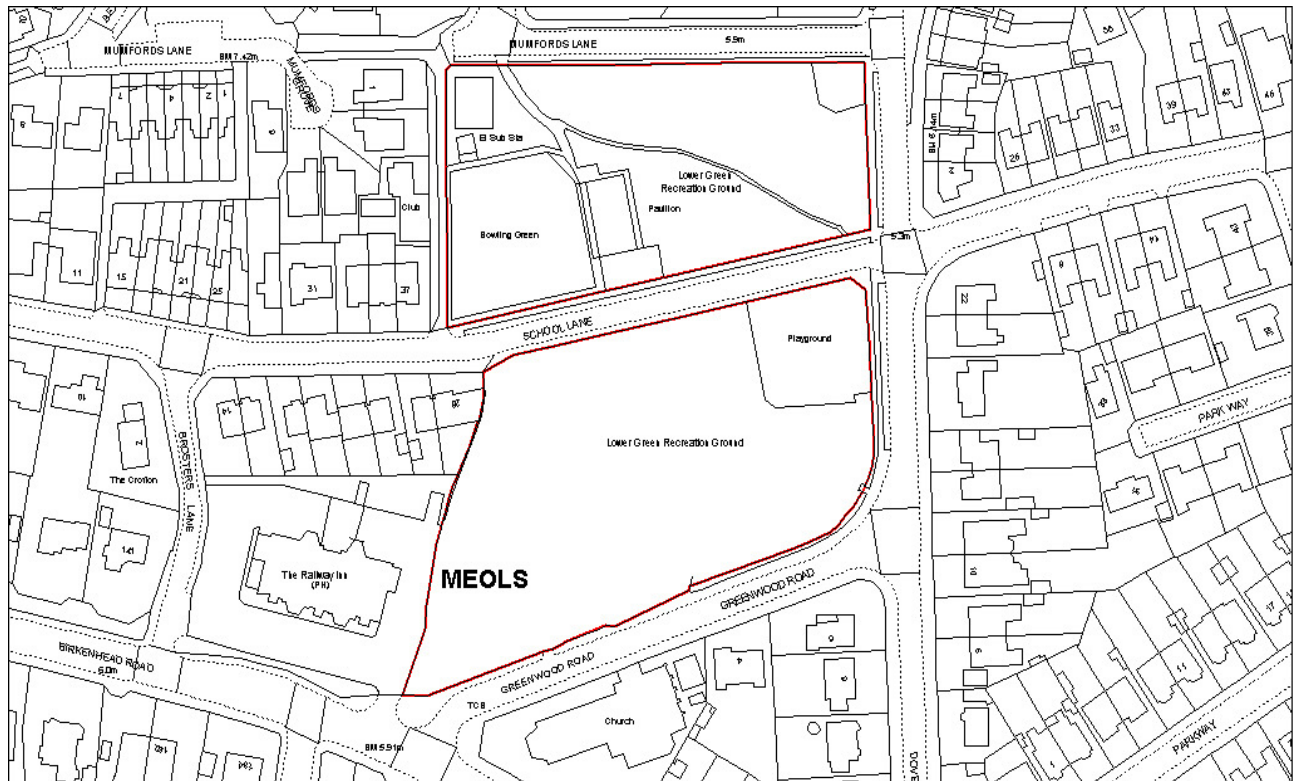
### Current Wirral Parks and Countryside Service organisation chart (2017)





## Appendices

### Appendix 1: Site Plan



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### Appendix 2: Aerial Photo





## Appendix 3: Action Plan

	Action	Responsibility	Date	Financial	Complete
<b>1. A welcoming place</b>					
1.1	Install drop kerbs for pedestrian access between park on School Lane	Team Leader /Highways	2015	Highways	✓
<b>2. Healthy, Safe and Secure</b>					
2.1	Monitor incident reports from Community Safety	Team Leader	Ongoing	Parks service	
2.2	Weekly play inspections	Landscape officer	Weekly	Parks service	
2.3	Regular and recorded annual site safety inspections	Team Leader	Annual records	Parks service	
2.4	Complete tree zoning exercise	Team Leader	Dec 2016	Parks service	✓
2.5	Introduce regular tree inspection regime for high risk zones	Service manager	July 2017	Parks service	
<b>3. Well maintained and clean</b>					
3.1	Standardise design of waste bins by replacing with 5x broxap metal design	landscape officer	April 2017	Parks service	
3.2	Reseed the 5-a-side pitch surface beyond goalmouths as required	Team Leader	June 2017	Parks service	
3.3	Carryout gapping up to tree and shrub planting when resources allow	Team Leader	Dec 2017	Parks service	
3.4	Seek additional labour to paint railings	Team Leader	End 2017	Voluntary	
<b>4. Sustainability</b>					
4.1	Build composting area within the bowls fence for composting bowls cuttings mixed with woody green waste	Team Leader	June 2017		
<b>5. Conservation and Heritage</b>					
5.1	Maintain boundary sandstone wall in Greenwood Road	Team Leader	Ongoing	Parks service	
5.2	Create sign for orchard involving Great Meols School	Ranger	May 2017	Parks service	
5.3	Organise annual maintenance of orchard trees with involvement of local children	Area Team Leader/ Ranger	Annually in winter	Parks service	✓2016 2017 2018 2019 2020
<b>6. Community Involvement</b>					
6.1	Seek out active members to enhance community involvement	Friends group Local Team Leader/Ranger	Annually		
6.2	Ranger to work with Friends group, schools and other organisations to support the park	Ranger/ Team Leader	Annually		✓2016 2017 2018 2019 2020
6.3	Work with bowling club to replace edging and white paint	Team Leader	June 2017		
<b>7. Marketing</b>					
7.1	Promote the need for new Friends to assist with events in the park	Friends and Wirral Council	Ongoing	Volunteers	
7.2	Update Wirral Council website to include all Green Flag parks	Service Manager	June 2017	Existing resources	
<b>8. Management</b>					

8.1	Introduce a new service monitoring system which involves users (Wirral Parks and Countryside Partnership and Performance Board)	Friends and Wirral Council	2014	Parks service	✓
8.2	Develop new management plan with all stakeholders	Team Leader	2016	Parks service	✓

## **Appendix 4: Meols Park service requirement**

### **Cleansing: litter, rubbish & leaf collection**

Collect and remove litter and refuse from all of the sites included within the service requirement. Government guidance and Regulations for the disposal of noxious or hazardous waste, for example empty chemical containers or 'sharps' shall be followed.

Inspect and empty all litter bins, and dispose of the rubbish, clear all litter from around each bin.

The Environmental Protection Act 1990 does not specify frequencies and this requires the requisite standards to be maintained by:

- ensuring familiarity with site plans and locations
- programming works effectively
- applying resources appropriately

Litter control shall conform to the Environmental Protection Act 1990: Code of Practice on Litter and Refuse (updated November 2006).

The park shall be maintained to Grade B standard in accordance with the Code of Practice Part 1: litter and refuse

- Predominately free of litter and refuse apart from some small items

The maximum response time to restore to Grade A standard (no litter or refuse) if it falls below Grade B shall be 1 day; this means by 6pm the following day.

Ensure that all staff uses their reasonable endeavours to collect and minimise the effects of litter on the sites, whenever it is encountered in the pursuance of their duties, whether or not those duties are primarily litter control.

### **Sweeping and cleansing**

This requirement is applicable to all surfaces other than grass within all sites. The entire surfaces of all tarmac, concrete or paved areas, rubberised surfaces and tiles, including play facilities and safety surfaces and other surface areas including loose surfaces such as bark and shale shall be kept clear in accordance with the Environmental Protection Act 1990: Code of Practice on Litter and Refuse (updated November 2006) to Grade B standard.

Sweeping, including gutters and drainage channels within the surface areas, shall be carried out by appropriate methods that do not damage or disrupt the surface.

Surfaces shall be washed down whenever necessary in order to maintain a clean and useable area.

All paths and hard surfaces shall be swept at even intervals and be kept cleared of grass cuttings following mowing operations.

All slippery surfaces caused by whatsoever nature, shall be made safe by the removal and / or treatment of the hazard.

All hard surfaces shall be maintained in a substantially weed free condition including moss and algae growth.

### **Fallen leaves**

Fallen leaves shall be regularly cleared from areas of:

- main entrances and key pedestrian routes and paths
- ornamental grass areas
- soft horticultural features such as bedding and herbaceous borders
- surfaces within play areas
- grass sports pitches and facilities

Leaf clearance shall take place so that the features remain:

- in good horticultural condition
- and / or useable for sports play
- and / or with a safe, well drained hard surface

Any leaves that have accumulated into drifts or are unsightly or damaging to plants and bulbs shall be removed as a priority.

The operation shall be carried out frequently throughout the autumn in order to facilitate shrubbery and rose bed cultivation, and to prevent leaves from spreading back onto lawns, paths, hard surfaces, sports and horticultural features. Where necessary, after leaf clearance, beds shall be lightly pricked through to remove footmarks.

The final clearance of all autumn leaves shall be completed by the end of December.

### **Graffiti and fly-tipping**

Information on graffiti and fly-tipping shall be collected. Data shall be provided to the Service Manager on a weekly basis.

Data for incidents of graffiti shall include:

- date
- location
- surface type
- paint type
- description including offensive characteristics

Offensive or racist graffiti shall be reported as a priority. This shall be reported within one hour of identification, to enable this to be removed within 24 hours.

Fly-tipping shall be defined as any single quantity of tipped material that cannot be lifted by two members of staff and removed from the site. If tipped material can be lifted by two members of staff, it is deemed to be covered by the litter control clauses of this service requirement.

All instances of fly-tipping shall be reported to the Service Manager.

## **Grass maintenance**

The use of growth regulators will not be permitted.

All grass cutting machinery used across the entire range of standards shall be appropriate and fit for the purpose of achieving the specified standard.

On each occasion that grass cutting takes place the following shall be achieved:

- an even, uniform sward to the requisite height across 100% of the surface area, including all obstacles, grass margins, weed growth, seed and flower spikes and bents.
- Litter on areas to be mown shall be removed immediately prior to mowing.
- any litter subsequently shredded as a result of the mowing operation, shall be collected and removed

Should grass exceed the maximum permissible height, the grass shall be brought back into conformance by frequent repeat mowing.

The use of herbicides around obstacles and margins shall not be permitted on ornamental and associated grass areas. The use of appropriate herbicides to kill growth around obstacles and margins in other areas shall be permitted unless otherwise stipulated in the relevant site management plan or by instruction from the Service Manager. In such areas, the maximum bandwidth of kill shall not exceed 50mm.

The edges of turf adjacent to hard surfaces, cut backs, planted borders, beds, channels and kerbs shall be kept maintained to a neat even line. On each occasion of re-cutting all finished bed edges shall be sharp, neat and vertical.

In the case of ornamental lawns all cuttings, clippings or other mowing arisings, no matter where they fall, shall be removed for recycling or reuse immediately on completion of the operation.

All cuttings, clippings or other mowing arisings across the complete spectrum of grass mowing operations which land on hard surfaces, shrub borders or flower beds shall be cleaned up and removed immediately on completion of mowing.

Arisings that fall on general grass/amenity grass, highway urban verges and rural verges shall not normally require removal, unless excessive growth has occurred, in which case arisings shall be collected and removed for recycling or reuse.

Unless otherwise stipulated in the relevant site management plan, grass areas over naturalised Narcissus, Galanthus and Crocus bulbs etc, shall remain uncut from the commencement of the grass cutting season to the third week in May, unless the bulb leaves have died down sooner, at which time the grass and bulb tops shall be cut and removed and the areas brought into conformance with the surrounding areas. Subsequently these areas are to be maintained to the same standard as the rest of the area.

In drought conditions, subject to the approval of the Service Manager, the height of cut shall be adjusted so as not to cause added stress and damage to the sward. If grass growth is at a standstill an obligation remains to control grass and weed flower spikes by cutting.

On resumption of mowing operations after adverse weather conditions have caused them to cease, ensure that a return to the appropriate standard is achieved by increasing the frequency of mowing.



## **Bowling greens**

Bowling greens shall be maintained in a way that allows for the playing of the game of bowls in accordance with the rules and requirements of the game, throughout the bowls season, which is normally April to September.

Bowling green maintenance shall include all necessary:

- switching
- brushing
- mowing
- scarification
- rolling
- aeration
- irrigation
- weed, disease, moss and pest control
- fertilizing & lawn sand application
- solid spiking/hollow coring
- top dressing
- worm casting control
- channel maintenance
- renovation and over-seeding

All operations shall be carried out in a manner that accords with good green keeping practice in order to maintain the greens free from thatch, weeds, pests and diseases, whilst encouraging the growth of fescue and bent grasses and helping to eliminate annual meadow and other weed grasses.

Bowling greens turfgrass shall be maintained within the specified height range of:

- |                           |           |
|---------------------------|-----------|
| ➤ mid-Oct to end of March | 8mm -12mm |
| ➤ April                   | 6mm -10mm |
| ➤ May to Mid-Oct          | 5mm - 7mm |

It shall be the responsibility of the Contractor to:

- provide true, level, uniform playing surfaces
- keep all integral landscaped features, green surrounds, surfaces and ancillaries well maintained and safe

The grass of banks and immediate surrounds shall be maintained within the specified height range of:

- minimum 10 mm
- maximum 25 mm

## **General/amenity grass**

All general/amenity grass areas shall be maintained within the specified height range:

- Minimum height 25 mm
- Maximum height 60 mm

**Hard landscape infrastructure: hard surfaces – roadways, pathways, car parks; parks and green spaces site infrastructure – benches, lighting, fencing, walls (see also Cleansing: litter, rubbish & leaf collection)**

Undertake a rolling programme of condition surveys of the hard landscape infrastructure of the park.

### **Hard surfaces weed control**

Undertake a programme of effective weed control on all hard surfaces including roads; footpaths, car parks, steps, ramps and bridges including the bases of all walls and fences where adjoining hard surfaces, along kerbstones and around landscape and park furniture. The use of residual herbicides shall not be permitted.

### **Hard surfaces gritting, salting and snow clearance**

Hard surface gritting, salting and snow clearance is required to ensure that, where reasonably practicable, safe passage along a road or footpath is not endangered by snow or ice.

Although there is no requirement to treat all roads and footpaths there are locations where this is required. The sites and areas to be treated are limited to those only where essential access is required which includes to cemetery chapels, access for planned burials, visitor and community centres and known problem locations and hazardous gradients.

Treatment shall include pre-treating to prevent ice from forming and post treating when ice has formed or snow has accumulated.

### **Benches and seating**

All benches and seating, including picnic benches & tables, shall be kept clean at all times, and in good order through the use of such means as repainting or re-staining surfaces according to type of material.

### **Fences, railings, walls, gates, handrails, stiles, boardwalks, revetments and bollards**

Any minor repairs such as loose bolts, protruding nails and sanding of sharp edges shall be undertaken. All other repairs must be reported to the Service Manager.

Defects which represent a hazard that cannot be repaired immediately must be made safe until an effective repair can be undertaken.

Regularly maintain gates, locks and mechanisms to ensure good working condition.

### **Notice boards and signs**

Keep all signs, signposts and notice boards clean at all times and in good order through the use of such means as repainting or re-staining surfaces according to type of material of construction.

### **Shrubs, roses, herbaceous and annual bedding**

Maintain shrub beds attractively presented, free of litter, weeds, other unwanted vegetation, and pests and diseases. The use of residual herbicides shall not be permitted.

Shrubs shall be maintained by pruning and training using the best horticultural practices to allow the development of each shrub in keeping with its habit, location and purpose.

Cultivation work in weather or ground conditions that would be harmful to the soil condition and its structure shall not be undertaken.

Observe that the purpose of pruning is to establish a strong framework of branches, keeping the shrubs healthy and vigorous, maintaining the size, shape and balance, whilst ensuring the maximum amount of flowering wood and fruit are produced.

Carry out the pruning of individual shrubs and roses appropriate to the requirements of each species or cultivar.

### **Hedges – ornamental and non-ornamental**

Maintain all ornamental and non-ornamental hedges to their previously cut height, width and shape, ensuring that the top and sides of each hedge are cut neatly so that all growth is removed to the point of the previous cut on the old wood. Maintain hedges to ensure the safe and free flow of motor traffic along adopted highways and other vehicle routes, and to ensure the safe and free flow of pedestrians and cyclists along adopted highway footpaths and all other access routes across sites.

All trimmings shall be removed for recycling or reuse.

The base of the hedge shall be left clean, tidy and vegetation free on every occasion the hedge is cut.

### **Planting areas general – replacement, renewal and new planting**

Where requested by the Service Manager proposals for replacement, renewal and new planting of shrubs, roses and hedging shall be submitted.

### **Children's play areas**

Play areas shall be inspected, maintained and repaired to ensure that they are safe and all equipment is in working order in accordance with the relevant British Standard or other relevant standard.

Refer to British Standard EN1176 Part 1-7 and 1177 and to the Royal Society for the Prevention of Accidents (RoSPA) for guidance on all aspects of play area and play equipment maintenance; in particular, their information sheets for:

- inspection and maintenance of playgrounds
- regular inspection of playgrounds
- legal aspects of safety

This information is available from [www.rospace.com](http://www.rospace.com)

Inspection shall be recorded either manually or electronically and logged within the week following the inspection.

Only trained and competent staff, who have attended a recognised and appropriate course run by RoSPA or similar training body, shall carry out maintenance operations which shall be undertaken in a safe and thorough manner.

Minor repairs and adjustments shall be carried out to play equipment, gates and safety surfacing to ensure that they are safe and usable at all times including weekends, bank holidays and public

holidays. Any play equipment, gates and safety surfacing that cannot be repaired immediately shall be made safe until an effective repair is undertaken.

Minor repairs shall include replacement of swing seats, chain, links, bearings, and loose-fill safety surfacing and rubber tiles.

Major repairs identified during the inspection shall be reported immediately to the Service Manager.

Painted and timber surfaces must be treated on a regular basis to ensure good condition and presentation. This includes all play equipment, gates and furniture.

Arrange for an independent annual recorded inspection of all play areas by RoSPA or similar accredited organisation. The inspection shall be a full mechanical and physical examination and include a risk assessment for each play area, and indicate compliance with the Equality Act.

### **Trees and woodland**

All tree work shall be undertaken in accordance with BS 3998: 2010 'Recommendations for tree work'. Be responsible for making all necessary checks to determine if there are any laws and regulations, including Tree Preservation Orders that would affect any work proposed, and to ensure that all permissions and licences are gained prior to proceeding with work.

All persons employed to undertake tree work, shall be suitably trained and qualified and shall be in possession of appropriate certification.

Consider all paths, grassed areas, pavements, kerbs, approach roads, manhole covers, fences, walls, overhead cabling etc that are either adjacent to or on the work area. These are to be preserved in good condition and make all necessary arrangements to make good any damage to the entire satisfaction of the Service Manager.

Include for stump removal and subsequent surface reinstatement following tree felling in highways locations. Stumps intended for permanent retention should be cut at a specified height and left free from snags.

On completion of all tree work ensure that the work area is thoroughly cleaned and is left in a condition appropriate for its intended use.

All timber and brushwood resulting from tree work shall be disposed of. The only exceptions to this shall be at woodland locations where the Service Manager may instruct timber and brushwood to be retained on site. The Service Manager may on occasion instruct delivery of brushwood chippings to sites within the Borough where these materials are required for composting, mulching, or creating footpaths or bridleways.

Refer to section 'Waste management including recycling of biodegradable waste' (green waste).

### **All trees and woodland – emergency and out of hours call out service**

Provide a 24 hour, 365 days a year, emergency and out of hours call out response service for trees or limbs that have collapsed or are in a dangerous condition. A response unit consisting of a minimum of two suitably trained staff with appropriate vehicle and equipment shall be provided within one hour's notice following notification of an event by the Service Manager or emergency services authority. Incidents of this nature are often associated with high winds, collision damage,

root severance and acts of vandalism.

Provide sufficient labour, vehicles and equipment required for emergency tree work operations. Heavy lifting equipment and cranes will need to be obtained as soon as reasonably practicable for special operations.

### **Trees in parks**

Have a duty of care to ensure that users of parks, green spaces, cemeteries, churchyards and golf courses and all adjacent land and neighbouring properties are not at unreasonable risk from possible failure of trees. As part of the regular site health and safety inspections assess and act on any tree related risks.

### **Individual trees in parks and green spaces – arboricultural management**

Undertake reactive management of selected trees in parks, green spaces, golf courses, cemeteries and churchyards in response to hazard risk identification, through an agreed programme of work. This may be supplemented by requests/complaints received from members of the public and others.

### **Individual trees in parks and green spaces – replacement and renewal**

Undertake occasional requests for commemorative and other tree planting within cemeteries, parks and green spaces.

### **Vandalism and third party damage (see also Cleansing: litter, rubbish & leaf collection)**

Work with community stakeholders and partner organisations to reduce vandalism and anti-social behaviour in sites covered by the service.

### **Soft landscape**

Rectify minor incidents of vandalism or third party damage to soft landscape features including trees, planted and grassed areas within 24 hours, inclusive within his routine maintenance activities. This shall include any minor incidents of damage caused by any other source.

### **Hard landscape infrastructure**

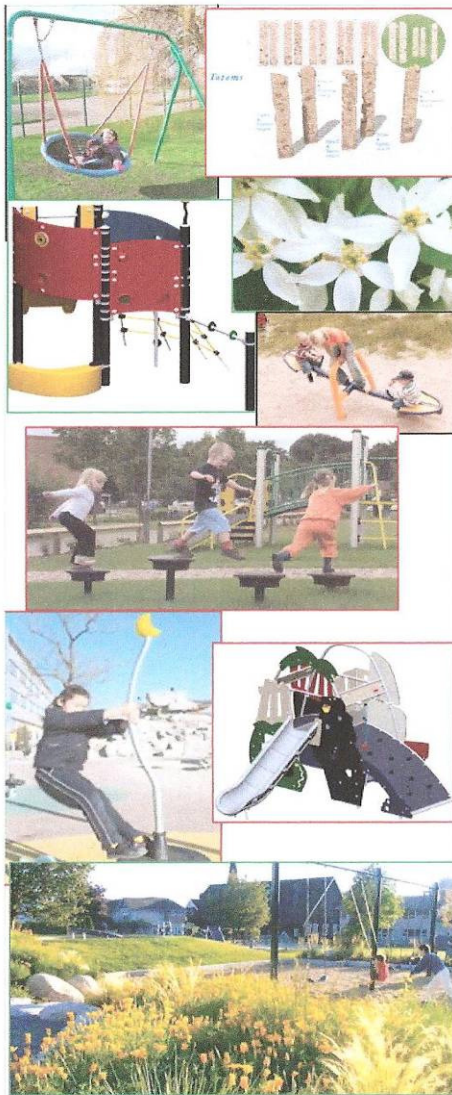
Rectify minor damage to fencing, gates, walling, furniture, signage, notice boards, lighting and surfacing and other hard landscape infrastructure resulting from any act of vandalism or third party damage within 24 hours, inclusive within his routine maintenance activities. This shall include any minor damage caused by any other source. Minor damage shall be defined as requiring no more than 1 hour of labour per occasion to rectify with a minimal requirement for materials.

For more significant incidents of vandalism or third party damage make safe immediately.



## Appendix 5: Meols Park managed asset table

ITEM	QUANTITY	TYPE
Ornamental Grass	307m <sup>2</sup>	
General Grass	9729m <sup>2</sup>	
5 Aside Pitch	1 no.	grass
Bowling Green	1510m <sup>2</sup>	
Hedge two side and top	692m <sup>2</sup>	
Hedge one side and top	93m <sup>2</sup>	
Shrub Bed	900m <sup>2</sup>	
Hard Surface	420m <sup>2</sup>	
Play Area	1 no.	
Tree Stock	Yes	



<b>OWIRRAL</b>		REGENERATION DEPARTMENT	
drawing title		project	
DESIGN DEVELOPMENT		NEOLS REC. PLAY AREA	
date	drawn	scale	drawing number
JAN.09	JAS	NTS	MR-PA-DD4
PARKS & COUNTRYSIDE SERVICE, WESTMINSTER HOUSE, HAMILTON STREET, BIRKENHEAD, WIRRAL, CH41 5FN TEL: 0151 666 4711			
Reproduced from the Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. 100018803 2009			

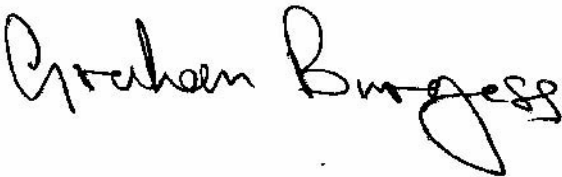
## Appendix 6:

### Environmental Policy

Wirral Council provides essential services to more than 312,000 residents across a number of key areas and recognises that its activities and services have both beneficial and adverse impacts on the environment.

In working toward a more sustainable future we will:

- Maintain an Environmental Management System which satisfies the requirements of the international standard ISO 14001.
- Comply with all applicable legal requirements and with any other requirements which relate to the Council's environmental aspects.
- Continually seek to minimise negative environmental impacts, prevent pollution and reduce waste during delivery of our services.
- Reduce carbon emissions arising from public sector buildings, operations and service delivery, and encourage others to do so.
- Increase the proportion of socially responsible goods and services that we procure.
- Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill.
- Undertake actions to improve our resilience to current and future climate change.
- Improve the quality and sustainability of the built and natural environment.
- Consider environmental costs, risks and impacts when making planning, contracting, purchasing and operating decisions.
- Regularly monitor and review our environmental performance.
- Ensure that all employees are aware of their environmental responsibilities through communication, training and support.
- Communicate this policy to employees, partners and the public.



**CHIEF EXECUTIVE**

**WIRRAL COUNCIL**     **Date: 9<sup>th</sup> October 2012**

## Appendix 7:

### Response to Green Flag Judge's Feedback 2016

Name of Green Flag Park: Meols Park



### Green Flag Award 2016

Name of Site: Meols Park

Managing Organisation: Wirral Borough Council

#### Desk Assessment Feedback (Management Plan and supporting documentation)

Criteria	Strengths	Recommendations	Response
<b>Presentation</b>	<p>The intentions of the Management Plan are clearly stated and set within the wider policy context and departmental objectives set for the period 2014 to 2024 contained within the Parks and Open Spaces Strategy.</p> <p>A concise summary of park activities, features and user organisations is provided.</p>	<p>The Action Plan in appendix 3 contains actions that should already have been completed, there being only 2 items with target dates in 2016 and none beyond that date. I would have expected there to be more leading up to 2024 in accordance with the objectives and policies in the Parks and Open Spaces Strategy document.</p> <p>There are no identified links or references between the Action Plan in this Management Plan and the 10 objectives, 31 policies and 64 actions within the Strategy document. I would have expected this park to contribute towards some of them.</p>	<p>Management plan has been updated for 2016.</p>
<b>Health, Safety &amp; Security</b>	<p>A proactive approach is set out in relation to dog fouling issues involving the removal of dedicated dog waste bins, provision of strategically placed signage and the involvement of council enforcement officers.</p> <p>Play facilities weekly and annual inspections are provided.</p> <p>Contact details for police and the Council Community Patrols are provided in onsite noticeboards.</p>	<p>There is no mention of site safety inspection of other assets, e.g. paths, seats, or railings being recorded.</p>	<p>Site safety audit information is collected and any action taken is recorded by the Area Team Leader, see p8 of the new management plan.</p>
<b>Maintenance</b>			

<b>of equipment, buildings &amp; landscape</b>	The required standards of site maintenance are clearly set out in Appendix 4 which are all appropriate for the site.	It is not clear how or who carries out service monitoring and enforcement. Page 32 of the Management Plan refers to a new system being in place in 2014 and refers the reader to the Community involvement section of the document, but there would not appear to be any explanation of the processes in that section.	Plan has been updated to include information about the Parks Performance Board (see p12 of the management plan)
<b>Litter, cleanliness, vandalism</b>	Standards clearly set out in Appendix 4, including the approach to graffiti and fly-tipping, and active links with police, the Friends Group and Council Community Patrols.	No comment.	
<b>Environmentl Sustainability</b>	The Environmental Policy of the Council is included as Appendix 6. Waste minimisation through re-use of natural products is described and the non-use of residual herbicides.	There is no mention made of general waste minimisation of for example publicly generated waste on the site.  There does not appear to have been any consideration regarding succession tree planting for the benefit of future generations.	Plan has been updated with target for regenerating shrub and tree stock
<b>Conservation of heritage &amp; nature</b>	There is a commitment to retain and repair the sandstone wall	The response given concerning the provision of a management plan for the new orchard referred to in the 2014 desk assessment feedback as stated on Page 32 does not seem to appear as stated in the 2016 management Plan. I would have expected a specific mention in Appendix 4.	Plan has been updated to show recent work on orchard (see p11 and Action 5.3 in Action Table)
<b>Community Involvement</b>	The park is well supported by a very proactive and committed and successful friends group. They have a very informative web site, although the links to their grant aid applications do not seem to work. The Friends have been successful in improving facilities within the park for example the play facilities, mosaic floor feature, and through events, for example the annual Sparks in the Park event.	It would appear that the links between the Council's website to the Friends website is not present.  It is not clear in what ways the council supports the Friends Group, and the Bowls Club seem to be absent from this document and the role that they play in the park.	The Parks Service working relationship with the bowls club has now been included in the management plan (see p and Action 6.3 in the Action Table)
<b>Marketing Strategy</b>	The Friends market the site well through their web site and twitter account. Although the most recent tweet is November 2015.	The Council's website makes no reference at all to the park, despite Page 15 of the Plan stating that there is one.	It has been difficult to maintain updates on the council website due to successive changes (see Action 7.2)



<b>Overall management</b>	Overall manager responsibilities and the wider staff team resources are clearly set out.	It would be helpful if the 'staff tree' on page 16 were highlighted to illustrate which staff and teams relate directly to Meols park.	New staff tree has been added to the plan
<b>Additional comments</b> <p>It is not clear from this document what the specific challenges to sustaining, and/or improving the park are in the future, specifically in terms of finance and staffing.</p> <p>A minor correction to the text; on Page 11 the sandstone boundary wall is mentioned as being on School Lane, but in the Action Plan it is on Greenwood Road.</p>			Staff teams have been through a major re-organisation into area based working, which is now bedding in.

## Field Assessment Feedback

Criteria	Strengths	Recommendations	
<b>A Welcoming Place</b>	Clear bright site signs at entrances. On first appearance seems to be well maintained. Clear sightlines across and within the park, and well surfaced paths, and secure boundary fences, walls and hedges.	Some of the information in the site noticeboard was out of date, e.g. Sparks in the Park from November 2015. Recommended that information be kept up to date.	Information is up to date
<b>Healthy, Safe and Secure</b>	Good secure boundaries, and new pavement crossing of School Lane narrowing the road is an excellent improvement.	<p>Of concern in the playground was the presence of the exposed base for a 'springy animal' type of equipment. At the very least this needs to be covered over to avoid injury. The grass had been cut around it, so had its presence been reported by the maintenance team and or the regular inspection regime?</p> <p>Some minor repair required to the rubber safer surfacing under the swing.</p> <p>Also, there is a wooden bench seat located by the side of the path that runs parallel to the outside of the playground fence, that was identified as requiring some repair work in the September 2015 Mystery Shop inspection, but the work remains outstanding.</p>	Due for replacement and resurfacing in 2017
<b>Clean and Well Maintained</b>	On initial viewing appeared to be well maintained, and litter free. Externally clean and well sited	<p>Closer inspection revealed the following;</p> <ul style="list-style-type: none"> <li>A noticeable amount of</li> </ul>	In train for 2017

	litter bins that had capacity.	<p>self-sown sycamore had been left to grow up and throw shrubs and hedges. When the maintenance operatives are on site it is important that they do a complete job.</p> <ul style="list-style-type: none"> <li>• There is significant damage to the bases of all of the orchard trees, caused by either strimming operations or mechanical grass cutters. This has severely compromised the long term health and stability of these trees.</li> <li>• The end of the sandstone wall on Greenwood Road facing into the park is in need of repair.</li> </ul>	
<b>Sustainability</b>	Grass cuttings left on site as cut.	The way that the shrubs and trees are being maintained calls into question their long term sustainability and the quality of their aesthetic contribution to the park.	Trees are being mulched to facilitate better management
<b>Conservation and Heritage</b>	Good to see that the sandstone wall is on the whole being repaired and cared for, and that some tree planting has taken place to maintain the character of the park into the future.	Refer to comment regarding orchard trees above in Clean and Well maintained section.	
<b>Community Involvement</b>	<p>The Friends Group have clearly been and remain active in supporting the park through fund raising and organising events, particularly the annual Sparks in the Park firework event.</p> <p>The investment they have made possible, the play equipment and floor mosaic are excellent.</p>	<p>There would appear to be no interaction with the bowls club, who have literally turned their back on the park. Equally there may be opportunities to develop working relationships with the Scout Club which also borders the park. Also, but probably more challenging there may be opportunity to work with the adjacent Public House in some commercial way.</p>	<p>The parks and countryside service have a good relationship with the bowls club, who work in partnership to maintain the green.</p> <p>Approaches have been made to the Railway Inn, however they do not wish to be involved with the Friends Group at the present time.</p>
<b>Marketing</b>	Well presented noticeboards and site signs present, all well positioned, and clean.	<p>There was no on-site information about the orchard trees, why, who what and when?</p> <p>Recommend that the Friends and the Council keep their on-site information up to date.</p>	<p>Signage is being organised in partnership with Great Meols primary school</p> <p>Keeping volunteer sites updated is a challenge as it depends on volunteer time, new active volunteers are being sought.</p>
<b>Management</b>	The recently implemented new area working and team structures were explained on site. This revised approach seems to be delivering the basics, but not without its		The service has been through a major restructure which is bedding in. There are clearly new challenges to be completed to regain the award for the park.

	problems. See additional comments below.		
<b>Additional Comments</b>  A very popular and busy small park, with appropriate facilities for its location and size, well supported by an active Friends group. However the park is being let down in the detail. Sever basal damage to recent tree plantings, exposed hazards in the playground. The site had had several grass cuts this season, and yet these hazards and bad practice had not been rectified. It would appear that the supervision of work being carried out needs to reviewed and strengthened and more effective			Extreme damage to these trees as described has not been observed, however good working practice is being carried out and the orchard trees have been mulched.

## Appendix 8: Project Bank

PROJECT BANK		
Project	'Ballpark' cost estimate (inc design and contract management fee)	Justification, policy fit and evidence of need
Shrub bed refurbishment	2017 to be carried out by parks service staff through existing budgets	