

Chelmer Park and Jubilee Park

Maintenance and Management Plan

To be read in conjunction with Chelmsford's Green Spaces Strategic Framework Document which contains details of the city council's policy documents and recording systems.





Foreword

One of the principal aims of the Local Authority is to improve quality of life for its residents. Parks and Green Spaces are key to this, good quality green spaces generate enormous social, economic, environmental and ecological benefits as well as making areas more attractive.

We also have to recognise that, important as the immediate benefits are to communities, the decisions we make about the places where we work and live today will long outlast us. Good, proactive management of our Parks today will leave a real legacy for those who come after us.

Our parks and green spaces are some of the most valuable community assets we have. They are the precious jewels of our landscape to be treasured and maintained for people of all ages and from all backgrounds. Their importance cannot be underestimated, nor their necessity overlooked.

The two catchment parks are important open spaces due to them being the primary parks serving the 5,757 residents of Galleywood Ward, both are in close proximity to each other.

The combination of the facilities on offer at the two parks provide something for all age groups and provide a mix of facilities to meet the needs of the community they serve from the formal to the informal. Chelmer Park is primarily a sports park of renown, whilst Jubilee Park is less formal and offers local residents a top-quality park for family recreation.

Over the life of this plan it is our aim to provide parkland that caters for the needs of the visiting public. We will listen and will aim to make improvements year on year to make the sites more attractive, well respected and safe for all.

Our top priority is always to deliver the highest quality of service and it is hoped that this document will provide a framework to ensure that outcome at these two City Parks.



Cllr Jude Deakin
Cabinet member
for Parks & Green Spaces



Cllr Rose Moore
Deputy Cabinet member
for Parks & Green Spaces



Guidance in reading the management plan

Management plans at City Parks are all about review and improvement to both site facilities and management practices. The route to excellence is paved with continuous improvement, self-assessment, good management practices and the discipline of planning.

This management plan is designed to be used as an easy reference manual that can be understood by all interested parties. The plan deals specifically with matters relating to both Chelmer Park and Jubilee Park and needs to be read in conjunction with Chelmsford's Green Spaces Strategic framework document. (The later document contains much of Council's corporate strategy and policy documents as they relate to parks).

City Parks are continually reviewing and updating strategic documents to ensure we are responding to changing needs, complying with the latest legislation and setting targets in accordance with the corporate plan and annual service plans. More details with regards to strategic documents can be found in the policy document entitled Strategic Framework for Parks and Green Spaces.

In drafting the document the Green Flag judging criteria was used as an audit tool with each component as part of the laid out criteria being considered. This ensures that we are embracing the criteria necessary to deliver a facility that matches the national standard for parks and that we have embraced the eight key Green Flag objectives.

1. **A well managed Park**
2. **A welcoming Park**
3. **A healthy, safe and secure Park**
4. **A well maintained and clean Park**
5. **A sustainable Park**
6. **A park that addresses conservation and heritage**
7. **A park where community involvement is encouraged**
8. **A well marketed and promoted Park**

Use of the Green Flag criteria provides a standard for systematic and committed approach to maintaining and improving the quality of parks enjoyed by local communities. In addition, it is essential to develop a public based benchmark audited externally by a third party. Green Flag being the recognised National Standard for Parks and Green Spaces.

The project brief was to undertake an assessment of internal strengths and weaknesses and external factors affecting the business and marketing environment (**'SWOT' analysis**) and to drive change where necessary recognising both the opportunities and the threats identified.

Chelmer Park – Strengths, weaknesses, opportunities and threats

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Good quality park • Sports facilities to international standards (Cricket and Hockey) • Established user group • Historical interest – Apple Orchard • Rich biodiversity - to be further built on • Naturally occurring pond rich in wildlife • On site staff • Managed car park • Good relationship between Council and Community 	<ul style="list-style-type: none"> • Lack of horticultural features • Trees within the site – lack of succession planting • Capital funding is not guaranteed, or likely for this site.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • To further investigate external funding sources. • To develop further understanding of the biodiversity of the site. • To develop further understanding of the historical nature of the site to create a public appreciation of the history of land use over the generations. • To reduce the effect of a small minority of dog walkers who are inconsiderate. 	<ul style="list-style-type: none"> • Lack of capital investment may have a long-term effect. • Lack of capital investment in essential infrastructure may result in a missed opportunity to improve service provision.

Jubilee Park – Strengths, weaknesses, opportunities and threat

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> Well maintained park with areas within managed for wildlife Children’s play facilities Managed car park Good relationship between Council and Community 	<ul style="list-style-type: none"> Arguably an underused park Trees within the site – lack of succession planting Capital funding is not guaranteed, or likely for this site. Section 106 funding is unlikely in this area.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> To further investigate external funding sources. To develop further understanding of the biodiversity of the site. To develop further understanding of the historical nature of the site. Increase areas for community use and appreciation. 	<ul style="list-style-type: none"> Lack of capital investment may have a long-term effect. Lack of capital investment in essential infrastructure may result in a missed opportunity to improve service provision. Some local opposition to changes in use.

Over the years the management plan has been honed through successive rewrites taking on the guidance and support received from Green Flag judges and from the Group Award Judging.

This plan constitutes the forth such plan for Chelmer Park and the second plan for Jubilee Park Recreation Ground. The sites compliment one another.

Following on from this we set about compiling the content required for the plan. To this end we choose to use the Green Flag model to ensure we examined all the key elements that contribute to making a good and vibrant public space that people want to use.

In addition credence has been given to considering recent research concerning parks undertaken both locally and nationally. It is important to be aware of both social and market trends. Particularly pertinent it has been decided to consider new thinking derived from our own authority’s corporate objectives and from research consultation.

In these times of austerity Parks are particularly important to government in delivering many of their agendas. Investment in Parks is seen to be prudent as the returns can be enjoyed by both current and future generations.

Green spaces are relevant to several national indicators (Nis) below and highlight common health and wellbeing outcomes. This broader, public health approach integrates physical and mental health and the impact of wider social, economic and cultural determinants on mental health and well-being.

Strong Communities

- NI 5: Overall/general satisfaction with local area DCLG DSO
- NI 2: Percentage of people who feel that they belong to their neighbourhood (PSA 21)
- NI 3: Civic participation in a local area PSA 15
- NI 17 Perceptions of anti-social behaviour PSA 23

Children and Young People

- NI 50: Emotional health of children PSA 12
- NI 55: Obesity among primary school age children in Reception Year DCSF DSO
- NI 56: Obesity among primary school age children in Year 6 DCSF DSO
- NI 57: Children and young people's participation in high-quality PE and sport DCSF DSO
- NI 110: Young people's participation in positive activities PSA 14

Adult Health and Well-being

- NI 119: Self-reported measure of people's overall health and wellbeing DH DSO
- NI 138: Satisfaction of people over 65 with both home and neighbourhood PSA 17

Environmental Sustainability

- NI 185: CO2 reduction from Local Authority operations PSA 27
- NI 186 Per capita CO2 emissions in the LA area PSA 27
- NI 188: Adapting to climate change PSA 27
- NI 189: Flood and coastal erosion risk management Defra DSO
- NI 197: Improved local biodiversity – active management of local sites PSA 28
- NI 198: Children travelling to school – mode of travel usually used DfT DSO stated Public Service Agreements (PSA) and Departmental Strategic Objectives (DSO)
- PSA 12 Improve the health and well-being of children and young people
- PSA 18 Promote better health and well-being for all
- PAS 21 Build more cohesive, empowered and active communities
- PSA 23 Make communities safer
- PSA 27 Lead the global effort to avoid dangerous climate change

- PSA 28 Secure a healthy natural environment for today and the future
- DCMS DSO Encourage more widespread enjoyment of culture and sport
- DFRA DSO Climate change tackled internationally; and through domestic action to reduce greenhouse gas emissions
- DEFRA DSO: Economy and society resilient to environmental risk and adapted to the impacts of climate change
- DEFRA DSO: Sustainable patterns of consumption and production
- DEFRA DSO A healthy, resilient, productive and diverse natural environment
- DH DSO Ensure better health and well-being for all
- HO DSO Help people feel secure in their homes and local communities.

It is hoped that through reading the plan the reader will glimpse how the staff team have to balance the priorities, policies and pressures that apply and will see the rationale for establishing time scales for putting objectives into practice. The production of such a document allows the contribution that the site makes to the local community to be measured and progress against key objectives can be monitored by the management team and by visitors alike.

Information of a more generic nature has been drawn out of site specific management plans and is now found in a companion guide entitled Strategic Framework for Parks and Green Spaces.

Chelmsford's corporate agenda seeks to deliver quality services and factors in the need to deliver in the areas cited below.

- Promoting health & activity
- Supporting education & learning
- Encouraging diversity & inclusion
- Ensuring safety & security
- Greater community involvement
- Promoting fun & enjoyment
- Making sites accessible & safe
- Achieving quality by design
- Valuing local character & heritage
- Realising economic value
- Minimising climate change
- Sustaining quality in our environment
- Managing for nature & biodiversity
- Making connections for people & wildlife



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1 Introduction and brief history of the two sites

Broadly speaking the key management objectives for Chelmer Park & Jubilee Park take account of the principal 6 Corporate Objectives:

PARK OBJECTIVES

- 1 To understand and respond to the needs of our audiences, reflecting diversity of needs and use; enriching lives and enhancing access to culture and sport.
- 2 To protect and enhance the park environment for the enjoyment of families, children and visitors (alongside sports orientated users).
- 3 To work with other organisations and volunteers to deliver clear education, health, sport and participation opportunities.
- 4 To conserve and enhance the natural environment of the park.
- 5 To deliver greater value for money through increased income generation.
- 6 To demonstrate organisational excellence.

Whilst the primary reason for developing a management plan is to aid the efficient and effective management of the site more specific objectives include:

- Defining priorities for investment and future development.
- Specifying maintenance, security and access arrangements.
- Understanding the links between strategic and policy documents and what needs to happen on the ground.
- Ensuring resources are best used to help us achieve our agreed objectives.

The diverse interest of these two distinct green spaces is reflected in the varied provision of activities within the parkland settings catering for both active and passive use depending on the venue.

Chelmer Park, Chelmsford

Site information

Site Name	Chelmer Park, Chelmsford
Site Status	Designated as public open space. Majority of the site being purchased 1966 with further plots being added in 1976 and 1979.
Total Area of Site	11.86 Hectares, 28.46 Acres
Component areas	Hockey pitches, Cricket Pitches, Football Pitches Tennis/ Netball Courts, Sports pavilions, Car park, Children's Play areas, Outdoor Gym, Cycleway.
Surrounding land	Built up residential.
Natural Geology	
Significant features / Key issues	Easements, Public right of way. Orchard remnant.
Tenure	Freehold
Location	Beehive Lane, Chelmsford.
Ward	Galleywood
District	Chelmsford
County	Essex
Post Code	CM2 8RL
OS grid reference	570.694 203,806
Asset register reference	
Asset Value	
Byelaws	None
Opening Hours	Park accessible 24/7
Use	Primarily a local Park, with play facilities and public footpath right of way.
Essex Police Support	Emergency 999
	Non-emergency 03003334444
	Via text message 07624800101

Plans of Chelmer Park



Location Plan Pitch Layout plan



Jubilee Park

Site information

Site Name	Jubilee Park, Chelmsford
Site Status	Designated as public open space 1970
Total Area of Site	2.05 ha 5.13 acres
Component areas	Jubilee Park is a small area of green space regularly used by local families and dog walkers from the Galleywood area. The park is also home to the 1st Galleywood Skylon Scout Troop for girls and boys between 10 and 14 years old.
Surrounding land	Built up residential.
Natural Geology	
Significant features / Key issues	Easements, Public right of way. A well-used public footpath skirts the park boundary heading towards Carlton Farm on Beehive Lane from where you can walk along the footpath to Chelmer Park.
Tenure	Freehold
Location	
Ward	Galleywood
District	Chelmsford
County	Essex
Post Code	CM2 8PT
OS grid reference	570.694 203,806
Asset register reference	
Asset Value	
Byelaws	None
Opening Hours	Park accessible 24/7
Use	Primarily a sports ground, with play facilities and woodland walks.
Essex Police Support	Emergency 999
	Non-emergency 03003334444
	Via text message 07624800101

Plan of Jubilee Park



Jubilee Park, Chelmsford

Jubilee Park is a small park, just over 2 hectares and is regularly used by local families and dog walkers from the Galleywood area. A well-used public footpath skirts the park boundary heading towards Carlton Farm on Beehive Lane from where you can walk along the footpath to Chelmer Park. The park is also home to the 1st Galleywood Skylon Scout Troop for girls and boys between 10 and 14 years old.

Open to all – The Park user

Primarily Chelmer Park is geared to active sports whilst Jubilee Park is designed by younger families and dog walkers.

To ensure visitors to parks feel safe and secure, built into every park management plan are the *'secured by design' principles*.

- Natural surveillance, transparency and views in and out of the park are maintained.
- Responsible dog ownership is enforced
- Hiding places and blind spots are minimised.
- Planting does not crowd footpaths.
- Shrubs and hedges are maintained below eye level where practical.
- Lighting is maintained to prevent dark spots.
- Responsible dog walkers are encouraged as they offer natural surveillance in early mornings and in the evenings.
- Fear of crime is reduced.
- Anti social behavior is eliminated.
- Contact with Essex Constabulary and Safer Neighbourhood Teams is maintained.

Sports specific objectives

Chelmsford City Council has a sports strategy that guides the provision and development of sport within the Borough. This is coupled with an Open Spaces and Playing Pitch assessment to ensure that sport is accessible to all residents within the Borough.

Sports Facilities

Use of the sporting facilities at Chelmer park is actively encouraged. The following sports facilities are available.

Netball/Tennis Hard	4
Hockey water based pitch	1
Astro Pitch	1
Netball	4
Cricket Pitches	3
Cricket Nets	1
Football Pitches: Senior Pitches	5
Football Pitches: Junior pitches	1
Rounders	1
Football Pitches: Mini	1

The Clubs operating out of Chelmer Park actively promote their sports and the events below are some of the highlights of the annual sporting calendar that are perpetuated year on year.



The following table shows the main sporting organisations that use the Park.

Football

Team / Organisation	Senior / Junior
Bethal Christian Fellowship	Senior
Bell House	Senior
Brookhouse F.C.	Senior
Checkmate F.C.	Senior
Chelmsford Ladies	Junior
Galla Bright F.C.	Senior
Galleywood Junior F.C.	Junior
Galleywood FC	Senior
Gt Baddow F.C.	Senior
Horse & Groom	Senior
LakersUnited	Senior
Old Colombians	Senior
Ravens F.C.	Senior
St Mary's Gt Baddow	Senior
Tile Kiln	Senior
UCC	Senior
Chelmsford Ladies	Mini Soccer
Galleywood Egales	
Wilvale Rangers	
All England Soccer School aka Pass	Astro Junior
Baddow Spartak F.C.	Astro Junior
Brentwood Borough Council	Astro Senior
Chelmsford Hockey Club	Astro Senior & Junior
Chelmsford City F.C.	Astro Junior / 3G Pitch
Ravens	Astro Senior & Junior
Stock F.C.	Astro Senior
Sutton	Astro Senior
Spurs F.C.	Astro Junior
Springfield F.C.	Astro Senior
West Ham F.C	Astro Junior
UCC	Astro Senior

Netball

Team / Organisation	Senior / Junior
Conquerors Junior NC	Junior
M&G Blue	Senior
Chelmsford Junior	Junior

Cricket

Team / Organisation	Senior / Junior
ARU	
Billericay	
CCC	
CCCJ	
Galleywood	
GB	
Law Society	
Mid Essex	
Pope & Smith	
QPCC	
Runwell	
Springfield	
St Cedds	
St Johns	

Rounders

Team / Organisation	Senior / Junior
St Cedds	
Rising Sun	
Thriftwood	

Netball/Tennis

Team / Organisation	Senior / Junior
Thriftwood	
GB tennis	
GB/CD Netball	
Conquerors	
St Cedds	
M Lodge	
Magpies	
Clarke	
T & M	
Colyn Valley	
Shimwell	

In addition to the above clubs it should be noted that Chelmer Park is home to both Chelmsford Cricket Club and Chelmsford Hockey Club.





2 The aesthetic characteristics of the parkland's features and settings

In this section the aesthetic characteristics of both parks are considered separately in relation to views and vistas both within the park, of the park and from the park – and the variation in landscape character across the park as a whole.

Landscape Character Jubilee Park

In effect the park is made up of distinct zones.

- Children's Play zone
- Youth zone
- Field zone
- Eco zone

Jubilee park is also home to the 1st Galleywood Skylon Scout Troop for girls and boys between 10 and 14 years old.

The facilities at Jubilee Park are complemented by those at Chelmer Park, offering formal sporting opportunities just a short distance away.



The aesthetic characteristics of the Parkland

Policy: Landscape Character

Both parks will be managed to conserve and enhance its overall character and locally distinct variations of character areas within, whilst maintaining and complementing the diversity of the natural and recreational settings. The key views and vistas to, from, and within the park will be protected and where appropriate, strengthened.

Key Management issues in the parks

The combined parks of Chelmer Park & Jubilee Park serve the communities living in the southern sector of Chelmsford and complement the general infrastructure of parks and green spaces in the Chelmsford City Council area. Chelmer Park was built in the late 60's and has developed 50 years on into a high specification sports park serving both the existing community alongside that of meeting the needs of sports orientated people from father a field. Jubilee Park was adopted in 1970 and provides a small park for local families and dog walkers to use and enjoy.

Soft landscape features

Trees – Both Chelmer Park & Jubilee Park have a large collection of trees of varying ages, which as they develop will contribute greatly to the landscape character of the park, the tree species are mixed to give diversity and interest.

Plantings - The planting strategy aims to reflect the desires of the general public with emphasis on colour and form to create a rich natural tapestry. Care has been taken to select species that support nectar seeking insects and foraging birds.

- Shrubs & Herbaceous perennials plantings can be found at Chelmer Park: Plantings designed for all year interest: texture, form and colour.
- Ecology areas: The conservation theme in the park is a well-received addition proving a valued resource for schools to use in their curriculum studies. Habitats include wild flower areas, plantations of native hard wood species and two pond areas.

Hard landscape features

Paths and roadways, fencing, gates and car parking areas are all maintained to a high standard at both sites and any repairs are done in a sensitive manner taking care to use the correct materials to match with the existing.

Any repairs to fixtures and fittings also take account of the type and style of construction.

Play equipment is also repaired using the correct manufacturer's spare parts. Likewise seats litter and dog bins are maintained in a similar manner.

In the design stage, any new features being proposed are considered for their suitability by considering the type and style of the existing features.

Ecology – Ecological features on the sites follow the general strategy through our parks, to protect and enhance wildlife value whilst balancing the needs of the user.

Enhancement of Wildlife Value

- Increase and improve habitat linkages through appropriate targeted planting.
- Increase structural diversity of site.
- Increase species diversity of site
- Maintain and enhance wildlife interest.
- Enhance habitat for existing Biodiversity Priority Species.
- Provide opportunities for colonisation by additional Biodiversity Priority Species

Dedicated areas for conservation

Much development work has been undertaken at Chelmer Park and we plan to build on this work along with planned improvements within Jubilee Park.

- Log Piles in orchard areas
- Habitat creation to attract breeding bats and birds
- Relaxed mowing regimes to create wild flower areas
- New woodland plantations
- Pond and reed bed management

Enhancement of landscapes

It is seen as fundamentally important to ensure that maintenance of the landscape and fabric is budgeted for to ensure both parks remain vibrant and attractive to its visitors. To achieve a space that is relevant it is important to undertake planned upgrades on an annual basis, taking into account user trends and aspirations.

Enhancement of sporting & fitness opportunities

Active team sports are encouraged at Chelmer Park whilst Jubilee Park tends to be used for general recreational use.

A Healthy Walks programme operates from Chelmer Park. Heart & Sole is Chelmsford's FREE healthy walks programme set up by Chelmsford City Council and Chelmsford Primary Care Trust, for those who do little exercise and are interested walking or for those who have

been GP referred or are recovering from illness or surgery. Full information on the scheme is posted on the internet.

Leisure & Heritage Services have employed a healthy walks co-ordinator and key parks are being used by the scheme to promote healthy living concepts to the community at large.

Enhancement of learning & play facilities at Chelmer Park

The whole site is excellent as a learning environment and schools are encouraged to use the park for various activities that link into the key stage learning modules.

Children are often invited to become involved in various planting initiatives within the site and specifically in the orchard.

The benefits in engaging with children are very much understood. Indeed, engaging with the various age groups can help reduce levels of vandalism.

When it comes to play children are consulted on the type of equipment, they would like to see installed in the designated play area. Similarly, youths are also encouraged to make known their views and aspirations – indeed it was their representations that secured the installation of kick about goals.

Initiatives are planned each year around the topics listed below.

- Children's play areas & Summer play activities
- Green Class Rooms
- Go Wild in Parks – promoting biodiversity

Educational facilities and interpretation

Use of the Parks by schools is actively encouraged.

An interpretation plan has been established for both parks based on the guiding principles in the interpretation strategy produced for the City's main parks.

- Engage the local community in all aspects of the park's history and heritage, using the Park as a focal point, in order to enhance their enjoyment of and interaction with the Park, city and borough for leisure, learning and recreation
- Enable visitors to understand and appreciate the significance of the park itself, and to understand its role in reflecting the wider city and borough's heritage
- Enhance visitors, experiences and enjoyment of the park, to ensure they can easily and confidently locate its particular highlights, and to encourage them to explore links with other sites of interest around the town and borough
- Assist in enhancing Chelmsford as a quality visitor destination and encourage visitors to explore the area, to stay longer and to return

- Encourage involvement and participation at all levels
- Provide a mechanism for evaluating and monitoring the interpretive initiative in order to guide future developments.
- Welcome and orientation points at the entrances
- Community arts projects.

Heritage Value & Significance

The combined parks cover an area of 13.91 hectares (33.59 acres) Chelmer Park first opened in the late 60's whilst Jubilee Park opened 1970. Chelmer Park provides something for every interest – outdoor gym, formal sports pitches, tennis courts and associated match day changing rooms, plus toddler and junior play areas.

In addition to these facilities, other interesting and important features of the parks are areas where biodiversity is encouraged through the sensitive management of both the woodland areas and hedge boundaries along with selected tracts of grassland - all to support the natural environment and ecosystems.

Along with the above-mentioned facilities the parks are also well used by young people and dog walkers.

Both parks are in easy walking distance of each other and provide residents in the locality a broad suite of facilities including -

- Sports & activity zone
- Outdoor Gym
- Play zone
- Biodiversity zone
- Picnic zone
- Social meeting zone
- Blue Badge Parking
- Free Parking
- Children's play areas
- Open recreational areas
- Changing rooms

Residents will select the park that best meets their interests

Parks features and settings

Both Parks and their mixture of natural features provide an important area of open space due to its location within the heavily urbanised area.

The horticultural performance skills of the ground staff are of the highest standard. The performance and standards of service are monitored by the management team to ensure services are delivered to a high standard alongside providing value for money.

There is good structure planting establishing at Chelmer sports park whilst Jubilee Park benefits from a simple and mature landscape.

Habitat creation and management

Following a wildlife and conservation assessment of the Chelmer site undertaken in 2004, records of flora and fauna are to be kept and where appropriate new habitat created. (Various actions are included in the action plan). Each of the park 'zones' are recognised as having value to ecology and wildlife.

Trees

The overall structure of the tree planting with succession of trees, informal groups and open assemblies of parkland trees will be maintained through an ongoing planting and tree renewal programme with purposeful siting, selection and enhanced range of species.

Chelmer Park has a number of mature trees within its site boundaries as does Jubilee Park, the former site benefits from succession plantings which will ensure future generations benefit from a green oasis within an urban setting. The establishment of the newly planted trees is monitored by the councils Arboricultural and Conservation Officer.

Grasslands

The extent of the grassland shall be maintained generally in its current regimes with the majority held as amenity grass.

Differential mowing regimes are employed. Within the grounds maintenance specification heights of cut are detailed in the work schedules. It is hoped that in future we can develop a range of different cutting regimes across Jubilee Park to encourage natural flora to re-colonise areas of the parkland

Fauna

The presence of fauna within the parks adds to the experience of the visit. A biodiversity enhancement assessment of both parks has been undertaken. In relation to fauna, its aims

were to increase the species diversity of the site, enhance habitat for biodiversity and provide opportunities for colonisation by additional species. Many of the recommendations of the initial assessment have now been carried forward to form part of the landscape improvement plan.

Water Management

There is a pond within Chelmer Park fed by site drainage. The water level in the pond fluctuates depending on the extent of rainfall and subsequent water run-off via the drainage system. Care is taken not to pollute these water courses with herbicide residue or artificial fertiliser resulting from maintenance operations. The pond is maintained by the site staff.

Landscape & Design Considerations

Chelmer Park is an important area of open space due to its location within the city and is well known in Chelmsford and beyond as a sporting venue. The pedestrian link between Chelmer Park and Jubilee Park provides easy access to the local community and needs to be better exploited to encourage more people to seek out the smaller site.

Hard Landscape Fabric

Structures

Chelmer Park contains sports pavilions catering for both hockey and cricket. The site has a large car park and public toilets.

Additionally the site has multi surfaced areas including floodlight tennis, netball courts and an outdoor gym.

Boundary Treatments and Entrances

There are a number of entrance points into the parks. The main access points are gated and lockable.

The main vehicular entrance to Chelmer Park is via Beehive Lane, and via Watchouse Road for Jubilee Park.

There are a number of pedestrian access points along the site boundaries of both parks where they abut the housing development

Road and Path Network

Roadways and car parking in Chelmer Park are all hard surfaced tarmac finishes. In addition there is a footpath within the site which permits pedestrian access to the sports buildings and courts to those people in wheelchairs

Park furniture

Both parks provide a variety of park furniture and structures specifically designated and located for the use, safety and comfort of visitors. It is not possible to list each of these features individually. However, the main elements and associated issues are set out below.

Benches and seats

There are over 16 benches in the park mainly of the Streetmaster and Orchard Seats (Packham Seat) design within Chelmer Park whilst Jubilee Park is serviced by Orchard Packham benches. Benches are now installed with armrests to be DDA compliant and are also set onto concrete plinths enlarged to enable a wheelchair to draw up beside the bench

Litterbins and dog bins

Litterbins on the sites are supplied by Streetmaster. Dog bins are supplied by Unicorn Self Service Limited.

The management team considers that there are a sufficient number of bins to suit visitor needs currently although this will be monitored to ensure the level of adequacy is maintained.

Signage & site interpretation

Quality signage is provided at the two main park entrances to help orientate the visitor, but there are plans for a further upgrade of signage in the form of map based interpretive panels.



3 Management structures and maintenance regimes

Parks Management structure

The two divisions of Parks & Green Spaces - Parks Strategy and Development and Grounds Management both have an input into the management of the two parks.

The Parks Strategy Team provides a design service, management direction, a tree management service, community engagement & involvement along with Service promotion and marketing.

Grounds Management oversee the maintenance activities undertaken at the parks. The parks are staffed through the working day by two full time members of staff who undertake a broad range of maintenance operations. Their work is complemented by mobile gangs who undertake tractor grass cutting, and playground inspections. Private tree contractors undertake tree works as directed by the Arboricultural & Conservation officer.

The core objectives of Parks Services can be described in broad terms as helping to make Chelmsford City an attractive and enjoyable place in which to live, work and visit, by;

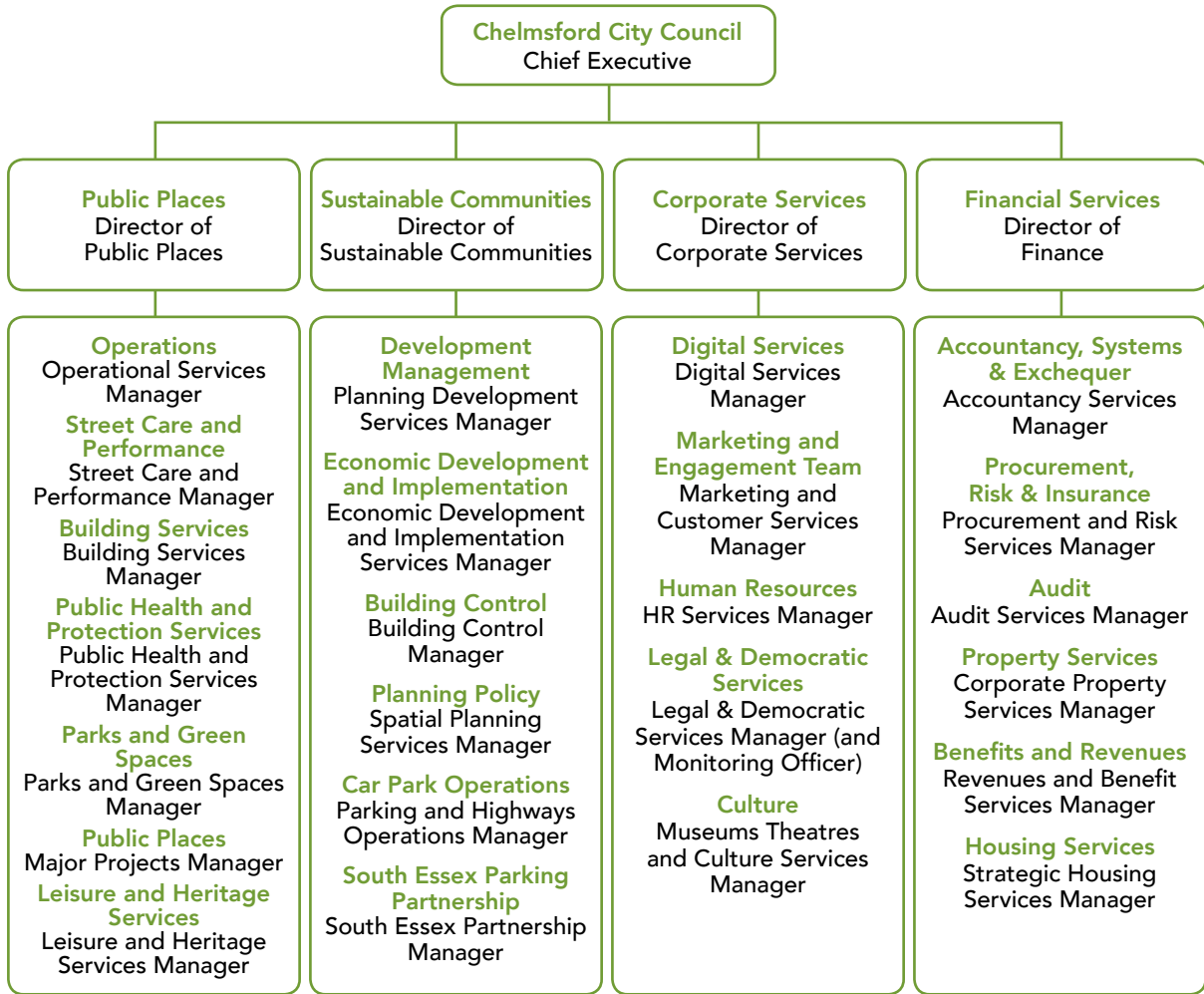
- Developing, supporting and enabling a wide range of sporting, recreational, cultural, social, educational and tourism opportunities which enhance the quality of life, promote healthy, active lifestyles for people in the Borough and, by stimulating attraction for visitors and by helping to create a positive business environment, bring jobs and investment to the local economy.
- Managing Chelmsford's rich and diverse landscapes, parks and green spaces and promoting policies and activities that enhance and protect Chelmsford's built and natural features plus the surrounding countryside and unique heritage.

Parks Services staff

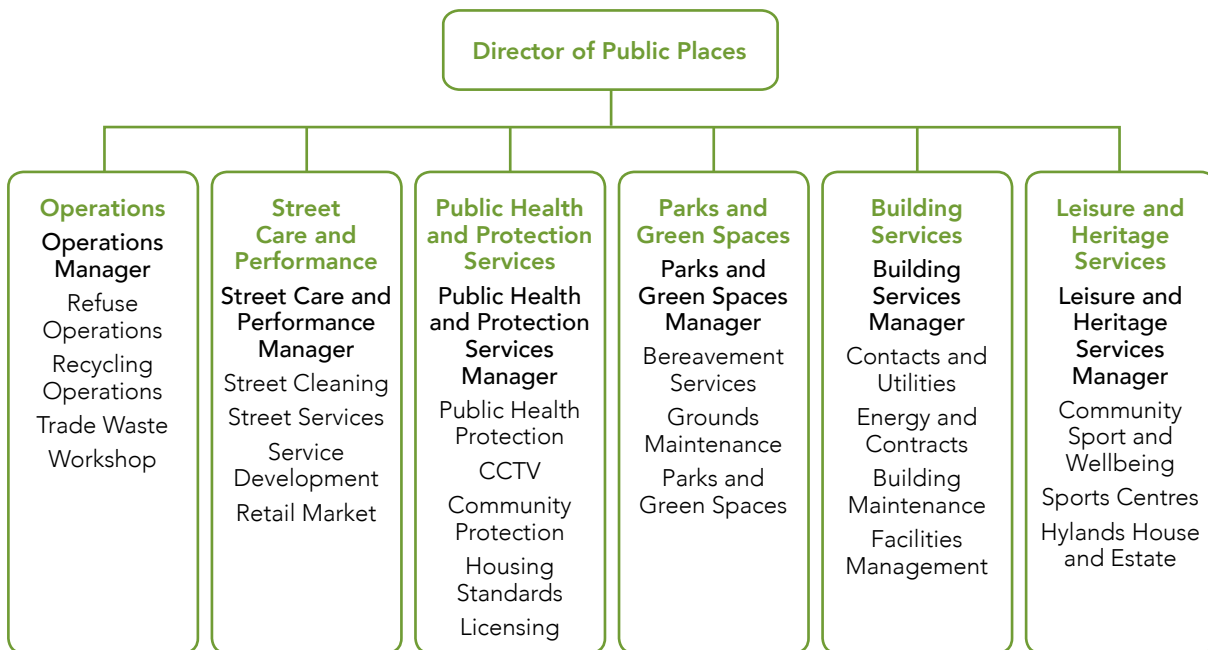
Chelmer Park and Jubilee Park are both managed by Chelmsford City Council (CCC) Parks & Green Spaces Team. Specifically, site maintenance is the responsibility of the Grounds Operations Services Manager, who is supported by two trained operatives who look after the day to day maintenance of both parks.

The Parks & Green Spaces section of the Public Services Directorate deal with all aspects of customer services within the park, to visitor information and welfare, public relations, marketing, promotion, special event planning.

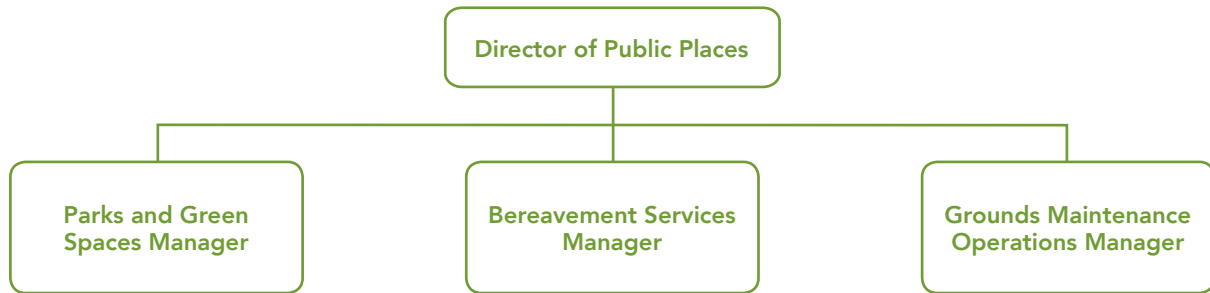
Chelmsford City Council Corporate Structure



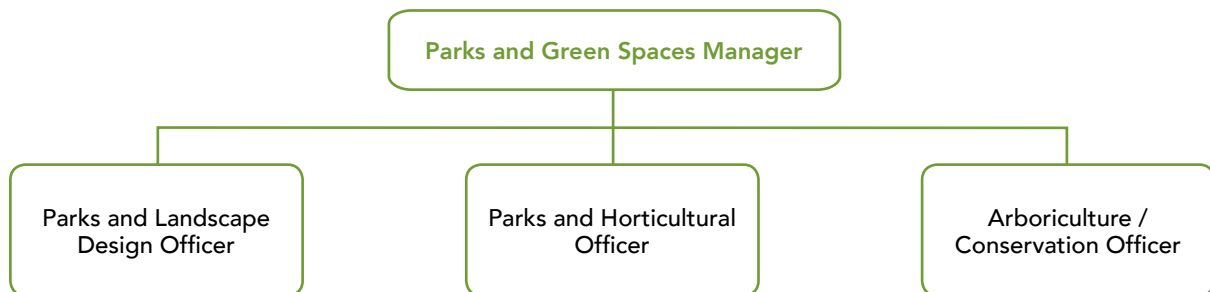
Public Places Management Structure



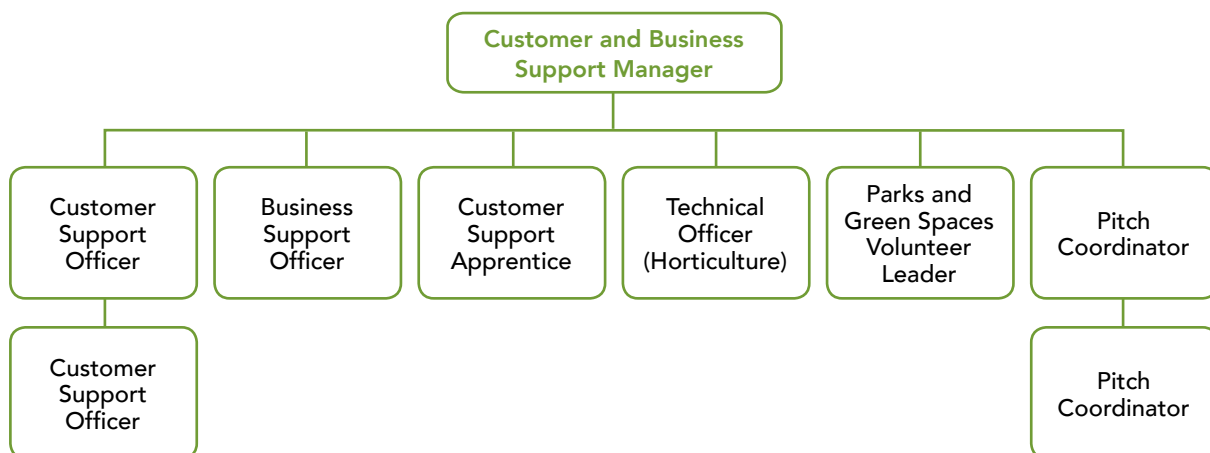
Public Places Parks and Green Spaces Management Structure



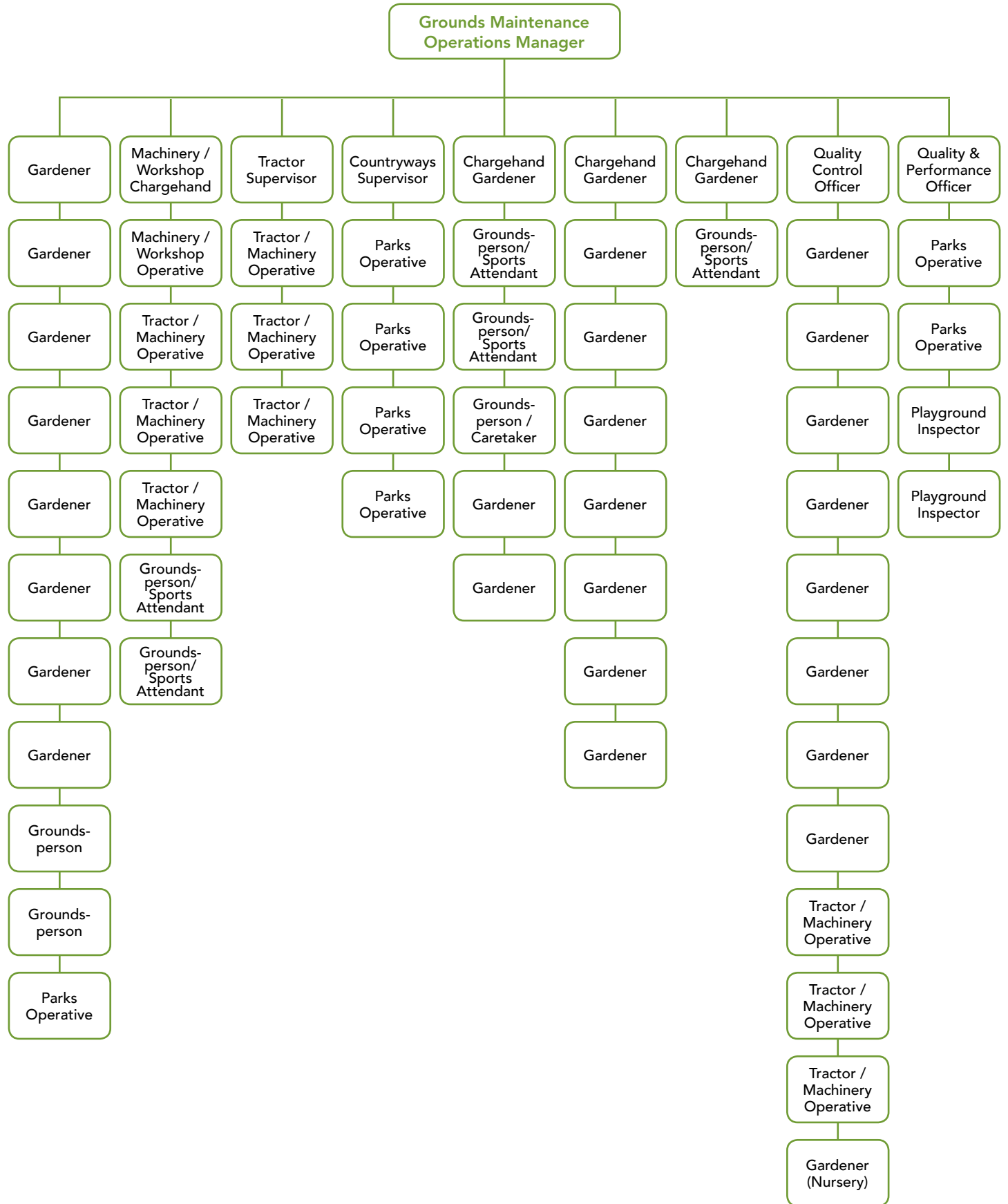
Parks and Green Spaces Structure



Parks and Green Spaces Customer Services



Grounds Maintenance



The Grounds Operations Service undertakes the grounds maintenance work that is required on the sites. The works specification is based on performance level requirements. It is wide ranging and embraces the comprehensive and continuous routine maintenance of all soft landscape areas (grass, shrub beds, trees, hedges), grass sports pitches, tennis courts and hard landscape including furniture, litter collection and cleaning duties, and locking/ unlocking duties.

Maintenance regimes

The sports pavilion and other structures at Chelmer Park are subject to an annual safety audit report undertaken by Facilities Management. As well as assessing risk, key issues are identified and scores given within the following categories: security, general safety, fire safety, access, and legionella. A list of regular inspection and preventative maintenance is also provided. Any actions necessary are prioritised and acted on accordingly.

The landscape elements within the parks have been categorised as follows.

Landscape Type	Minimum expected frequency of operations/year. (Guide only performance specification)
Grass <ul style="list-style-type: none"> • Amenity • Fine • Natural 	Min. 13 cuts Min. 25 cuts Min. 1 cuts
Sports turf	As per type
Shrub Beds	Min. 9 visits
Herbaceous Border	Min. 9 visits
Paving	Min 15 occasions
Miscellaneous Detail <ul style="list-style-type: none"> • Hedges • Trees • Native species plantation • Site furniture 	Min 2 Occasions Min 3 Occasions Min 9 visits Min 10 Occasions Min 2 Occasions
Landscape Features	April – Sept min 2 visits Oct – March min 1 visit

The specifics of each landscape type is further defined in the work schedules and related where relevant to computer generated work identification sheets that summarises specific operations, the full details of which are contained within the specification.

Inspections and monitoring

All services carried out are subject to regular quality inspections by the Parks Quality Performance Officer.

Grounds

The area supervisors inspect their sites on a weekly basis. The park staff inspects the grounds daily. Grounds Management Services are responsible for monitoring their own performance and keeping up to date records of their own monitoring and inspections, which includes work records relating to their maintenance and work programmes. Routine contract performance meetings are held on a weekly basis where issues relating to work programmes, quality, performance, health and safety, staffing levels and additional work are discussed.

Play area

Inspections by the playground inspectors are undertaken on each weekday (excluding Christmas Eve, Christmas Day, Boxing Day, New Years Eve, New Years Day). The Park staff inspects the area daily. An external consultant, Zurich Insurance, undertakes an annual safety audit of the play equipment.

Management practices at Chelmer Park & Jubilee Park

General objectives

- Maintain the quality, appearance and facilities at both sites to provide a safe and attractive environment for visitors.
- Maintain structures in a safe, clean condition at all times.
- Maintain sports facilities in a sustainable manner.
- Monitor plant establishment and replace plantings as necessary to maintain amenity and ecological objectives.
- Build character and heritage value into the parks.

Specific objectives

Water management

There is a water management plan for both Parks to ensure efficiency.

The grounds maintenance specification covers a number of water management issues in the City Parks. These include:

- Spraying equipment to be fitted with guards to prevent spray drift
- The method of application and disposal of surplus pesticides and/or fertilisers does not lead to the pollution of any water course or supply
- Water supply for irrigation etc.
- Use of mulches.
- Watering restricted to early morning, and late in the day within the areas outside of the range of the automatic watering system.

The sports pitches across the site at Chelmer Park have comprehensive drainage systems to ensure the pitches are free draining. There are main drains running through the sites serviced by sand banding across the pitches. Consideration is given to the fact that water from these drainage systems enter the natural eco-system and as such care is taken not to pollute these courses with herbicide residue or high concentrations of artificial fertiliser arising from maintenance operations associated with the sports playing fields. Within the site is a naturally occurring pond. The water level in the pond fluctuates depending on the extent of rainfall and subsequent water run-off via the drainage system.

Chelmsford Hockey Club has responsibility for the maintenance of the water-based pitches at Chelmer Park.

Jubilee Park has a number of boundary ditches that are kept clear and functional on an annual basis.

The Council actively monitors water use and seeks to introduce efficiencies were at all possible particularly in publicly accessible buildings such as sports changing rooms and toilets/washrooms.

Gas and Electric usage are monitored centrally as part of Chelmsford City Council's Energy and Water Management Policy set up to drive efficiencies across the council as a whole.

Site Maintenance arrangements and standards

Maintenance Regimes - Chelmer Park is managed by Chelmsford City Council (CCC) Parks and Green Space Service. The Parks Services Manager, who is supported by the Parks Management Team oversees the day-to-day management of both Parks including all aspects of customer services within the park, to visitor information and welfare, public relations, marketing, promotion and special event planning.

The Grounds Management Service undertakes landscape maintenance work under the terms laid down in the works specification standard.

All maintenance operations are run through a 'Confirm' computer asset management system. All work is instructed according to the Park Management's requirements. This system generates a monthly instruction sheet detailing the routine maintenance operations required in particular areas of the park. The Grounds Maintenance Supervisor can then adjust the frequencies and timing of those operations to account for any seasonal fluctuations etc before issuing it to the ground staff. Any operation or repair, which is not 'routine' is detailed in a variation order/instruction also linked to the database system.

Grounds Management Services employ 58 staff who are trained to the appropriate horticultural skills levels. Staff are encouraged to partake in internal and external training to gain recognised qualifications.

The Grounds staff who undertake works in the park have the necessary skills set to undertake a range of horticultural work.

The work includes:

- All grass maintenance (mowing, feeding, spiking)
- Sports ground maintenance
- Planting and maintenance of young trees (to establishment), shrub beds, herbaceous borders, Spring and Summer bedding
- Litter clearance
- Road & Path Sweeping
- Leaf clearance
- Daily play area inspections (daily tick sheets, reported weekly)
- Salting/gritting and special duties in icy weather
- Landscape works (to instruction)
- Assistance at specific events

Tree and forestry works

The Arboricultural and Conservation officer is responsible for the Council's tree stock and issues instructions to private tree surgeons for any works required, be it tree maintenance works or safety work within the park.

The trees in the parks are inspected on a regular basis by the Arboricultural and Conservation Officer. It is important that the trees are maintained in a safe condition and any safety works required are highlighted by inspection and dealt with effectively/efficiently.

Park staff undertake weekly visual inspections of trees and record any defects on the general site inspection sheets. In turn information from these sheets is relayed to the Arboricultural and Conservation officer as is deemed appropriate.

The majority of the trees date from a period post Second World War, although there are mature oaks in evidence much older than this. These trees would have started life as plantings of field boundaries when the site was used for agricultural purposes.

Chelmer Park boasts an old apple orchard that is well documented and of great interest locally and in Essex as a whole. A local apple grower has researched and catalogued the apple varieties. (Scarlet Pimpernel and George Cave).

Contracted cleaning services – Toilets

There are a number of toilet blocks operational in Chelmer Park, one external set being available to the general visiting public and others provided within the sports complex buildings. The cleaning of external toilets are the responsibility of Operational Services whilst those within the pavilion fall within the parks staff remit. The toilets are subject to three visits per week. Monday, Wednesday and Friday. Floors and surfaces are cleaned and sundries replenished. Litter and graffiti is removed, and drains and waste pipes are unblocked. The Contract Manager inspects the facilities once a week. The toilets are inspected daily by Parks staff. Toilets are steam cleaned with pressure jets every 3 months.

Hard works and Infrastructure

Chelmer park has a number of buildings and structures that the Service is required to maintain.

Parks and Green Spaces Service is the key Service for managing the majority of the infrastructure on site.

- Sports Pavilions & Changing Rooms
- Toilets
- Parks maintenance buildings
- Play areas.
- Car parking area

Additionally, the site has multi surfaced areas including floodlight tennis, netball courts and a green gym.

Jubilee Park has its own car park and has a suite of buildings leased to 1 st Galleywood Skylon Scout Troop.

Facilities Management Building Maintenance section are responsible for the maintenance of the hard landscape areas of the park, services and buildings. Park footpath repairs are organised by the Service itself.

The Building maintenance section carries out regular inspections of the facilities and prepares an annual planned preventative maintenance regime to enable an effectively costed planned maintenance regime to be in place. Work recorded on the database generates a monthly instruction for routine maintenance tasks for hard works/infrastructure, including surface inspections.

Maintenance of the park's ancillary buildings is undertaken by contractors employed by Facilities Management Building Maintenance section.

Funding comes from Central Government and Council tax receipts. Income is derived from sports bookings, and some public open space hires.

A Repair and Renewals Provision account is in operation. This covers works such as re-roofing, refurbishment of gates/railings/walls/fencing, resurfacing paths, refurbishment of toilets etc. Annual contributions are made from the service revenue account in order to build sufficient funds for later use. This enables asset managers to plan for future work rather than to bid for funds as part of the annual budget process for the year in which the work is to be carried out and provides certainty that the monies will be available when required. Schemes are reviewed on a regular basis to enable annual contributions to be adjusted to ensure costs of the work are covered. The rules governing the use of the Provision are that work is to be on a cycle of no less than 3 years and at a cost of no less than £5,000.00. Its use is at the discretion of the Service Manager.

A Repair and Maintenance Budget is also in operation. This is for minor items such as repairing vandal damage, and general maintenance items not covered by other provision. The Park team draw on this budget in order to action repair of faults/damage found on their daily inspection of the Park.

The majority of buildings at Chelmer Park are subject to annual safety audit reports undertaken through Safer Communities Directorate. The audits are arranged through Park Services. As well as assessing risk, key issues are identified and scores given within the following categories: security, general safety, fire safety, access and legionella. A list of regular inspection and preventative maintenance is also provided. Any actions necessary are prioritised and acted on accordingly; the recommendations are included within the 5-year programme of landscape improvements.

There are no buildings at Jubilee Park other than that owned by the Scouts, with a lease for the land upon which it sits.

Play Areas

The play areas on site are inspected daily by the Grounds Maintenance staff and any defects are recorded on inspection forms and passed to the Quality & Performance Officer who logs the defect and passes the report to the Grounds Maintenance Manager who will instigate the necessary repairs. The inspectors routinely visit all of the 120 play sites within the borough.

In addition the play sites at the Park have a ROSPA inspection carried out annually; the Council's insurers arrange their own independent inspection.

Maintenance of the play areas falls within the remit of the Grounds Maintenance Manager. The Playground inspectors are required to carry out visual inspections and simple physical testing of play equipment, minor maintenance and report on condition of playground. Routine maintenance would include retightening, replacing, lubricating and cleaning of fixings, fastening and moving parts; the removal of graffiti, litter, sharps and other debris

Maintenance of Equipment/machinery

All plant is maintained by the Parks workshop staff and every item of machinery or equipment that goes into the workshop receives a service record. These records are kept electronically.

Portable Appliance testing is undertaken by an external company.

Grounds Maintenance Standards and obligations

The Grounds Management Service undertakes grounds maintenance. The specification is based on performance level requirements. It is wide ranging and embraces the comprehensive and continuous routine maintenance of all soft landscape areas (grass, seasonal and permanent planting beds, trees, hedges), grass sports pitches, tennis courts and hard landscape including furniture, litter collection and cleaning duties, and locking/unlocking duties. The performance level requirements are borne out of the departure from CCT contracts and Parks reorganisation of duties and responsibilities.

The Grounds Maintenance standard controls the standards of health and safety management expected of Grounds Management Services. Grounds Management Services are bound to adopt safe systems of work, to ensure that all health, safety and welfare measures required by enactments and/or regulations are strictly complied with and ensure that all employees observe all the provisions to ensure health and safety at work.

Grounds Management Services maintain copies of all risk assessments and produce method statements on elimination/control of said risks. Health & Safety issues are an agenda item at the fortnightly Parks meetings held between the Head of Service and Senior Managers.

The relevant clauses within the document are listed under the following headings.

- Performance of Service
- Standards of Service
- Contractors staff
- Health and Safety
- Part One Health and Safety Statement, Part Two Health and Safety at Work Act 1974 Certificate of Safety Policy
- Safety, Health and Welfare Measures

Health and Safety clauses are contained within the contract preambles covering the general items listed below:

- Statutory Obligations
- Traffic and Pedestrian Safety Management
- Noise control
- Storage -Special Provisions
- Fires
- Access to the Public
- Protection of Existing Structures, Surfaces and Vegetation
- Damage Arising
- Methods, Materials, Machinery, Vehicles and Mechanical Plant
- Vehicles
- Notification
- Inspection Procedures and Contract Monitoring
- Pesticides and Fertilisers: (legislation), (practice/ guidance notes), (storage and transportation; client/contractor liaison and notification), (operative certification), (application/contamination), (machinery and equipment), (disposal), (cleaning of equipment).

The daily inspection of both parks by the on-site staff at Chelmer Park incorporates an element of general health and safety review. Damage and faults are recorded and remedial work actioned. The public are able to report faults to Park Services by contact numbers advertised in the Park. The health and safety of visitors is reviewed via the inspection regime in operation in the Park.

Generally, in accordance with principles of the Council's Community Plan the use of herbicides and pesticides are kept to a minimum. Contractors use only those herbicides pesticides or cleaning agents, which are approved for use and as specified in the contract.

All buildings within the parks are subject to an annual Building Safety Audit undertaken by Facilities Management. This audit covers building maintenance, security as well as general safety, fire safety, legionella and mobility access.

Staff, both grounds maintenance staff and caretakers can offer assistance to members of the public and can summon emergency services as necessary. There is always an appointed person on site to manage first aid as appropriate whilst fixtures are being played.

Main pedestrian surfaces are kept clear of debris and snow under the terms of the Grounds maintenance Specification. Safe access checks are undertaken on a four-monthly cycle. Resurfacing of paths is routinely undertaken under the Repairs and Renewal Provision.

The landscape elements within the Park have been categorised as follows:

Landscape Type	Minimum expected frequency of operations/year. (Guide only performance specification)
Grass <ul style="list-style-type: none"> • Amenity • Fine • Natural 	Min. 13 cuts Min. 25 cuts Min. 1 cuts
Sports turf	As per type
Shrub Beds	Min. 7 visits
Herbaceous Border	Min. 9 visits
Paving	Min 15 occasions
Miscellaneous Detail <ul style="list-style-type: none"> • Hedges • Trees • Native species plantation • Site furniture 	Min 2 Occasions Min 3 Occasions Min 9 visits Min 10 Occasions Min 2 Occasions
Landscape Features	April – Sept min 2 visits Oct – March min 1 visit

The specifics of each landscape type is further defined in the work schedules and related where relevant to work identification sheets that summarises specific operations, the details of which are contained within the specification.

The Fabric of the park

Natural Fabric

This section describes the different 'living' components that make up the essential character of the park – trees, grass, shrubberies, and woodland and sports areas. It seeks to describe how these are important to the physical appearance of the Park for visitors and to determine other contributions which these components make to the habitat value of the park.

Biodiversity

The existing natural assets of the parkland will be conserved and enhanced. The Park will be managed to realise its biodiversity potential within the constraints of public use. The aim will be to maintain and, where possible to enhance an appropriate mosaic of habitats (grassland, trees, freshwater, woodland etc) and within these to encourage as much structural and species diversity as possible and to maintain the balance of succession.

Policies regarding issues regarding biodiversity are drafted with the help of an independent environmental consultant. Chelmsford City Council subscribes to partnership working and are active contributors to the Essex Biodiversity Action Plan through the Chelmsford Biodiversity Forum and the Councils own BAP.

Ecology & Wildlife

Chelmer Park includes a community orchard and being a Local Wildlife Site it is important for nature conservation, with birds and fauna making their contribution. Due to its sensitive nature and the involvement of Greening Galleywood committee the orchard has its own distinct management plan.

Natural Environment and Rural Communities Act October 2006, puts a duty of care onto local authorities to responsibly manage sites for the enrichment of biodiversity for sites that they are responsible for.

With reference to the Community Plan: Environment and Biodiversity, the Council's goal is to protect native plants, animals species and their habitats by promoting and implementing sustainable conservation management practices and ensuring that pollution levels do not exceed the capability of natural systems to recover.

With reference to the Community Plan: land use management, the Council's objectives cover:

- The protection and enhancement of important green links within the town and green wedges between settlements.
- The protection and enhancement of important natural resources

Conservation plans and environmental action plans for specific sites are all guided by the principles set in the Chelmsford Biodiversity Action Plan, which in turn feeds into the Essex

BAP. The successes of strategies relating to the environment are attributed to partnership working with other bodies including the County Council, statutory agencies and the voluntary sector.

Ecological Survey: Work is in hand to develop a Wildlife Strategy for the parks, following on from the initial wildlife and conservation assessment. This will be based on a full ecological survey and correlated with the Tree Management Strategy.

- Recording – The biological recording system shall continue to be used to store all ecological data for the park on a central system accessible to a number of users. The information pool will be used to inform management, and as a baseline for monitoring the changes in the biodiversity of the park. Public access to selected information using the biological recording system is also encouraged.
- Monitoring – An ecological monitoring strategy will be implemented which aims to collect standardised, repeatable information to allow managers to detect changes in the ecological condition of the park.

Trees

The overall structure of the tree planting with succession of trees, informal groups and open assemblies of parkland trees will be maintained through an ongoing planting and tree renewal programme with purposeful sighting, selection and enhanced range of species.

Chelmer Park has a number of mature trees, the majority of the trees date from a period post Second World War which is important to the general ambience of the site and lend themselves to being host to many eco-systems, due to the fact that the majority of the space is used for sport. Importantly the site also has a community apple orchard the latter being detailed elsewhere in the plan.

Jubilee Park fronts Watchouse road with residential housing on both sides and open fields to the rear. The site boundaries benefit from mature hedges and indigenous trees, primarily Oak.

It is important to plan for succession plantings which will ensure future generations benefit from a green oasis within an urban setting. The establishment of the newly planted trees is determined and monitored by the councils Arboricultural and Conservation Officer.

Grasslands

The extent of the grassland shall be maintained generally in its current regimes with the majority held as sports grass at Chelmer Park and as amenity grass at Jubilee Park.

Different mowing regimes are employed within the sports ground at Chelmer Park taking account of the various playing surfaces. The margins of the site are maintained for the benefit

of native flora and fauna with relaxed mowing regimes. At Jubilee Park there are areas set aside to encourage native flower species in addition to being a protected habitat for fauna.

Fauna

Chelmer Park even though sports orientated in character supports a broad range of native fauna and is an important site for wildlife being a buffer of green space within the urban landscape.

The presence of fauna within the parks adds to the experience of a visit. A biodiversity enhancement assessment of both parks has been undertaken. In relation to fauna, its aims were to increase the species diversity of the site, enhance habitat for biodiversity and provide opportunities for colonisation by additional species.

Landscape & Design Considerations

Chelmer Park and its mixture of natural features provide an important area of open space due to its location within the heavily urbanised area.

A full landscape appraisal of Chelmer Park was carried out during the preparation of the 2005 Development Plan. The plan identified contemporary design issues and opportunities for development. The key issues that emerged were:

- To ensure that the correct balance of landscape design, horticultural, leisure and development interests are addressed. It is accepted that much of the parkland is primarily used as a sporting venue, but this should not exclude other groups from enjoying the facilities.
- To ensure that developments accord with the Strategic Context of the Park
- To provide for better way-marked footpath links to, through and around the Park
- To preserve and enhance existing appropriate leisure facilities
- To develop children's play facilities in appropriate locations
- To develop interpretation of the Park.
- To protect, enhance and develop horticulture
- To protect, enhance and interpret ecology and wildlife
- To provide quality playing surfaces

Jubilee Park is a local park, however the opportunities to improve the site follows the same accord as that of Chelmer Park.

4 Sustainable management in the parks

The management plan and grounds maintenance specifications reflect the Council's policies listed in the Green Spaces Strategic framework document, as they relate to sustainable land management. The specifications and strategies are important as they guide and empower decision making. Robust written policies in the public realm are a real aid when securing adequate budgets – ensuring council policy is implemented.

Composting & green waste recycling

Within the Parks there is a frequent production of green waste during the normal day-to-day work within the park. All green waste is disposed of into green waste skips. These are deposited at Sandford Mill where the material is shredded and composted for use as a soil improver or mulch material.





5 Park safety and security

Staff and our interface with the visiting public

Parks Services has two members of staff dedicated to the day to day management at Chelmer Park. The same staff also have responsibilities at Jubilee Park.

The daily inspections of the two parks are undertaken by the parks staff who have responsibilities for the two sites. The inspections incorporate an element of general health and safety review. Damage and faults are recorded, and remedial work actioned. The health and safety of visitors is reviewed via the inspection regime in operation in the Parks.

Parks staff are able to report anti-social behaviour to the police and take details of person's descriptions and car registration numbers.

All staff working within the park wear a uniform carrying the Parks Services logo.

Details of how to contact Parks Services in an emergency are displayed at all park entrances. (Park Watch and Park Services telephone numbers being displayed).

Park Watch, an initiative run by the City Council with Police support operates in all parks. The service operates 24 / 7. People can talk direct to the duty officer or send a text to the number. Each call is logged with the information / contact details remaining confidential.

Park Services operates a lost property procedure, including items found or lost in the park.

Currently the sites are not monitored by CCTV cameras, but this is under review along with other sites.

Strong links have been forged with the Community Police and Traffic police who visit the park frequently, both police officers and PCSO.

Accidents

Staff can offer assistance to members of the public and can summon emergency services as necessary. There is always an appointed person on site to manage first aid as appropriate whilst fixtures are being played. Standard Chelmsford City Council accident forms are completed wherever possible to record details of reported incidents.

The public are able to report faults to Park and Green Spaces team by contact numbers advertised in the Park.

Safety checks of equipment and facilities

The playgrounds situated in Chelmer Park are located away from entrance points and access roads. Dogs are excluded from the fenced play area with entrance points controlled by self-closing gates. An annual audit of the play equipment ensures that it remains compliant with the current British Standard (BS EN 1176) and that the surfaces beneath the equipment are adequate for their use. The main surface in the playgrounds comprise of rubber tiles and wet-pour rubber surfacing.

The playgrounds at both sites are checked on a daily basis by the park staff during weekdays. This includes a visual check of the equipment and seating for wear, graffiti or damage as well as the cleanliness of the immediate area.

The playground is also subject to safety inspections on a monthly basis, by the playground inspectors.

Minor faults are rectified at the time of inspection. Any significant damage is reported to the Grounds Maintenance Manager within two hours of the inspection and dealt with as an urgent item. Damaged and dangerous play equipment is made safe by the inspector by means of hazard warning tape, flexible fencing and signage during the inspection. The response time for the inspector on a call-out is:

- Summer period (1 April -30 Sept) call before 2.30: Inspector to attend the same day.
- Winter period (1 Oct -31 March) call after 1 pm or summer period (1 April -30 Sept) call after 2.30: Inspector to attend the next day irrespective of whether weekday, weekend or public holiday.



The inspector is not allowed to carry out any work whilst children or members of the public are present.

Playground Inspectors and Maintenance Contractors are required to undertake training relevant to the guidelines laid out in the RoSPA publication 'Assessing Risks in Children's Playgrounds'. The Contractor is also required to hold appropriate and current 'Construction Industry Scheme' certification.

Park Buildings: Safe access checks are undertaken on a four-monthly cycle. Ramps are inspected for algae and other slippery surfaces and pathways for ruts or cracking and that they remain unobstructed by plant growth.

Chelmsford City Council health and safety policy

Health and Safety Policy as it applies to both Chelmer Park and Jubilee Park emanates from Chelmsford City Council's general policies. Site specific safety issues are covered by Health and Safety documentation and risk assessments as they relate to the site and to the works undertaken therein. The said documents are held electronically and are accessible to managers.

The Green Spaces Strategic framework document contains all the generic information relating to Health and Safety and should be read alongside site maintenance plans.

Specific health and safety issues within Chelmer Park and Jubilee Park

The national trend of rising anti-social behaviour affects all parks and spates of damage do occur on both sites. Any damage generally occurs during the evenings when the parks are least used.

The current approach consists of:

- Regular liaison with local police, and Social Services
- Daily inspections seeking to stop damage through actual intervention, education, and as a visual deterrence.
- Banning individuals and groups from the Park for criminal damage
- All new park furniture is assessed for vandal-resistance before purchase
- Spares kept on site for a range of potentially vulnerable features, i.e. benches, locks, bins, signs, etc., for quick replacement
- Toilets are fitted with anti-vandal features
- Graffiti is removed as soon as possible. Staff are supplied with graffiti wipes. Major problems are referred to a specialist company.
- Where sustained vandalism occurs, extra engineering solutions are used.
- The daily checklist ensures swift identification of damaged features which are dealt with on a rolling list of maintenance repairs

Vandalism and other criminal damage are noted daily through the inspection regime and by staff working on site. Reinstatement works are carried out under instruction. All incidents reported on the Park Watch telephone number are recorded by the duty officer on report forms which is forwarded to the police as and when the situation dictates.

Graffiti is reported immediately to the Grounds Management Services Manager by the parks staff and once an instruction for removal is issued it is dealt with immediately in accordance with the specification. In areas known to be graffiti hot spots a programme of removal and surface treatments are put in place to deter repetitions of damage.

Control of Dogs and Dog Fouling

Dog fouling is not seen as a particular problem as dog owners who use the sites generally do so responsibly recognising that the area is first and foremost dedicated to sports use.

Dog walkers are not permitted to take their dogs into the play areas at either of the parks. Dog-bins are provided at both sites.

Control of drug use

Incidents of drug abuse in the two parks are low with very few needles being found within the Park. Currently the Park staff responds to disposal of needles using equipment supplied by NEEDAS.

Park policy on drugs has evolved in accordance with the Council's Community Plan: crime and safety; the Council's objective being to achieve sustainable crime and disorder reduction by identifying and tackling the causes of crime within the City.



6 Community involvement and a venue for active sport

The current management of both Parks encourages community involvement. Chelmsford Parks have an active Sports User Group that meet regularly throughout the year. Leisure & Heritage Services staff engender increased use by the community through sports taster sessions and holiday club activities during school holidays.



Sports Facilities

The following sports facilities are available at Chelmer Park

- Sports & activity zone – Tennis, Cricket & Hockey
- Blue Badge Parking
- Free Parking
- Changing rooms
- Multi- use hard surface
- Outdoor Gym
- Floodlit games areas

Relax and play

Jubilee Park provides the visitor with pleasant surroundings to enjoy as a sole visitor or as a family unit. The site has a well equipped play area and parking.



7 Marketing information

Marketing of the parks as places for people is undertaken through managers liaising with Parks Services Marketing to ensure that a joined-up marketing strategy is in place that is appropriate to 'place and space'. Marketing involves all of our internal partners and includes Arts, Special Events, Sports and Museum Services.

Chelmer Park is perceived by many as a sports park but it is more than that as it offers important provision of public open space to the resident community.

Communication regarding events and activities at Chelmer Park tends to be on site, for example banners and posters in the notice boards. Marketing to sport organisations is usually direct via the Grounds Operations Team who manage sports pitch bookings and maintenance of the parks. Information is then disseminated through the clubs.

Both Chelmer Park and Jubilee Park are well documented on the Councils website.





8 Landscape improvements (2019-2024) 5-year Action Plan

The five-year Action Plan is set out in the tables in the following pages. The plan sets out a series of targets, which respond to the park issues and reflect the park vision and key objectives.

The action plan is subject to annual review and update by the Parks and Horticultural Officer to ensure a continued programme of park improvement.



Action Plan for Chelmer Park:

Medium term objectives (2-3 years) – Chelmer Park Specific

No	Objective	Time frame	Cost implications
Objective 1	To promote the park to a wider audience by bringing in new demographics	2-3	Within existing budgets
Objective 2	To engender feeling of ownership by establishing a strong volunteer groups	4-5	£1,000
Objective 3	Monitor water bills, check for leaks and encourage adoption of water saving devices	Annual	Within existing budgets

Long term Objectives (within the life of the plan – 4-5 years) – Chelmer Park Specific

No	Objective	Time frame	Cost implications
Objective 1	To engender a strong sense of place through distinctive landscape design and clear signage.	1-5	£5,000
Objective 2	To promote the use of the site by local schools to encourage children to consider the park theirs and to feel respect for it	1-5	Within existing budgets
Objective 3	To increase the perception of safety amongst park users by empowering park users to become involved.	1-5	Within existing budgets
Objective 4	To increase length of time spent in the park by park users through attractive additional facilities/ features	1-5	£15,000
Objective 5	To improve biodiversity at the park, carrying out regular monitoring and ensuring that the maintenance is supportive of bio diversity within sporting constraints.	1-5	£2,000
Objective 6	Encourage more use by the community by creating activities and interests that deliberately draw an audience through the park.	1-5	Within existing budgets

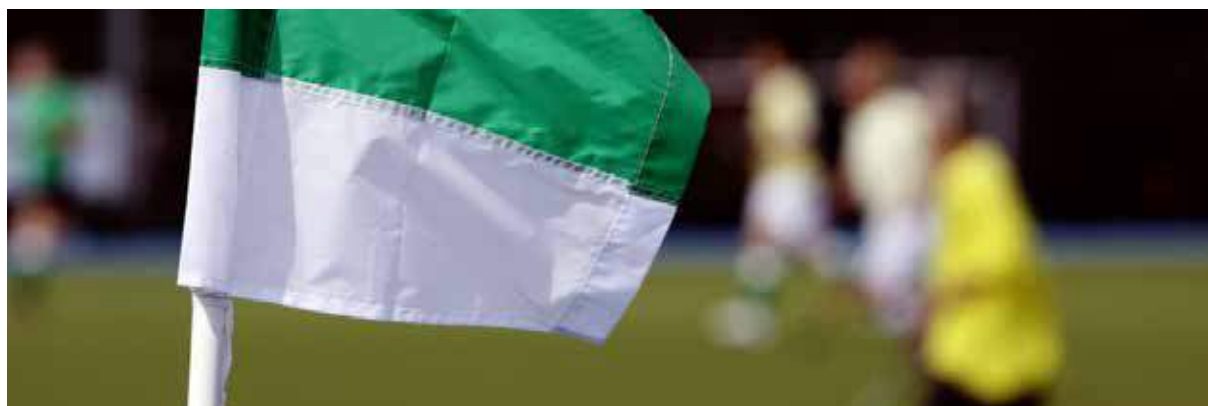
Action Plan for Jubilee Park:

Short term actions (to be achieved within a year) – Jubilee Park specific

No	Objective	Time frame	Cost implications
Objective 1	Provide park signs to identify site to road users	1	£2,000
Objective 2	Relax mowing regimes on part of the field to establish habitat for fauna and flora	1	Within revenue budgets
Objective 3	Create landscaped picnic area near to the play areas	1	£3,000
Objective 4	Plant tree belts to create attractive enclosures	1	£3,000
Objective 5	Plant bulbs within new tree belts	1	£1,000

Medium term objectives (2-3 years) – Jubilee Park specific

No	Objective	Time frame	Cost implications
Objective 1	To promote the park to a wider audience by bringing in new demographics	2-3	Within revenue budgets
Objective 2	Provide site notice boards and notice display cabinet	2	£1,500
Objective 3	Undertake wildlife survey	1	£500
Objective 4	Design new horticultural features within the park.	2-3	£15,000
Objective 5	Re design and upgrade existing play facilities	2-3	£15,000



Long term Objectives (within the life of the plan – 4-5 years) – Jubilee Park specific

No	Objective	Time frame	Cost implications
Objective 1	Promote the park as a venue/ meeting space for the local community.	1-5	Within revenue budgets
Objective 2	To develop a wide range of partnerships and stakeholders in the park by identifying and bringing them together with a common aim.	1-5	Within revenue budgets
Objective 3	To increase the perception of safety amongst park users by empowering them to become involved.	1-5	Within revenue budgets
Objective 4	To increase length of time spent in the park by park users through attractive additional facilities/ features	1-5	£6,000
Objective 5	To make biodiversity a key element of the park, carrying out regular monitoring and ensuring that the maintenance is supportive of biodiversity	1-5	£2,000
Objective 6	Encourage more use by the community by creating activities and interests that deliberately draw an audience through the park.	1-5	£1,000
Objective 7	Plant tree avenues along established paths. Increase the horticultural value within the park through the planting of more trees and shrubs.	4-5	£10,000

Notwithstanding the longer-term development proposals there are a number of minor improvements and maintenance related strategies (separate to the rolling maintenance programme) that are potentially achievable within current budgets and undertaken in the short to medium term, i.e. within the life of this Plan. The recommendations from a biodiversity enhancement assessment of the park also form part of the 5-year landscape improvement plan.

The overall aims and objectives of the development plan for these parks are to:

- Develop a range of facilities that will improve access for all park users and increase usage.
- Visually enhance the site.
- Conserve water consumption.
- Protect the wildlife interest and value of the site and interpret it where possible.
- Ensure the full and continued involvement of local community and stakeholder groups.
- Establish a programme of surveys and consultation.
- Provide opportunities for hands on volunteering through regular working parties.
- Maintain and foster continued partnership working.
- Ensure that fear of crime does not deter local community from using the parks.
- Work with the Leisure Services to establish a programme of events particularly targeting young people.
- Seek to ensure the best possible service by continuously reviewing policy and procedures.

The Landscape Management Strategy for both parks contains proposals for the future development of the Parks. Its purpose is to provide a guide to the management of the park, taking into account the objectives for which it exists and key issues faced at the present time and in the medium and longer term.

The strategy aims and objectives were to:

- Satisfy current and future user needs and guide the development, interpretation and management of the Park.
- Reflect the corporate policies of Chelmsford City Council.
- Preserve, enhance and interpret the historic character and value of the Park in its setting.
- Preserve, enhance and interpret the ecological value of the Park.

The overall aims and objectives of the strategy are to:

- Develop a range of facilities that will improve access for all park users and increase usage.
- Visually enhance the site.
- Conserve water consumption.
- Protect the wildlife interest and value of the site and interpret it where possible.
- Ensure the full and continued involvement of local community and stakeholder groups.
- Establish a programme of surveys and consultation.
- Provide opportunities for hands on volunteering through regular working parties.
- Maintain and foster continued partnership working.

- Ensure that fear of crime does not deter local community from using the park.
- Work with the sports clubs on site to establish a programme of events particularly targeting young people.
- Seek to ensure the best possible service by continuously reviewing policy and procedures.

In working through the costed action plan we will be building out on what has been achieved to date to keep both parks relevant to those using the facilities.



9 Monitoring and review

In order to check progress on and update action plans for the parks the following methods are used:

- **Publish achievements** – achievements will be publicised using press releases and the Chelmsford City Council website.
- **Performance indicators** – progress will be checked against recognised performance indicators.
- **Management Plan Review** – Annual reviews of the Management Plan will be undertaken
- **Customer feedback** – information gathered Surveys, records of complaints, advice from Sports User Group and other stakeholders will be analysed
- **Consultation** – results of consultations with stakeholders especially the ‘hard to reach’ will be analysed.
- **Audits and surveys** – Results of DDA audits and other surveys, the Equality Impact Assessment, stakeholder mapping exercises, independent inspections evidence, and independent inspections (e.g. play areas) weekly site inspection forms, will all be assessed.
- **Seek accreditation from independent bodies** – Feedback from judges visiting on behalf of Green Flag Award and the Fields in Trust will be assessed and acted upon.

Green Flag Judges Feedback – The annual application to the Green Flag Award is in itself a quality monitoring tool, providing the motivation for the park to improve each year. (Jubilee Park has not been entered into the Green Flag accreditation scheme in its own right, but is applicable to combine it with Chelmer Park).

Commissioned survey reports – Place Survey - (two years).
– Market and Opinion Research International (Mori)

Fields in Trust – the outcomes of these awards will mark our standards of provision for outside sports and will help use to benchmark against other Authorities regionally.

Annual review – It is emphasised that the management plan is a live tool which is subject to regular review and updating. The action plan is updated annually, with a full review of the management plan taking place at least every five years.

Stakeholder involvement – Stakeholders will be consulted and involved in the management of the park during the life of the Plan, particularly in relation to proposed park improvements, and at the five-year review.

The case is proven: Parks and Green Spaces provide benefits across the spectrum; improving physical and mental health, supporting biodiversity, flood and water absorption, improving air quality, mitigating the urban heat island effect, boosting property prices, facilitating business staff retention, encouraging local identity and many other things that local and national governments are trying to achieve.

Author: Mike Keen

Parks & Horticultural Officer: Parks & Green Spaces





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