

# **Richmond Park**

## Management Plan 2011 – 2016

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# Richmond Park, Burscough Management Plan 2011-2016

## **PART A DESCRIPTION**

### **1 Introduction**

#### 1.1 Location

Richmond Park is an urban public open space covering an area of approximately 2.5 hectares ( 6.2 acres ) in a central location within the market town of Burscough, within the district of West Lancashire, and owned and managed by West Lancashire Borough Council..

Bounded by residential housing to the north and east, a primary school to the west, and a railway line to the south, the park is accessed via an entrance drive off the B5241 Junction Lane. In addition to this the park is located within 200 metres of the main Ormskirk to Preston A59 trunk road, and within 5 minutes walk of Burscough Junction railway station on the Ormskirk to Preston line.

Site Name	Richmond Park
Managing Authority	West Lancashire Borough Council
Grid reference	SD 411 083
Landowner	West Lancashire Borough Council 52 Derby Street Ormskirk Lancashire L39 2DF <a href="http://www.westlancs.gov.uk">www.westlancs.gov.uk</a>
English Nature	Natural Area 13, Lancashire Plain and Valleys
OS Coverage	Explorer Map 285 – 1:25,000

#### 1.2 Site

Richmond Park was established in 1962 as an open grassland area providing green public open space within a village set amongst high value agricultural land. Initially consisting of a bowling green, football pitch, some tree planting and a limited footpath system, the park developed a putting green, and a childrens play area.

In the 1990's a decline in park management, along with a lack of investment in the facility caused a gradual reduction in the quality of provision. In 2000/01 local consultation in Burscough as part of the Parish Plan process highlighted that the local community did value the park, but wanted further investment to make it benefit a wider range of users. In 2003/4 the Borough Council did invest funds to improve childrens play facilities and protect the bowling green, however, the gradual decline of the site continued.

In 2007/08 West Lancashire Borough Council and Burscough Parish Council, working in partnership, undertook further local consultations to establish what residents wanted from their park, and used this information to commission draft development proposals. From these proposals a masterplan was developed, and West Lancashire Borough Council allocated capital funds to support external grant applications. Lottery bids were produced but were unsuccessful, however, the Council recognised the importance of improving this facility and made internal funding available to undertake an improvement programme.

### 1.3 Context

Richmond Park and its management has direct strategic importance to a wide range of regional and local priorities, including :-

West Lancashire Borough Council	Corporate Priorities Community Strategy Cultural Strategy Play Strategy Community Safety Strategy Community engagement Strategy Physical Activity Strategy Climate Change Strategy Ormskirk and Burscough Market Towns Initiative
Lancashire Cultural Strategy	

## **2 A Welcoming Place**

Until 2008 the sole access to Richmond Park was located on Junction Lane, with a 100 metre entrance drive leading visitors into the park itself. Although this entrance drive still exists it now also provides joint access to two new residential properties built alongside the park entrance. As a result of this the official park entrance is now at the western end of the drive, away from Junction Lane. This change has resulted in resurfacing of the drive, creation of a new pedestrian path, installation of street lighting, and creation of formal parking bays, however, park signage has not yet been installed, and awareness and information on the park is lacking at this point.

The main park entrance comprises a reception area on the site of the original changing rooms which have now been demolished.

Hard standing pathways access the northern end of the park, although surfaces are in need of improvement. The southern half of the park is grassland without any hard standing paths.

A public footpath runs along the southern edge of the park on the outside of the park fence to access the primary school adjacent to the park. There is no formal access from this path into the park, although informal access has been created by vandalism to the park railings.

Car parking comprises 12 parking bays on the entrance drive adjacent to the park entrance.

The park facilities include childrens play area, multi use games area, small skate park, bowling green, football pitch, changing rooms and community room. With the exception of the football pitch which is used by a local club, there are no formal activity programmes on the park.

There are no public toilets on the site, although organised group users can access the toilet facilities in the changing rooms by arrangement with the Council.

There are six public seats, five picnic tables, one litter bin, and one dog waste bin on the park

There is no dedicated staffing on the park, although the site is patrolled by the Councils Parks and Countryside Ranger Service on a regular patrolling schedule.

### **3 Healthy, Safe and Secure**

#### **3.1 Healthy**

The Park contains one litter bin and one dog waste bin, which are emptied on a regular schedule throughout the year. Litter picks are carried out by the Council's cleansing staff when necessary. Litter build up can be a problem on this site, particularly where security fencing acts as wind breaks to collect debris.

#### **3.2 Safe**

The children's play area, multi use games area, and skate park are checked regularly for damage and maintenance problems, and are located in a central location within the park.

#### **3.3 Secure**

A security guard attendance on the park during 2007 and 2008 was the result of a collaboration between the Borough and Parish Councils to try and stem an on-going problem of youths congregating and causing damage to property and anti-social behaviour. Although funding for this position ceased in 2008

the anti social behaviour on the park has remained significantly lower than in previous years.

#### **4 Clean and Well Maintained**

The Council operates a strict policy regarding the dropping of litter in the Borough and Street Scene officers can enforce legislation through fixed penalty notices or prosecutions. Presence of these officers can be requested on sites where problems occur, and Richmond Park has benefited from this coverage .

Street Scene cleansing teams also make regular scheduled visits to remove litter, debris, and graffiti from park equipment. Graffiti can be a regular problem on the play area, and is removed quickly if deemed offensive.

Planned maintenance to grassland, flower beds, football pitch and bowling green is all carried on through a grounds maintenance contract operated by the Council's Street Scene section. Flower beds around the bowling green are changed on a seasonal basis.

The Council's Property Services team, undertakes the maintenance on the changing rooms and community room, and is also responsible for the upkeep of a ground water pumping system which strives to drain the northern section of the park.

#### **5 Sustainability**

The Council has a Sustainability Strategy which provides guiding principles for the management of its public open spaces. Richmond Park will have its management steered by these principles which will include :-

##### *Resources and economy*

Increasing public involvement in policy decisions through the consultation process.

Ensure safe systems of work through efficient risk assessment process.

##### Development and Leisure

Reducing flood damage through an efficient water management system in the park.

Provide safe recreational facilities through efficient monitoring and maintenance.

Contributing towards feelings of safety and security through site presence and security systems.

Improve landscape quality through improvements in the park.

### *Economic Development*

Improve health of the community through availability of healthy outdoor activities.

## **6 Conservation and Heritage**

Richmond Park is surrounded on two sides by residential properties with boundaries consisting of hedgelines and fencing, on a third side by a school property with regularly maintained school fields separated from the park by metal railings, and on the fourth side by an informal railway verge again separated by a metal railing fence.

The majority of the park is regularly mown amenity grassland, with a limited number of mature trees to the north of the site. The wildlife element of the park is limited, but there is a potential to greatly develop this element. The village of Burscough with its proximity to the Leeds and Liverpool Canal, Ormskirk to Preston and Southport to Wigan Railways, and the extensive Grade 1 agricultural land which surrounds it, experienced rapid economic growth and expansion during the 18<sup>th</sup> and 19<sup>th</sup> centuries. The adjacent Burscough Bridge and Burscough Town soon amalgamated to form the town of Burscough which today has a population of around 10,000. The rapid increase in the size of Burscough resulted in a reduction in the amount of public open space, hence, a 6 acre piece of agricultural land was purchased by Ormskirk Urban District Council and opened as Richmond Park in 1962.

Initially consisting of a bowling green and football pitch the park soon became a popular place for local families to visit, have picnics, and generally enjoy the fresh air. Local gatherings would take place and the park became a hub of activity. Burscough Richmond Football Club was established in the early 1970s and still survives today. Local volunteers would look after the park, hiring out bowls equipment and clubs for the putting green, and generally looking after the place.

## **7 Community Involvement**

### 7.1 Friends of Richmond Park.

Established in 2007 this group was set up to contribute towards the consultation process for the park development and also to assist in the on-going management and operation of the park.

Wider consultation has involved all local residents, primary and secondary schools, and the wider community through public meetings and the Council's website. All research and development has been undertaken jointly by West Lancashire Borough Council and Burscough Parish Council.

### 7.2 Sport

Burscough Richmond Football Club have used the football pitch and changing facilities in the park for over 25 years, and a local organisation is in the process of setting up a bowling club to become resident on the park.

### 7.3 Education

Educational input to Richmond Park is limited at present and has generally been through sporting use of the open space of the park, however, there is significant potential for further use, either supervised or unsupervised, and the Parks and Countryside Ranger service is investigating this at present.

### 7.4 Activities

Burscough has several organisations that would benefit from a greater availability and range of facilities in the park. Scouts and guides, after school clubs, and playschemes, help to contribute to the potential of future park users. A recently installed fitness area with fixed equipment will hopefully attract more organised groups into the park as well as extending the range of activities available to individual visitors.

## **8 Marketing**

Richmond Park is very much a community park and it is imperative that the parks management benefits as many people in the local community as possible. To date facility promotion has been limited, on the premise that local people will be aware of the facility. The development plan consultation process has raised local awareness and this will be continued and enhanced through the development process.

## **9 Management**

The management of Richmond Park is a joint initiative between various sections of the Council working together with external partners, in particular Burscough Parish Council.

The development process and future visitor service activities in the park will be run by Community Services, with planned grounds maintenance and cleansing being undertaken by Street Scene, and property management being undertaken by Property Services.

All grounds maintenance, cleansing and property maintenance resources are contained within fixed management contracts.

Funding for the development programme and visitor service activities have been managed by Community Services and have been predominantly from internal sources.

Co-ordination and direction for the management plan will be undertaken by Community Services through the Parks and Countryside Service. However, a range of Council divisions and other partners will have input to the management of the park, and the implementation of the plan will depend greatly on partnership working and regular stakeholder liaison and co-operation.

## **PART B EVALUATION AND OBJECTIVES**

### **Vision**

**To develop a high quality, well managed urban park  
flagship for all sectors of the community in  
Burscough**

### **Evaluation and Objectives**

#### **10 A Welcoming Place**

The initial welcome to Richmond Park changed during 2008 with the improvements to the entrance drive and movement of the actual entrance point. The old changing rooms and toilets were removed and replaced with a hard surfaced reception area, however, the present access is in need of improvement to create a more inviting feature to attract visitors in to the park

**Objective AWP1 – Improve appearance of main access through installation of new access gate, fence and signage**

The importance of the new changing pavilion and community room will be valuable to Richmond Park by not only providing changing facilities for sporting activities, but also as a base for park staff and a community facility for visitors and community groups to adopt and use

**Objective AWP2 – Promote the use of the new changing pavilion and community room for local groups and organisations**

The path system is inadequate in its present form and condition. Extension of pathways and improvement of remaining paths, all to accessible standards, will portray a well managed and accessible park environment

**Objective AWP3 – Provide a comprehensive, well maintained, and fully accessible path network throughout the park**

A southern entrance to the park will prevent the need for visitors walking from south of the park, and from the railway station, having to walk an additional 200 metres to the main entrance.

**Objective AWP4 – Investigate and implement , if feasible, a new entrance in the southern boundary of the park**

New seating and picnic tables have been installed in the park during 2010. This provision should be monitored and assessed and further provision introduced where deemed necessary

**Objective AWP5 – Ensure an adequate number of good quality seating and picnic areas**

A community park should try and accommodate all sectors of the community. At present Richmond Park tends to be dominated by young people with less of the older members of the community using the site.

Attention should be given to providing for all ages.

**Objective AWP6 – Provide facilities for all sectors of the community**

Nothing is more important in a community park than having a site presence to look after the facilities, organise activities, deter misuse, offer information and provide a friendly welcoming face. A park ranger can fulfil all of these functions whilst also helping to co-ordinate park management and future development of the site. The Council currently has an urban park ranger based in Ormskirk as part of the Parks and Countryside Service who allocates a proportion of his time to Richmond Park.

**Objective AWP7 – Continue involvement of existing ranger staffing in the park, whilst also seeking resources to increase this level of involvement.**

**11 Healthy, Safe and Secure**

All activities within the park should be covered by comprehensive risk assessment.

**Objective HSS1 – Compile a comprehensive system of risk assessment for the park.**

Many of the problems in Richmond Park have been created due to a restricted site presence or staffing visiting the site to monitor problems and deter misuse

**Objective HSS2 – Ensure regular site monitoring and patrolling**

The use of a security guard has shown that having a presence does deter misuse, but is limited in the range of their input. Park ranger input, coupled with other security measures would create greater scope for more positive security on the park, and greater community engagement. A CCTV mast and camera was installed in 2010 but is not yet fully functional due to a dispute with Orange regarding transmission..

**Objective HSS3 –Resolve CCTV transmission issues -and unsure fully functional CCTV coverage of the park**

**12 Clean and Well Maintained**

Street Scene and Dog Enforcement Officers have the power to enforce regulations and issue fixed penalty notices regarding the problems of littering and dog fouling on the park. Their presence in Richmond Park is sporadic and therefore does not contribute as much as it could to solving these problems. Further liaison and partnership working with these officers by a park ranger could increase their input to the park in a targeted manner to deal with persistent offenders.

**Objective CWM1 – Reduce the levels of occurrence regarding both litter and dog fouling issues**

Litter collection and bin emptying around the park is undertaken under contract by the Councils Street Scene section. Care should be taken to ensure that sufficient resources are allowed to cater for additional input due to increased use or a greater number of bins

**Objective CWM2 – Ensure quality park cleansing**

Grounds maintenance of all landscaping, including grass mowing, shrub and flower beds, tree management, football pitch and bowling green management is carried out under contract by the Street Scene section. The development of the park could create extra requirements, particularly in regard to tree management and flower beds. Care should be taken to ensure that any increased requirements are resourced.

**Objective CWM3 – Ensure quality grounds maintenance in the park**

Restricted presence in the park has meant that there have been delays in reporting some problems to structures, including the pavilion and toilets. All structures should be inspected daily with any problems reported to Property Services as soon as possible for repairs to be carried out. Care should be taken to ensure that any increased requirements are resourced.

**Objective CWM4 – Ensure quality management of park structures**

The northern section of the park used to suffer from an inadequate drainage system, with flooding occurring frequently, especially during the winter months. The existing drainage system was improved during 2008 but still requires regular monitoring and cleaning to ensure effective operation. . Further investigations should be undertaken in other areas of the park to assess drainage requirements.

**Objective CWM5 - Minimise flooding of paths and amenity areas throughout the park**

The childrens play area, MUGA and buildings can suffer from graffiti. All graffiti, especially if adult or offensive in nature, should be removed from the park as soon as practically possible

**Objective CWM6 – Introduce greater control measures for graffiti within the park**

### **13 Sustainability**

Although all litter collected from the park is sorted at the Council's depot there is no opportunity for park visitors to separate the litter they produce on site. Easily distinguishable recycling bins for cans, bottles and paper can be a useful for collection and an educational opportunity for visitors.

**Objective SS1 – Provide opportunities for recycling litter at the park**

Richmond Park is situated close to bus routes and a railway station and these factors should be used in future publicity to promote the use of sustainable transport

**Objective SS2 – Encourage use of sustainable transport**

Wherever possible only sustainable materials should be used in the management of the park. This would limit the use of chemicals to extreme circumstances, avoid use of peat grown plants ( the Council is a signatory of the Peat Free Charter ), use timber from sustainable sources, or use re-cycled plastic instead of timber.

**Objective SS3 – Utilise sustainable materials in the management of the park**

### **14 Conservation and Heritage**

The park is generally devoid of large scale wildlife interest, however, there is potential to increase bio-diversity on the site. Although some of the mature trees are in poor condition and some rationalisation has occurred there is scope to plant new trees, shrubs, and promote wildflower growth.

**Objective CH1 – Develop a programme to manage and increase bio-diversity on the park**

The rapidly expanding town plus the intensive use of the surrounding land for agriculture accentuates the value of Richmond Park as the public open space heart of the community.

**Objective CH2 – Establish the value of the park to the local community**

However, the decline of the site over the last 15 years has meant that this heart has been virtually overlooked as a site to bring the community together. This decline needs to be reversed with a programme of environmental improvements and local cultural events and activities

**Objective CH3 – Re-develop the park as a cultural heart of the community**

**15 Community Involvement**

In Burscough a variety of consultation exercises involved seeking views on Richmond Park. The development of the Burscough Parish Plan and Market Towns Initiative sought general views, whilst more recently more specific park development research was undertaken.

Regular consultation exercises should be carried out to establish the success of present facilities and services, and views on future provision

**Objective CI1 - Ensure community consultation on park management issues**

The Friends of Richmond Park was established in 2008 to assist with the consultation process for the development plan. This initiative should be supported and developed to allow local volunteer involvement in park management on an on-going basis.

**Objective CI2 - Continue to develop and support the Friends of Richmond Park**

Despite the proximity of several schools use of the park in recent times has been very limited. There is great potential for educational use by schools and groups and this should be developed in the local area.

**Objective CI3 – Develop educational use of the park**

Many of the present recreational facilities in the park are underused. Through a programme of promotion and publicity for those facilities, and improving and adding further facilities the amount of use and range of users should be increased.

**Objective CI4 – Develop the recreational use of the park**

Within Richmond Park there is presently a range of opportunities for different sectors of the community to engage in physical activity. Childrens play areas, football pitch, bowling green, footpaths and open space. These facilities should be promoted to the local community.

**Objective CI5 – Promote the idea of healthy lifestyles through park activities and facilities**

## **16 Marketing**

Apart from a brief mention on the Council's website very little marketing is undertaken for the park. The park ranger should work closely with the Council's Public Relations section and local media representatives to co-ordinate a programme of publicity for the park and its facilities

### **Objective MA1 – Develop a relationship between the park and local media**

In order to guide the park development process and focus attention with regard to promoting the site to its potential audience it would be beneficial to develop an audience development plan to co-ordinate the process.

### **Objective MA2 – Produce an Audience Development Plan**

There is no on-site information presently available in the park. Information boards/plinths would keep visitors in touch with park developments, and in the future with events and activities.

### **Objective MA3 – Develop on-site interpretation**

It is hoped that in the future Richmond Park could develop a website of its own, however, until this happens it would be feasible to utilise the websites of the Borough and Parish Councils and other local organisations to promote the park

### **Objective MA4 – Utilise use of local websites for park promotion**

An effective way of introducing visitors to the park would be to attract them to a specific event or events. Engaging stakeholders to help organise these events would also help to strengthen support.

### **Objective MA5 – Promote the park through public events**

## **17 Management**

The management plan will be used as a tool to steer park management and progress reports will help to assess its development and future direction

### **Objective MG1 – Implement and monitor the management plan**

Using the Green Flag approach to quality management of public open space will help to steer park management and assess progress. Green Flag status should be an important aim for Richmond Park.

### **Objective MG2 – Achieve Green Flag status for the park**

Internal revenue budget provision is split between service areas and the relevant managers will continue to be responsible for their own budget elements. Community Services will be responsible for the management of capital works and seeking external funding where specific projects require additional resources

### **Objective MG3 – Efficiently manage park budgets and seek external funds where necessary**

A combination of a part time park ranger, input from maintenance staff, and other agencies staffing, will be augmented by the on-going development of voluntary sector input through the “Friends” group. It will be crucial to attain a staffing input to keep up the momentum of the park development and the ever increasing expectations.

**Objective MG4 – Ensure adequate staffing levels to efficiently manage the park**

**PART C ACTION PLAN**

<b>18 A Welcoming Place</b>				
	Action	Timescale	Target	Partners
<b>Objective AWP1 – Improve appearance of main access through installation of new access gate, fence and signage</b>				
01	Install new access gate and fence	2011	Gate and fence installed	
02	Install park sign	2011	Sign installed	Burscough Parish Council
<b>Objective AWP2 – Promote the use of the new changing pavilion and community room for local groups and organisations</b>				
01	Promote facilities through press, website and other media coverage	Annual	Press release and media coverage	
<b>Objective AWP3 – Provide a comprehensive, well maintained, and fully accessible path network throughout the park</b>				
01	Assess present path network	2011	Path survey undertaken	
02	Upgrade existing paths	2011	Paths upgraded	
03	Produce plans for new system	2011	New path network plan produced	
04	Implement scheme	2013	New network installed/constructed	External funders Friends of Richmond

				Park
<b>Objective AWP4 – Create a new entrance in the southern boundary of the park</b>				
01	Remove existing park railings	2011	Railings removed	
02	Install new gate at park entrance	2011	Gate installed	
<b>Objective AWP5 – Ensure an adequate number of good quality seating and picnic areas</b>				
01	Install new park seating	2011	New seating installed	
02	Create new picnic area	2011	New picnic area installed	
03	Assess seating usage and requirements	2012/2014/2016	Assessment completed	
04	Install new seating if required	2013/2015	Seating installed	
<b>Objective AWP6 – Provide facilities for all sectors of the community</b>				
01	Provide quiet seating area	2011	New seating installed in quiet, sheltered location	
02	Install outdoor fitness equipment	2011	Equipment installed	Primary Care Trust
03	Create new flower beds	2011	Beds created and planted	Friends of Richmond Park
04	Assess future provision through public consultation	2012/2014/2016	Consultation exercise undertaken	Burscough Parish Council Friends of Richmond Park
<b>Objective AWP7 – Continue involvement of existing ranger staffing in the park, whilst also seeking resources to increase this level of involvement.</b>				
01	Continue part time input from existing urban park ranger	2011	Ranger involvement in park	
02	Seek resources to extend ranger input	2012 onwards	Funding bids made	External funders
<b>19 Healthy, Safe and Secure</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective HSS1 – Compile a comprehensive system of risk assessment for the park.</b>				
01	Adopt risk assessment methods suitable for use in an outdoor environment	2011	Risk assessment adopted	
<b>Objective HSS2 – Ensure regular site monitoring and patrolling</b>				
01	Establish and	On-going	Schedule established	

	adhere to regular patrolling schedule		and patrolling recorded	
<b>Objective HSS3 –Resolve CCTV transmission issues and ensure fully functional CCTV coverage of the park</b>				
01	Liaise with Orange regarding transmission issues	2011	Liaison with Orange	CCTV Working Group
02	Install recording mechanism until transmission commenced	2011	Recording mechanism installed	CCTV Working Group
03	Resolve issues and establish fully functional CCTV	2011	Fully functioning CCTV	Estates Dept
<b>20 Clean and Well Maintained</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective CWM1 – Reduce the levels of occurrence regarding both litter and dog fouling issues</b>				
01	Fixed penalty warning notices to be erected on site	2011	Obtain signs and erect on site	Street Scene Community Services
02	Liaise with relevant enforcement officers to reduce number of offenders	Annual	Establish involvement of Street Scene and Dog Enforcement to reduce levels of misuse	Street Scene Community Services
<b>Objective CWM2 – Ensure quality park cleansing</b>				
01	More regular litter picking to occur	On-going	Instigate additional litter picking through staff, volunteers and contract cleaners	Street Scene Friends of Richmond Park
02	Bins to be emptied as per cleansing contract	On-going	Contract schedule adhered to	Street Scene
03	Liaise with Street Cleansing to review cleansing contract	2012	Assess levels of cleaning and discuss with Street cleansing to ensure relevant levels of provision	Street Scene
<b>Objective CWM3 – Ensure quality grounds maintenance in the park</b>				
01	All grounds maintenance to be carried out in accordance with the parks maintenance contract	On-going	Contract schedule adhered to	Street Scene
02	Liaise with grounds maintenance to	2012	Assess levels of grounds maintenance and discuss with	Street Scene

	review maintenance contract		Street Scene to ensure relevant levels of provision	
03	Ensure all trees are assessed for risk annually, and maintained accordingly	Annual	All trees assessed and works undertaken where necessary	
<b>Objective CWM4 – Ensure quality management of park structures</b>				
01	All park structures and furniture to be subject of thorough regular inspections	On-going	Inspection schedule to be established, recorded and adhered to	Property Services
02	All faults and risks to be dealt with within 24 hours of being reported	On-going	Responses monitored	Property Services
03	Additional checks to be undertaken as required	On-going	Problems assessed and additional checks undertaken and recorded	
<b>Objective CWM5 - Minimise flooding of paths and amenity areas throughout the park</b>				
01	Monitor and maintain new drainage system for northern section of the park	Annual	Drainage system monitored and maintained	Property Services
02	Investigate drainage system throughout rest of park	2013	System investigated	Property Services
03	Seek funding for any recommended improvements	2013	Improvements recommended and funding sought	Property Services External funders
<b>Objective CWM6 – Introduce greater control measures for graffiti within the park</b>				
01	Cleansing team to remove all offensive graffiti within 24 hours	On-going	All offensive graffiti removed within 24 hours of reporting	Street Scene
<b>21 Sustainability</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective SS1 – Provide opportunities for recycling litter at the park</b>				
01	Investigate the provision of recycle bins in the park	2011	Investigation undertaken and acted upon	Street Scene
<b>Objective SS2 – Encourage use of sustainable transport</b>				
01	Promote the variety of public transport links which service the	2012	Include public transport information in park publicity	

	park			
<b>Objective SS3 – Utilise sustainable materials in the management of the park</b>				
01	Limit the use of chemicals in the park in line with the Councils Sustainability Strategy	On-going	Compliance with strategy	Street Scene
02	Avoid use of environmentally sensitive materials in the park in line with the Councils Sustainability Strategy	On-going	Compliance with strategy	
03	Use recycled materials wherever possible in park management and maintenance	On-going	Recycled materials used where feasible	
<b>22 Conservation and Heritage</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective CH1 – Develop a programme to manage and increase bio-diversity on the park</b>				
01	Survey all tree stock and manage accordingly	Annual	Survey undertaken and works carried out	
02	Implement a tree planting programme	2011/12	Tree planting undertaken	
03	Create new shrub/wildlife areas	2011/12	Wildlife areas planted	Friends of Richmond Park
04	Improve the wildflower content of the park grassland	2012	Sow wildflowers in specific grassland areas	Friends of Richmond Park
<b>Objective CH2 – Re-develop the park as a cultural heart of the community</b>				
01	Promote community involvement in the park	On-going	Co-ordinate series of community involvement projects in the park	Burscough Parish Council Friends of Richmond Park
02	Establish Richmond Park as the venue for an annual Burscough Village Fayre/Fete	On-going	Event established	Burscough Parish Council Friends of Richmond Park

<b>23 Community Involvement</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective CI1 - Ensure community consultation on park management issues</b>				
01	Adopt a variety of survey methods to ensure that the entire park community is consulted on management and development issues	2012/2014/2016	Utilise mailshots, websites, displays, meetings and on and off site market research for consultation	Burscough Parish Council Friends of Richmond Park
<b>Objective CI2 - Continue to develop and support the Friends of Richmond Park</b>				
01	Support regular meetings and activities of the Friends group	On-going	Provide organisational and practical support to the Friends group	Friends of Richmond Park
<b>Objective CI3 – Develop educational use of the park</b>				
01	Create links/contact with all local schools	On-going	Contact all local schools to offer park facilities for student use	Local schools
02	Develop a programme of educational activities on the park	2012	Programme produced and implemented	Local schools
<b>Objective CI4 – Develop the recreational use of the park</b>				
01	Actively promote use of existing facilities	On-going	Establish club use of bowling green.	
02	Support clubs and groups in developing their activities on the park	On-going	Support football club in improving their facilities to support higher league football	
03	Increase the attraction of the park for informal recreational activity	2011	Introduce picnic areas, formal flower beds, improved paths and seating	Street Scene
<b>Objective CI5 – Promote the idea of healthy lifestyles through park activities and facilities</b>				
01	Increase the range of park facilities to facilitate healthy outdoor activity	2011	Introduce range of outdoor fitness equipment	Primary Care Trust
02	Involve local groups and individuals in health promotion activities in the	2012	Local groups and individuals actively involved in health promotion activities	Local groups individuals

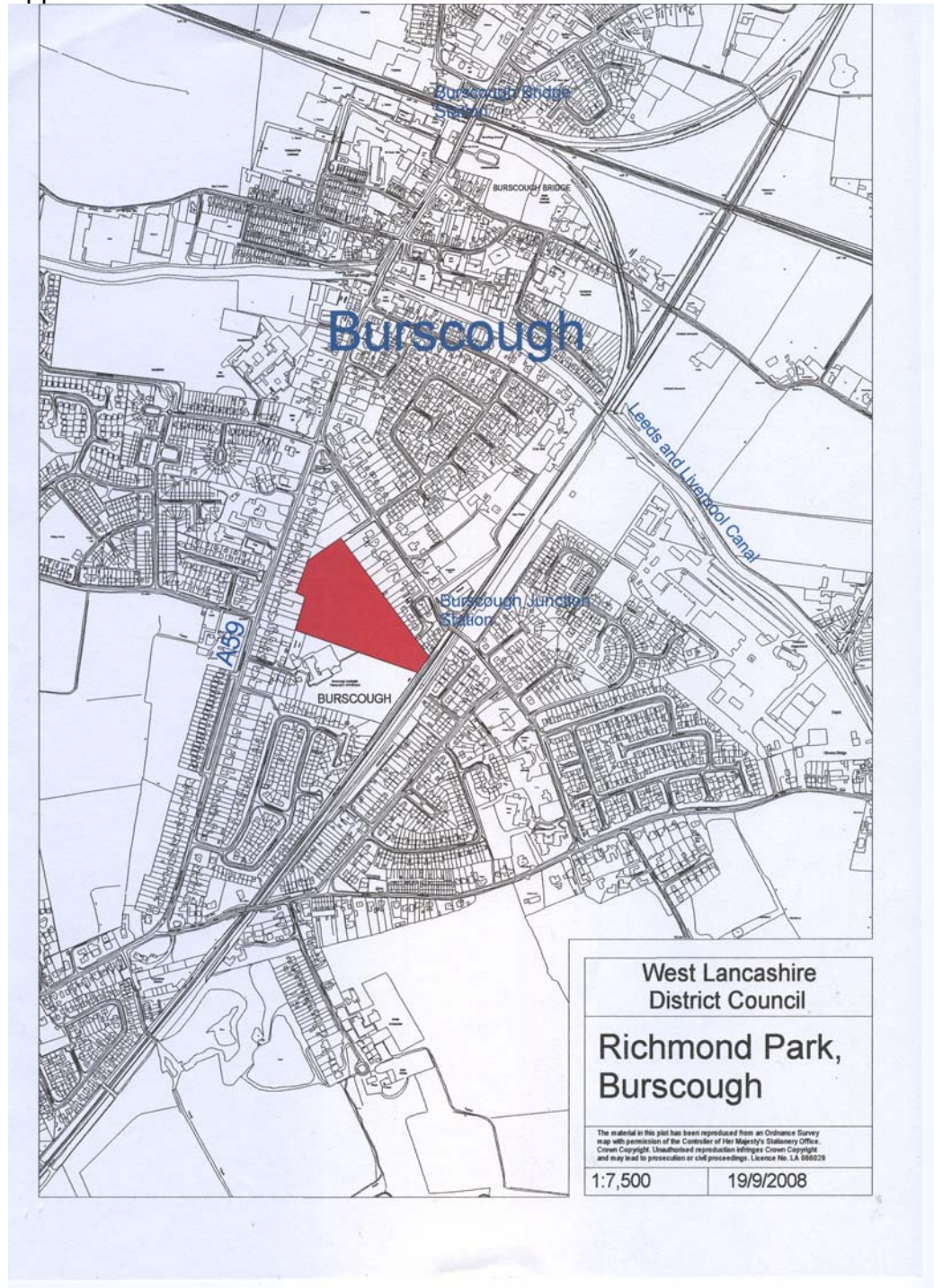
	park			
<b>24 Marketing</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective MA1 – Develop a relationship between the park and local media</b>				
01	Release regular press releases to local media regarding park development and management	On-going	Regular press releases produced	Public Relations
<b>Objective MA2 – Produce an Audience Development Plan</b>				
01	Produce audience development plan to steer future management and development of park	2011	Plan produced	
<b>Objective MA3 – Develop on-site interpretation</b>				
01	Design and install information boards/plinths for the park	2012	Boards designed and installed	Designer
02	Produce information to assist users to make the most of park facilities	2012	General park information produced	Designer
03	Develop park display/exhibition in new community room	2013	Display/exhibition produced and installed in new community room	
<b>Objective MA4 – Utilise use of local websites for park promotion</b>				
01	Produce, and keep updated, park information on local Council and Parish websites	Annual	Produce website information and have installed on local websites	
<b>Objective MA5 – Promote the park through public events</b>				
01	Introduce childrens events to the park	2011	Events undertaken	
01	Develop an annual programme of events and activities	2012	Annual programme produced	
02	Support and make the park available for local community events and activities	On-going	Local community events undertaken	Local Community Groups

<b>25 Management</b>				
Ref	Action	Timescale	Target	Partners
<b>Objective MG1 – Implement and monitor the management plan</b>				
01	Use this plan as a tool to steer all future works at the park	On-going	Plan produced and followed	
02	Annually review the management plan	Annual	Progress reports and updates undertaken	
<b>Objective MG2 – Achieve Green Flag status for the park</b>				
01	Develop and submit a Green Flag application for 2012	2012	Application produced and submitted	
02	Continue to use the Green Flag process as a quality control tool in future years	Annual	Achieve and keep Green Flag status for the park	
<b>Objective MG3 – Efficiently manage park budgets and seek external funds where necessary</b>				
01	Adopt a flexible approach when planning the parks budgets to encompass a wide range of priorities within parks management	On-going	All management functions adequately funded	
02	Where necessary seek external funding to support objectives laid out in the management plan	On-going	External funds sought and achieved	External Funders
<b>Objective MG4 – Ensure adequate staffing levels to efficiently manage the park</b>				
01	Seek resources to extend park ranger involvement in the park	2012 onwards	Resources achieved	
02	Liaise with other Council Departments to ensure that the park has adequate staff input to meet the objectives of this management plan	On-going	Liaison undertaken and adequate staffing provided to implement this plan	Street Scene Property Services Community Safety
03	Support the Friends group to	On-going	Organisational and practical support	Friends of Richmond

	increase volunteer input to park management		provided and volunteer input increased	Park
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# **PART D APPENDICES**

## Appendix 1 – Location Plan



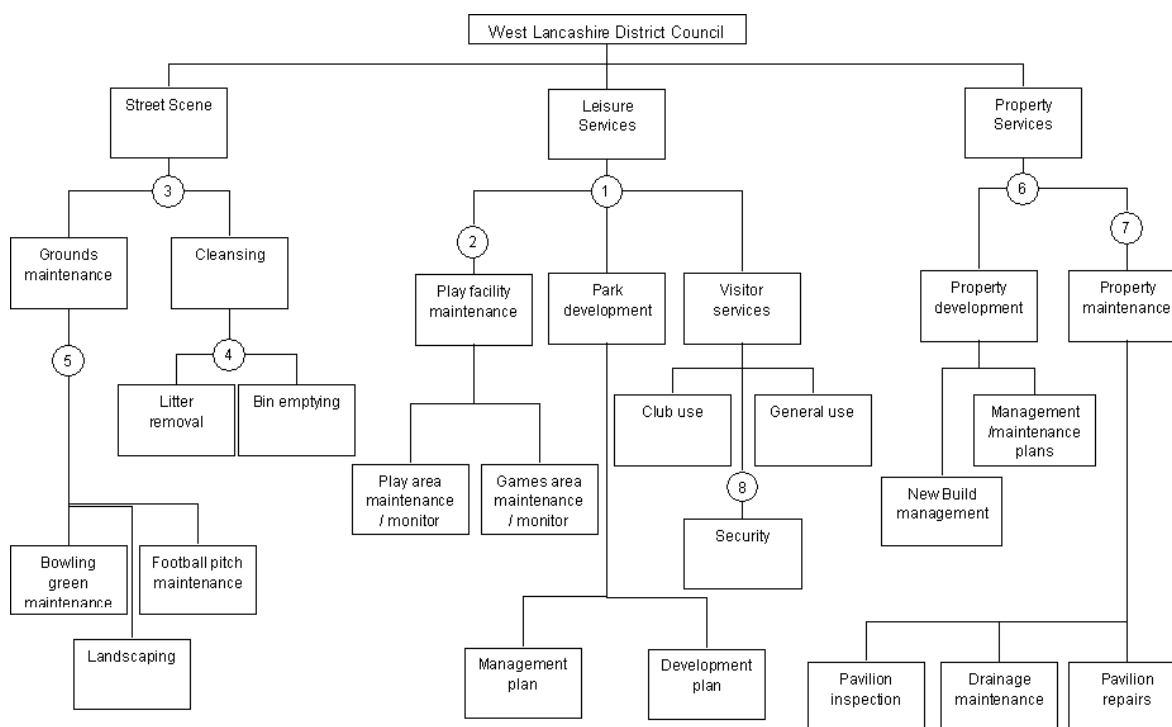
Appendix 2 - Consultation 2008

Total Combined Results  
Richmond Park – Development 08  
Schools, Ballot & Local Residents

Would you like:	YES %		NO%
Trim Trail	84		16
Wildlife/Dog Area	84		16
New Pavilion	77		33
Demolish old Pavilion	76		24
Picnic Area	74		26
Teenage Shelter	74		26
CCTV	72		28
Enhanced Skate Park	71		29
Willow Copse	70		30
Small Practice Pitch	70		30
Additional Parking	65		35
New access Point	63		37
Circular Path	62		38
Sensory Garden	56		44
Wetland Habitat	48		52

## Appendix 3 - Family tree of park management

### Current Park Management Profile



	Position	Managed by	Role	% time dedicated to park	Based in park	Est cost to park (£ per annum)
1	Leisure Operations Manager	Head of Leisure and Cultural Services	Manage WLDC outdoor recreation provision	5	No	3,000
2	Community Leisure Manager	Leisure Operations Manager	Co-ordinate WLDC community & play provision	2	No	1,000
3	Street Scene Manager	Executive Manager Street Scene	Manage WLDC grounds maintenance & cleansing	2	No	1,000
4	Grounds Maintenance Operative	Street Scene Manager	Undertake grounds maintenance function	2	No	1,000
5	Cleansing Operative	Street Scene Manager	Undertake cleansing function	2	No	1,000
6	Property Maintenance Manager	Executive Manager Property & Estates	Manage maintenance & development of WLDC property	2	No	1,000
7	Property Maintenance Officer	Property Maintenance Manager	Co-ordinate WLDC property maintenance	2	No	1,000
8	Park Ranger	Leisure Operations Manager	On-site presence, patrolling, management, community involvement	10	No	2,000

## Appendix 4 – Financial Breakdown

<b>Costs ( £ 000s )</b>												
<b>Management Area</b>	<b>11/12</b>		<b>12/13</b>		<b>13/14</b>		<b>14/15</b>		<b>15/16</b>		<b>Total</b>	
	rev	cap	rev	cap	rev	cap	rev	cap	rev	cap	rev	cap
A Welcoming Place	3000	22500	3044		2289	15000	2335		2381		13049	37500
Healthy, Safe and Secure	3700	7000	3244		3289		3335		3381		16949	7000
Clean and Well Maintained	2050		2083		2117	8000	2150		2186		10586	8000
Sustainability	550		561		572		583		595		2861	
Conservation and Heritage	1550		591		1072		1083		1095		5391	
Community Involvement	2200	16000	2244		2289		2335		2381		11449	16000
Marketing	1600		3622		3644		1667		1692		12225	
Management	550		4561		4572		4583		4595		18861	
<b>Total</b>	15200	45500	19950	0	19844	23000	18071	0	18306	0	91371	68500

Staff costs have been allocated across the management areas on a percentage basis as follows :-

A Welcoming Place 20%, Healthy, Safe and Secure 20%, Clean and Well Maintained 15%, Sustainability 15%, Conservation and Heritage 5%, Community Involvement 20%, Marketing 10%, Management 5%

<b>Resource Availability ( £000s )</b>												
<b>SECURED</b>	<b>11/12</b>		<b>12/13</b>		<b>13/14</b>		<b>14/15</b>		<b>15/16</b>		<b>Total</b>	
	rev	cap	rev	cap	rev	cap	rev	cap	rev	cap	rev	cap
<b>Internal</b>												
Leisure – Visitor Services	1200		4000		5000		4200		4200		18600	
Leisure – Facility Mtce	9000		6901		5694		4618		4748		30961	
Leisure – Capital Prog		42500										42500
Street Scene – Grounds Maintenance	1500		1515		1545		1576		1607		7743	
Street Scene – Cleansing	1500		1515		1545		1576		1607		7743	
Property Services – Building Mtce	2000		2019		2060		2101		2144		10324	
<b>External</b>												
Primary Care Trust		3000										3000
<b>Total</b>	15200	45500	15950	0	15844	0	14071	0	14306	0	75371	45500
<b>UNSECURED</b>												
	rev	cap	rev	cap	rev	cap	rev	cap	rev	cap	rev	cap
WLDC Capital						11500						
External Grants			4000		4000	11500	4000		4000		16000	
<b>Total</b>	0	0	4000	0	4000	23000	4000	0	4000	0	16000	23000
<b>GRAND TOTAL</b>	15200	45500	19950	0	19844	23000	18071	0	18306	0	91371	68500