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## Foreword

Welcome to the 2nd edition of the 2006 - 2016 Management Plan for Cutteslowe and Sunnymead Park. The Management Plan was reviewed and updated in 2009 to take into account a major restructure at Oxford City Council resulting in a smaller Parks and Open Spaces Team. It now includes the many improvements that were made throughout 2007/08 and references the successful capital bid to improve play areas across the city. The improvements / action plan in chapter three now reflects more realistic aims given the current economic climate.

According to the Commission for Architecture and the Built Environment (CABE), 33 million people make more than 2.5 billion visits to urban green spaces every year. These visits make parks much more than open spaces to the people who use them; local people value them as an essential component of the city; a space to relax, meet people and escape the bustle of the city.

It seems that, for many years, parks have been neglected and under-funded in the UK. Cutteslowe Park has been no different and in the 1990's it lost its full time gardeners, buildings were neglected, and a number of park facilities were closed.

More recently, there has been a greater appreciation of the positive contribution parks can make to our neighbourhoods and quality of life. As parks rise in importance on the national agenda, investment in Cutteslowe and Sunnymead Park has increased. It now has two full time gardeners, new disabled toilet facilities, a streetsport site, skate park and new play area. Rangers patrol the site daily to increase safety in the park.

A park such as Cutteslowe and Sunnymead Park makes the surrounding area more desirable because of the opportunities it gives to all generations who use it.

It is a large park with two parts linked across the busy A40. It has a wide range of formal and informal spaces and facilities and these are well used not only by the local community but, also, by people living many miles away.

Several of the newer facilities help to engage with young people and, no doubt, help to reduce vandalism, crime and the fear of crime.

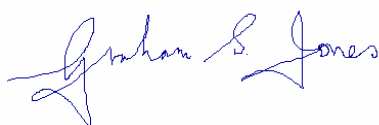
By hosting events, sports matches and games, the park also encourages social cohesion and a more healthy lifestyle.

The well managed open spaces enhance the natural environment, provide access to the wider countryside and give visitors areas in which they have time for relaxation and reflection.

With the creation of the 'Friends of Cutteslowe and Sunnymead' group, there is the opportunity for the local community and park users of, not only working more closely with the staff of the park but, also, in having a say in its management.

This Management Plan gives some background to the improvements made, as well as setting out our vision for the park for the next 10 years. I would like to thank members of the Parks and Open Spaces Team of Oxford City Council and members of the Friends of Cutteslowe and Sunnymead for their part in producing the plan.

Cutteslowe and Sunnymead Park is a wonderful resource and I look forward to seeing it further enriched over the coming years.



Graham Jones - On behalf of the Friends of Cutteslowe and Sunnymead Park



# 1

## Background

- 1.1 Background
- 1.2 Wider Policy Context
- 1.3 The vision for Cutteslowe and Sunnymead Park
- 1.4 Location



## **1.1 Background**

- 1.1.1 Cutteslowe and Sunnymead Park is managed by Parks and Open Spaces Team; part of Oxford City Leisure at Oxford City Council. The purpose of Oxford City Leisure is to provide high quality, value for money leisure opportunities for everyone:
- Aim to be world-class
  - Respect
  - Innovation
  - Committed to public service
- 1.1.2 The Parks and Open Spaces Team:
- has responsibility for the development and management of over 1,000 hectares of public parks, sports pitches, recreation grounds, play areas, cemeteries and other green space;
  - provides specialist horticultural and arboricultural advice, and nature conservation and play area maintenance advice as well as specialist commercial services to other groups, individuals and internal and external partners;
  - is responsible for organising regular consultation exercises to ensure that we continue to provide the facilities that people want;
  - manages arrangements for kiosks to sell ice cream and other refreshments in the summer, and operates tennis courts and other sporting facilities;
  - manages twenty-eight nature parks and reserves that include the Oxford Meadows Special Area of Conservation, a large country park and several Sites of Special Scientific Interest (SSSI's) that encompass a wide range of habitats and landscapes;
  - protects the environment and seeks to improve the biological diversity across the whole city, (i.e. not just on City Council owned land).
  - includes the burial service, which looks after a portfolio of four cemeteries and a number of disused burial sites and churchyards.
  - acts as an enabler as well as a direct provider by working with external partners

## **1.2 The vision for Cutteslowe and Sunnymead Park**

“To work with the community to create a world class, vibrant and safe city park that promotes health and learning, and is accessible to all.”

- 1.2.1 This management plan has been produced to aid the efficient and effective management of Cutteslowe and Sunnymead Park over the next 10 years. It has been produced by Parks and Open Spaces in partnership with local people and stakeholders. This is the 2<sup>nd</sup> edition having undergone a major review in 2009.
- 1.2.2 The plan outlines the history and current state of the park, what the park will look like in ten years time, and how the changes and improvements to the park will be achieved. The plan will be used as a framework for decisions made about the park, and will allow users to get involved in shaping its future.
- 1.2.3 Cutteslowe and Sunnymead Park is a 42 Hectare City Park in the North of Oxford comprising formal gardens, sports pitches, open grass, play facilities and tree lined walks. It was formed in 2002 when a bridge was constructed between the previously separate Cutteslowe Park and Sunnymead Park.

- 1.2.4 Oxford City Council acquired Cutteslowe Park between 1936 and 1938. 61 acres were purchased in 1936, a further seven acres added in 1937 and six acres purchased from the Dean and Chaplain of Westminster in 1938.
- 1.2.5 The size of the park increased recently when a disused section of allotment land was added to the park. This land in the south east of the Cutteslowe area is currently maintained as a nature area and community woodland (see Figure 9).
- 1.2.6 Sunnymead Park was once a Council tip. After being covered, it was left for a long time as a wasteland area. It started being used as an unofficial motorbike track in the 1980s, triggering a public meeting and the creation of the 'Cutteslowe/Sunnymead Group'. Since then, the group has worked with the City Council to clear fly tipping, create a sports zone, improve wildlife areas and paths and generally transform the area.
- 1.2.7 The park now comprises numerous facilities that make it one of the most popular destinations in Oxford. Within the park, visitors can use the miniature railway, observe birds in the aviary, play mini golf and use the skate park.
- 1.2.8 Two full time gardeners are based in the park and ensure that it is kept in prime condition throughout the year. In addition, mobile ranger teams visit daily to patrol the park, and specialist teams look after the facilities, countryside areas, trees and infrastructure.
- 1.2.9 The boundary covered by this management plan is shown in Appendix 1.

### **1.3 Wider policy context**

1.3.1 Oxford City Council's Mission 'Building a world-class city for everyone'

1.3.2 Oxford City Council's Objectives

Oxford City Council aims to continually improve its services and to become an excellent value for money Council. It has identified specific targets within its Corporate Plan for 2009-10 including:

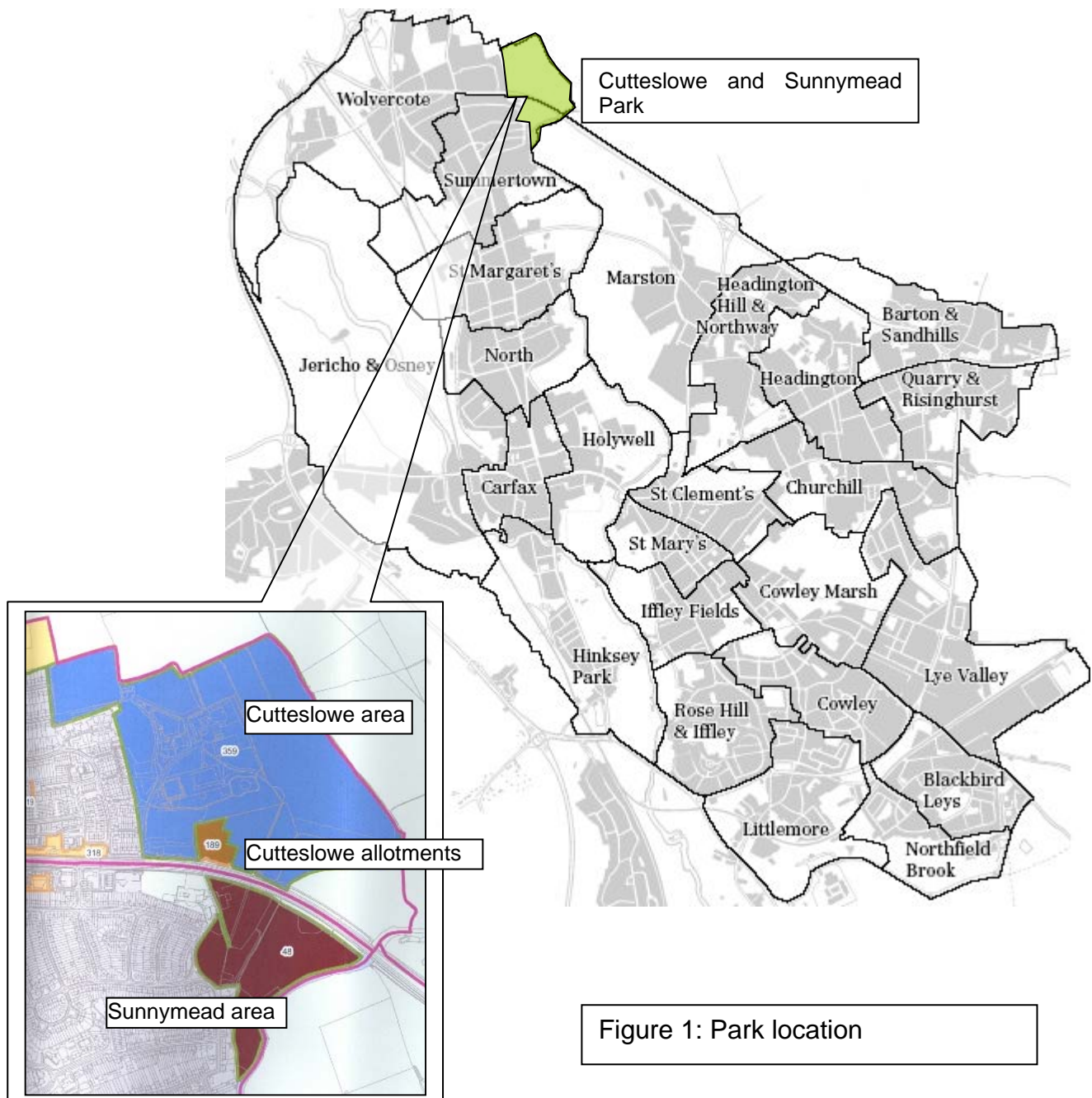
- Raise the level of adults participation in sport by 4%
- Retain Green Flag status for three of our main parks
- Begin the modernisation programme for our playgrounds.
- Develop and implement a plan to strengthen social and community cohesion.
- Increase by 10%, the proportion of local residents who are satisfied with their neighbourhood

1.3.3 Oxford City Council's Green Spaces Strategy, see Appendix 2, was approved in May 2006. This strategy

- Outlines how the Council's work in relation to parks and green spaces contributes to the achievement of the Cultural Strategy and the Community Strategy,
- summarises the current provision and quality of green spaces, and identifies areas that can be improved,
- highlights those aspects of our work in relation to green spaces that the Council has prioritised and explains why.
- provides a series of action plans that describe what the Council will do to drive forwards those areas that we have prioritised.

## 1.4 Location

- 1.4.1 Cutteslowe and Sunnymead Park is located in the north of Oxford. It previously comprised Cutteslowe Park (just north of the A40 Northern Bypass) and Sunnymead Park (south of the A40). The two parks were joined by a pedestrian footbridge in 2002.
- 1.4.2 There is a 0.93 Ha allotment in the centre of the park.
- 1.4.3 Figure 1 shows the location of the park within Oxford, and indicates the Cutteslowe area and Sunnymead area.







## **2**

## **A Welcoming Park**

### **2.1**

### **Accessibility**

2.1.1 General Approach

2.1.2 Buses

2.1.3 Cycling

2.1.4 Entrances

2.1.5 Car parks

2.1.7 Cycle Paths

2.1.8 Social Access

### **2.2**

### **Signage**

2.2.1 External

2.2.2 Internal Internal

### **2.3**

### **Improvements**

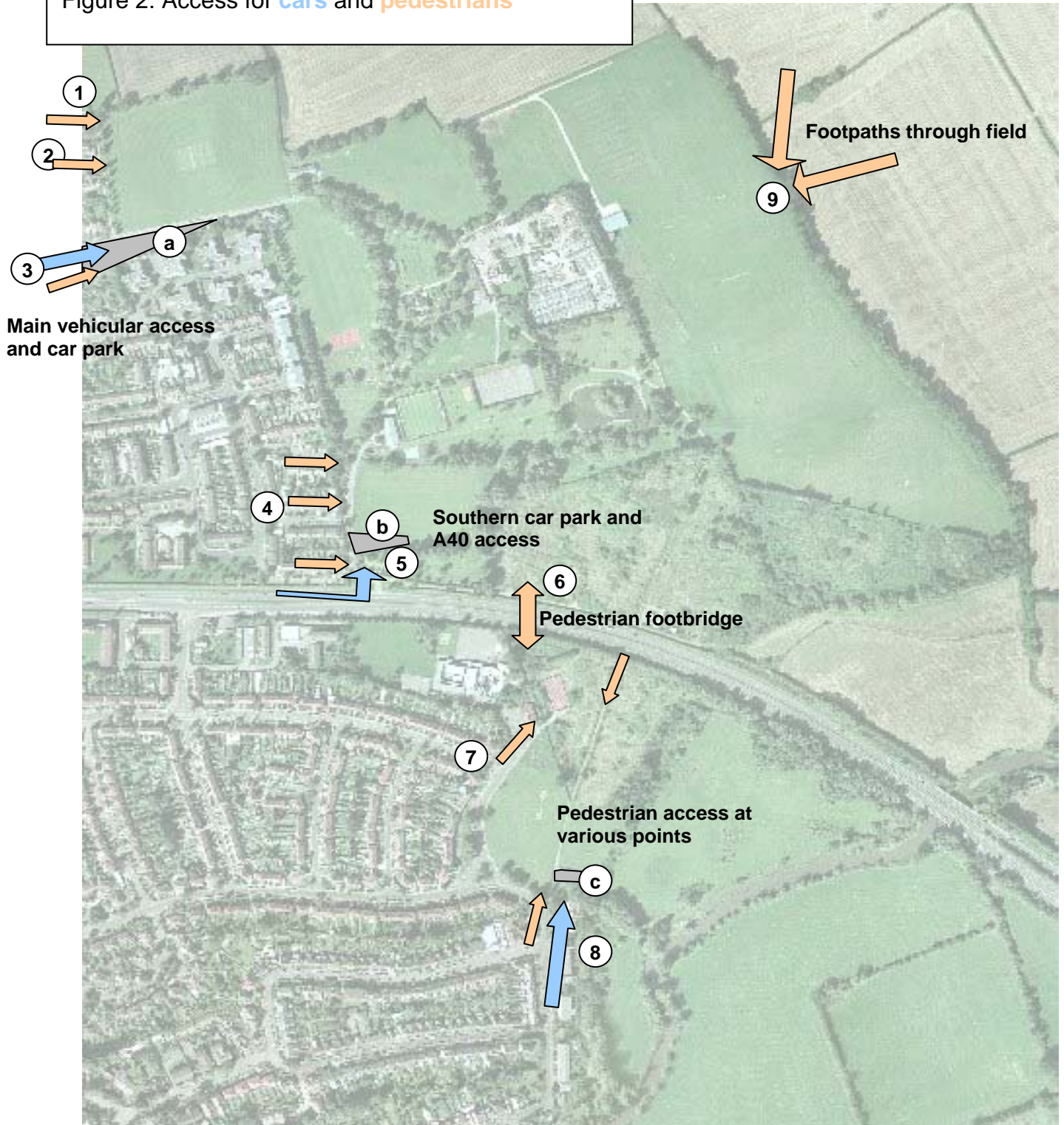


## 2.1 Accessibility

### 2.1.1 General Approach

Access to the main vehicular entrances is via Harbord Road (off Banbury Road), the A40 (Eastbound) or Wren Road, to the West of the park.

Figure 2: Access for **cars** and **pedestrians**





### 2.1.2 Buses

Buses run frequently from the centre of town along the Banbury Road. The stops closest to the park are at the end of the Banbury Road, on Harbord Road and on Kendall Crescent.

Company	Route	Route	Website
Oxford Bus Company	City Centre > Banbury Road	2, 2A, 2B, 2C, 2D, 7D	www.oxfordbus.co.uk
Stagecoach	Rail Station > Harbord Road	17, 17A and 17C	www.stagecoachbus.com

### 2.1.3 Cycling

Access for cycles is easy at any of the vehicle entrances. The park is covered by the byelaws which do not allow cycling in the park. Further details on cycle parking and routes is included at 2.1.7. Information on cycling and buses is provided on the council's website.

### 2.1.4 Entrances

Figure 2 Ref	Pedestrians	Bikes	Cars	Description
1	✓			Pedestrian access from privately run tennis courts
2	✓			Pedestrian access from Hayward Road
3	✓	✓	✓	Main entrance from Harbord Road
4	✓			Pedestrian access from Sparsey Place, Priors Forge and Holtweir Close
5	✓	✓	✓	Access from A40 Eastbound
6	✓	✓		Bridge joining the two areas of the park
7	✓	✓		Pedestrians and bikes can access at various points into the Sunnymead area
8	✓	✓	✓	Access to car park c
9	✓			Stile into public right of way through private fields

### 2.1.5 Car Parks

Car parks are marked a, b and c on Figure 2. Car parking is provided for 80 cars at car park a, with an overflow car park for 40 cars provided on the grass.

A smaller car park for 20 cars is provided at car park b, with an overflow car park for 18 cars. A height barrier is required here to prevent large vehicles parking.

There is a small car park c to the South of the Sunnymead area, although visitors are encouraged to use alternative means of transport or walk over the bridge from Cutteslowe.

There is concern that these are inadequate for the number of customers. All car parks are heavily used and usage therefore needs to be monitored. Improvements and enlargement of car parks should be focussed at car park b, to minimise disruption to residents in the Harbord Road area.

### 2.1.6 Paths

A combination of hoggins and tarmac paths run throughout the park. From the northern car park, a tarmac path leads past the miniature railway and aviary towards the play area, bowls green and pavilion. Taking this path further south leads to the pedestrian footbridge over the A40 towards the Sunnymead area. Less defined paths break off in Sunnymead, leading through Countryside areas towards the River Cherwell.

A new path is needed to safely guide visitors from the northern car park (a), and paths will eventually be extended to the south east of the park to improve access to the sports pitches.

### 2.1.7 Cycle Paths

The footbridge linking the Cutteslowe area and Sunnymead area is split into a pedestrian walkway and cycle track. This track forms part of the Sustrans National Cycle Network as a traffic free route.

Cycling is not permitted in the park, so bike stands are provided next to the bowls pavilion. Extra stands will eventually be provided at the northern entrance and next to the play area in the Sunnymead area.

### 2.1.8 Social Access

Making parks more accessible is one of the key aims of the Council's Green Spaces Strategy. Paths in the park provide good access for wheelchairs. Disabled toilet facilities are provided in the bowls pavilion, with a DDA Compliant ramp providing access. The disabled toilet is secured using a 'radar' key (see [www.radar.org.uk](http://www.radar.org.uk)). A ramp and hand rail will eventually be installed by the pond.

Benches are situated throughout the park providing opportunities for older users to rest.

Facilities for younger people are described in section 4, but include a play area, mini golf, basketball hoop and skate park. Dogs are prevented from entering fenced off play areas, and a sign encourages dog owners to be responsible.

All staff working in the parks are made aware of the need to treat different social groups equally, in accordance with the Council's Equal Opportunities Policy. Should conflict arise between different park users, the Council's Park Rangers are trained in conflict resolution. This training covers how different user groups should be treated in such situations. All staff in the park wear an identifiable blue uniform, should a member of the public require assistance.

## 2.2 Signage

### 2.2.1 External

Currently, the only external sign is situated at the A40 entrance to 'Cutteslowe Park'. This needs to be replaced with a 'Cutteslowe and Sunnymead Park' sign. There is no sign leading cars or visitors from the Banbury Road into the park, and no brown signs on the approach to the park.



## 2.2.2 Internal

Visitors to the park's main entrances are greeted with an attractive welcoming sign. A wildlife interpretation board was installed in 2008 on the former allotments.

There is currently no community notice board in the park. Customer consultation has shown that this would be a popular addition. In order for it to be successful it needs to be centrally located with some, but minimal, supervision.

## 2.3 Improvements

2.3.1 Since the management plan was written in 2006 many improvements have been made to make the park more welcoming. Including:

- Improvements to the temporary car park and bollards
- Replacement of tree trunks with proper barriers in car park C
- Installation of new bike parking facilities
- Paths edged and restored
- Improved entrance at Play area in Cutteslowe
- New welcome signs and wildlife interpretation board.

2.3.1 Further improvements are shown in the table below and details are available in chapter 3 "How will we get there" page 58.

Improvement	Detail
2.1 Accessibility	Monitor car park use to determine pressure in car park a, b and c
	Work with County Council to improve access to car park b
	Improve car park b, with possible expansion to alleviate pressure in car park a
	Encourage customers to consider alternative methods of transport other than the car
	Create a pathway alongside the road at car park a
	During events and sport events work with the local bus company to provide shuttle buses to alleviate pressure on car parks
	Install new bike parking facilities at entrances 7 and 3
	Install path at bottom of sports field by the football and allotments – for wheelchairs and buggies
	Repaint double yellow lines along the road leading from car park a
	Install a height barrier at car park b
	Install a path along the top of the pond and link the paths
	Add a ramp and handrail by the edge of the pond
2.2 Signage	Replace the sign from the A40 into the park
	Install a noticeboard outside the kiosk. This can:
	• Advertise play facilities in the Sunnymead area outside the play area in the Cutteslowe area
	• Info. on how mini golf works
	• Info. On how to book sports pitches
	Erect a sign to the park from Banbury Road
	Install a wildlife interpretation board at the pond
	Replace the signs at the entrance to the depot
	Install a sign to the allotments
	Remove the 'speed hump' sign to the south of the Harbord Road entrance.
	Provide a safety information sign designed by skaters at the skate park

### 3 Healthy, Safe and Secure

3.1 Security

3.2 Health and Safety

3.3 The Control of Dogs

3.4 Improvements





### 3.1 Security

3.1.1 In August 2000 and 2002, 100 customers were asked what they thought of the security in Cutteslowe Park as part of a customer satisfaction survey. 61 customers were asked the same question in 2007. Whilst direct comparisons can not be made due to inconsistency in number of customers asked, trends over time can be monitored. The majority of respondents thought that the security in the park was good or fair. However the % of those who thought it was good has decreased in 2007 and the % of those who thought it was poor has increased. The survey in 2007 included Sunnymead which could explain these trends.

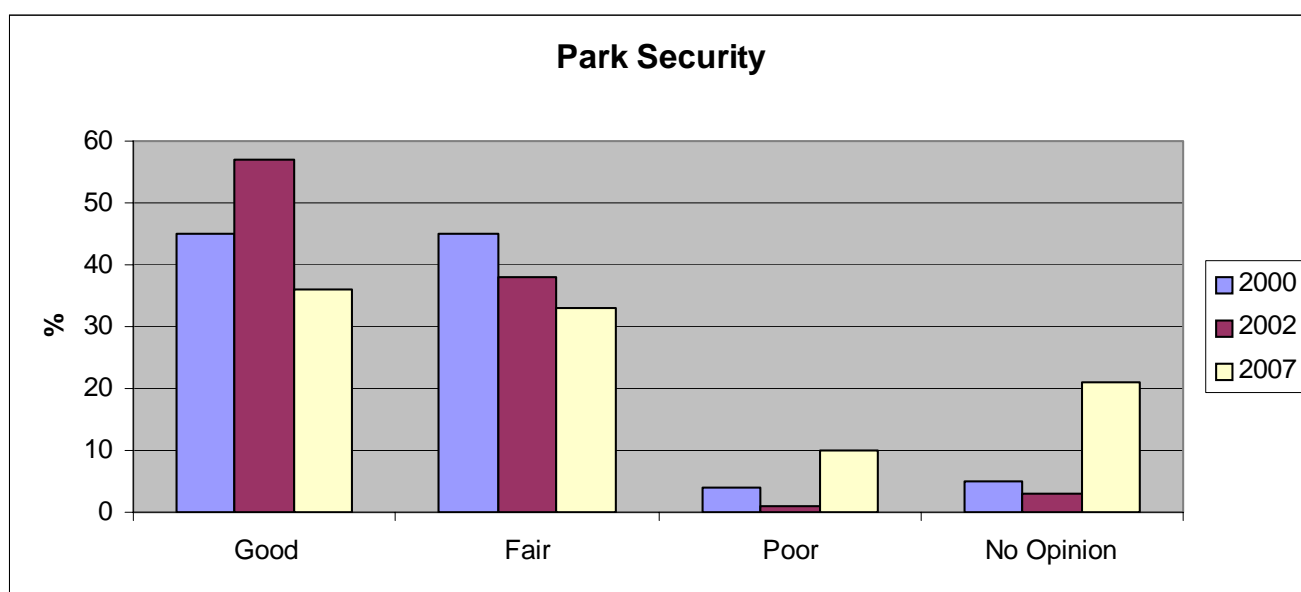


Figure. 3 "What do you think of security in Cutteslowe Park?"

3.1.2 The Cutteslowe area of the park benefits from significant natural surveillance from local residents who live in and around the park. The fact that the park is busy with legitimate park customers increases security further. There are many and varied types of users which means that the park is busy in the early morning, throughout the day and into the evening.

3.1.3 The Council's Green Spaces Strategy highlighted a need to reduce fear of crime in parks across the City, and to introduce a mobile ranger service as the 'eyes and ears' of the City's parks. These rangers, pictured at the start of this chapter, patrol Cutteslowe and Sunnymead Park on a daily basis, reporting incidents of graffiti, fly-tipping, vandalism and needles. They carry out small jobs such as painting over graffiti and putting up information posters, and have the power to issue fixed penalty notices for dog fouling. Their presence aims to provide reassurance to park users, and to reduce incidents of anti-social behaviour.

3.1.4 The park itself is not locked, although toilet facilities within it are locked at dusk and opened at dawn.

### 3.2 Health and Safety

3.2.1 Oxford City Council policy statement towards the fulfillment of its requirements under the Health and Safety at Work etc. act 1974 states;

- 3.2.2 "It is the aim of the council to comply with the requirements of the Health and Safety at work act 1974 and other relevant legislation. To do this effectively we will take a systematic approach to identifying risks and allocating the resources to control them" Safe directions, Oxford City Council Health and Safety policy 1999 (see Appendix 3).
- 3.2.3 The risk based assessment of the facilities provided in the park has resulted in regular inspections and checks being carried out by competent trained employees and, where relevant, sub contractors.
- 3.2.4 All chemicals are managed in accordance the Control of Substances Hazardous to Health (COSHH) regulations. All staff handling pesticides hold a PA/6 certificate.
- 3.2.5 Oxford City Council's in-house Landscape & Play Team maintains the play facilities In Cutteslowe and Sunnymead. The team have designed and installed all of the city's playgrounds over the past 20 years. Every member of the team is fully trained in play area maintenance to ROSPA standards, and all have achieved RPII (Register of Playground Inspectors International) Operation level. They are also trained in the use of machinery, health and safety, and all are CRB checked. The team carries out weekly equipment inspections and quarterly safety inspections of the play areas. These inspections test the fixings, supports and components of equipment, and report any faults or required repairs (see Appendix 4). The Council's insurer carries out technical checks every 6 months.
- 3.2.6 The risk assessment for the Miniature Railway is completed by the City of Oxford Society of Model Engineers Ltd (COSME Ltd).
- 3.2.7 Although public vehicles are not permitted inside the park, maintenance vehicles do drive through. There is a 10mph speed limit, and speed bumps throughout. The speed bumps in the park's northern entrance need replacing.

### **3.3 The Control of Dogs**

- 3.3.1 In June 2000 Oxford City Council adopted the Fouling of Land act 1996 on all its public open land. Adoption of the act requires the person responsible for a dog to remove any fouling from public land. Any person not removing dog fouling without reasonable excuse is subject to prosecution or an on-the-spot fine.
- 3.3.2 With some exceptions the act defines public land as land "which is open to the air and to which the public are entitled or permitted to have access (with or without payment)". This includes all parks and recreation grounds.
- 3.3.3 The park is also covered by a byelaw that requires owners to keep dogs on leads and/or under strict control at all times. This information is displayed on signs at the park's entrance.





- 3.3.3 The act is enforced by our Dog Warden or Park Rangers who challenge and advise any offenders in the first instance. Occasionally they will target particular parks or areas with problem dog owners. At the same time as adopting the act 150 dog waste bins were installed in parks and recreation grounds to provide a convenient means of disposal for dog owners. The park has ten dog bins.
- 3.3.4 The waste from the bins is managed in an approved manner in line with the classification of the waste as defined by the Environment Agency.
- 3.3.5 Dog fouling is still a problem in the park, and dog free areas are being considered.

### 3.4 Improvements

- 3.4.1 Further improvements are shown in the table below and details are available in chapter 3 “How will we get there” page 58.

Improvement	Detail
3.1 Security	Consult on the installation of lights leading from the lower car park to the park Occasionally increase the frequency of Park Ranger visit to Sunnymead
3.2 Health and Safety	Install a water fountain by the children's playground in the Cutteslowe area
3.3 Control of dogs	Provide free poop scoop bags and leaflets about being a responsible dog owner from the kiosk.

## 4

## Facilities

- 4.1 Allotments
- 4.2 Aviary
- 4.3 Basketball Court
- 4.4 Basketball Hoops
- 4.5 BMX Track
- 4.6 Bowls Green
- 4.7 Cricket Square
- 4.8 Football Pitches
- 4.9 Kick-about Football Area
- 4.10 Miniature Golf
- 4.11 Miniature Steam Railway
- 4.12 Orienteering Route
- 4.13 Paddling Pool
- 4.14 Picnic Area
- 4.15 Play Area (Cuttesslowe area)
- 4.16 Play Area (Sunnymead area)
- 4.17 Pond
- 4.18 River Fishing
- 4.19 Skate Park
- 4.20 Sri Chinmoy Peace Mile
- 4.21 Street Sport Site
- 4.22 Table Tennis
- 4.23 Tennis Courts
- 4.24 Youth Shelter
- 4.25 Improvements



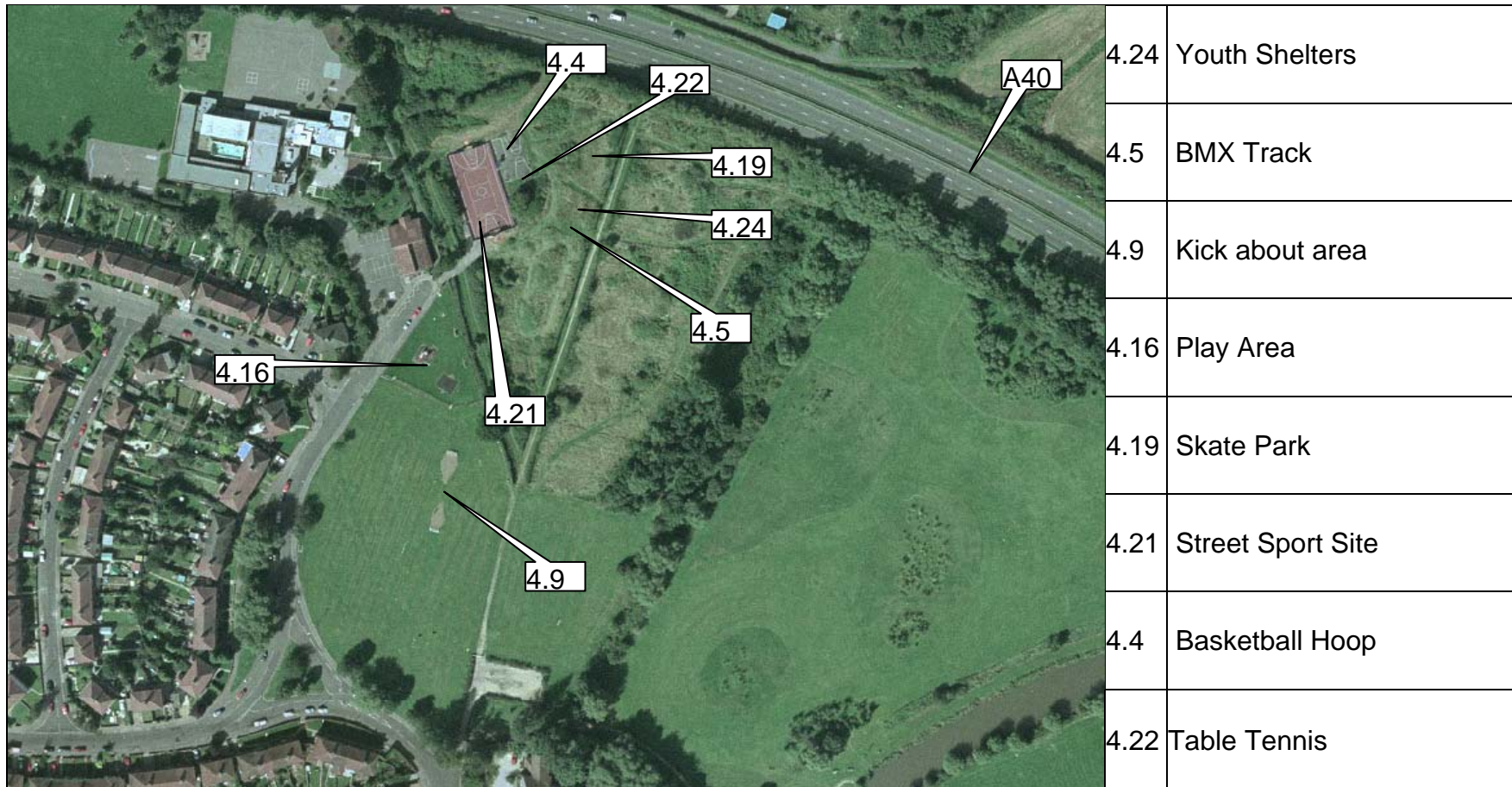


**Figure. 4: Cutteslowe area facilities**





**Figure 5: Sunnymead area Facilities**



## **4.1 Allotments**

- 4.1.1 The allotment area is run by Cutteslowe Allotments Association; an independent group who lease the land off Oxford City Council. Individual allotments are rented on an annual basis through the committee.
- 4.1.2 The Council works in partnership with the allotment association to increase use of the plots. The Parks and Open Spaces Team recently helped to clear overgrown plots to allow them to be rented out.

## **4.2 Aviary**

- 4.2.1 The Aviary is situated next to the miniature railway and has seven species of birds. It is maintained in line with the schedule at Appendix 5.
- 4.2.2 The cage looks rather tired and will eventually be redesigned. Information on the birds will also be improved.

## **4.3 Basketball Court (Cutteslowe area)**

- 4.3.1 The Basket Ball Court is a free facility and open all year round for informal play. It is in need of redressing and remarking.

## **4.4 Basketball Hoops (Sunnymead area)**

- 4.4.1 Two hoops provide a practice area next to the street sport site.



## **4.5 BMX Track**

- 4.5.1 Mounds of soil have been used to create an informal BMX area to the south of the skate park. There was no input from BMX riders when the mounds were created. The track will eventually be made more formal and challenging by enlisting the help of local riders.

## **4.6 Bowls Green**

- 4.6.1 There is no longer a Bowls Club operating from this park, an alternative use for the green is therefore being investigated.

## **4.7 Cricket Square**

- 4.7.1 The cricket square is booked by cricket teams throughout the summer. Some teams have requested practice nets, as there are currently no Council-owned outdoor cricket net facilities in Oxford.

## **4.8 Football Pitches**

- 4.8.1 There are four football pitches marked out and maintained in the winter on the lower field of the Cutteslowe area, and one marked out and maintained in summer (the location of which changes annually). Football pitches are available for groups to hire through Oxford City Council.

- 4.8.2 The goals need to be moved routinely to prevent goalmouth wear and tear.

## **4.9 Kick-about Football Area**

- 4.9.1 There are currently two very heavily used kick-about goals in the Sunnymead area next to the play area. The grass has also been marked out for a mini Boys football pitch.

- 4.9.2 The goals need to be moved routinely to prevent goalmouth wear and tear.

## **4.10 Miniature Golf**

- 4.10.1 The miniature golf course was installed in 2002 by Oxford City Council, and was sponsored by Terrys of Oxford in association with Cadburys and Treats Ice Creams for three years.

## **4.11 Miniature Steam Railway**

- 4.11.1 The City of Oxford Steam Model Engine (COSME) club moved to the park from Blenheim Palace in 1988. They operate a miniature steam railway on a track in the centre of the Cutteslowe area of the park. This is a unique facility and is very popular attracting a lot of customers to the park. The railway operates from April to October each year, and is open to the public. The railway is also available for hire by small public groups or individuals. More information on the railway can be found at [www.cosme.org.uk](http://www.cosme.org.uk).

- 4.11.2 COSME have planning permission for a new Pavilion, work started in September 2009.

## **4.12 Orienteering Route**

- 4.12.1 The orienteering route was surveyed in 1992, and is marked by several posts around the site. Maps have been produced by the Thames Valley Orienteering Club. No map of the route is currently sold in the park. This will be done through the kiosk.

## **4.13 Paddling Pool**

- 4.13.1 The paddling pool is a popular free facility for infants and their families that use the park. It is an old facility, however, and each year health and safety requirements for paddling pools become more demanding; requiring more time and resources to maintain. It is recommended that the pool is replaced with a more modern 'splash' feature.



#### **4.14 Picnic Area**

4.14.1 There are 10 picnic benches in the park, the majority by the bottom car park in the Cutteslowe area. The river Cherwell is also a popular picnic spot.

4.14.2 The tabletops at the pond have been charred from people using disposable barbecues. The tops need replacing, and metal BBQ plates adding. Although barbecues aren't allowed in the park, it is sometimes difficult to police. Metal plates will avoid damage if they are used.

#### **4.15 Play Area (Cutteslowe area)**

4.15.1 Although popular with children, and very busy in Summer, users of the playground would like to see the equipment updated, and more seating provided for accompanying adults. New fencing is also needed around the play area.

4.15.1 A review of all Oxford's Plays Areas has resulted in a successful capital bid. Cutteslowe Park will receive £150K throughout 2009/10 to equip the play area to a "Destination Play Area" standard.

#### **4.16 Play Area (Sunnymead area)**

4.16.1 The play area south of the A40 has more modern play equipment than the Cutteslowe area, including a new multiplay unit and wetpour surface. No improvements are needed here in the short term.

#### **4.17 Pond**

4.17.1 The pond provides a haven for wildlife, and is popular with people feeding the ducks. The pond has a few leaks, but the wet patches have encouraged different plants to grow and invertebrates to thrive. The pond can get stagnant, and aeration of the pond water needs improving.

4.17.1 There are artificially high duck and geese numbers in the pond due to the number of people feeding them. Bread accumulating in the pond is a problem, as is pollution from street run off into the source stream

#### **4.18 River Fishing**

4.18.1 River fishing occurs on an informal basis in the River Cherwell. Anglers need a rod license to fish there.

#### **4.19 Skate Park**

4.19.1 After consultation with local residents, a skate park was installed in 2002. The skate park contains 'street' style equipment and was designed with help from The Oxford Wheels Project.

4.19.2 The skate park will eventually be painted with the help of local artists.



## 4.20 Sri Chinmoy Peace Mile

4.20.1 The Sri Chinmoy Marathon Team established a one-mile course in the park as a permanent facility for runners in 1987. This international organisation sponsors some 500 running events around the world each year. There is a sign at the start of the route explaining about Sri Chinmoy and a map showing the one-mile course.

## 4.21 Street Sport Site

4.21.1 The streetsports site was built in 2002. The Council's streetsports co-ordinator runs skater hockey sessions during school holidays, but attendance figures are low compared to other sites across the city. The site is in need of redressing and remarking.

## 4.22 Table Tennis

4.22.1 The concrete Table Tennis is free to anyone who has their own bat and ball.

## 4.23 Tennis Courts

4.23.1 There are 4 hard courts in the park. Players pay for use of the courts at the kiosk. The park has some of the lowest paying usage figures for tennis across all the main parks in Oxford. Increased promotion will raise usage at the park.

## 4.24 Youth Shelters

4.24.1 There are two youth shelters in the Sunnymead section of the park. One provides shelter from the elements for those using the streetsports site, and the other looks on to the skate park.

## 4.25 Improvements

4.25.1 Further improvements are shown in the table below and details are available in chapter 3 "How will we get there" page 58.

Improvement		Detail
4.2	Aviary	Update the aviary, making it look more attractive as a building
4.3	Basketball Court	Remark and redress the basketball court in the Cutteslowe area
4.5	BMX Track	Work with local riders to formalise the BMX track
4.6	Bowls Green	Consult on alternative use
4.8	Football (Cutteslowe)	Fill in the worn goals and move the goals right or left of their current position (Cutteslowe area)
4.9	Football (Sunnymead)	Fill in the worn goals and move the goals right or left of their current position (Sunnymead area)
4.10	(Mini Golf)	Seek an alternative sponsor for the facility Stain mini golf facility to protect it from weather Assess demand for pitch and putt, croquet and petanque. Reinstall if necessary
4.11	Orienteering route	Provide orienteering information in the kiosk

Improvement		Detail
4.13 (Paddling pool)		Replace the paddling pool with a splash feature
4.14	Picnic Area	Replace the table tops and add BBQ grills at the pond
4. 15	Play Area (Cutteslowe area)	Ensure the implementation of the Play Area consultation and refurbishment
4.17	The Pond	Improve drainage of the pond Clean the overflow grill at the pond. Put in lilies, an aerator, a fenced off area and rushes Install a 'no feeding' sign by the pond
4.19	Skate Park	Work with local artists to decorate the skate park
4.21	Street Sport Site	Remark and Redress the streetsports site



## 5

## Built Structures and infrastructure

- 5.1 Benches
- 5.2 Bins
- 5.3 Bottom pavilion
- 5.4 Bowls pavilion
- 5.5 Bridge
- 5.6 Community Room
- 5.7 Kiosk
- 5.8 Parks Depot
- 5.9 Toilets
- 5.10 Top pavilion
- 5.11 Improvements





**Figure 6 Built Structures**





Figure 7 Bins and Benches – Cutteslowe area





**Figure 8                      Bins and Benches – Sunnymead area**



All repairs to buildings in the park are covered in the annual building maintenance programme, produced by the Council's Built Environment business unit.

## **5.1 Benches**

- 5.1.1 The distribution of benches is shown in figures 7 and 8. They are in a good condition and a consistent style was introduced in 2007/08.

## **5.2 Bins**

- 5.1.2 Bins and dog bins are distributed as shown in figures 7 and 8. Information on litter picking and bin emptying is detailed at 6.1. The control of dogs is discussed at 3.3. They are in a good condition and a consistent style was introduced in 2007/08.

## **5.3 Bottom Pavilion**

- 5.3.1 The bottom pavilion is used by Summertown Stars Club. They are keen to improve the pavilion and are considering making a Sports England Bid.

## **5.4 Bowls Pavilion**

- 5.4.1 The bowls pavilion is no longer in use. The pavilion comprises changing rooms, a bar and a small seating area.

## **5.5 Bridge**

- 5.5.1 The bridge connecting Cutteslowe Park and Sunnymead Park was completed in 2002. A mural was designed and painted by young people in 2008 to combat a graffiti problem.

## **5.6 Community Room**

- 5.6.1 The Community Room is owned by Oxford City Council and run by the North Oxford Association (NOA). NOA hire the room out to Age Concern, a nursery group and other local associations. Attached to the room are toilets and a large kitchen. The barrier outside the Community Room is buckled and needs replacing.

## **5.7 Kiosk**

- 5.7.1 The kiosk was opened in June 2005. It is leased to a private organisation for a period of three years, and is open from May to September. It provides refreshments and hires equipment for the mini golf course.

## **5.8 Parks Depot**

- 5.8.1 The parks depot is the main base for the Parks Management Team, Tree Team, the Fine Turf Team, the Landscape & Play team, the Gardeners, Grounds Maintenance Team and the Ranger Service. As well as offices and equipment stores, there is a communal mess room for these teams.
- 5.8.2 Machines, equipment, vehicles and tools for the Parks Service are kept in secure stores within the depot. Old play equipment is brought to the depot for recycling.



- 5.8.3 Hanging baskets are prepared in the old nursery area and shredded green waste is stored in the depot for recycling. The depot will be better screened with trees at its Northern edge.

## 5.9 Toilets

- 5.9.1 Male and female toilets are located near the miniature railway in a small wooden building. A newer set of individual toilet cubicles is attached to the bowls pavilion, and includes a disabled toilet locked with a radar key (see 2.1.8). Toilets are locked at park closing times.
- 5.9.2 The toilets outside the miniature railway are old and will eventually need replacing. This was highlighted as a priority in customer surveys in the park (see Appendix 6).

## 5.10 Top Pavilion

- 5.10.1 The top pavilion is used as changing rooms for football clubs and cricketers. A team room is available for cricketers during the summer. There are old drains outside the toilets that need filling and covering.

## 5.11 Improvements

- 5.11.1 Further improvements are shown in the table below and details are available in chapter 3 “How will we get there” page 58.

Improvement	Detail
5.3 Bottom pavilion	Support Summertown Stars in a Football Foundation Bid
5.6 Bowls pavilion	Investigate alternative use
5.8 Depot	Screen the depot edge using trees
5.9 Toilets	Clean roof of toilets
	Replace white paint on the hump outside the toilets
5.10 Top pavilion	Install new public toilets as part of the top pavilion, then remove old toilet block outside miniature railway.





## 6 Well Maintained and Clean

- 6.1 Litter and waste management
- 6.2 Grounds maintenance
- 6.3 Buildings management and maintenance
- 6.4 Infrastructure and other facilities
- 6.5 Equipment Maintenance - staff
- 6.6 Equipment Maintenance - public
- 6.7 Improvements



## **6.1 Litter and waste management**

- 6.1.1 There are 16 litterbins provided in the park in the busiest areas and alongside popular paths. These are emptied daily, in addition to a daily litter pick. The details of these schedules are included in Appendix 5.
- 6.1.2 There are a number of litter hotspots. The ditch can become a litter trap, and there is often a lot of litter after football at the weekends. Fly tipping has also been a problem in the Sunnymead area. Grounds staff target particular areas if they know there is a problem.
- 6.1.3 Members of the community groups that preceded the Friends of Cutteslowe and Sunnymead Park have carried out clean-up days when litter has become a particular problem. The Parks and Open Spaces Team provided litter pickers and bags, and collected the rubbish that was collected. For more information on the Friends Group, see 9.2.3.
- 6.1.4 Dog bins are provided throughout the site (see Figures 7 and 8). Recycling bins for cans/bottles/plastic will eventually be introduced to the park.

## **6.2 Grounds maintenance**

- 6.2.1 Grounds maintenance is carried out by Oxford City Council's Parks and Open Spaces Team. Two full time gardeners based in the park maintain flowerbeds, pick litter, prune shrubs, sweep paths, empty litter and dog bins, cut grass, edge paths and clean the toilets. In addition, mobile teams carry out the following jobs;

<b>Team</b>	<b>Details</b>
Tractor Team	Maintain large areas of short grass
Landscape & Play Team	Inspect and maintain play areas. See 3.2.6
Fine Turf Team	Maintain cricket square, bowls green and football pitches
Park Rangers	Patrol park, Patrol park, providing uniformed presence for security. See 3.3
Countryside Rangers	Look after wildlife area, maintain countryside areas and mow a path around the edge of the farmer's field
Tree Team	The tree team are responsible for all trees in the park

- 6.2.2 A full grounds maintenance schedule is included in Appendix 5. In 2009/10 this is being reviewed and will be replaced by a full detailed specification.

## **6.3 Buildings management and maintenance**

- 6.3.1 Parks staff clean the parks toilets twice daily. A buildings maintenance programme 2006 – 2011 has been written by the Council's Built Environment Business Unit in partnership with the Parks and Open Spaces Team. This programme will cover all improvement and renovation work



required for the park over the next five years, however no budgets have been allocated

- 6.3.2 In addition, electrical appliance tests are carried out in all buildings annually.
- 6.3.3 The top and bottom pavilion are cleaned on a weekly basis by the Park Rangers. They also carry out basic maintenance, with more complex maintenance carried out by the Council's 'Oxford City Homes' department.
- 6.3.4 Future repairs seek to improve the energy efficiency of the pavilions. The top pavilion's gas boiler has recently been put on a time clock to improve efficiency. The bottom pavilion is due to have UPVC windows installed to improve insulation.

#### **6.4 Infrastructure and other facilities**

- 6.4.1 Play area fencing is inspected on a weekly basis as part of the play area inspection (see Appendix 4). Repairs to other fences, paths, gates etc. are currently carried out on an ad hoc basis. The Parks and Open Spaces Team is seeking to address this by introducing a schedule of cyclical inspection and maintenance.
- 6.4.3 Small potholes and path maintenance work is carried out by the Landscape & Play Team. More extensive work is carried out by the Council's City Works department.
- 6.4.3 Onsite staff will deal with any minor graffiti or fly-tipping in the park. The Council's City Works department clean major incidents. Racist or offensive graffiti is cleaned within 24 hours, and all other graffiti within 10 days.
- 6.4.2 The streetsports site is inspected every quarter, and maintenance carried out as and when it is needed.

#### **6.5 Equipment maintenance - staff**

- 6.5.1 All staff who use equipment are trained annually by external specialists. The HR business unit keeps records of their training.
- 6.5.2 Staff are made aware of the Council's Health & Safety Policy when they begin work. A formal health and safety induction for new staff is yet to be introduced.
- 6.5.3 Risk assessments on all equipment and machinery used by the Parks and Open Spaces Team. A record is kept of all such assessments.
- 6.5.4 All staff are provided with, and expected to wear, appropriate safety equipment.
- 6.5.5 All parks vehicles are included on a vehicle maintenance schedule, managed by the Council's City Works business unit. Maintenance of vehicles is carried out in a dedicated garage within their depot.

6.5.6 Fuel, equipment and machinery is all stored in a secure compound within the park's depot.

6.5.7 Surface and foul water drains are not marked.

## **6.6 Equipment maintenance – public**

6.6.1 The play facilities in the park are maintained by Oxford City Council's in-house Landscape & Play Team. The team carries out weekly equipment inspections and quarterly safety inspections of the play areas (see Appendix 4). The Council's insurer carries out technical checks every 6 months. More information on safety is included at 3.2.6.

## **6.7 Improvements**

6.7.1 Since the management plan was written in 2006 many improvements have been made to keep the park well maintained and clean. Including:

- Installation of extra litter bins
- Consistency in style of litter bins
- All dog bins cleaned
- Clearance of shrubs between skate park and street sport site
- Painting of signs and barriers throughout the park

6.7.2 Further improvements are shown in the table below and details are available in chapter 3 "How will we get there" page 58.

<b>Improvement</b>	<b>Detail</b>
6.1 Litter and waste management	Erect a screen for the kiosk's bin
6.2 Grounds maintenance	Install automatic watering in the flowerbeds
6.5 Equipment Maintenance – staff	Mark surface and foul water drains within the depot



7

## Sustainability

7.1 Environmental Management

7.2 Pesticides

7.3 Materials

7.4 Resource conservation, resource management and recycling

7.5 Horticultural and arboricultural management

7.6 Pollution reduction

7.7 Water efficiency

7.8 Energy efficiency

7.9 Air quality and climate change

7.10 Improvements





## **7.1 Environmental Management and Climate Change**

7.1.1 Although Oxford City Council is not registered to the European Commission's Eco-Management and Audit System (EMAS) or ISO14001, it does demonstrate a high number of the environmental principles within these schemes as outlined below. Oxford City Council does have a Climate Change Action Plan that aims to tackle the effects of climate change and reduce the overall carbon footprint of the council's buildings and services. The Parks and Open Spaces Team will endeavour to work with the Climate Change Action team regarding its activities and services and reduce its overall carbon footprint

## **7.2 Pesticides**

7.2.1 Pesticides are used only where there are no practical alternatives. Glyphosate is used on paths. Gazelle is used on floral displays. Fungicide, moss killer and selective weed killer is used on the bowling green and selective weed killer is used on football pitches if necessary.

7.2.2 A chemical log is kept in the store in the depot. When chemicals are delivered, their details are logged. When they are taken out, the user fills in a spraying log, recording when and where the pesticide was used, how much was used, the reason, the application method, the weather conditions and the protective clothing worn.

## **7.3 Materials**

7.3.1 Oxford City Council's Procurement Strategy states that, when buying materials, we will

- avoid ozone-depleting chemicals and those with a high global warming potential
- use durable products and materials
- choose low-maintenance building materials
- choose building materials with low embodied energy
- use building products made from recycled materials
- use salvaged building materials when possible
- choose European soft wood over hard wood. Wood must come from schemes that have been certified as sustainable, e.g. by the Forestry Stewardship Council (FSC). We will not use tropical hard woods such as teak, iroko and mahogany unless it has been reclaimed for reuse
- avoid materials that will give off gas pollutants
- minimise packaging waste.

7.3.2 During the tendering process, companies are asked to demonstrate their commitment to sustainability. Those companies with a sustainability policy are looked favourably upon.

7.3.3 The Parks and Open Spaces Team is actively trying to reduce the use of peat-based products wherever possible.

## **7.4 Resource conservation, resource management and recycling**

- 7.4.1 All non contaminated green waste is recycled in the park depot, and used in the park on flowerbeds. Wood chip is mulched, and suitable soil is reused. Excess compost is donated to allotments around the city when available.
- 7.4.2 Old play equipment is brought to the depot and put in a metal skip. All scrap metal is recycled.
- 7.4.2 All cardboard from the Park kiosk is recycled.
- 7.4.3 In addition, it is hoped that separate bins for cans, plastic, paper and glass will be introduced outside the kiosk. This will be promoted and encouraged through posters on other bins around the park.

## **7.5 Horticultural and arboricultural management**

- 7.5.1 Parks staff are careful not to strim the base of young trees.
- 7.5.2 Purchased plant stock only comes from approved suppliers.
- 7.5.3 Where possible, tree trunks are left to rot naturally to provide a habitat for wildlife. Where this is not possible, trees are chipped and the green waste re-used in the park.
- 7.5.4 To prepare for the likelihood of a drier climate in future, the Parks and Open Spaces Team have reviewed the bedding plants used in the park. As a result, Begonias are no longer used, and more resilient plants such as Geraniums, Marigolds and Dahlias are used instead. With warmer winters and drier summers with reduced risk of frost, we will eventually consider planting Mediterranean varieties of plant (non-hardy varieties). Any new trees and shrubs planted will be able to tolerate future conditions. If summers become even drier, the use of bedding plants may be reduced further.
- 7.5.4 Trees continue to be planted in the former allotment area. These provide areas of shade for park users, and serve as a carbon sequestration measure (by absorbing more CO<sub>2</sub>)

## **7.6 Pollution reduction**

- 7.6.1 All chemicals are stored securely within the park's depot in accordance with COSHH regulations (see 7.2).
- 7.6.2 All foul water from toilets enters the sewage system.

## **7.7 Water efficiency**

- 7.7.1 The Parks and Open Spaces Team is always conscious of the need to preserve water. During water shortages, the park's paddling pool is closed, and watering of flowerbeds is kept to a minimum.



7.7.2 The paddling pool will eventually be replaced with a 'splash' water jet feature. An underground water tank will be installed with this facility to store excess water, which can then be reused for watering.

7.7.3 We will consider installing water systems to store and reuse grey water; and install low flow taps at the sports pavilions.

## **7.8 Energy efficiency**

7.8.1 The energy efficiency of the park's buildings is currently being assessed. The top pavilion's gas boiler has recently been put on a time clock to improve efficiency. The bottom pavilion is due to have UPVC windows installed to improve insulation.

7.8.2 Increases in the rate of growth and length of the growing season of parks and open spaces will require more work which should be reflected in long term budget forecasts. The use of slower growing plants in landscape schemes will be considered. The mowing and weed control schedules will be reviewed in 2009. Longer summer periods are likely to increase use of the park and put added strain on resources which will need to be taken into account.

7.8.3 Solar thermal panels will be considered at sports pavilions as part of any renovation work. Showers at another park (Hinksey Park) are already powered by solar panels.

## **7.9 Air quality and climate change**

7.9.1 Where possible, the Parks and Open Spaces Team seeks to improve air quality and reduce CO<sup>2</sup> emissions by only using vehicles where necessary. It is currently seeking to provide bicycles for its Park Rangers to cycle between different sites in the City.

7.9.2 To encourage visitors to use alternative forms of transport, bike parking is provided outside the bowls pavilion.

7.9.3 The Parks and Open Spaces Team utilises vehicles operated via alternative fuels including LPG and electric. The Council continually seeks to procure the most energy efficient and low-emission vehicles.

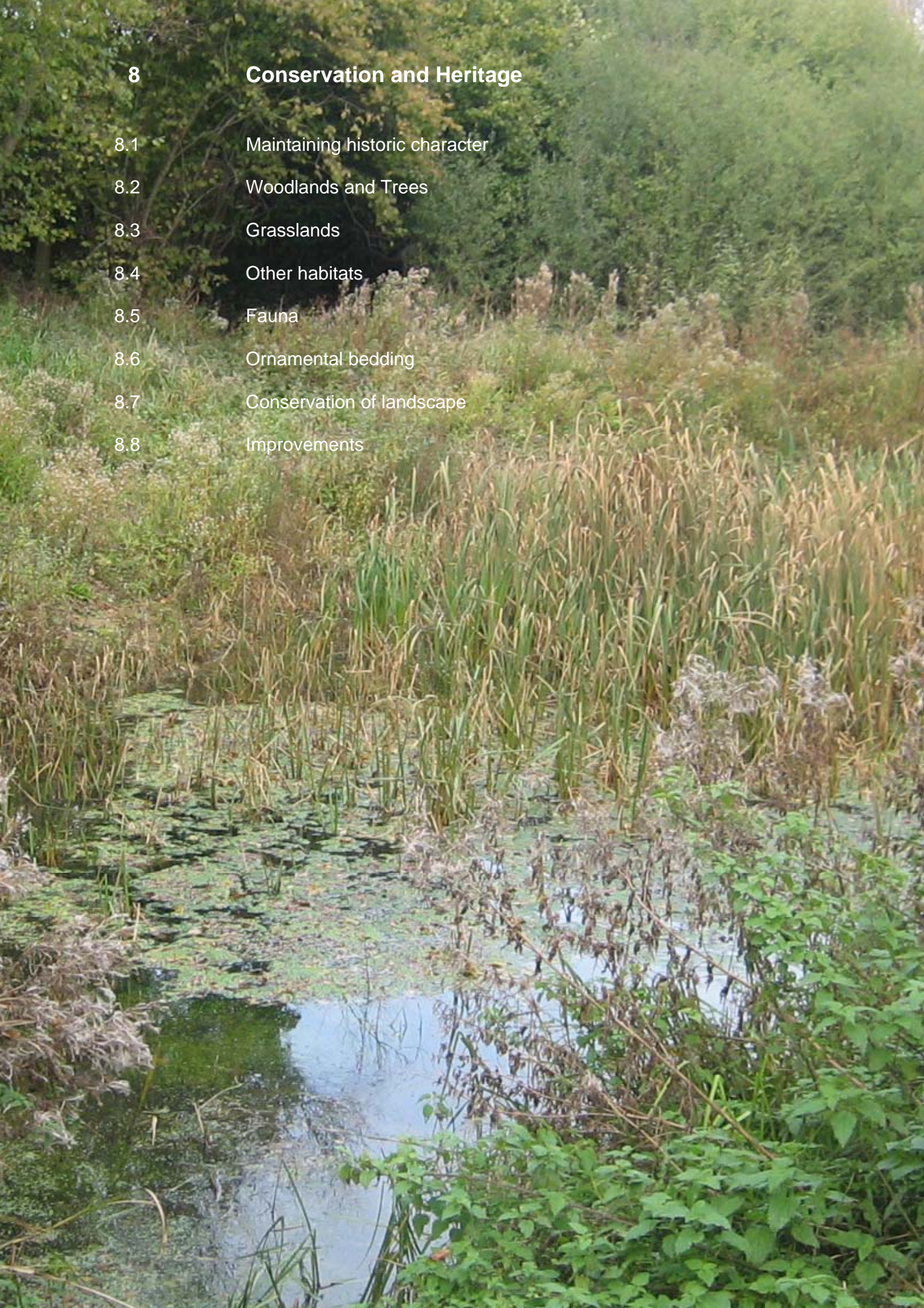
## **7.10 Improvements**

7.10.1 Further improvements are shown in the table below and details are available in chapter 3 "How will we get there" page 58.

<b>Improvement</b>	<b>Detail</b>
7.4 Resource conservation, resource management and recycling	Install recycling bins (glass, cans, paper, plastic) around the park



- 8.1 Maintaining historic character
- 8.2 Woodlands and Trees
- 8.3 Grasslands
- 8.4 Other habitats
- 8.5 Fauna
- 8.6 Ornamental bedding
- 8.7 Conservation of landscape
- 8.8 Improvements





## **8.1 Maintaining historic character**

- 8.1.1 Oxford City Council acquired Cutteslowe Park between 1936 and 1938. 61 acres were purchased in 1936, a further seven acres added in 1937 and six acres purchased from the Dean and Chaplain of Westminster in 1938.
- 1.2.9 The size of the park increased recently when a disused section of allotment land was added to the park. This land in the south east of the Cutteslowe area is currently maintained as a nature area and community woodland (see Figure 9).
- 8.1.3 To the south east of the former allotment area is an area of land owned by Oxford City Council known as the 'City Field' (see Figure 9). This land is currently leased to a farmer and is not accessible to the public. The Parks and Open Spaces Team has worked closely with the farmer on the management of the land, and have mowed a strip of short grass around the field to allow the public to walk around the field.
- 8.1.4 Sunnymead Park was once a Council tip. After being covered, it was left for a long time as a wasteland area. It started being used as an unofficial motorbike track in the 1980s, triggering a public meeting and the creation of the 'Cutteslowe/Sunnymead Group'. Since then, the group has worked with the City Council to clear fly tipping, create a sports zone, improve wildlife areas and paths and generally transform the area.

## **8.2 Woodlands and Trees**

- 8.2.1 A full tree survey was carried out in Cutteslowe and Sunnymead parks in 2008, measuring tree type, location, age, height, diameter, crown spread, vigour, condition, risk and any recommendation for tree surgery. All trees will be plotted on GIS and stored on our tree management system (DTE Trees). These inspections will continue on a three-year rolling programme.
- 8.2.2 The currently known highlights and issues are summarised below;
- 8.2.3 Specimen Trees and Avenues are a welcome and distinctive feature of the park, although there is an over reliance on horse chestnut in the tree avenues. They would benefit from a greater variation of tree ages.
- 8.2.4 There is a Midland hawthorn hedgerow stretch and elm/blackthorn bordering the north of the park which will be preserved and maintained.
- 8.2.5 The trees next to houses can stay exotic and coniferous, however it would be best if only native species (Oak, Ash and Field Maple in particular) are planted in future on the hedgerows adjacent to the City Field. The park would then be a transition from countryside to town, and fit in with its surroundings.
- 8.2.6 The boundary between the Sunnymead area and the A40 would benefit from a denser visual barrier. This will be achieved by pollarding or coppicing the willows.

### **8.3 Grasslands**

- 8.3.1 The maintenance regime for short grass, sports pitches, long grass and grass path strips is outlined in Appendix 5.
- 8.3.2 The longer grass treatment in the Lower Field (Sunnymead area) will be extended and varied, and enriched with wild flowers.
- 8.3.3 Long grass areas will be created along hedge bottoms in the Sunnymead area - possibly with spring flowers planted where there is not long vigorous grass.

### **8.4 Wildlife habitats**

The Oxford Ornithological Society ([www.oos.org.uk](http://www.oos.org.uk)) carry out bird surveys across Oxford. In 2003, they carried out an extensive survey of Cutteslowe and Sunnymead Park. In summary,

- 63 Species were recorded.
- 7 Red list species were spotted (ones that are not necessary but are of conservation concern due to dramatic decline)
- They are the Song Thrush, Spotted Flycatcher, Starling, House Sparrow, Linnet, Bullfinch and Yellowhammer.
- The old allotment area is highlighted as being the most interesting.

#### **8.4.1 Sunnymead nature area (The Island)**

This area of floodplain grassland and semi-natural riverside is a conservation area. It is not ploughed but is nutrient rich. It is dominated by one species; Meadowsweet.

#### **8.4.2 Former allotment scrub (Sunnymead area)**

This wildlife area next to the skate park is important as a natural play area for children to run and hide. It has a particularly high density of birds, including less common ones. This is probably due to its proximity to other habitats such as the ditch and the brambles. There are also high numbers of invertebrates.

#### **8.4.3 Former allotment area (Cutteslowe area)**

This area is important for breeding birds, mainly due to the scrub edge effect. The area was recently improved for birds by introducing ponds and wet patches in the area. Dredging from the creation of the wetland has been built up to create a bund. This was planted up with trees in the winter of 2005/6.

The area may well be a suitable site for Black Hairstreak and Brown Hairstreak butterflies. Both species are currently expanding their range in Oxfordshire and this area provides a lot of potentially suitable blackthorn scrub, their favoured habitat.

A survey of these butterflies, as well as invertebrate and slowworm population will be carried out here in 2009.



#### **8.4.4 Stream and its valley**

To the south of the Cutteslowe area, Cutteslowe Brook runs through the City Field, under the bypass and into the Sunnymead area.

The stream runs between the Former Allotment Scrub and the Lower Field (see Figure 10) and provides an excellent habitat for birds, fish and insects. There is a pond that is fed from this stream.

Further east, the River Cherwell provides an excellent habitat for fish. The Cherwell riverbank will be improved with bays and shelves of emergent vegetation. This would be in conflict with fishing - so fishing platforms will be part of the improvements.

To the west of the Sunnymead nature area is a ditch known as 'Cromwell's Ditch' (see Figure 10). The Sunnymead User's Group worked hard with the Council to clear this ditch, and it is now an excellent habitat for birds.

#### **8.4.5 Restharrow meadow**

This area next to the football pitches consists mostly of common plants, but is also good for wildflowers and invertebrates including butterflies; and therefore many birds as well.

The Department would eventually like to dig scrapes here to create wetland habitat.

### **8.5 Ornamental Bedding**

8.5.1 The lawns in the centre of the Cutteslowe area of the park are adorned each year by impressive floral displays. The four displays change each year, with a spring display planted in October and a summer display planted in May.

8.5.2 The displays are always highly commended by Britain in Bloom judges when they visit the park. In 2005, Cutteslowe Park won "Best Park" in the Thames and Chiltern Region". Oxford as a city won the national Britain in Bloom award in 2002 and 1996, as well as the Silver award in the 1996 Entente Floral competition.

### **8.6 Conservation of landscape**

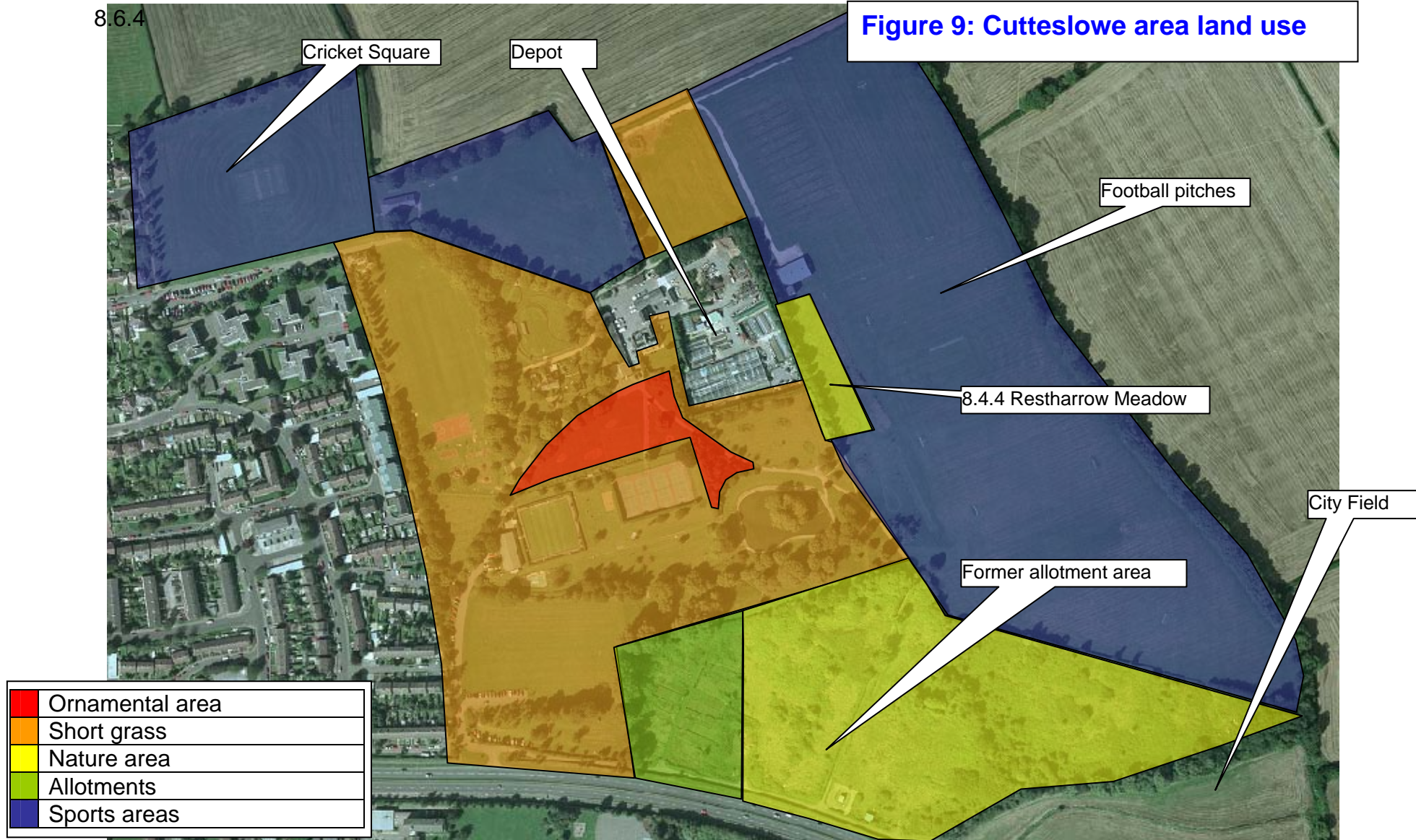
8.6.1 The Restharrow Meadow is one of two sites in the City where Restharrow grows and is therefore of City significance for nature conservation.

8.6.2 The Midland Hawthorn hedgerow stretch and elm/blackthorn are found in the north of the park. Midland Hawthorn is now rare in Oxfordshire and is generally a sign of an old hedge. This hedge will be preserved and maintained in order for it to flourish.

8.6.3 Surveys will be carried out in all of the above areas to determine the types of wildlife, their locations and abundance. These surveys will determine future management of the sites.

8.6.4

**Figure 9: Cutteslowe area land use**





**Figure 10 Sunnymead area Land Use**

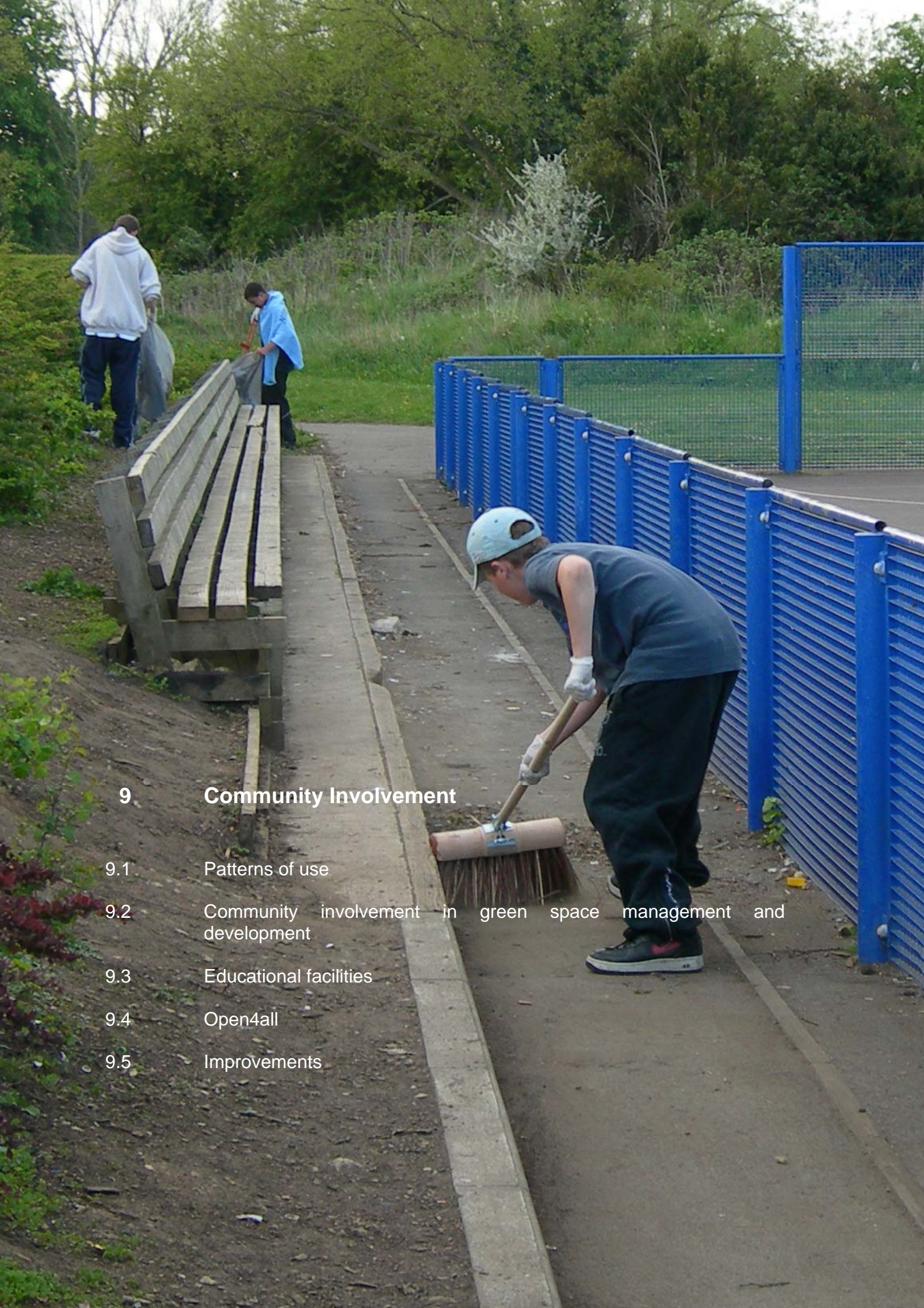


## 8.7 Improvements

8.7.1 Further improvements are shown in the table below and details are available in chapter 3 “How will we get there” page 58.

Improvement	Detail
8.2 Woodlands and Trees	Carry out work detailed in the tree survey
8.3 Grasslands	Enrich the longer grass treatment in the Sunnymead area with wild flowers.
	Plant spring bulbs in other long grass areas, but not Spanish bluebells.
	Add nectar flowers such as lupins and redhot poker to the former allotment scrub
	Try creating a Japanese Garden in the park.
	Clean the ditch and replant it
	Improve Sunnymead Riverbank with bays and shelves of emergent vegetation.
	Install fishing platforms along the river
8.5 Fauna	Study the invertebrate interest and slowworm population in the former allotment area.
	Create a new pond in the heavy Oxford clay
	Survey water voles in the Cherwell riverbank
	Design sanctuary areas for nesting birds with wattle fences in Sunnymead Island.
	Create wetland edge along Cromwell ditch using hazel.
	Deepen the ponds and scrapes
	Create a pond dipping edge in the Sunnymead area pond
	Increase the water supply to the ditch to encourage wildlife





## 9 Community Involvement

- 9.1 Patterns of use
- 9.2 Community involvement in green space management and development
- 9.3 Educational facilities
- 9.4 Open4all
- 9.5 Improvements



## **9.1 Patterns of use**

- 9.1.1 In 2000 and 2002 a Parks Customer Satisfaction survey was completed across all the main Council parks in Oxford, including Cutteslowe Park. This was repeated in 2007 and is now ongoing as an on-line survey. Results appendix 6.

## **9.2 Community involvement in green space management and development**

- 9.2.1 The 'Sunnymead User Group' was established in the 1980s to help transform the wasteland into the nature area it is today. The group worked with the Council to clear the grassland and ditches, and to plant trees in the Sunnymead area. In 2002, the group joined with Cutteslowe Park users to create the 'Cutteslowe and Sunnymead Green Spaces Users' Group'. The group comprised a representative from key stakeholders within the park. Their main aims were to:

- Support the Leisure and Parks and Open Spaces Team in producing/reviewing and monitoring a Cutteslowe Park and Sunnymead Park Management Plan.
- Advise the Leisure and Parks and Open Spaces Team on ways to promote greater and wider use of the two parks by the community.
- Report to and advise the North Area Committee on issues relating to the parks.

- 9.2.2 The group had a significant input in the first draft of this management plan; suggesting improvements to the park, and commenting on the plan as a whole.

- 9.2.3 In the summer of 2006, the initiative was taken to create the 'Friends of Cutteslowe and Sunnymead' to replace the User's Group. The Council helped to promote the 'Friends of Cutteslowe and Sunnymead', and has regularly attended its meetings. The group will work in partnership with Oxford City Council to deliver the improvements outlined in the chapter 'How will we get there?'. They have already expressed an interest in staging small events, taking part in volunteer 'clean-up' days, introducing art to the park and maintaining land and facilities.

## **9.3 Educational facilities**

- 9.3.1 The 'Cutteslowe Community Centre' is situated to the west of the Streetsport Site. The centre employs a Youth Development Worker who hosts events in the streetsports site and football pitches.

- 9.3.2 The Park Rangers have a close working relationship with Cutteslowe Community Centre, and have worked with the youth Development Worker to hold clean-up days in the Sunnymead area (see photographs). As well as paint a mural on the subway linking Sunnymead with Cutteslowe.





9.3.3 The Parks and Open Spaces Team works in partnership with local schools on various conservation projects. Most recently, a ‘community tree planting event’ was organised in a partnership between the Quaker Group on Sustainable Living, Cutteslowe Primary school, the Forest of Oxford and the Parks and Open Spaces Team.

9.3.3 Links with local schools and youth groups need to be improved. There are plans for the Park Rangers to eventually visit schools and develop links with young people in the area.

## 9.4 Open4all

9.4.1 The Parks and Open Spaces Team is seeking to increase the areas in Cutteslowe and Sunnymead accessible to disabled people. Further information on planned improvements is described in 2.1.8.

## 9.5 Improvements

9.5.1 Further improvements are shown in the table below and details are available in chapter 3 “How will we get there” page 58.

Improvement	Detail
9.1 Patterns of use	Continue collecting Customer Satisfaction information Obtain feedback from the sports users
9.2 Community Involvement	Introduce art sculptures to the parks, in collaboration with the friends group. Investigate the potential for a bandstand in the park
9.5 Educational Facilities	Park Rangers to start local school visits



## **10      Marketing**

- 10.1      Information provision and interpretation
- 10.2      Events
- 10.3      Promotion
- 10.5      Improvements



## 10.1 Information provision and interpretation

10.1.1 The Parks and Open Spaces Team has a marketing plan that provides a full audit of the current marketing situation. The full document is in Appendix 7.

10.1.2 Information on the park is included on the Council website at [www.oxford.gov.uk/parks](http://www.oxford.gov.uk/parks). When events are held in the park, they are publicised through the Council website, press releases and Council newsletters.

10.1.3 Various information boards in the park provide details of the park's history, a map and summary of facilities. Suggestions for improvements to the park are summarised in Chapter 3 (2.2.2). An information leaflet on the parks needs to be created.

## 10.2 Events

10.2.1 The Cutteslowe area of the park is licensed for the performance of plays, films, live music, recorded music and dance from 09.00hrs until 23.30hrs. The Council does not organise any events itself in the park, but encourages community groups and corporate organisers to use it as a venue. The conditions of the park's licence restrict it to hosting six large licensed events a year. Local residents are consulted before large events are staged.

10.2.2 Previous events held in the park include sports events (orienteeing, bike rides, rambling, 6-a-side football tournaments, UK University Frisbee tournament), balloon events, films, a motor show, trade shows, community and charity events (scout gatherings, school fun days, walks and races etc.)

10.2.3 The Council's Events Strategy ([www.oxford.gov.uk/events-strategy](http://www.oxford.gov.uk/events-strategy)) supports small-scale community events in the park, which are covered by the park's license. Events organisers must seek approval from the Council's Events Officer.

10.2.4 Oxford City Council has an Officer that helps events organisers to comply with relevant legislation, and to organise safe events. Parks staff play an important part in getting the park ready, supervising the event and returning the park back to normal after an event.

## 10.3 Promotion

10.3.1 See promotion plan in the Marketing plan.

10.3.2 Oxford City Council Web site has a page dedicated to Cutteslowe & Sunnymead Park. [www.oxford.gov.uk/cutteslowepark](http://www.oxford.gov.uk/cutteslowepark)

## 10.4 Improvements

Improvement	Detail
10.1 Information provision	Produce an information leaflet for the park that includes information of the park as the former water works.
	Improve information on the park at other Council sites (e.g. tourist information)
10.3 Promotion	Implement the Marketing Plan





## 11 Management

- 11.1 Management history and current management arrangements
- 11.2 Other stakeholders
- 11.3 Parks and open Spaces Team Structure



## 11.1 Management history and current management arrangements

11.1.1 The park is managed by Oxford City Council's Parks and Open Spaces Team. Two gardeners maintain the park full-time. In addition, maintenance in certain areas is carried out by the following teams;

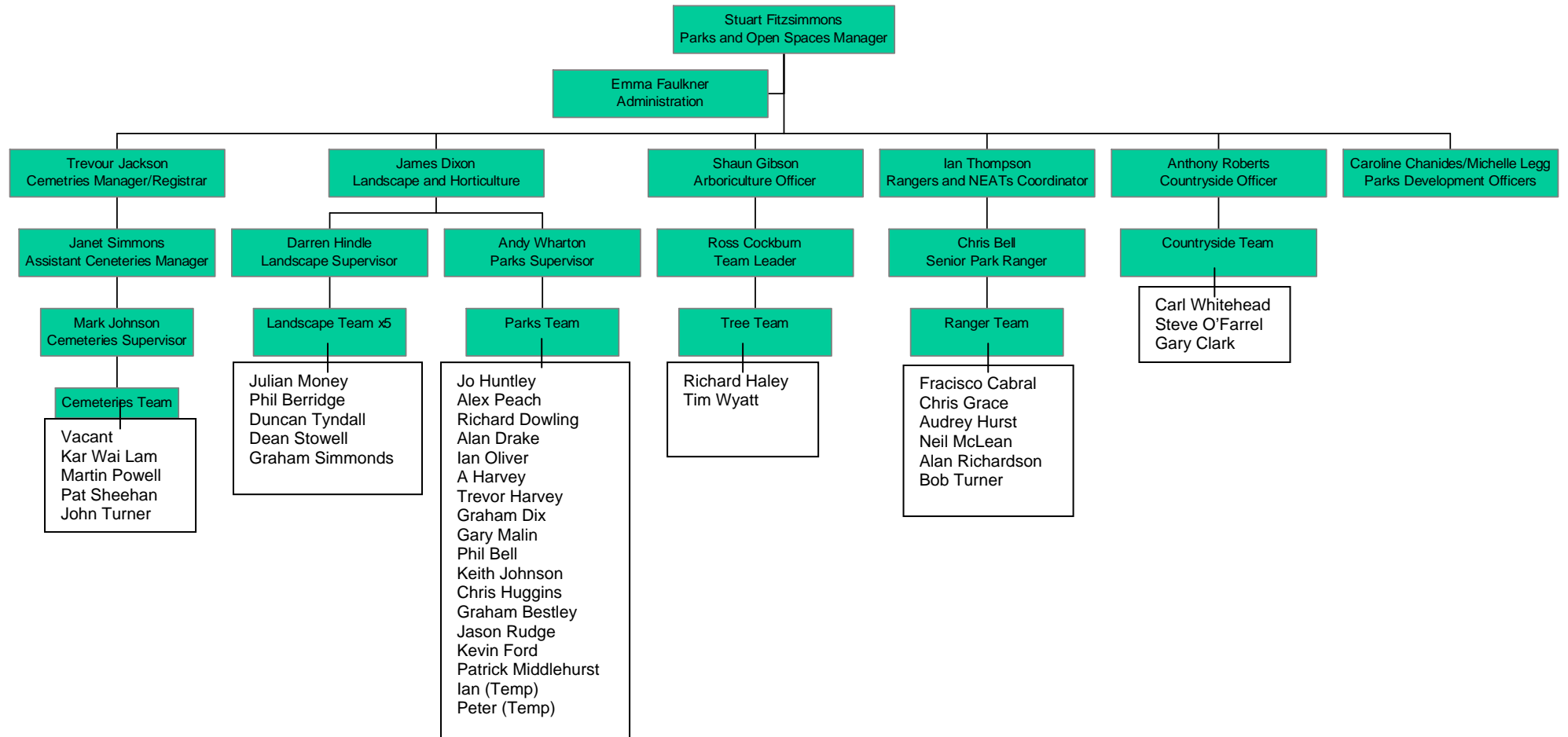
Team	Area	Details
Tractor Team	Short grass	Maintained by the tractor team in large open areas, and gardeners for all other areas
Landscape & Play Team	Play Areas	See 3.2.6
Fine Turf Team	Sports pitches	Maintain cricket square, bowls green and football pitches
Park Rangers	Dog Control	See 3.3
Countryside Rangers	Countryside areas	Look after wildlife area, maintain countryside areas and mow a path around the edge of the farmer's field
Tree Team	Trees	The tree team are responsible for all trees in the park

## 11.2 Other stakeholders

11.2.1 Oxford City Council owns the park, and works in partnership with the following organisations.

Organisation	Area	Details
City of Oxford Society of Model Engineers Ltd (COSME Ltd)	Miniature Railway	The miniature railway is a facility owned and operated by COSME, who are tenants of the City Council. Under the provisions of the lease on the track site members can run their model locomotives on both road and rail. Private functions are held for members on the site.
North Oxford Association	Community Room	Responsible for hiring the community room to users, and maintaining the building.
Private Contractor	Kiosk	The kiosk is leased to a private contractor responsible for selling goods and maintenance.
Cotteslowe Allotment Association	Allotments	The allotment land is owned by Oxford City Council and leased to Cotteslowe Allotment Association. Maintenance is carried out in partnership between the Council and the allotment association.
Cotteslowe and Sunnymead Green Spaces Users' Group	Whole Park	See 9.2
Friends of Cotteslowe and Sunnymead	Whole park	See 9.2

## 11.3 Parks and Open Spaces Team Structure





## Chapter 2 - Where do we want to get to?





## 12.0 The vision for Cutteslowe and Sunnymead Park

“To work with the community to create a world class vibrant and safe city park that promotes health and learning, and is accessible to all.”

## 13.0 Oxford City Council’s Mission and Objectives

13.1 Mission “Building a world-class city for everyone”

13.2 Objectives

Oxford City Council aims to continually improve its services and to become an excellent value for money Council. It has identified specific targets within its Corporate Plan for 2009-10 including:

- Raise the level of adults participation in sport by 4%
- Retain Green Flag status for three of our main parks
- Begin the modernisation programme for our playgrounds.
- Develop and implement a plan to strengthen social and community cohesion.
- Increase by 10%, the proportion of local residents who are satisfied with their neighbourhood

## 14.0 Oxford City Leisure Transformation Plan

14.1 The purpose of Oxford City Leisure is to provide high quality, value for money leisure opportunities for everyone:

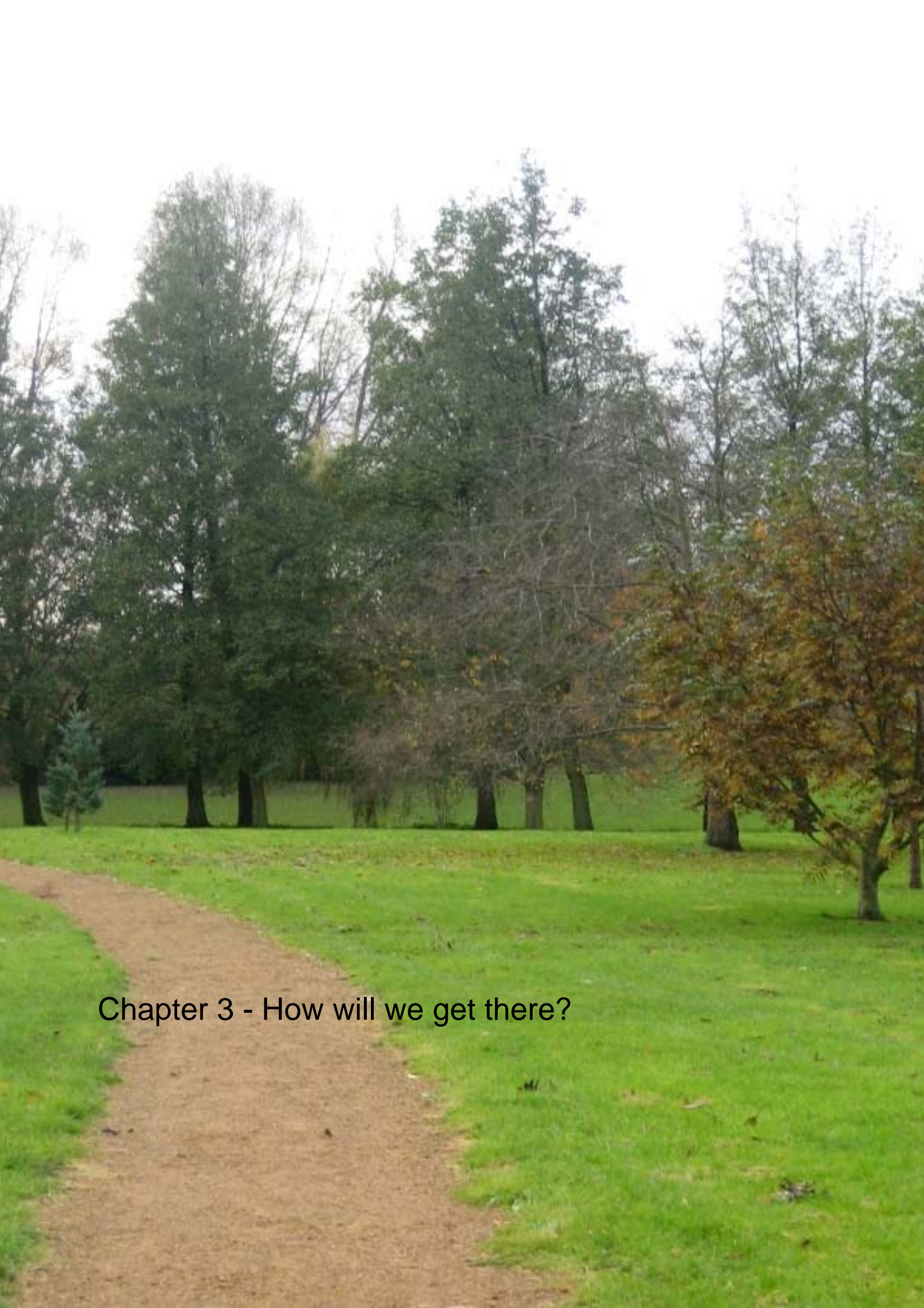
- Aim to be world-class
- Respect
- Innovation
- Committed to public service

## 15.0 Green Space Strategy Aim and Objectives

15.1 Oxford City Council’s ‘Green Spaces Strategy’ outlines 6 key aims for the parks in Oxford. All Management Plans use these 6 aims as a template for action.

Aims	
1	To ensure access and diversity
2	To encourage healthier lifestyles
3	To advance lifelong learning
4	To protect and enhance the natural and physical environment
5	To enhance the vibrancy of the Oxford Brand
6	To nurture community wellbeing





Chapter 3 - How will we get there?

### 3. How will we get there?

The following actions have arisen from meetings with the Friends Group, suggestions from staff and walkabouts with parks managers.

Improvement	Detail	Cost	Timescale	1010 Review
<b>A Welcoming Park</b>				
2.1 Accessibility	Monitor car park use to determine pressure in car park a, b and c	Nil	2010	
	Work with County Council to improve access to car park b		Ongoing	
	Improve car park b, with possible expansion to alleviate pressure in car park a	Not funded	Await funding	
	Encourage customers to consider alternative methods of transport other than the car	Nil	Ongoing	
	Create a pathway alongside the road at car park a	£7.5 K Not funded	Await funding	
	Install new bike parking facilities at entrances 7 and 3	£1350 Not funded	Await funding	
	Install path at bottom of sports field by the football and allotments – for wheelchairs and buggies	£20 K Not funded	Await funding	
	Repaint double yellow lines along the road leading from car park a	Existing budget	2010	
	Install a height barrier at car park b	£2.5 K Not funded	Await funding	
	Install a path along the top of the pond and link the paths	£6 K Not funded	Await funding	
2.2 Signage	Add a ramp and handrail by the edge of the pond	£1.8 K Not funded	Await funding	
	Replace the sign from the A40 into the park	£500 Not funded	Await funding	
	Install a noticeboard outside the kiosk. This can: <ul style="list-style-type: none"> <li>Advertise play facilities in the Sunnymead area outside the play area in the Cutteslowe area</li> <li>Info. on how mini golf works</li> <li>Info. On how to book sports pitches</li> </ul>	Existing	2010	



Improvement	Detail	Cost	Timescale	1010 Review
	Erect a sign to the park from Banbury Road	£500 Not funded	Await funding	
	Install a wildlife interpretation board at the pond	£500 Not funded	Await funding	
	Replace the signs at the entrance to the depot	£6K Not funded	Await funding	
	Install a sign to the allotments	£500 Not funded	Await funding	
	Remove the 'speed hump' sign to the south of the Harbord Road entrance.	£150 Not funded	Await funding	
	Provide a safety information sign designed by skaters at the skate park	£1000 Not funded	Await funding	
<b>Healthy, Safe and Secure</b>				
3.1 Security	Consult on the installation of lights leading from the lower car park to the park	Existing Budget	2011	
	Occasionally increase the frequency of Park Ranger visit to Sunnymead	Existing Budget	When necessary	
3.2 Health and Safety	Install a water fountain by the children's playground in the Cutteslowe area	Not funded	Await funding	
3.3 Control of dogs	Provide free poop scoop bags and leaflets about being a responsible dog owner from the kiosk.		Ongoing	
<b>The Facilities</b>				
4.2 Aviary	Update the aviary, making it look more attractive as a building	Not funded	Await funding	
4.3 Basketball Court	Remark and redress the basketball court in the Cutteslowe area	Existing Budget	2012	
4.5 BMX Track	Work with local riders to formalise the BMX track	Existing Budget	2010	
4.6 Bowls Green	Consult on alternative use	Existing Budget	Ongoing	
4.8 Football (Cutteslowe)	Fill in the worn goals and move the goals right or left of their current position (Cutteslowe area)	Existing Budget	2010	
4.9 Football (Sunnymead)	Fill in the worn goals and move the goals right or left of their current position (Sunnymead area)	Existing Budget	2010	

Improvement		Detail	Cost	Timescale	1010 Review
4.10 Golf)	(Mini	Seek an alternative sponsor for the facility	Existing Budget	2010	
		Stain mini golf facility to protect it from weather	£50 Existing Budget	2010	
		Assess demand for pitch and putt, croquet and petanque. Reinstall if necessary	Existing Budget	2010	
4.11	Orienteering route	Provide orienteering information in the kiosk	Existing Budget	Ongoing	
4.13	(Paddling pool)	Replace the paddling pool with a splash feature	£50K Not funded	Await funding	
4.14	Picnic Area	Replace the table tops and add BBQ grills at the pond	£175 Not funded	Await funding	
4. 15	Play Area (Cutteslowe area)	Ensure the implementation of the Play Area consultation and refurbishment	£150 Capital fund	2009/10	
4.17	The Pond	Improve drainage of the pond			
		Clean the overflow grill at the pond. Put in lilies, an aerator, a fenced off area and rushes	£6.5K Not funded	Await funding	
		Install a 'no feeding' sign by the pond	£250 Not funded	Await funding	
4.19	Skate Park	Work with local artists to decorate the skate park	Existing Budget	2010	
4.21	Street Sport Site	Remark and Redress the streetsports site	Existing Budget	2012	
<b>The Buildings and Infrastructure</b>					
5.3	Bottom pavilion	Support Summertown Stars in a Football Foundation Bid	Existing Budget	Ongoing	
5.6	Bowls pavilion	Investigate alternative use	Existing budget	Ongoing	



Improvement	Detail	Cost	Timescale	1010 Review
5.8 Depot	Screen the depot edge using trees	£400 Not funded	Await funding	
5.9 Toilets	Clean roof of toilets	Existing Budge	2010	
	Replace white paint on the hump outside the toilets	£35 Not Funded	Await funding	
5.10 Top pavilion	Install new public toilets as part of the top pavilion, then remove old toilet block outside miniature railway.	Not funded	Await funding	
<b>Well Maintained and Clean</b>				
6.1 Litter and waste management	Erect a screen for the kiosk's bin	£160 Not funded	Await funding	
6.2 Grounds maintenance	Install automatic watering in the flowerbeds	£10K Not funded	Await funding	
6.5 Equipment Maintenance – staff	Mark surface and foul water drains within the depot	£100 Not funded	Await funding	
<b>Sustainability</b>				
7.4 Resource conservation, resource management and recycling	Install recycling bins (glass, cans, paper, plastic) around the park	Not funded	Await funding	
<b>Conservation and Heritage</b>				
8.2 Woodlands and Trees	Carry out work detailed in the tree survey	Existing Budget	Ongoing	
8.3 Grasslands	Enrich the longer grass treatment in the Sunnymead area with wild flowers.			
	Plant spring bulbs in other long grass areas, but not Spanish bluebells.			
	Add nectar flowers such as lupins and redhot poker to the former allotment scrub			

Improvement	Detail	Cost	Timescale	1010 Review
	Try creating a Japanese Garden in the park.			
	Clean the ditch and replant it			
	Improve Sunnymead Riverbank with bays and shelves of emergent vegetation.			
	Install fishing platforms along the river			
8.5 Fauna	Study the invertebrate interest and slowworm population in the former allotment area.			
	Create a new pond in the heavy Oxford clay			
	Survey water voles in the Cherwell riverbank			
	Design sanctuary areas for nesting birds with wattle fences in Sunnymead Island.			
	Create wetland edge along Cromwell ditch using hazel.			
	Deepen the ponds and scrapes			
	Create a pond dipping edge in the Sunnymead area pond			
	Increase the water supply to the ditch to encourage wildlife			
<b>Community Involvement</b>				
9.1 Patterns of use	Continue collecting Customer Satisfaction information	Existing Budget	Ongoing	
	Obtain feedback from the sports users	Existing Budget	2010	
9.2 Community Involvement	Introduce art sculptures to the parks, in collaboration with the friends group.	Not funded	Await funding	
	Investigate the potential for a bandstand in the park	Not funded	Await funding	
9.5 Educational Facilities	Park Rangers to start local school visits	Existing Budget	When available	
<b>Marketing</b>				
10.1 Information provision	Produce an information leaflet for the park that includes information of the park as the former water works.	Not funded	Await funding	
	Improve information on the park at other Council sites (e.g. tourist information)			



Improvement	Detail	Cost	Timescale	1010 Review
10.3 Promotion	Implement the Marketing Plan	Existing budget	Ongoing	

## Chapter 4

How will we know when we have arrived?





### **13.1 Monitoring and Review**

13.1.1 Progress in Cutteslowe and Sunnymead will be measured against chapter three of this Management Plan, which will be monitored by the Parks Management Team.

### **13.2 User surveys**

13.2.1 User surveys will be carried out in the parks on an annual basis, scores will be used to monitor changes in approval ratings amongst parks users.

### **13.3 Team meetings**

13.3.1 All parks staff will be made aware of the Cutteslowe and Sunnymead Management Plan. All teams (Fine Turf, Landscape and Play, Trees, Rangers, Grounds, Management) have regular meetings, and any actions relating to their respective teams will be monitored at these meetings.

### **13.4 Appraisals**

13.4.1 Where individuals are tasked with specific tasks in relation to Cutteslowe and Sunnymead, it may be appropriate to include the tasks in their Personal Development Plan, and monitored through the appraisal process.

### **13.5 Friends Group meetings**

13.5.1 The Friends of Cutteslowe and Sunnymead Park have had a say in the management plan so far, and will have an opportunity to measure its progress each year.

### **13.6 Review**

13.6.1 The Parks Management Team will meet once a year to review the management plan and decide on changes and alterations for the following year. This review will incorporate a discussion on the comments and advice from the Green Flag judges.





## Appendices

- 1 Management Plan Boundary
- 2 Green Spaces Strategy
- 3 Health And Safety Policy
- 4 Play Area Inspection Standards
- 5 Grounds Maintenance Service Standards
- 6 Customer Satisfaction Survey 2007
- 7 Marketing Plan
- 8 Byelaws
- 9 Friends of Cutteslowe and Sunnymead Park Constitution
- 10 Building Maintenance Programme
- 11 Tree Survey



## Appendix 1: Cutteslowe and Sunnymead Park Management Plan Boundary



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### Key

Plan boundary



## **Appendix 2: Green Spaces Strategy**

**For Appendix 2: Green Spaces Strategy, please see supporting electronic reference library or call 0800 0521455.**



### **Appendix 3: Oxford City Council Health and Safety Policy Statement**

**For Appendix 3: Oxford City Council Health and Safety Policy Statement, please see supporting electronic reference library or call 0800 0521455.**

## Appendix 4: Play Area Maintenance, Repair and Inspection.

### General

- All persons carrying out daily, weekly and monthly / Quarterly inspections are competent to undertake this work and where relevant hold a recognised qualification in play ground inspection.
- At all Parks which are manned by Parks Staff, the play areas will be litter Picked daily Monday to Friday throughout the year.
- All other play areas will be inspected and maintained once per week by the Landscape & Play Team and on selected sites twice per week.
- A record will be made of the type of play equipment and safety surface for each site. These records will be held on file and updated as necessary.
- Any immediate repairs will be undertaken in the shortest possible time.

### Weekly Play Area Inspections

- During the weekly maintenance inspections the whole surface of the play area will be cleared of all litter and debris, particular attention will be paid to clearing broken glass or any other material which could be hazardous to children.
- At each maintenance visit the inspector must examine all equipment and facilities within the play area, this includes all items of play equipment, safety surfaces, fencing, gates signs, litter bins seats and grassed areas or other ground surfaces.
- A written record must be made of the time of inspection and date of each visit and the inspector who undertook the work, along with any defects noted or action taken.
- Any item found to be in a defective condition that would pose a hazard to any person the inspector must take action to repair the item or if possible secure the site to restrict access to the area or item by the public.
- The inspector must repair any item that cannot be repaired at the time of inspection in the shortest possible time.
- The inspector must ensure that hazardous items remain isolated from public use until such time as they are repaired, replaced or removed, this decision will be taken by the relevant manager.
- All defects must be reported in writing within 5 days and forwarded to the relevant supervisor or manager.
- Where the play area is fenced all dog fouling inside the fence must be removed, if the fouling is on the safety surface or equipment after the removal the area must be washed down with a approved disinfectant and the area cleaned.
- At the time of inspection any twisted swing chains must be unwrapped and left in a suitable condition.
- At each weekly visit any bark safety surface must be forked over and raked level
- Area of high use or areas of compaction by be forked.
- All reports and inspection sheets will record the day and time of the inspection and are to be returned to the main parks office for monitoring, reference and filing.

### Monthly Play Area Inspections.

- The monthly / Quarterly inspections and repairs carried out by a qualified person who must hold a certificate of attendance at a recognised play inspector course, and be familiar with the complete repair of a range of equipment.
- At the beginning of each month ( Quarterly ) a full detailed inspection of every item of play equipment and safety surface will be carried out. The inspector must comply with the current recommendations for play area inspections and also take account of any recommendations from the play equipment manufacturers.
- The inspector will record the day and time of the visit to the play area and make a written report of the condition of the play equipment, safety surface, fence, litter bin and seat.
- Lubrication of certain play equipment items must be carried out as per manufacturers recommendations, items with grease nipples must be greased with a grease gun to ensure that clean grease escapes from the bearing and any excess removed from the equipment.
- Oil must only be used on items recommended for use, any excess removed and the area left completely clean.



- Any lubrication carried out at the play area is to be noted on the inspection sheet as part of the maintenance programme.
- Bark surface areas are to be maintained at the recommended depth of 300mm and the Bark topped up or replaced as reported.
- All reports and inspection sheets will record the day and time of the inspection and are to be returned to the main parks office for monitoring, reference and filing.

### **Insurance Inspections.**

Every 6 months a full insurance inspection will be carried out by the council's assessors, on each occasion a full report will be submitted detailing any faults or actions required, these findings are to be completed within 4 weeks of the submission where practical.

### **Repairs**

Any welding repairs must be carried out by an operative who holds a City and Guilds 215 welding engineering studies part 111 or equivalent and have a level of competence.

### **Painting and Staining**

As part of the maintenance programme some equipment will require painting, all paint used must conform to the toy safety regulations.

During the work the surfaces of the play area will remain free from paint spillage or drips and the public advised of the presence of wet paint, barriers must be erected around wet items of equipment if the site is left unmanned.

Wooden equipment will be treated with a suitable wood preservative and applied at the manufacturer's recommendations, any rough or splintered areas to be sanded down prior to treatment.

### **Post Installation Inspection.**

New play areas and equipment will be checked after 5 to 10 days of use to check fixings etc any loose fixings secured as per manufacturer's recommendations, this inspection will be recorded as per the monthly inspection sheet and forwarded to the main parks office

### **Graffiti**

At the time of any inspection or submitted report any graffiti will be removed from signs or equipment using wipes, spray as per manufacturer's instructions or approved method.

### **Key Performance Standards.**

- Inspection record sheets correctly filled in.
- Completed work sheets correctly filled in.
- Keep all Play equipment, furniture and fences in a safe working order or under repair.
- All minor repairs to play equipment, furniture and fences completed within 10 working days.
- All repairs to be completed within 28 working days of report ( subject to availability of replacement parts )
- Dangerous items or those under repair isolated from public use or removed.
- All items or surfaces cleaned or swept in accordance with the specification and schedules.
- Play bark areas kept to the correct depth and maintained as per specification.
- Ensure that play areas present a clean and tidy appearance with no evidence of litter or debris present for longer than the interval between scheduled visits.
- All inspection sheets and reports to be held on file for 15 years.

## Appendix 5: Grounds Maintenance Service Standards

Area	Minimum standards
Aviary	Daily cleaning of cages Daily feeding, watering and checking of stock Minor repairs and painting of cages as needed
Dog Bins	Emptying of bins as required (once per week normally, twice per week at busy sites) Disposal of waste in accordance with current waste regulations Cleaning of bins as and when required.
Flower Beds	Replanting in summer and autumn Manure will be put on flower beds as required. Weeding and watering as required. Edging up of beds as required
Floral Displays	Manufacture/provision of displays Erection of displays in June, Watering/feeding will be carried out a minimum of three times per week during the season. Dead heading will be carried out as required. Removal and composting of displays during in September.
Grass Cutting	Cutting all general areas approximately every 15 working days from mid March to mid October, cuttings left on site. Cutting low maintenance areas 2 or 3x per year, in spring, summer and autumn. Cutting formal lawns in main parks and cemeteries weekly. Edging up of paths in main parks and cemeteries as required.
Hedges	Cutting by hand or machine in keeping with good horticultural practice as required. Accumulated litter and debris removed from the base at time of cutting.
Litter Bins	Emptying daily or as required in staffed parks Emptying 2x weekly in minor parks, recreations grounds and play areas.
Leaf Clearance	Removal and disposal for composting of leaves once per month from November to January
Litter Picking	Daily litter picking in main parks where staff are permanently located (see parks attendants) 2x per week litter picking in play areas Weekly litter picking in recreation grounds Litter picking prior to any grass cutting at all other sites.
Herbaceous Flower Beds	Weeding as required Pruning and supporting plants as required Cutting back dead vegetation during the winter. Separating plants as required.
Path and Road Maintenance	Sweeping or blowing off hard surfaces as required. Cleaning out gullies as required.
Rose Beds	Pruning in keeping with good horticultural practice. Weeding as required. Fertiliser application in spring Edging up of beds as required.
Shrub Beds	A monthly visit to remove weeds, litter and prune as required to maximise potential of the plants and prevent them becoming a nuisance. Minor repairs to any surrounding rails
Watercourses Ditches and Ponds	Removal of rubbish and obstructions to flow monthly. Cleaning of grates, culverts etc monthly. Cutting of bank vegetation where appropriate 2x per year
Weedkilling	3 applications during the growing season of a non-toxic glyphosate herbicide



Cricket Pitches	Mowing 3x per week during the season. Cutting as required outside the season Wicket preparation as required. Weed treatment in spring. Water throughout the season as required. Fertilise spring, summer and autumn. Rolling and spiking throughout the year. Re-seeding, topdressing in autumn.. Protect square with fence over winter
Bowling Green	Mowing 3x per week during the season. Annual weed treatment in spring/summer. Fertilise spring, summer and autumn. Rolling and spiking throughout the year. Water as required throughout the season. Re-seeding and topdressing in autumn.
Crazy Golf	Putting area to be kept clean Maintenance of grass in accordance with grass cutting standard.
Rugby Pitches	Marking out during the season Levelling, erection and painting of goals at the start of the season Reseeding of the pitch annually Levelling of worn areas annually Two applications of fertiliser per year One application of weedkiller per year (spring) Spiking and brushing on alternate weeks during the playing season.
Soccer Pitches	Marking out during the season Levelling, erection and painting of goals at the start of the season Reseeding of the pitch annually Levelling of worn areas annually Two applications of fertiliser per year One application of weedkiller per year (spring) Spiking and brushing on alternate weeks during the playing season.
Tennis courts) (hard	Sweeping and clearing of debris as required. Maintenance of net winders etc Algaecide/moss treatment as required.

## Appendix 6: Customer Satisfaction Survey 2007

*Insert report when available*

### **Appendix 7: Marketing Plan**

For Appendix 7: Marketing Plan, please see supporting electronic reference library or call 0800 0521455.



## Appendix 8: Byelaws

**The Byelaws, please see supporting electronic reference library.**

### Interpretation

1. In these byelaws:  
"the Council" means Oxford City Council;  
"the ground" means each of the pleasure grounds, public walks and open spaces named in Schedule 1 to these byelaws.

### Opening times

2. On any day on which any ground named in Schedule 2 to these byelaws is open to the public, no person shall enter it before the time, or enter or remain in it after the time, indicated by a notice placed in a conspicuous position at the entrance to the ground.

### Vehicles

3.
  - (1) No person shall, without reasonable excuse, ride or drive a cycle, motor cycle, motor vehicle or any other mechanically propelled vehicle in the ground, or bring or cause to be brought into the ground a motor cycle, motor vehicle, trailer or any other mechanically propelled vehicle (other than a cycle), except in any part of the ground where there is a right of way for that class of vehicle.
  - (2) If the Council has set apart a space in the ground for use by vehicles of any class, this byelaw shall not prevent the riding or driving of those vehicles in the space so set apart, or on a route, indicated by signs placed in conspicuous positions, between it and the entrance to the ground.
  - (3) This byelaw shall not extend to invalid carriages.
  - (4) In this byelaw:  
"cycle" means a bicycle, a tricycle, or a cycle having four or more wheels, not being in any case a motor cycle or motor vehicle;  
  
"invalid carriage" means a vehicle, whether mechanically propelled or not, the unladen weight of which does not exceed 150 kilograms, the width of which does not exceed 0.85 metres and which has been constructed or adapted for use for the carriage of one person, being a person suffering from some physical defect or disability and is used solely by such a person;  
  
"motor cycle" means a mechanically propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which unladen does not exceed 410 kilograms;  
  
"motor vehicle" means a mechanically propelled vehicle, not being an invalid carriage, intended or adapted for use on roads;  
  
"trailer" means a vehicle drawn by a motor vehicle, and includes a caravan.

### Climbing

4. No person shall, without reasonable excuse, climb any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

### Removal of structures

5. No person shall, without reasonable excuse, remove from or displace in the ground any barrier, railing, post or seat, or any part of any structure or ornament, or any implement provided for use in the laying out or maintenance of the ground.

### Erection of structures

6. No person shall in the ground, without the consent of the Council, erect any post, rail, fence, pole, tent, booth, stand, building or other structure.

### Trading

7. No person shall in the ground, without the consent of the Council, sell, or offer or expose for sale, or let to hire, or offer or expose for letting to hire, any commodity or article.

**Grazing**

8. No person shall, without the consent of the Council, turn out or permit any animal to graze in the ground.

**Protection of flower beds, trees, grass, etc**

9. No person who brings or causes to be brought into the ground a vehicle shall wheel or park it over or upon:
- (a) any flower bed, shrub or plant, or any ground in the course of preparation as a flower bed, or for the growth of any tree, shrub or plant; or
  - (b) any part of the ground where the Council, by a notice placed in a conspicuous position in the ground, prohibits its being wheeled or parked.
10. No person shall in the ground enter upon:
- (a) any flower bed, shrub or plant, or any ground in the course of preparation as a flower bed, or for the growth of any tree, shrub or plant; or
  - (b) any part of the ground set aside for the renovation of grass or turf, where adequate notice to keep off such grass or turf is exhibited.

**Protection of wildlife**

11. (1) No person shall in the ground intentionally kill, injure, take or disturb any animal or fish, or engage in hunting, shooting or fishing, or the setting of traps or nets, or the laying of snares.
- (2) This byelaw shall not prohibit any fishing which may be authorised by the Council.

**Games**

12. Where the Council has, by a notice placed in a conspicuous position in the ground, set apart an area in the ground for the playing of such games as may be specified in the notice, no person shall:
- (a) play in such an area any game other than the game for which it has been set apart;
  - (b) use any such area so as to give reasonable grounds for annoyance to any person already using that area for any purpose for which it has been set apart; or
  - (c) play any game so specified in any other part of the ground in such a manner as to exclude any person not playing the game from the use of that part.
13. No person shall, in any area of the ground which may have been set apart by the Council for any game, play any game when the state of the ground or other cause makes it unfit for use and a notice is placed in a conspicuous position prohibiting play in that area of the ground.
14. (1) No person shall in the ground play any game:
- (a) so as to give reasonable grounds for annoyance to any other person in the ground; or
  - (b) which is likely to cause damage to any tree, shrub or plant in the ground.
- (2) This byelaw shall not extend to any area set apart by the Council for the playing of any game.

**Golf**

15. No person shall in the ground drive, chip or pitch a hard golf ball, except in the ground known as Cutteslowe Park.

**Ball games**

16. No person shall play or take part in any ball game in any ground named in Schedule 3 to these byelaws.

**Bathing and pollution of water**

17. No person shall in the ground:
- (a) bathe, wade or wash in any ornamental lake, pond, stream or other water; or
  - (b) intentionally, carelessly or negligently foul or pollute any such water.

**Obstruction**

18. No person shall in the ground:

- (a) intentionally obstruct any officer of the Council in the proper execution of his duties;
- (b) intentionally obstruct any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
- (c) intentionally obstruct any other person in the proper use of the ground, or behave so as to give reasonable grounds for annoyance to other persons in the ground.

### **Savings**

19. (1) An act necessary to the proper execution of his duty in the ground by an officer of the Council, or any act which is necessary to the proper execution of any contract with the Council, shall not be an offence under these byelaws.
- (2) Nothing in or done under any of the provisions of these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting legally by virtue of some estate, right or interest in, over or affecting the ground or any part thereof.

### **Removal of offenders**

20. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

### **Penalty**

21. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

### **Revocation**

22. Byelaws 2-5, 7-18 and 21 of the byelaws made by the Council on 25 January 1983 and confirmed by the Secretary of State for the Home Department on 24 March 1983 relating to pleasure grounds and open spaces are hereby revoked.

### **SCHEDULE 1**

The grounds referred to in byelaw 1 are as follows:

Alexandra Courts, Oxford  
 Angel and Greyhound Meadow, Oxford  
 Atwell Close Recreation Ground, Oxford  
 Balfour Road Recreation Ground, Oxford  
 Banbury Road North Sports Ground, Oxford  
 Barton Bradley Recreation Ground, Oxford  
 Barton Village Recreation Ground, Oxford  
 Bernwood Road Park, Oxford  
 Blackbird Leys Park, Oxford  
 Bonn Square Gardens, Oxford  
 Botley Road Recreation Ground, Oxford  
 Bracegirdle Road Recreation Ground, Oxford  
 Bury Knowle Park, Oxford  
 Canal Street Gardens, Oxford  
 Carfax Gardens, Oxford  
 Chillingworth Crescent Recreation Ground, Oxford  
 Chilswell Valley, Oxford  
 Court Place Farm, Oxford  
 Cowley Barracks Play Space, Oxford  
 Cowley Marsh Park, Oxford  
 Cowley Road Hospital Gardens, Oxford  
 Cranmer Road Recreation Ground, Oxford  
 Cutteslowe Park, Oxford  
 Deans Ham, Oxford  
 Dene Road Play Space, Oxford  
 Dodgson Road Recreation Ground, Oxford  
 Donnington Sports Ground, Oxford  
 Dunstan Road Park, Oxford  
 Dynham Place Recreation Ground, Oxford  
 Faber Close Recreation Ground, Oxford



Fettiplace Road Recreation Ground, Oxford  
 Fisher Row Gardens, Oxford  
 Five Mile Drive Recreation Ground, Oxford  
 Flexney Place Play Area, Oxford  
 Florence Park, Oxford  
 Foxwell Drive, Oxford  
 Freelands Road Recreation Ground, Oxford  
 Friars Wharf Playground, Oxford  
 Gaisford Road Recreation Ground, Oxford  
 Girdlestone Road Play Area, Oxford  
 Glebe Farm Recreation Ground, Oxford  
 Grandpont Open Space, Oxford  
 Headington Hill Park, Oxford  
 Hinksey Park, Oxford  
 Hollow Way Recreation Ground, Oxford  
 Horspath Road Recreation Ground, Oxford  
 Iffley Fields, Oxford  
 Jackdaw Lane Recreation Ground, Oxford  
 Jericho Gardens, Oxford  
 John Allen Recreation Ground, Oxford  
 Kersington Crescent Recreation Ground, Oxford  
 King George's Field, Oxford  
 Kingston Road Recreation Ground, Oxford  
 Knights Road Recreation Ground, Oxford  
 Lockheart Crescent Recreation Ground, Oxford  
 Lower Wolvercote Green, Oxford  
 Manzil Way Play Area, Oxford  
 Margaret Road Recreation Ground, Oxford  
 Mason's Road Recreation Ground, Oxford  
 Minchery Crescent Recreation Ground, Oxford  
 New Marston Recreation Ground, Oxford  
 Normandy Crescent Recreation Ground, Oxford  
 Oatlands Road Recreation Ground, Oxford  
 Oxpens Recreation Ground, Oxford  
 Pauling Road Recreation Ground, Oxford  
 Peat Moors Recreation Ground, Oxford  
 Pitts Road Recreation Ground, Oxford  
 Quarry Hollow, Oxford  
 Raleigh Park, Oxford  
 Rede Close Recreation Ground, Oxford  
 Ridgefield Road Recreation Ground, Oxford  
 Ridgeway Road Recreation Ground, Oxford  
 Rivermead Road Open Space, Oxford  
 Rock Edge Recreation Ground, Oxford  
 Rose Hill, Oxford  
 Sandfield Road Recreation Ground, Oxford  
 Sandy Lane Recreation Ground, Oxford  
 South Park, Oxford  
 Spencer Crescent Recreation Ground, Oxford  
 Spindleberry Close Open Space, Oxford  
 Staunton Road Open Space, Oxford  
 Staunton Road Rest Garden, Oxford  
 St. Giles Memorial Gardens, Oxford  
 Stowood Close Play Area, Oxford  
 Sunnymede Recreation Ground, Oxford  
 Thames View Road Recreation Ground, Oxford  
 Titup Hall Drive Recreation Ground, Oxford  
 Twenty Pound Meadow, Oxford  
 Union Street Garden, Oxford  
 Upper Wolvercote Green, Oxford  
 Valentia Road Recreation Ground, Oxford  
 Waynefflete Road Recreation Ground, Oxford

Westbury Crescent Recreation Ground, Oxford  
Wood Farm Open Space, Oxford

## SCHEDULE 2

The grounds referred to in byelaw 2 are as follows:

Alexandra Courts, Oxford  
Angel and Greyhound Meadow, Oxford  
Atwell Close Recreation Ground, Oxford  
Balfour Road Recreation Ground, Oxford  
Botley Road Recreation Ground, Oxford  
Bracegirdle Road Recreation Ground, Oxford  
Bury Knowle Park, Oxford  
Carfax Gardens, Oxford  
Chillingworth Crescent Recreation Ground, Oxford  
Cowley Marsh Park, Oxford  
Dynham Place Recreation Ground, Oxford  
Faber Close Recreation Ground, Oxford  
Flexney Place Play Area, Oxford  
Florence Park, Oxford  
Freelands Road Recreation Ground, Oxford  
Friars Wharf Playground, Oxford  
Gaisford Road Recreation Ground, Oxford  
Girdlestone Road Play Area, Oxford  
Headington Hill Park, Oxford  
Hinksey Park, Oxford (enclosed part of park only)  
Kersington Crescent Recreation Ground, Oxford  
Lockheart Crescent Recreation Ground, Oxford  
Margaret Road Recreation Ground, Oxford  
Mason's Road Recreation Ground, Oxford  
Minchery Crescent Recreation Ground, Oxford  
Normandy Crescent Recreation Ground, Oxford  
Pauling Road Recreation Ground, Oxford  
Quarry Hollow, Oxford  
Ridgefield Road Recreation Ground, Oxford  
Ridgeway Road Recreation Ground, Oxford  
Rose Hill, Oxford  
Sandfield Road Recreation Ground, Oxford  
Sandy Lane Recreation Ground, Oxford  
South Park, Oxford  
Spencer Crescent Recreation Ground, Oxford  
Titup Hall Drive Recreation Ground, Oxford  
Waynefflete Road Recreation Ground, Oxford

## SCHEDULE 3

The grounds referred to in byelaw 16 are as follows:

Manzil Way Play Area, Oxford  
Staunton Road Open Space, Oxford  
Staunton Road Rest Garden, Oxford  
Stowood Close Play Area, Oxford

THE COMMON SEAL of THE OXFORD)  
CITY COUNCIL was hereunto affixed)  
by order of the Council)  
in the presence of:-)

M G REED

Chief Assistant Solicitor

Dated: 8th July 1996

The foregoing byelaws are hereby confirmed by the Secretary of State  
and shall come into operation on the twenty third day of September 1996.

Signed by authority of the Secretary of State  
R G EVANS

R G EVANS  
Head of Unit  
Constitutional and Community Policy Directorate

2nd September 1996  
Home Office  
London SW1



## Appendix 9 Friends of Cutteslowe and Sunnymead Constitution

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## Appendix 10: Building Maintenance Programme and Cost

Work Required	Annual, Maintenance or Improvement	Five Year Plan - Year and estimated Cost					Maintenance Backlog - estimated costs categorised as		Maintenance Backlog - estimated costs categorised as		Comments
		Year 1	Year 2	Year 3	Year 4	Year 5	Revenue Funded	Capital Funded	Maintenance works	Improvement Works	
Cutteslowe Park Lower (East) Pavilion											
Annual testing of electrical installation and water system	A										Legislative requirement
External decorations and minor repairs	M		£5,000			£5,000	£5,000		£5,000		Recurring every 3 years
Hand railing to rear steps	I	£1,000						£1,000		£1,000	
Improvements to internal shower drainage	I		£5,000					£5,000		£5,000	
Install floor tiling throughout	I			£15,000				£15,000		£15,000	
Install heating in changing rooms	I		£10,000					£10,000		£10,000	
Install tiling to toilet areas	I				£5,000			£5,000		£5,000	
Repair / replacement of windows and sub frames	I	£10,000						£10,000		£10,000	
Internal decoration	M		£10,000		£10,000		£10,000		£10,000		Recurring every 2 years
Internal plaster repairs	M	£2,000					£2,000		£2,000		
Overhaul rainwater goods and ironmongery	M	£1,000					£1,000		£1,000		
Removal of graffiti	M	£500					£500		£500		
Replace ceiling boarding	M		£2,000				£2,000		£2,000		
Replacement of damaged fascia boarding	M	£1,000					£1,000		£1,000		
Signage throughout	I	£2,000						£2,000		£2,000	
Tiling repairs in shower areas	M	£5,000					£5,000		£5,000		
Timber repairs to Boiler House	M	£2,000					£2,000		£2,000		

		£24,500	£32,000	£15,000	£15,000	£5,000	£28,500	£48,000	£28,500	£48,000	<b>TOTAL COSTS</b>
<b>Cotteslowe Park Aviary</b>											
External decorations and minor repairs	M					£2,000	£2,000		£2,000		Recurring every 3 years
						£2,000	£2,000		£2,000		<b>TOTAL COSTS</b>
<b>Cotteslowe Park Bowls Pavilion - All</b>											
External decorations and minor repairs	M		£5,000			£5,000	£5,000		£5,000		Recurring every 3 years
Signage	I		£1,000					£1,000		£1,000	
<b>Cotteslowe Park Bowls Pavilion - Ex Bowls Club Part</b>											
Annual electrical inspection	A										Legislative requirement
Proposals for refurbishment of this area being developed	I										
<b>Cotteslowe Park Bowls Pavilions - Kiosk part</b>											
External decoration and minor repairs	M		£500			£500	£500		£500		Recurring every 3 years
Internal decoration and minor repairs	M		£500		£200		£500		£500		Recurring every 2 years
<b>Cotteslowe Park Bowls Pavilion - Public toilet Part</b>											
Annual electrical inspection	A								£500		Legislative requirement
Internal decoration and minor repair	M		£1,000		£1,000		£1,000		£1,000		Recurring every 2 years



			£8,000		£1,200	£5,500	£7,000	£1,000	£7,500	£1,000	<b>TOTAL COSTS</b>
<b>Cotteslowe Park Old Public Toilets</b>											
External decorations and minor repairs	M		£2,000			£2,000	£2,000		£2,000		Recurring every 3 years
Internal refurbishment and alteration (subject to decisions on use of Upper Pavilion)	I		£30,000					£30,000		£30,000	
			£32,000			£2,000	£2,000	£30,000	£2,000	£30,000	<b>TOTAL COSTS</b>
<b>Cotteslowe Park Upper (West) Pavilion</b>											
Annual testing of electrical installation and water system	A										Legislative requirement
External decorations and minor repairs	M				£5,000		£5,000		£5,000		Recurring every 3 years
Install heating in changing rooms	I	£2,000						£2,000		£2,000	
Internal decoration and minor repair	M	£5,000		£5,000		£5,000	£5,000		£5,000		Recurring every 2 years
Major internal refurbishment / replanning to main changing room area	I	£50,000						£50,000		£50,000	
Minor roof repairs	M	£2,000					£2,000		£2,000		
Modifications / replanning to redundant changing areas (possibly public toilets?)	I		£50,000					£50,000		£50,000	
Modifications to hot water system for legionairres prevention	I	£20,000						£20,000		£20,000	
Refurbish toilet area	I	£10,000						£10,000		£10,000	
Repairs to cracks in walls / floors	M	£3,000					£3,000		£3,000		
Replace bench seating	M	£1,000					£1,000		£1,000		
Rewire throughout	I	£5,000						£5,000		£5,000	
Signage throughout	I	£500						£500		£500	

Tile floors	I	£10,000						£10,000		£10,000	
		£108,500	£50,000	£5,000	£5,000	£5,000	£16,000	£147,500	£16,000	£147,500	<b>TOTAL COSTS</b>
<b>Cotteslowe Park Depot</b>											
Testing of electrical installation to all buildings	M	£3,000					£3,000		£3,000		
Signage	I					£500		£500		£500	
<b>Cotteslowe Park Depot - Greenhouses</b>											
Demolish redundant low level greenhouses	I					£2,500	£2,500			£2,500	
Refurbish toilets	I					£2,000	£2,000			£2,000	
<b>Cotteslowe Park Depot - Main storage barn / garage building</b>											
External decorations and minor repairs	M			£1,000			£1,000		£1,000		Recurring every 3 years
Repairs to concrete portal frame	M	£1,000					£1,000		£1,000		
Repair / decoration of roller shutter doors and frames	M			£2,000			£2,000		£2,000		
Replace asbestos cement roof and rainwater goods	I			£10,000				£10,000		£10,000	
Replace windows to rear	I			£1,500				£1,500		£1,500	
Structural repairs to blockwork	M	£1,500					£1,500		£1,500		
<b>Cotteslowe Park Depot - Mess Room building</b>											
Create clothes drying area	I			£3,000				£3,000		£3,000	
External decoration and minor repairs	M			£500			£500		£500		Recurring every 3 years
Install ventilation	I	£1,500						£1,500		£1,500	
Internal decoration and minor repairs	M	£2,000			£2,000		£2,000		£2,000		Recurring every 3 years
Refit kitchen area	I	£2,000						£2,000		£2,000	
Repaint / tile floors throughout	I		£1,500				£1,500			£1,500	
Upgrade toilet areas	I		£5,000					£5,000		£5,000	
<b>Cotteslowe Park Depot - Open fronted storage building</b>											

External decorations and minor repairs of steel frame	M					£1,000	£1,000		£1,000		Recurring every years 3
Replace asbestos cement roof and rainwater goods	I			£1,500				£1,500		£1,500	
<b>Cotteslowe Park Depot - Park Ranger's office building</b>											
External decoration and minor repairs	M				£500		£500		£500		Recurring every years 3
Internal decoration and minor repairs	M				£1,500		£1,500		£1,500		Recurring every years 3
Refurbish toilet and kitchen area	I				£2,500			£2,500		£2,500	
Replace windows	I				£2,000			£2,000		£2,000	
<b>Cotteslowe Park Depot - Single storey offices / store building</b>											
External decorations and minor repairs	M		£1,500			£1,500	£1,500		£1,500		Recurring every years 3
Internal decoration to office areas	M		£1,500			£1,500	£1,500		£1,500		Recurring every years 3
Remove all excess vegetation from roof / walls	M	£500					£500		£500		
Replace asbestos cement roof and rainwater goods	I			£5,000				£5,000		£5,000	
<b>Cotteslowe Park Depot - Two storey stone store building</b>											
External decorations and masonry repairs	M	£500			£500		£500		£500		Recurring every years 3
Repairs to first floor structure	M	£2,500						£2,500	£2,500		
Replace roof covering	I	£5,000						£5,000		£5,000	
Replace windows	I	£750						£750		£750	
		£20,250	£9,500	£24,500	£9,000	£9,000	£24,000	£42,750	£20,500	£46,250	<b>TOTAL COSTS</b>



## Appendix 11: Tree Survey