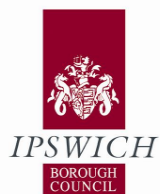


Christchurch Park, Ipswich

Management and Maintenance Plan

2008 – 2018



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Foreword

For more than 100 years Christchurch Park has been the focus for a range of events and activities, from concerts and fun runs to fireworks, carnivals and an annual mela festival.

Since its transfer from a private estate to a public park in 1895, the main Park and Mansion, along with the Arboreta, have become greatly treasured by the people of Ipswich, who take enormous pride in their beauty and accessibility. Extending to more than 80 acres, Christchurch Park is a place to enjoy, relax and watch the abundance of wildlife.

Over the last few years, the restoration project, funded by the Heritage Lottery Fund and Ipswich Borough Council, with strong support from the Friends of Christchurch Park, has made major improvements to the parkland landscape. Much loved buildings (the Arts & Crafts, and Cabman's Shelters) have been magnificently restored by local craftsmen, whilst new buildings, including the Reg Driver Visitor Centre, have brought superb additional facilities to the Park. The Burton and Brett Fountains, and War Memorial have also been restored.

Since 1999, when the original restoration plan was conceived, and throughout these works, local people have been closely involved and thoroughly consulted on every aspect of the project. Public involvement has culminated in the introduction of the Christchurch Park Management Board, an advisory body of major stakeholders.

This Management Plan sets out the vision for the continued restoration, enhancement and management of Ipswich's premier park for existing and future generations. It is history in the making, ensuring the survival of a rare asset, and I am delighted to recognise the hard work which has resulted in this document, and the even harder work to come in its implementation!

**Cllr. Judy Terry
Portfolio Holder Culture & Leisure
Ipswich Borough Council**



1. Introduction

1. Introduction

1.1 Description of the Park

Christchurch Park is Ipswich's best known park, possessing one of the most complete histories of any of the Town's many and varied landscapes. It has its roots in the 12th Century when the Park formed part of a prosperous estate established by Augustinian monks. In more recent times the Tudor Mansion was given to the Town of Ipswich on the condition that the 'Corporation' purchase the remainder of the Park. The Park was formally opened to the public on 24th April 1895 and has been the Town's most popular park ever since. It is listed in the English Heritage Register of Historic Parks and Gardens as Grade II, and lies in one of the Town's most important conservation areas. (See Figure 1)

1.2 History of the Park

Early historical records suggest that the area of Christchurch Park stands outside the Town's medieval defences although the area around St. Margaret's Green was originally known as 'Thingstead', the Viking name for a public meeting place. Thingstead is described in 1322 as 'nigh the town wall in St. Margaret's Parish'. It is believed that the site of the Anglo-Saxon church of Holy Trinity, noted as in possession of 26 acres of land in the Domesday Book, later became the site of the Holy Trinity. The Priory after the dissolution of 1536 became the site of Christchurch Mansion.

- 1.2.1** Christchurch Park originally came into being as part of the Priory of the Holy Trinity, which was established by Augustinian monks on the site in the 12th Century. Following the sequestration of church property during the reformation, the site was developed as a private estate by a succession of owners until being acquired by Claude Fonnereau in 1735. In 1851, W.C. Fonnereau leased 13 acres of the estate to the Corporation for the purposes of developing a public pleasure ground or Arboretum.
- 1.2.2** In 1895, a local benefactor gave Christchurch Mansion to the Town on the condition that the 'Ipswich Corporation' purchases the remainder of the property. This done, the Park was officially opened to the public on 24th April 1895. Two separate Arboreta were established; the Upper Arboretum was designed by William Poutney and leased by the Corporation for the use of the public, whilst the lower portion was held by a private syndicate which restricted the access to paid subscribers. The fashionable and more tastefully laid out Lower Arboretum was absorbed into the Park proper in 1922, having been purchased by the Borough.
- 1.2.3** A full chronology has been attached in the Appendix (14.1). A Documentary History Report produced by special commission in 2003 as part of preparation for the restoration project is available from the Park Manager in the Visitor Centre.



Figure 1
Christchurch Park
 showing local
 context in North
 Ipswich

1.2.4 Land Acquisition and Development

A full description of the transactions affecting the growth and development of the parkland estate can be found in the original Restoration Plan (1999). The present layout of the Park can be traced back to three principal phases of development: its origins in the 12th Century (c.1177) when it formed part of an estate established by the Augustinian Priory of Holy Trinity, its improvements under the Fonnereau family in the 18th Century and its transformation from private estate to public park in the late 19th and 20th Centuries.

- The Augustinian Priory of Holy Trinity was founded by ‘Norman Gastrode, fil Eadnothi, Ernoldus, and Fulco, Canons here, and Simon fil Osberni’ c.1177. The original building was almost destroyed by fire soon after its completion, but was entirely rebuilt by John de Oxenford, Bishop of Norwich, prior to the year 1200. This and the conventual buildings were levelled to the ground, following the dissolution of the monasteries, in the reign of Henry VIII.
- Little is known of the 16th Century development of the estate under the Withypoll family (1546-1645) apart from the construction of the house in 1548-50 by Edmund Withypoll. The Devereux era in Christchurch (1645-1735) on the other hand, appears to have coincided with an extensive programme of improvements to both the Mansion interior and the pleasure gardens. The house constructed by Edmund Withypoll remained unchanged into the 17th Century but for an extension of the west wing, possibly in anticipation of Elizabeth I’s visit to Ipswich in 1561.
- The enlarged building was severely damaged by fire in 1674, then substantially rebuilt by the 6th Viscount Hereford. Aside from the ponds and formal gardens, the most significant landscape feature of the Park at this time was an avenue of trees, starting at a point just north of the Mansion, as illustrated in Ogilby’s map of 1674 (Christchurch Mansion and Restoration Plan 1999).
- Claude Fonnereau’s acquisition of Christchurch in 1735 coincided with an ambitious programme of alterations to its park and pleasure grounds. The former included the stocking of the Park with deer; repairs to its boundary fences; rebuilding of the servants’ lodges at Soane Street and Westerfield Road; and the addition of an underground ice house, just north of the Mansion.
- The formal gardens of the Devereux era were swept away during the 18th Century. The green in front of the Mansion has become oval in shape, although still retaining its stone ball edging.

1.3 Restoration Project

During the late 1990’s it was felt that the general condition of the Park’s fabric and the major elements within it were at a critical stage where major capital investment was required to prevent an inevitable slide into disrepair and further degradation of some of the more notable heritage features. Over the next decade proposals were prepared as part of a restoration plan and a basis for an application to the Heritage Lottery Fund (HLF). The Council was advised in 2003 that its bid for funding for a restoration project had been successful and a more detailed submission could be prepared.

The detailed proposals of the Restoration Strategy produced in 2004-5 as part of the stage 2 submission to the HLF can be seen in the new Visitor Centre. A more detailed document is available from the Park Manager.

1.3.1 Restoration Proposals

The aims of the restoration project were defined as follows:

- To stimulate and encourage participation and involvement in the Park by improving the facilities and infrastructure within the Park, raising awareness of its historical significance, and by enhancing the attractiveness of the Park for visitors.
- To ensure that the proposals reflect the long-term needs of the community as well as facilitating and enhancing the Park's development, supported by the appropriate maintenance and management.
- To protect, restore or re-create design intentions representing significant phases of landscape developments within the Park's history – specifically, the 12th Century under the Augustinian Priory of the Holy Trinity; the 18th Century under the Fonnereau family and the late 19th Century/early 20th Century under the Borough of Ipswich ownership.
- To protect, restore or re-create historic landscape features, including the Drinking Fountains, the Rock Garden in the Lower Arboretum, the Round Pond, Wilderness Pond, Bog Pond and Horseshoe Pond and the octagonal shelter in the Upper Arboretum.
- To remove or redesign recent interventions in the Park which impact adversely on the historical landscape characteristics, such as the wildfowl platforms and willow island, which disrupt the clarity of the Round Pond, and the toilet block inside the Bolton Lane entrance, which detracts from the Mansion House.
- To reintroduce historic features such as the Cabman's Shelter and the Upper Arboretum shrubberies, and to add features such as a café terrace area serviced from the Mansion, to meet modern needs in an appropriate and sympathetic manner.
- To improve the neglected fabric and infrastructure of the Park, including footpaths, toilet facilities, furniture and signage to accommodate modern patterns of use.

The restoration project also encompasses strategic proposals and vision objectives, a brief outline of which is given below:

- To ensure that the proposals are achievable and sustainable in meeting the needs and wishes of the wider community in the longer term.
- To encourage increased awareness of the historical significance and attributes of the Park.
- To provide a contemporary setting for the future management of the Park as a vibrant and essential component in the communal life of the Town.
- To improve access and learning opportunities by upgrading and enhancing interpretation, facilities and infrastructure.
- To increase the number of people taking part in activities and events within the Park and increase opportunities for involvement.

- To use Park resources to increase the number of people gaining skills, knowledge and understanding from courses and activities organised by the Park management and external partners.

The restoration project included the provision of two new buildings; these comprise a new visitor centre and toilet facility on the site of the previous Bolton Lane toilet block to the north of the Mansion buildings, and a smaller management pavilion in the Lower Arboretum.

The Reg Driver Visitor Centre will provide accommodation for the following activities:

Grounds Maintenance

- Operational base for Park employees with provision for storage, workshop space, vehiclehousing and mess/washing facilities.
- Delivery and collection point for goods and services required for the effective and timely management of the Park's facilities.
- Meeting point for volunteer work parties and other practical events involving visitor groups.

Management

- Office for Park Manager.
- Base for part-time Park Patrol staff in the evenings and at weekends.
- Visible and accessible facility for visitors requiring information about the Park and/or personal contact with staff responsible for the facilities.
- Reception for organised activities, formal gatherings and community events connected with recurring diary dates (e.g. Remembrance Day, Friends Group and Parks Panel meetings, twinning events).

Visitors

- General reception and enquiry point with good quality serviced toilet facilities.
- Information point and interpretative facility.
- Opportunity to use the multi-purpose hall for activity/meeting space for all types of groups and organisations, exhibitions, displays, public consultations, meetings, talks and presentations.
- Additional, more adaptable and fit-for-purpose indoor space to supplement room already used in the Mansion.
- Outdoor meeting point and informal seating area from where people can enjoy the views of the Round Pond and out over the Town.

1.3.2 Project Progress The restoration work commenced in 2006 with the Cabman's Shelter, the Brett and Burton Fountains and the Arts & Crafts Shelter.

The main body of work took place during 2007. This was divided into three main contracts:

- Ponds – Work took place early in 2007 on removal of silt from the two large ponds, Round and Wilderness. Two other smaller ponds were also cleared and a new pond created on the site of an old medieval pond.
- Landscape – The largest contract included repairs to the drainage infrastructure, renovation of shrubberies and new furniture around the Park. A sub-contract was set up for the rebuilding and topdressing of all the Park paths. Work commenced in 2007 and was completed in Spring 2008.
- Buildings – The two new buildings were commenced and completed within the year (2007).

1.4 Heritage Merit English Heritage has acknowledged the value of Christchurch Park with a Grade II listing in the Register of Historic Parks and Gardens. In addition to the Mansion the Park contains 13 Grade II listed structures: The Soane Street Lodge, gates and flanking walls (c1898), Park Road Gate Piers (c1898); Bolton Lane Lodge and Gate Piers (1896), Cabman's Shelter (1892), Brett Drinking Fountain (1863), Boer War Memorial (1931), Martyr's Memorial (1903), Augustinian Priory Enclosure Wall (c1147), World War Memorial (1922-3) and Ice House (c.1735). Most of these features are described in more detail in Appendix 14.2

There are also a number of other minor heritage features which have great value and contribute to the character of the Park; these are shown as part of the Key Assets for the different Landscape Character Areas in Section 3.

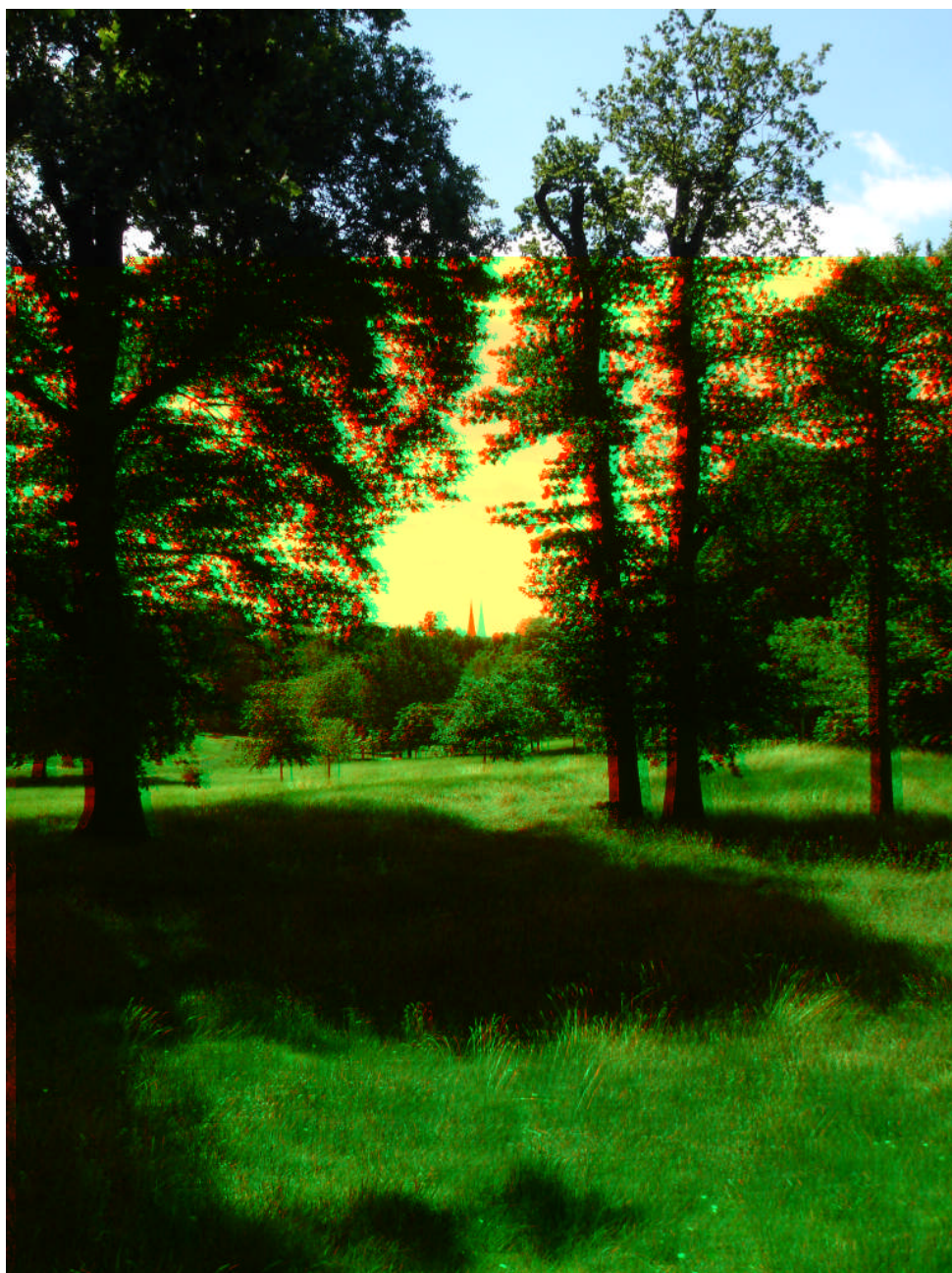
All the main heritage assets in the park are routinely inspected by Parks staff for graffiti, vandalism and damage (see Appendix 14.3). A full inspection will be carried out annually by a buildings surveyor from the Council's Building and Design Services in conjunction with the Park Manager. Any repairs or further maintenance requirements will be carried out after consultation with the Council's Conservation Officer to ensure that the correct methods and materials are used in any reinstatement work. Emergency repairs following accidental damage will follow a similar procedure. In addition, all the restored heritage features in the Park have a schedule of maintenance work, for essential repair and redecoration at recommended intervals over the ten year period of this plan.

In addition the Park has a Vehicle Movement Policy to ensure that deliveries and access to the Park take place in a controlled manner to avoid the risk of damaging the historic entrances. The Park Manager will also ensure that vehicles accessing the Park for events will use the Westerfield Road Entrance. Future use of the Park for organized events will take account of the vulnerability and sensitivity of these heritage features to ensure that they are either suitably protected by appropriate barriers or by locating the event in an area where there is no danger of damage to these assets, as in Appendix 14.8.

The protection of these heritage features can therefore be summarised as:

- Appropriate maintenance including routine sweeping and cleaning of paintwork by Park staff as scheduled.
- Programme of additional maintenance for the restored features including annual inspections and redecoration over a five-year cycle.
- Implementation of a vehicle movement policy in the Park to avoid the risk of accidental damage to heritage features (Appendix 14.7)

Appropriate planning and control of events accounting for the sensitive and vulnerable nature of the restored heritage assets.



2. Where are we now?

2. Where are we now?

2.1 Overview Christchurch Park has been a major public attraction and focus for activities in the Town for over a hundred years. Since the transfer from private estate to public park in 1895 the main Park and Mansion along with the Arboreta have become part of a shared experience for the local community and a valued asset for tourists and visitors to the Town.

Over the period 2006 -2008 a number of key proposals have been implemented, which have restored valuable historic features and their setting in the Park for the local community to enjoy and respect. Two new buildings including a visitor centre have also been completed as part of the project.

The Council has strong hopes and aspirations for the restoration project and the benefits it will bring to the Park and the Town. Many local people, the Friends Group and other major stakeholders have been involved in the development of this project since the production of the original restoration plan in 1999. The level of investment should ensure that Christchurch Park will continue to benefit the lives of the people of Ipswich in the 21st Century.

2.2 Policy Context The completed restoration project supports the Borough Council's policy of Transforming Ipswich and the delivery of quality services for the people of Ipswich. There are links to the following Transforming Ipswich objectives.

- **Clean and Green Ipswich:** The completed proposals will raise the level of amenity provision in the local area.
- **Expanding Ipswich:** The nature and scale of the project will help improve the profile of the Town.
- **Strengthening the Community of Ipswich:** The restoration project will provide an improvement to the facilities within the Park.
- **Vibrant Ipswich:** The project will help to meet the goal of ensuring a comprehensive range of leisure and cultural opportunities for all people who live in and visit Ipswich.

The Ipswich Landscape and Wildlife Strategy (2004 – 2006) identified the need for significant capital investment in Ipswich's Historic Parks and this project represents a major investment in the Park's facilities. A draft Greenspace Strategy currently in preparation will identify similar requirements and promote future investment in the fabric of the Town's historic parks on the basis of a recent needs assessment survey.

2.3 Site Description Christchurch Park is generally rectangular in shape and covers an area of 33 hectares. The parkland falls steeply from Park Road in the north tapering at the southern end where it meets Soane Street. The topography in the central section is pronounced, with many steep undulations providing tangible evidence of 19th Century gravel extraction. The extent of the surrounding town, the proximity of residential buildings along its perimeters and the size of many boundary trees now exclude the charming views of the River Orwell and adjacent countryside that existed from the Park as recently as the 1870s.

Landscape Character Areas The Park has been divided into five Landscape Character areas primarily for the purposes of the Restoration bid and these areas have subsequently been used to help develop the vision for the maintenance of the Park over the next ten years. The areas are shown in Figure 2. These five areas are indicative of the natural and man-made features within them:

2.3.1 Mansion and War Memorial Area The Southern end of the Park is characterised by its formality. The Soane St. entrance gives way to views of the Mansion and the oval lawn. To the west are the regimented footpaths to the war memorials. To the North of this area is the Round (Mirror) Pond and the new Visitor Centre. The grassland is well maintained with a highly ornamental feel to the Mansion Lawn. Several smaller gardens feature across the area including the Wolsey Gallery Garden and the Peace Garden.

2.3.2 Parkland The majority of the main Park is within this character area. The grassland is maintained for informal recreational purposes and large mature trees dominate the landscape. There are several veteran trees across this area (approx 400 years old). The area is bounded on the east by Westerfield Rd. and to the north by the large houses in Park Rd. There are several features in this area including the Cabman's Shelter, Children's Play Area, Burton Fountain and Westerfield Rd. Toilet Block.

2.3.3 Wildlife Valley The wildlife valley is in the centre of the Park and runs from the north to the south. At the southern end there is the Bird Reserve woodland and Wilderness, Medieval and Bog ponds. As you travel north woodland gives way to wet then dry meadows.

2.3.4 Lower Arboretum The Lower Arboretum is to the east of the Bridleway, which runs from Fonnereau Rd. to Park Rd. At its southern end is the very formal Mayors Walk, which leads on to the Croquet Lawn and Rockery. The northern half of the Arboretum is a mix between mature shrubberies and tennis courts. The Lower Arboretum has as its focal point the Pavilion building and the recent addition of a teenage ballcourt.

2.3.5 Upper Arboretum The Upper Arboretum is to the west of the Bridleway. It is accessed via two tunnels from the Lower Arboretum, a gate from the Main Park at its northern boundary and from Henley Rd. The Henley Rd. entrance is the centrepiece to the area with the Brett Fountain at its heart. To the north are formal shrub beds replanted as part of the HLF Project and to the south the Arts & Crafts Shelter. The Upper Arboretum also has a toilet block, small blue-badge car park and 'Friends' buggy just inside the entrance.

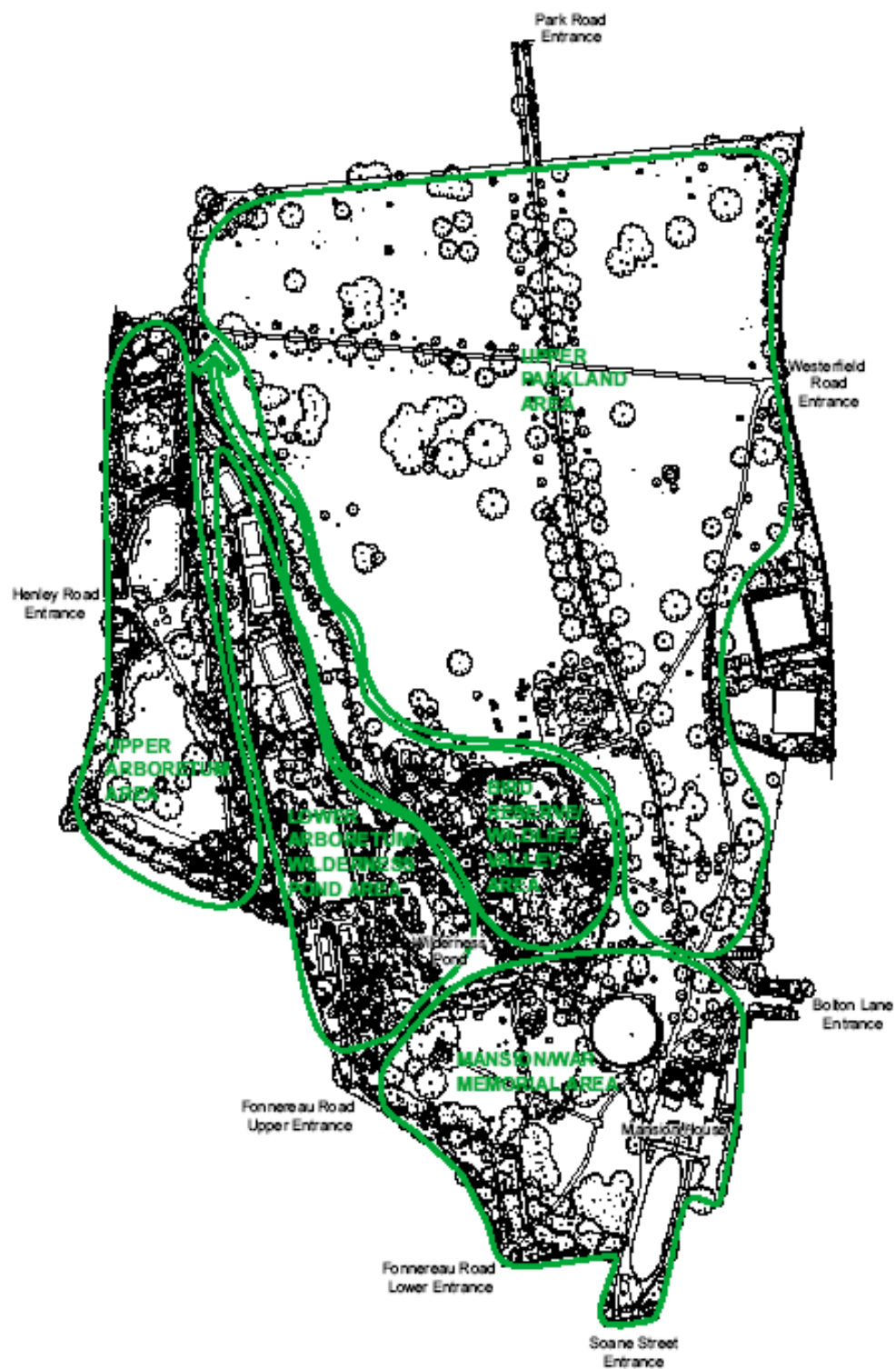


Figure 2
Landscape Character
Areas in Christchurch
Park

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Landscape Character Areas Plan
 Christchurch Park, Ipswich

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3. Where do we want to get to?

Vision Statement

Christchurch Park is of significant heritage value and aims to be a place of excellence in arboriculture and horticulture; it is of great benefit to the people of Ipswich and the wider communities that it serves.

The Park Management Board oversees the planned and co-ordinated management of the restored Park. This reflects the views of the Friends Group, local communities, businesses and other stakeholders who work together to maintain and enhance the historic landscape and the character of the Park.

3. Where do we want to get to?

3.1 Key Assets, Vision and Objectives

To maintain and enhance the historic landscape and heritage features of the Park in accordance with the vision for each setting, ensuring that the key assets and fabric of the Park are protected for the enjoyment of current and future generations.

Character Area A. Mansion and War Memorial Area

Heritage Features

- Oval Lawn and Frontage to Grade I Listed Building
- Reg Driver Visitor Centre
- Wolsey Gallery Garden
- The Round Pond
- War Memorial/Boer War Memorial
- Soane St. Entrance

Other Key Features

- Veteran Yew Tree



Vision

- ❖ To create a high quality sense of arrival to the Park.
- ❖ To provide a favourable and memorable experience of a well-maintained parkland.



Objectives

- ❖ Develop additional horticultural interest through dedicated maintenance and new planting.
- ❖ Maintain tree cover in accordance with the Landscape Character plan (Figure 2) identifying trees that need to be retained and opportunities for new donation planting with appropriate species.
- ❖ Ensure paths, Park furniture and ponds are kept clean and do not give an aura of neglect.

Where do we want to get to?

Character Area B. Parkland

Heritage Features

- Veteran Trees
- Cabman's Shelter
- Park Road Entrance and Planted Borders
- Ice House

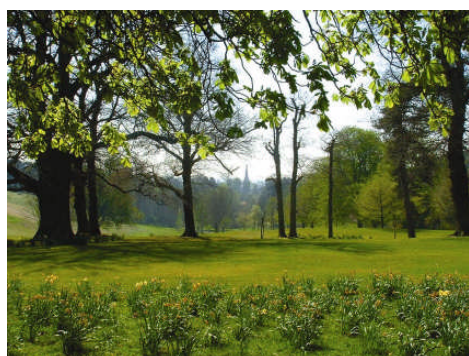
Other Key Features

- Artist's Sculpture (Portland Stone Monolith *Lens* by Linda Thomas)
- Play Area
- Events Area



Vision

- ❖ To maintain the key historic landscape features.
- ❖ To retain a sense of space and arrival in the historic core of the Park.



Objectives

- ❖ Maintain play area and parkland landscape in a clean and welcoming condition.
- ❖ Ensure stone sculpture is kept free of graffiti and is cleaned on a regular basis.
- ❖ Keep the Cabman's Shelter in good condition and ensure paintwork/guttering is kept clean and free of leaves respectively.
- ❖ Ensure both entrances provide a high quality sense of arrival to the Park.
- ❖ Ensure display boards and park furniture are maintained to a high standard.

Where do we want to get to?

Character Area C. Wildlife Valley

Key Features

- **Semi-mature woodland**
- **Spring water flushes in wet valley**
- **Medieval Pond (introduced as part of restoration project)**
- **Log pile habitats**



Vision

- ❖ **To maintain and enhance the biodiversity of the wildlife reserve and the wet valley.**
- ❖ **To provide an opportunity for the community to learn about nature conservation.**



Objectives

- ❖ **Promote Christchurch Park as a sustainable resource for local and wider communities.**
- ❖ **Update and enhance the existing Management Plan for the wildlife reserve.**
- ❖ **Ensure interpretation material is maintained to a high standard.**

Where do we want to get to?

Character Area D. Lower Arboretum

Heritage Features

- Restored Rockery and New Planting
- Wilderness Pond

Other Key Features

- New Pavilion and wind turbine
- Teenage Play Facility, croquet lawn and tennis courts



Vision

- ❖ To maintain and enhance the original Victorian planting schemes in both the refurbished shrubberies and the ornamental beds.
- ❖ To encourage greater use of the area by providing a refreshment point and by promoting the recreational facilities available.



Objectives

- ❖ Define and strengthen the boundary of the Lower Arboretum to restore its Victorian identity.
- ❖ Maintain key horticultural and recreational facilities
- ❖ Develop additional horticultural interest through dedicated maintenance to new planting.
- ❖ Maintain historic views over the parkland.
- ❖ Enhance the wildlife habitat.

Where do we want to get to?

Character Area E. Upper Arboretum

Heritage Features

- **Brett Fountain**
- **Arts and Crafts Shelter**
- **Henley Road Entrance**
- **Specimen Trees**



Vision

- ❖ **To maintain and enhance the original Victorian planting schemes in both the refurbished shrubberies and the ornamental beds.**
- ❖ **To encourage visitors to explore the area (including by use of reopened tunnel) and enjoy the Arboretum as a place for relaxation.**



Objectives

- ❖ **Define and strengthen the boundary of the Upper Arboretum to restore its Victorian identity.**
- ❖ **Maintain key horticultural features.**
- ❖ **Develop additional horticultural interest through dedicated maintenance and new planting.**
- ❖ **Maintain historic views over the parkland.**
- ❖ **Enhance the wildlife habitat.**

3.2 Assessment and Analysis

Quality in Greenspace The Green Space service through its Service Operational Plan 2007/8 identifies five broad service aims that support the Council's policy of '*Transforming Ipswich*'. The service aims are as follows:

- **Strategic management and development of parks and open spaces:** to manage, develop, promote and protect Ipswich's parks and open spaces to fulfil their social, economic, cultural and economic potential.
- **Partnerships and community involvement:** to work in partnership with stakeholders and the community to identify needs and provide opportunities for the participation of residents in a variety of outdoor, cultural, environmental, educational and recreational activities in parks and open spaces.
- **Consultancy services:** to provide a range of specialist professional services to the Council, which maintain and enhance the landscape quality of Ipswich.
- **Improve biodiversity:** to protect and promote the features and benefits of urban wildlife conservation.
- **A well managed service:** to ensure a well managed service with a well trained, competent, motivated and responsive employee team.

Green Flag Award Christchurch Park won a Green Flag Award in 2008 for the first time and a commitment to this scheme is seen as pivotal in delivering quality in Green Space management. Retaining the Green Flag Award for Christchurch and winning the award for other parks in the town is a key part of the strategic direction for the service and a method of demonstrating to our customers and service users how we achieve standards of excellence.



4. How will we get there?

4. How will we get there?

4.1 Work Plans The appearance and quality of the restored parkland landscapes can only be retained with the most appropriate maintenance prescriptions; a schedule of tasks has been attached in the appendices (14.3). The Action Plan shown in section 14.9 sets out priorities for the Park once the restoration project has been completed. The adopted Action Plan will be circulated to all key staff and stakeholders.

The Action Plan will be reviewed and updated on a quarterly basis by the Park Management Board.

4.2 Finance and Resources The Park Manager's Budget for Christchurch Park has been augmented by an additional annual sum to cover the additional maintenance of the restored features in the Park.

Modern Apprenticeship Scheme The restoration project provided an ideal opportunity to develop a modern apprenticeship post in conjunction with Otley College, partly to compensate for the skills crisis in the industry and the need to allow for skilled staff retiring from the Park over the next few years with a consequential loss of knowledge and skills. The cost of the apprenticeship post is £5,300 in the first year and approximately £8,000 in Year 2 and is part funded from the additional maintenance money for the Park. Otley College act as the training assessor to the apprentice post.

Volunteers Christchurch Park offers opportunities for members of the public to become involved in the management and maintenance of most aspects of the work carried out there. A group of volunteers meets in the Park to carry out practical work and others join the receptionist. A number of other individuals have helped to develop the History Walk programme, which has become a popular event in the Park.

4.3 Income and Expenditure The Park budget for the first year of the restored Park is set out in Appendix 14.10 for each broad category of work. This will provide the basis for the Action Plan for the year 2009/10 and, if unaltered, for future years, pending the first full review of the Plan. It has been agreed that the first £5000 of income from Reg Driver Visitor Centre will be kept for use in the Park.



5. How will we know when we have arrived?

5. How will we know when we have arrived?

5.1 Monitor and Review

- The Management and Maintenance Plan has a service life of ten years and the Action Plan will be revised and updated on a quarterly basis.
- Representatives of The Friends of Christchurch Park have provided input and observations on the Management Plan through regular contact and discussion with Ipswich Borough Council. The newly formed Park Management Board will review and approve the document. The Friends Group will continue to be consulted and provide feedback through the regular meetings of the Management Board.
- The Park Manager will monitor targets identified within the Action Plan and progress in meeting these targets reviewed quarterly by the Park Management Board. The Action Plan will use Specific, Measurable, Achievable, Realistic and Time Bound targets (SMART).
- Green spaces Green STAT system www.greenstat.org.uk will also be promoted to encourage residents and visitors to give feedback on Ipswich's parks. This is a national scheme that encourages park users to provide comments about their local parks.



6. A welcoming place

6. A Welcoming Place

6.1 Announcing the Park Presently Christchurch Park has very little signage outside the Park. However, Greenspace staff are working with Highways staff to improve signage in the town for visitors. This would include an upgrade of the brown tourist signs and pedestrian fingerposts (presently both showing just the Mansion) to include the Park also.

At each of the main entrances to the Park there are display boards consisting of one-three panels. All the entrance boards contain basic details about the Park and the Mansion including emergency contact details; they also show a map of the Park with the particular entrance highlighted. The Mansion, the new Reg Driver Visitor Centre, the play area and the Round Pond will be the focal points for most visitors entering the Park and the buildings will be the main contact points for park staff working for the Borough Council's Green Space Service and Mansion staff employed by Colchester and Ipswich Museum Service.

Accessibility The local topography within the Park makes a significant contribution to the character of the site but by its very nature means that there are a number of areas that are not easily accessible for all visitors. Steep slopes in the centre of the Park and the footpaths linking the two Arboreta present particular difficulties. To help address this problem and assist the elderly and less able, the opportunity to create a second car park in the Upper Arboretum opposite the Henley Road entrance has been realised under the restoration project. This will allow those who want to visit this part of the Park but are unable to manage the steep slopes between the two main areas of the Park to visit this space and avail themselves of further transport in the Park from the Friends' electric buggy.

6.2 Access – Physical Christchurch Park has ten entry points around the perimeter, comprising seven major and three minor entrances, and access off the Bridleway. The Park is judged by the image projected by the condition and character of each of its entrances. The access points are shown on the map in Figure 3.

- **Soane Street** There is clearly a hierarchy of entrances with the 'premier' entrance to the Park at Soane Street. There is a direct relation to the frontage of the Mansion and a popular viewpoint across the oval lawn. This is the entrance most likely to be used by new visitors and tourists passing through the Town.
- **Fonnereau Road** There are two entrances into the Park from Fonnereau Road:
 - The Upper Fonnereau Road entrance is an historic double entrance providing separate access to the Lower Arboretum and the new Pavilion Building along Mayors Walk and the War Memorial Area.
 - The Lower Fonnereau Road entrance is a busy pedestrian entrance used by many people throughout the day cutting through the Park to access Bolton Lane and Westerfield Road on the other side of the Park.

- **Henley Road** This is the main entrance to the Upper Arboretum. Recent works under the restoration project have improved the setting and tone of this entrance to reflect the importance of its role and status in this part of the Park. The ornamental bedding spaces have been incorporated into the central lawn with dedicated seating set in an oval design around the restored Brett Fountain. There is also a car parking facility for less able visitors, improving accessibility to the Upper Arboretum. There is also a minor pedestrian entrance to the Park at the northern boundary to the Park with a direct route across to the bridleway and the open grassland of the main Park.
- **Park Road** This is an important historic pedestrian entrance at the northern end of the Ancient Avenue route through the Park. The restored entrance presents a formal sense of arrival to the visitor and requires regular maintenance and attention to ensure the quality of the experience is maintained.
- **Westerfield Road** This is the service entrance to the Park and provides the main access for events traffic. The entrance has been realigned slightly and improvements made to the gates to provide a more attractive setting for the recently restored Cabman's Shelter (2005), which was installed on the north side of the entrance as part of the HLF project.
- **Bolton Lane** This is the trades entrance to the Park and provides a high quality sense of arrival to the Park and the rear of the Mansion. It is the regular point of access for deliveries and pedestrian visitors. The new Reg Driver Visitor Centre is located on the north side of the entrance drive approximately 50 metres from the gates.

6.3 Access – Social Although generally perceived as an affluent town, Ipswich contains a large proportion of the most deprived wards in Suffolk. Christchurch Park lies within St. Margaret's Ward and within close proximity to the wards of Alexandra and Westgate. Although Christchurch Park is a popular location for people from all over the town and other parts of Suffolk, these three wards comprise the Central Forum Area with their residents providing the Park's immediate community and containing representative populations from a number of ethnic minority groups. The social profiles of the wards are outlined on the Suffolk Observatory website (www.suffolkobservatory.org) and reflect census data from 2001.



Fig 3
Major
Entrances
to the Park



7. Healthy, safe and secure

7. Healthy, safe and secure

7.1 Health and Well-being Ipswich Borough Council recognizes responsibilities as an employer and service provider to conduct its business in such a way as to ensure, as far as reasonably possible, the Health and Safety of all employees, volunteers, those in our care, and any person using Christchurch Park and any of its facilities.

7.2 Equipment and Facilities It is considered essential that all staff working in the Park are aware of the public image of the buildings, structures and landscapes and that the overall fabric of the Park shall be seen by the public to be consistently clean, tidy and in a sanitary condition.

7.3 Security in the Park The Park is open seven days a week throughout the year. In common with all the other open spaces within the Town it benefits from a ranger patrol service connected by radio to the Patrol Supervisor and the CCTV centre at Grafton House. A good relationship is also maintained with the police officers operating from Ipswich Central Police Station.

Any problems concerning aggressive or anti-social behaviour should be relayed to the patrol staff on the ground or reported to the Park Manager at the Visitor Centre. Contact details can be found on the information boards located at each entrance.

7.4 Towards a Safer Park The Park contains a number of features and facilities that collectively form a focus for activities and visitors to the Park, namely the play facilities and the water features. The equipment and fencing in these areas have recently been renewed as part of the restoration project or as part of improvements to the play facility in 2001. The play equipment and other recreational facilities are inspected and cleaned on a regular basis as part of the routine maintenance programme for the Park. The equipment is also inspected by a RoSPA examiner as part of an annual inspection of all sites within the Borough. Two specific safety issues are covered more extensively below:

- In 2008 the main route across the open parkland linking Westerfield Road and Henley Road (via the Upper Arboretum) became a dual-purpose cycle and pedestrian route through the Park. The route is appropriately signed with cautionary notices and will be monitored by the Park Manager for any Health and Safety issues that may arise. Any future extensions to this route in support of the Town's Green Travel Plan will need further approval from the Park Management Board and be subject to a further consultation prior to a report being considered by the Council's Executive.
- The Council's Tree Inspector and/or the Assistant Manager for Trees and Landscape inspect the tree stock in the Park on a regular basis. On those occasions when severe weather and high winds are forecast then the Park Manager will use his discretion in consultation with the Head of Green Space and the Portfolio Holder to close the Park and thereby reduce the likelihood of Park users being injured or killed by falling branches and trees.

- Since 2006 work has taken place to maintain shrubberies at a manageable height. This work has ensured that the shrubberies are aesthetically pleasing, but also increases visibility for all Park users. This is important at entrances where the first impression may prevent users from entering the Park. Planning for new planting across the Park will take this into account to ensure that entrances are welcoming and a feeling of safety remains across the Park.

7.5 Health and Safety Policies The Park Manager and staff working within the Park will at all times have due regard for the safety of their colleagues and members of the public in accordance with the Health and Safety at Work Act 1974, and all regulations and codes of practice which supplement the Act, e.g. COSHH, RIDDOR, EC Directives. A copy of the risk assessments for operations undertaken by staff is kept in the Visitor Centre; current assessments will be reviewed periodically to ensure they are still relevant.

Any contractors working in the Park on behalf of the Council must follow safe working practices, and satisfy the Park Manager that their systems of work, plant, equipment and materials are safe and that their staffs are suitably qualified, trained, experienced and supervised. The contractor will risk assess operations prior to works commencing and supply copies to the facilities manager before work starts.

7.6 Control of Dogs Dog owners are expected to keep their pets under control within the Park and clear any waste to the nearest bin provided for the purpose in the Park. Any incidents involving aggressive dogs and/or animals not suitably controlled by their owners should be reported to the Reception Desk in the Reg Driver Visitor Centre who will take appropriate action.

Christchurch Park has not regularly suffered from irresponsible dog owners and survey data confirms that this is not an area for concern for visitors. The Park currently has nine dog waste bins (7 in the main Park, 1 in the Upper Arboretum and 1 in the Lower Arboretum).

The Park Bylaws, a copy of which is displayed in the Reg Driver Visitor Centre, cover control of dogs.

7.7 Alcohol and Drinking in Public Places Order (DPPO) Christchurch Park does at times suffer from alcohol related anti-social issues, including under-age drinking. Parks Patrol staff have a close working relationship with the Police, who actively enforce the DPPO.

- The Police will be called to deal with all issues that we are made aware of.
- We will report all incidences of alcohol related anti-social behaviour issues to the Police.
- We will have regular meetings with the Police to discuss these issues and how they may be dealt with.



8. Well maintained and clean

8. Well maintained and clean

8.1 Litter and Waste Management Waste is collected from bins daily throughout the year. This is increased during busy times of the year. The Manager is working towards a system where bin waste can be divided into two separate groups – recyclable and unrecyclable – using a twin bin. This will be trialled and, if successful, be rolled out across the Park. Collected waste is taken to the leaf yard where it is stored within enclosed skips and is removed by bin lorry when necessary. This process will be reviewed after the restoration project has been completed. Litter collection is part of every staff member's duty. All staff are encouraged to collect litter as they travel around the Park, but it is a main duty for the patrolling staff. Event Management **Arts and Entertainments will ensure that all litter and other leftover material and equipment from specific public events will be promptly and efficiently removed from the Park without detriment to the Park maintenance budget, likewise any necessary remedial works to the footpaths and grassland**

8.2 Grounds Maintenance Christchurch Park staff will carry out grounds maintenance using manual and mechanical means. All staff are trained in the safe use of maintenance equipment, in order to equip them with the necessary skills to carry out the tasks required. Training takes many forms, e.g. peer mentoring, on-site demonstration by machinery suppliers and attendance on accredited courses. All work is undertaken in such a manner as to cause minimal disturbance to the users of the Park facilities whilst maintaining general site cleanliness and leaving task areas free of debris at the end of each working day.

If a task necessitates the storage of materials temporarily on site, these shall be stored tidily, safely and in accordance with good working practices.

A full list of Maintenance tasks, a frequency plan and standards can be seen in Appendix 14.3.

8.3 Building Maintenance The new buildings and existing structures are listed on the Council's insurance register. The Council operates a planned maintenance programme with a term contract currently allotted to Ipswich Borough Contracts. Staff from IBC Building Design Services inspected the new buildings as part of the completion and formal handover process.

8.4 Infrastructure and Other Facilities The key elements in the Park that require regular and effective maintenance are the path network and the renewed/refurbished drainage system. The latter covers surface water drainage and has been restored to reflect sustainable urban drainage guidelines and includes the extensive system of ponds that are a feature in the lower part of the Park.

A full list of Maintenance tasks, a frequency plan and standards can be seen in Appendix 14.3.

8.5 Equipment Maintenance – Staff The vehicles in the Park are leased through the Fleet Manager at Gipping House and maintained from April 2008 through the workshop in Chantry Park. The play equipment is inspected on a daily basis by the Park staff and also examined on a 10-day frequency by the Council's RoSPA qualified Play Inspector.

8.6 Equipment Maintenance – Public The seats and bins within the Park are the main open-air items outside the play area that require routine attention. All Park furniture is kept in a fit state by staff in the Park.

The play area is inspected by Park staff every day and cleaned before made available for use. The refurbished toilet facilities at Westerfield Road, Henley Road and the new Pavilion in the Lower Arboretum are maintained daily by the Park staff. The new Visitor Centre is cleaned daily as part of a corporate contract.

8.7 Cleanliness The visitors' enjoyment of any public space is greatly influenced by its appearance and the impact of litter on the quality of the experience must not be overlooked. Staff will be reminded on a regular basis at team meetings that their awareness and response to litter collection will have a constant impact on the way the Park looks.

The offence of dropping litter is now covered by the Clean Neighbourhoods and Environment Act 2005 and applies to any land open to the air, regardless of ownership, whilst clarifying that chewing gum and smoking related materials are litter. There is a new power to issue litter-clearing notices; this replaces the previous Litter Control Powers. These can be issued in relation to most land for which there is no duty to clear litter and refuse, including most private land. The Park Manager will need to consider the implication of this legislation and report back to a future meeting of the Park Management Board.

8.8 Events For each event, appropriate protection measures will be required to avoid damage which might otherwise be caused by heavy goods vehicles, plant and machinery, paying particular attention to the setting of the veteran trees. See Appendix 14.8.

8.9 Maintenance tasks & Inspections Every maintenance task carried out in the Park is covered in Appendix 14.3. These tasks will be reviewed on a routinely to ensure that they are adequate.

The work will be inspected by the Park Manager and Team Leader at regular intervals and many of the site inspections are included within the Task list (14.3).

There will also be an opportunity for review should an issue be raised by any member of the public.

The fabric of the Park is inspected on a routine basis. Issues of infrastructure maintenance will be raised to the Park Management Board.



9. Sustainability

9. Sustainability

9.1 Environmental Management Ipswich Borough Council and Christchurch Park play a role in both the local and global environment. We recognize that environmental protection and enhancement, combined with sustainable use of resources and sustainable development, are necessary to enable future generations to meet their own needs, and benefit from an acceptable living environment.

Christchurch Park has made a commitment to consider the environmental implications of all its actions and decisions, and to act in an environmentally responsible manner. To do this we will be constantly reviewing our processes, looking for ways to improve our environmental performance.

Within our remit as an educational resource we will promote awareness of the environment in all that we do.

9.2 Pesticides Christchurch Park aims to match ISO14001 standards and specifically objective 14.1.26 – ‘reduce use of pesticides’. To this end we are working towards:

Aim	Control
Alternative methods of weed suppression	Mulch when planting & pruning shrub areas or standard trees.
	Regular cultivation.
A new policy for the maintenance of obstacles and fencelines	Leave long grass around mature trees planted in grass and along perimeters of grass areas.
	Cut grass around obstacles and fencelines by mechanical means.
Good horticultural practices to reduce the need for the use of pesticides as fungicides & herbicides on fine grass areas, lawns, bowls greens etc:	Regular soil analysis so that areas are not over applied with nitrates, causing fungal diseases.
	Regular scarification and aeration to reduce the risk of fungal diseases.
	Optimum growth of turf by soil analysis controlled fertiliser programme reduces the risk of invasive weed species and the need for herbicides.
Adopt sustainable methods of pest control	Remove food sources for vermin – such as litter and bread.
	Regular emptying of rubbish bins the Park.

The aim is to apply all these controls fully by 2010. However, we will continue to review pesticide use and look for alternatives.

9.3 Materials We will look to source all materials ethically and locally where possible. We will also encourage contractors to use environmentally sound products and methods.

9.4 Resource Conservation and Waste Christchurch Park has put in place an apprenticeship scheme to train one young person in horticultural skills. The apprentice will gain knowledge and training from the more experienced staff and Otley College provides assessment and a recognised qualification. This will be invaluable to the long-term management of Christchurch Park, as we will be looking to this young person to replace any retiring senior staff.

All staff and volunteers will be trained to conserve the natural resources. When possible we will educate the public on ways to conserve these resources also. We will look to remove all waste of resources.

9.5 Recycling The Park already makes use of some of its green waste as a planting medium. The rest of the green waste is recycled off-site.

Other recycling initiatives will be trialled where appropriate as part of the Action Plan. One such initiative involves using a twin bin system; this will encourage visitors to consider how they dispose of their waste.

The twin bin initiative is already used within the Reg Driver Visitor Centre. We will produce figures for recycling in future years with targets incorporated into the Action Plan.

9.6 Horticultural and Arboricultural Management New plants will be chosen for their ability to cope with the local climate as well as their appearance. We will aim to maintain a diverse landscape for the benefit of visitors and wildlife whilst maintaining the design principles that underpin the restoration project.

9.7 Pollution Reduction We will aim to reduce all pollutants. Where possible we will source only the most environmentally sound machinery and products.

9.8 Water Efficiency The Reg Driver Visitor Centre uses recycled water for toilet flushing. Mains water will be used sparingly and other options considered as part of an on-going review of water conservation.

9.9 Energy Efficiency Both the Reg Driver Visitor Centre and the new Pavilion have been designed and built with energy efficiency as a priority. High levels of insulation along with low wattage lighting have been used throughout. Both new buildings have strong eco-credentials and these features will add value and interest to the Park as an educational resource. Work will be undertaken to review all other areas of energy consumption within the Park to reflect this high standard.

9.10 Air Quality Despite its town centre location the air quality within the Park remains good. We will monitor and review air quality annually in conjunction with Officers from the Council's Environmental Health section.

9.11 Low Emission Machinery and Alternative Fuels Electric vehicles are used for Park maintenance and by the Friends Group. The new buildings incorporate a number of low carbon technologies including photovoltaic cells.



10. Conservation and Heritage

10. Conservation and Heritage

10.1 Cultural Landscapes

Christchurch Park lies just beyond the walls of the old town of Ipswich. The Augustinian Priory of the Holy Trinity established an estate on the site in the 12th Century (also known as Christchurch). Construction on the existing mansion began in 1548 on the site of the old Priory ruins. Its formal gardens were laid out in the 16th Century and later amended and extended over successive centuries.

In brief, the archaeological background of the Park relates mainly to the 12th through to the 18th Centuries. The Park occupies a position that would have been within the immediate vicinity of the Anglo-Saxon wic, the Late Saxon Burh and the Medieval Town of Ipswich. The proximity of these settlements is of archaeological importance although Saxon remains are not recorded within the Park itself.

Christchurch Mansion is a Grade I listed building, significant as a relatively unaltered example of a brick built house of its period. It is suggested that the original 16th Century building would have had formal gardens arranged in front of it, and that these may have seen episodes of extension during the 17th Century and then re-working during the 18th Century when a new wing was constructed. In 1896, the house was opened as a Museum.

Christchurch Park is a Grade II Listed Park on the National Register of Historic Parks and Gardens. Within this designated area, nine other listings or group listings relate to various nineteenth, and twentieth Century lodges, gates, walls and memorials. The current Park boundary encompasses land in the north, which was demesne (land surrounding the house) pasture until its incorporation in the middle of the 17th Century.

Archaeology - There has been a series of archaeological investigations in the Park, which have informed the development phase of the project. A documentary historian, Anthony Breen was commissioned to undertake a record review (a copy of this document is available in the Visitor Centre). A further desk-based assessment was commissioned as part of the appraisal for Christchurch Park (and with reference to the former priory of the Holy Trinity). The assessment combined the results of a geographical survey with Sites and Monuments Record (SMR) research and the results of the documentary history survey. Utilising these sources of evidence, the assessment also considered the potential impact of the restoration proposals on the cultural heritage of the Park.

Prior to the main project works Wessex Archaeology undertook a further investigation in September 2006. The study comprised the excavation and recording of ten trenches across the Park:

- Trench 1 Just W of the churchyard wall and S of Christchurch Mansion.
- Trench 2 In the yard N of the toilets by the Bolton Lane entrance.
- Trench 3 Near the edge of the Park E of the Round Pond.
- Trench 4 In the middle of the lawn SW of the Round Pond.
- Trench 5 West of the old yew and SE of the main war memorial.
- Trench 6 On the large mound by the Henley Road Entrance.
- Trench 7 On the small mound to the E of the main war memorial.
- Trench 8 By the toilets S of the Lower Arboretum.
- Trench 9 In the lawn S of the Round Pond.
- Trench 10 In the pavement NW of the toilets at the Bolton Lane Entrance.

The results may be summarised as:

- West of existing churchyard wall: possible grave structure, surface and disarticulated human and animal bones.
- In yard north of Bolton Lane toilets: two medieval or later features of unknown function.
- Near the edge of the Park east of the Round Pond: a brick culvert.
- In the lawn west of Christchurch Mansion: Three 17th Century brick wall foundations and a brick culvert of similar date.
- West of the old yew tree in the southwest corner of the Park: A partially robbed out medieval brick water channel whose disuse was followed by this area being raised by a metre.
- Small overgrown mound to the east of the main War Memorial: The top half metre contained 20th Century material and root holes.
- By the toilets on the south-western side of the Park: an undated tree hole.

The full report by Wessex Archaeology (*'Christchurch Park Restoration Project, Ipswich – Archaeological Evaluation Report' October 2006*) is available at the Visitor Centre.

Art in the Park - The Park has developed in recent times as a venue for various cultural events embracing a broad spectrum of ideas and themes. Temporary and permanent art installations are also encouraged in appropriate locations; in more recent times these have included a turf maze in the Upper Arboretum, chainsaw sculptures and a permanent installation of a Portland stone monolith – ***lens*** – installed near the play area on Snow Hill commissioned as part of the restoration by the project's Education and Access Officer.

10.2 Water Management

Prior to the completion of the project standing water was evident in the lower part of the Park for much of the year. The southeast corner of the Park below the Wilderness Pond was particularly vulnerable to poor drainage and water logging. The Park has two main ponds – the formal Round Pond and the Wilderness Pond at the bottom of the 'wet valley'; there are a number of smaller ponds – the Horseshoe Pond, the Bog Pond, the Peace Garden Pond and the most recent, Medieval Pond.

The drainage strategy proposed for the Park incorporates the principles of the Council's Sustainable Urban Drainage System so far as possible, and can be summarised as follows: in the upper parts of the Park where the ground conditions allow, water shed from the pathways is taken to soakaways. Elsewhere water from the upper areas flows downhill to the Round Pond and/or Wilderness Pond, which in turn act as balancing ponds. The Medieval Pond has been installed at the south side of the Wildlife Reserve to intercept the spring flushes at the gravel/clay interface and channel this water to the Wilderness Pond. The existing outfalls from all the main ponds have been replaced or refurbished and feed into the public sewer.

10.3 Woodland and Trees

The trees in Christchurch Park are clearly a defining character feature of the landscape and are a major attraction. Archaeological evidence has shown that the Yew tree in the south end of the park is the oldest at around six hundred years. Other veteran trees in the Park including the pollarded sweet chestnuts and oak trees that still stand alongside the central avenue are three to four hundred years old but showing signs of decline. These trees are a feature of Burrows' 1860 photos of the Park an example of which forms the backdrop to the cover of this chapter.

Copies of these photos can be seen at the Reception desk in the Reg Driver Visitor Centre.

There has been some selective felling of the late 19th Century tree cover in the southeast corner of the Park to increase the amount of daylight falling on the path and to remove those trees that were felt to be in a dangerous condition.

A full survey of the trees in the Park was carried out as part of the preparation work for the restoration project and a number of mature trees were felled to facilitate the implementation of the restoration strategy.

The trees are protected under the Park Conservation Area status that covers the Park and the local neighbourhood. However there is still a need for a Park policy on tree management and this has been identified in the current Action Plan. Some consideration will also need to be given to a new tree survey to update the existing database.

Mature Trees

The open parkland is most notable for its veteran trees and the birds and invertebrates they support. These important communities arise in veteran trees in particular because of the standing dead wood in various states of decay, and resultant hollows, holes and sap runs. Mature English Oak, Turkey Oak, Red Oak, Sweet Chestnut and Scots Pine are present in the open parkland. Some veterans are probably three to four hundred years old and are particularly valuable. Stumps and fallen dead wood do not exist on the site (with one or two exceptions) having been cleared away. Large mature Common Limes and Horse Chestnut are the dominant trees in the numerous tree-lined avenues. Other species are present in smaller quantities.

The Wildlife Reserve is divided into three compartments with slightly different characters. The overall impression is of dense shaded woodland with a north-south sunny glade. The majority of the area, particularly the hilltop is Scots Pine. Many of the pine trees are approaching maturity and natural thinning by storm damage/death is occurring giving rise to open areas colonised by grasses, Bramble, Sycamore and Horse Chestnut. The majority of dead wood habitat is Pine. Small amounts of cut Sycamore, Horse Chestnut and Elder are present. The lower slope (C) is a mixed woodland. Notable successes include the recolonisation by Speckled Wood butterfly. Higher predators such as Tawny Owl, Sparrowhawk and bats are present. All three UK woodpecker species are present as breeding birds on the site, as are Nuthatch and Treecreepers.

Woodland A - Scots Pine and Holm Oak dominant, the latter planted to line the sunny glade set back by 15m from the path. Sycamore colonising all open areas, some Holm Oak regenerating from seed. Some Yew, Pedunculate Oak saplings, Elder and Holly. Sweet Chestnut in east section. Ground flora of Ivy with Bramble, Common Nettle, Yorkshire Fog, Cocksfoot and False Oat-grass in the open woodland edge. Path/glade planted with Daffodils. The 6ft chainlink fence on the eastern edge is heavily overgrown by Ivy creating a wide bush.

Woodland B - Almost exclusively mature Scots Pine with just a few saplings next to path with C. Sycamore, Horse Chestnut and Elder also present and seeding into open areas. Beech and Goat Willow also present. Open grassy areas and Bramble patches.

Woodland C - Mixed woodland of Scots Pine, Horse Chestnut, Sycamore, Red Oak, Alder, Beech, Ash, and Sweet Chestnut. Limited understorey of Elder, Spindle, Rhododendron and Honeysuckle. Sparse ground flora of Cow Parsley, Common Nettle, Lesser Celandine and Lords-and-Ladies. The more open woodland edge consists of Hazel, Elder, Sycamore and Horse Chestnut, Bramble, Common Nettle, Yorkshire Fog, Cocksfoot and False Oat-grass. Daffodils planted in the woodland glade.

10.4 Grassland

Wet Meadow - The fenced Wet Meadow is about 60-70% Common Nettle. Other notables include Lesser Celandine, Yellow Loosestrife, Snakeshead Fritillary, Lady's Smock, Broad-leaved Dock, Meadowsweet and Yorkshire Fog. Watercress and Great Willowherb dominate the stream. Alder is established.

Meadow - Moving north from the Wet Meadow either side of the gravel path, the lower wet areas of the valley are dominated by Creeping Buttercup and Yorkshire Fog. Willow and Alder have colonised close to the Wet Meadow. Either side of the valley floor, these wet meadows grade into the drier higher meadows of Common Bent, Red Fescue, Ribwort Plantain, Ryegrass, Yarrow, Sheep's Sorrel and Common Sorrel. Along the shaded Tennis Court fence line and new hedge, coarser grasses such as Yorkshire Fog, Coltsfoot and False Oat-grass occur. Patches of bare soil occur on the steep southwest facing slopes of Snow Hill. An avenue of Horse Chestnut of various ages lines the tarmac path northwards from south of the path to the Tennis Courts. Other trees, now of about 10 years age have been planted into the meadows in the vicinity of the Tennis Court path. Near the upper Tennis Courts the meadow tapers off and is heavily shaded by the Horse Chestnut Avenue. Following the west chainlink fence boundary with the Tennis Courts is the new Tennis Court hedgerow.

Re-establishing tall grass and meadow communities, even though small, has been surprisingly effective in developing the associated animal communities. Grassland butterflies such as Meadow Brown, Gatekeeper, and the Wall Brown have recolonised, along with Grasshoppers and in the edge zones Dark Bush Cricket. There are numerous small mammal holes and burrows but species remain unidentified. Top predators include bats, Sparrowhawk and Tawny Owl. The success has perhaps been due to selecting well i.e. relatively unimproved examples of both wet and dry, nutrient-poor grassland.

Further expansion may be equally successful or impeded by years of amenity grassland management, cutting and leaving the cuttings, which develops nutrient-rich topsoil on what would have been nutrient-poor sands and gravels in much of the Park. This renders the grassland more suitable for grasses such as Ryegrass and eliminates other species. Past agricultural activity such as ploughing and planting for crops or vegetables, as was done in many parks and public open spaces in World War II will have had a serious deleterious effect on grassland communities in particular.

10.5 Other Habitats

The other key habitats are summarized below:

Flushes, Seepages and Springlines - No vegetation occurs in the shaded woodland areas on these features. Elsewhere, these features support wetland specific plants including Creeping Buttercup, Lady's Smock and Brooklime. The flushes are important foraging points for waterfowl. In places their feeding prevents plant establishment and maintains open wet soil. Where not cut, Great Willowherb, Alder and Ash establish themselves. Because the flushes have been present for hundreds and probably thousands of years they may have developed important invertebrate or microflora communities.

Ponds - The two large ponds (Wilderness and Round) and Bog Pond: contain no aquatic or emergent/marginal plant communities, not even Duckweed Lemna spp. The only plants present would appear to be simple algae. Small fish are present in the Wilderness Pond. Large numbers of Mallard (30-40) and Canada Goose (10-15) are present. Other higher predators include bats, Kingfisher and Red-eared Terrapin. Brown Rat is present in and around the ponds. The smaller Wilderness Pond islands support a limited flora of Elder, Holly, Alder, Sycamore and Buddleia.

The big island supports in addition to these, Horse Chestnut, Yew, Hazel, Leylandii, Snakebark Maple, Common Nettle, Foxglove and Figwort. The Bog Pond has a limited marginal flora of Water Iris, Great Willowherb in it and Creeping Buttercup, Lady's Smock, and Brooklime in its overflow areas. Small populations of Pond Sedge are present in the Wilderness Overflow Pond, behind the retaining walls near the bridge in the north-west corner of the Wilderness Pond and in the waterfall feature at the same point (as are Dryopteris Fern, Hartstongue Fern and mosses).

Fences and Walls - Some chainlink fences have become overgrown with climbers such as Ivy. These are valuable habitat niches for lichens, mosses, invertebrates and vertebrates. Surveys not done.

Flower borders - Flower borders and beds are planted with traditional bedding plants, changed on a seasonal basis. E.g. Pansies, Petunias, Geraniums. Garden-type communities will be present, surveys not undertaken.

Shrubberies - Scattered but mostly in the arboreta, composed almost exclusively of non-native, often evergreen, ornamental shrubs.

Short Grass Areas - Gang-mown from spring to autumn. Not surveyed. First impression is of common lawn species including Daisy, Dandelion. A rigorous survey is likely to reveal more unusual species particularly on the poorer soils. Notable presence is the Bee Wolf, a Red Data List species classed as Vulnerable, which has a colony on the warm baked south-facing short grass slope near the Bolton Lane entrance. There is also another colony further north near the ice-cream kiosk.

Bowling Greens - Surrounding the lower Bowling Green there are a few small native plant-based communities of Elm (next to Westerfield Rd.), Hawthorn, Scots Pine, Silver Birch, with taller grasses on the steep banks: False Oat Grass, Yorkshire Fog and Cocksfoot. A grove of Horse Chestnut with uncut ground flora of Cow Parsley and some grasses exists in the south of the site; it grades into other trees including Lime and a small non-native conifer collection.

10.6 Fauna

The following species have been identified in the Park:

Protected Species

Bats *Chiroptera* (WCA 1981 Sch) Common Pipistrelle *Pipistrellus pipistrellus*, Noctule *Nyctalus noctula*

Kingfisher *Alcedo atthis* (WCA 1981 Sch 1)

Stag Beetle *Cervus lucanus* (WCA 1981 Sch 5 s9(5))

Red Data Book

Bee Killer or Bee Wolf *Philanthus triangulatum* (a wasp) classified as Vulnerable on the UK Red Data List

Biodiversity Action Plan Species

Song Thrush *Turdus philomelos*

Spotted Flycatcher *Muscicapa striata*

Stag Beetle *Cervus lucanus*

Common Pipistrelle *Pipistrellus pipistrellus*

Other notables

Brown Hawker *Aeshna grandis*, Emperor *Anax imperator* and Black-tailed Skimmer *Orthetrum cancellatum* – Dragonflies can be used as flagship species within the Park.

Tawny Owl *Strix aluco* (notable as a top predator)

Mallard *Anas platyrhynchos* and hybrids with Domestic Duck (noted because of their large population size with regular year-round counts of 30-40 adult/sub-adult i.e. **not** incl. chicks)

Moorhen *Gallinula chloropus*

Alien species

Canada Geese *Branta canadensis* (again, noted because of their large population size with regular year-round counts of 10-15 adult/sub-adult).

Red-eared Terrapin *Chrysemys scripta elegans* (Wilderness Pond) (possible population of 3).

Mandarin Duck *Aix galericulata*

Grey Squirrel *Sciurus carolinensis*

Brown Rat *Rattus norvegicus*

Notable by their ABSENCE

Any reptile, other than non-native Terrapin (see above)

10.7 Geological and Physiographic Features

In broad terms, the Park is situated on a south-facing slope that rises from about 15m to 50m. The Park is however gently undulating in places with some notable landforms.

Most notable are:

- **Snow Hill** - with steep slopes from northwest anticlockwise to south and gentler slopes on other sides. The western and southern slopes of Snow Hill are fairly steep and in the context of the Park, high. The west and south slopes of Snow Hill are situated within the Core Wildlife Areas. The north arm of the tri-star path system in The Wildlife Reserve was quarried leaving a terrace, which is now the path and glade.
- **The Wilderness Pond Valley** - which runs almost north south along the western base of Snow Hill.

The geology is Kesgrave Sand and Gravels overlying Red Crag (sand and pebbly gravels, some shelly) in turn overlying London Clay. In places the sand and gravel cap has been eroded away to the clay. In some small areas the sand and gravel has been quarried and extracted. Notably, the London Clay appears to be very close to the surface in the Wilderness Pond Valley from about 150m north of the Wilderness Pond and in much of the lower areas south of the Wilderness Pond.

10.8 Conservation of Heritage Features

The Park Manager will ensure that the important archaeological, landscape and heritage features in the Park are managed within current guidance on best practice for conservation procedures within Historic Parks and in accordance with the Heritage Merit statement in Section 1.4 .



11. Community involvement

11. Community involvement

11.1 Patterns of Use Christchurch Park is central in Ipswich and has long established patterns of use. This usage varies during the day but also between weekdays and weekends. Numbers fluctuate over the seasons and vary according to which area of the Park you are in. The proximity to the town centre means that there will rarely be a time when the Park is truly empty.

The following is a general overview of the patterns of use.

On a regular weekday rush-hour the Park is a commuting route for those that either live close by and walk to work or school or who park their cars to the North of the Park and walk through to work. During the day visitors are the elderly, parents caring for children, dog walkers or those who visit to enjoy the Park for a leisure pursuit.

At weekends and during holidays the Park can be an attraction for all ages as there are a variety of facilities to make use of.

Obviously the warmer months are busier, but good weather in the midst of winter can see the Park bustling with visitors.

Some areas of the Park are maintained as peaceful areas and their usage will, naturally, be less than other areas.

In recent years the Arboreta have been underused and much of the work carried out, as part of the restoration project, has been to try and rectify any issues here.

11.2 Friends Christchurch Park has an established Friends group. This group has played a role in the Heritage Lottery Funded project as well as being active in the Park. The Friends have a membership of approximately 300 households. They produce a quarterly newsletter and several events in the Park, including the very successful 'Brass on the Grass' concerts in July and August. The input of the Friends has been essential in many aspects of the Park's Management and they are always consulted in issues, which relate to the Park.

11.3 Management Board Ipswich Borough Council has established a Park Management Board, which includes the following representatives: two members of the Friends of Christchurch Park, a representative of the Friends of Ipswich Museums, a member of one of the sports clubs (to represent all the clubs), two ward councillors, portfolio holder for Arts, Culture & Leisure and an independent member of the Public. The role of the Management Board is to oversee the Management of the Park and to influence the decisions made in the management of the Park.

11.4 Volunteers During the restoration project the Education and Access officer and Park Manager put together a volunteer recruitment drive. The aim was to encourage those people who wanted to play a role in the Parks future to come forward. Initially we received over 40 applications and approximately a dozen of those gave some of their time. Since then we have had over 30 more applicants many of whom are still with us. The Park offers voluntary opportunities in gardening, litter clearance, leading history walks and reception in the Reg Driver Visitor Centre. Volunteers are able to give as much or as little time as they are able in helping the Park. In return we offer training, specialist knowledge and the opportunity to be part of a team.

Volunteers have provided us with the skills and ability to provide visitor information, staff events

and to carry out a multitude of tasks across the Park that would otherwise have taken the paid staff much longer to complete.

We will continue to develop our volunteer groups, encouraging more people to play a role in the Park.

We have developed a Volunteer Action Plan to ensure that volunteers and employees understand their roles towards each other and to the tasks that they are involved with.

The Action Plan will also show the direction we would like to volunteer team to develop taking on board their input.

11.5 Education Christchurch Park has, for many years, been a place where schoolchildren have learnt about the natural environment. The newly opened Reg Driver Visitor Centre will offer the opportunity to extend their stay and get involved in additional studies. The education room is large enough to act as a base for two classes of schoolchildren and can act as a classroom, with many teaching facilities, for one class.

The education room will be open daily as an interpretation centre for the Park, detailing the history and wildlife of the Park. It will also be used, from time to time, to show relevant exhibitions.

Ipswich Borough Council's wildlife rangers will run a series of events each year giving greater understanding of wildlife in an enjoyable format.

Ipswich Borough Council is working closely with both Otley College and University College Suffolk to make use of the space as a teaching venue outside of normal operating hours.

11.6 Other Facilities Christchurch Park provides the setting for Christchurch Mansion and the Wolsey Art Gallery. The Park provides four toilet blocks. Two are new for 2008 and one has been fully refurbished. One of the new blocks is within the Reg Driver Visitor Centre and provides supervised toilet facilities.

The Reg Driver Visitor Centre provides a large interpretation space and an opportunity to speak to, and ask questions of the Park's staff at the reception desk.

There are two food kiosks within the Park and a third within the Mansion.

In the Arboreta there are tennis courts for hire and a croquet lawn, and on the east side of the Park two bowls greens.

The Park has two historic shelters (one of which doubles as a bandstand for summer concerts) and two original stone drinking fountains.

Christchurch Park offers a large children's play area, which is well used. There is also a teenage ball games area in the Lower Arboretum.

11.7 Open for all Christchurch Park is at the heart of Ipswich and it is utilised by visitors from both the Town and further afield. Staff in the Park attempt to make every visitor welcome by providing an enjoyable visit.

The Park has undergone a major refurbishment and accessibility is a high priority, however, there are still a few paths within the Park, which are not easily accessible.

Christchurch Park provides blue badge parking at both Bolton Lane entrance and Henley Rd entrance.

The Friends of Christchurch Park offer guided tours around the Park for up to seven people at a time in an electric buggy (wheelchair accessible).



12. Marketing

12. Marketing

12.1 Information Provision and Interpretation The current marketing strategy for Ipswich's historic parks focuses largely on print media and the dedicated pages on the Borough Council website which also links to a site controlled by The Friends of Christchurch Park.

The Council's newspaper, *The Angle*, often carries features about activities and events in Christchurch Park. As part of the restoration project there have been quarterly, seasonal newsletters entitled *Park Views*, which have provided a regular news bulletin on the progress of the project, volunteer activities and notification of events. These were delivered to the households in the Town and will be available in the future as a downloadable file from the Council's website. Additional information on the Park and the restoration project will be made available from the Reg Driver Visitor Centre.

12.2 Promotion in Christchurch Park can be divided into three categories:

Firstly there are the major events that utilise either all of the Park or large areas of it. These events are all organised by outside bodies through Ipswich Borough Council's Arts & Entertainments Service. Some examples are Ip-Art Music Day, Scouts Fireworks Display and Ipswich Community Carnival.

Secondly, smaller events organised by outside bodies. These are also scrutinised by the Arts & Entertainments Service. These events can include fun runs and small theatrical shows. The Friends of Christchurch Park have organised three or four "band concerts" in the Upper Arboretum over the summer period, which would fall into this category.

Finally there are the small family events organised by the Park staff. These events are generally not big enough to warrant involvement from the Council's Arts & Entertainments Service.

The first two categories are generally proposed by outside bodies and then approved in the first instance by the Park Manager and then the Arts & Entertainments Service. The smaller family events are organised to take place during the school holidays and will often be themed to a particular season. They will be based on the Park's wildlife or history or an environmental theme and reflect the tone and content of those that have been organized in the Park in recent years by the Education Officer working within the restoration project. It is our aim to produce 15 small events in our first year.

Promotion of events in the Park should not conflict with the stated aims of 3.1, Key Assets, Vision and Objectives.

12.3 Marketing Ipswich Borough Council has recently formed a Marketing Panel which will promote all areas of the town. Marketing for Christchurch Park will be channelled through this panel.

To ensure the best coverage and promotion of the Park the Marketing Panel and press office at Ipswich Borough Council will be updated on all news and events as they are announced. There is very limited finances available at present and this will be reviewed as income streams are created.



13. Management

13. Management

13.1 Public Service Christchurch Park was given to the people of Ipswich as a place to relax and enjoy the natural environment. It is the aim of Ipswich Borough Council to continue to maintain this wonderful resource through the underlying principles embodied within the 10 year Management and Maintenance Plan. The Park Management Board has been fully consulted on the content of the Park Management and Maintenance Plan and will continue to play an active role in the review and development of this document and the Action Plan. The Management Board will meet quarterly in order to monitor progress and agree amendments to the Action Plan, which shall be revised to ensure that the 'vision' for the Park and the underlying objectives are maintained.

Any matter that lies outside of the Management Plan but nevertheless impacts upon the Park or its users shall be discussed with the Management Board in order that its views might be reported to the Council's Executive Committee.

13.2 Personnel Christchurch Park has operated with a Park Manager for just under two years; prior to this a Grounds Maintenance Supervisor oversaw the management of the Park. There is a Team Leader, a further three full time gardening posts and an apprentice. A Wildlife Ranger, based at the stable block in Holywell's Park will continue to have input into the interpretation, education and biodiversity elements of the Park.

Working alongside this team are the Park's patrol staff, one full-time member of staff covering core hours and two others working outside normal hours.

Within the new Reg Driver Visitor Centre there are three/four posts to cover the reception duties.

In addition to this team are the volunteers. Please see 11.4.

13.3 Quality Systems and Management Plans This is the first official post-restoration Management Plan for Christchurch Park (2008 - 2018) and as such will be a working document regularly updated and enhanced. The Park staff work within the requirements of the Quality Management System and Operational Plan adopted by the larger StreetCare group to which they belong. The 10 year Management and Maintenance is the first management document since the old Competitive Tendering plans were drawn up 15-20 years ago and will form the basis on which all future work is undertaken. (A list of maintenance schedules is included in the appendix 14.3.)

13.4 Financial Management The Park budget is shown in Appendix 14.10.

13.5 Implementation This plan will be implemented from 2008 and will run for ten years (2018). The Management Plan will be reviewed and revised, whilst the Action Plan will be monitored quarterly and revised annually in order that it continues to reflect the 'vision' for the Park and remains fit for purpose.

14. Appendices

14.1 Chronology of the Park

Year	Detail
1177	The Augustinian Priory of Holy Trinity (also known as Christchurch) established with 643 acres (260 hectares) of farmland and fishponds, as well as land and rents in several nearby parishes.
1536	The Priory is suppressed during Henry VIII's reign, and the Crown seizes its estates. The conventual buildings are levelled to the ground.
1546-50	Paul Withypoll's son, Edmund inherits the property and builds a house on the site of the Priory ruins. In plan, 'Withypoll House' (also known as 'Christchurch Withypoll') corresponds to the early Tudor form of a large E.
1649	Devereux inherits the title of 6 th Viscount Hereford and undertakes a programme of improvements to the estate that include the interiors and frontage of the house, and the surrounding gardens.
1735	Claude Fonnereau purchases the estate (Christchurch Estate) from the 10 th Viscount Hereford, Devereaux for £11,500. The bill of sale indicates that the estate comprises 114 acres (46 hectares) of land as follows: 21 acres (8.5 hectares) of meadow; 80 acres (32 hectares) of pasture ground paled in for a park; and 13 acres (5 hectares) of wood.
1772	Newspaper reports indicate that the public has already received a right of access to the Park. Thomas Fonnereau attempts to restrict this, by issuing keys to those who will sign an agreement outlining the conditions of entry.
1848	20 th January, Councillor A. Ransome convenes a public meeting 'to determine the propriety of selecting in the vicinity of the town, an eligible spot for the formation of a park or place of helpful outdoor recreation for all classes'.
1892	William Neale Fonnereau negotiates the sale of the estate, auctioning off most of the household contents.
1895	23 rd February – Felix Thornly Cobbold presents Christchurch Mansion to the Town as a gift on the condition that the main structure of the house 'be preserved in its integrity and that the Corporation

purchase the remainder of the Park'. In April, the Corporation purchases the central part of the park, Clarke's Arboretum and an area fronting onto Westerfield Road (approx. 33 acres in total). Mr Damnant is appointed Park Attendant at £1.1s.0d per week. On 24th April the Park is opened to the public.

1922	The Corporation buys the Lower Arboretum for £1568 14s 3d and the area is completely redesigned.
1924	The Tudor merchant's house is saved from demolition at Major's corner and is reconstructed on the north side of Christchurch Mansion.
1928	The Upper Arboretum comes into Corporation ownership.
1986	Peace Garden opened (between the Wilderness Pond and the Cenotaph). Ipswich Sri Chimnoy Meditation Centre sponsors a cast iron plaque to mark the site.
1998	The Cherry avenue is planted in the Upper Arboretum by the Ipswich Horticultural Society to mark the launch of the Christchurch Tree Trail.
2001	Complete refurbishment of Play Area funded by £150,000 from Community Improvements Programme.
2003	HLF approve a Stage 1 Application for the restoration of Christchurch Park.
2005 - 2008	Implementation of main elements within the restoration project.

14.2 Heritage Assets – Importance and Sensitivities

The main heritage assets are listed below. See Appendix 14.3 for maintenance schedules

14.2.1 Buildings and Structures

Wolsey Gallery Garden This is an important high amenity feature at the rear of the Mansion providing an attractive setting for the main building and a quiet reflective space for the cafeteria.

Brett Fountain This Grade II listed structure can be found just inside the Henley Road entrance to Christchurch Park in the Upper Arboretum.

Historical Context: John Brett wrote to the Mayor of Ipswich and the Corporation of the town in October 1862 offering to donate a drinking fountain to Ipswich after seeing children playing in the Arboretum and noticing that there was no drinking water for them. The Mayor accepted the gift and the fountain was commissioned, it cost £64 to construct. The Brett Drinking Fountain was described as being “in the highly ornamental Italian style”.

Mr Thomas Shave Gowing, a friend of John Brett, was inspired by this generosity to write a poem about the drinking fountain, which he recited at the opening ceremony.

The Brett Drinking Fountain was unveiled at noon on May Day in 1863, but without the Mayor, Mr George Constatine Edgar Bacon who had declined to attend, or the Deputy Mayor, Mr Edward Grimwade who also refused to attend saying “cold water was a cold subject to make a speech upon”. It has been suggested that the Mayor and his Deputy had political disagreements with John Brett and Thomas Gowing and this is why they did not want to be at the ceremony.

The Brett Drinking Fountain was the first feature to be restored in Christchurch Park under the Heritage Lottery Funded restoration project, with Suffolk Masonry Services carrying out the restoration work.

This time the Mayor of Ipswich, Mr Bill Wright, and his wife were present to enjoy the opening ceremony and the poem written by Thomas Gowing was recited by the Community Education and Access Officer. It asks different groups of people to come forward and drink from the four taps of the fountain. Pupils from St Margaret’s Primary School and Ipswich High School took part in the ceremony, coming forward to drink when called upon, together with some of the adults present.

Burton Fountain This drinking fountain was restored quite recently, ahead of the Heritage Lottery Funded restoration project. It was given to the town by Sir Bunnell Burton in 1895 and has always stood at its present location. Descendants of Sir Bunnell still live in Ipswich today.

Refreshment Kiosk An attractive building that contributes to the general visual quality of the park and provides valued facility near the children’s play area.

Arts and Craft Shelter This historic feature in the Upper Arboretum provides an attractive focal point in a landscaped setting.

Cabman’s Shelter This shelter (Grade I Listed) was restored under the Heritage Lottery Funded restoration project and moved to the Westerfield Road entrance to the Park where it was felt that the more visible position would deter potential vandals and allow visitors to enjoy the views across the top of Christchurch Park. Cabman’s Shelter (Grade I) Extract from the

Consolidated List of Buildings of Special Architectural or Historic Interest – *Formerly a cabman's shelter which stood in Cornhill and is now used as a public shelter in Christchurch Park. Dated 1892. A timber building with a boarded plinth and segmental arch openings, 4 front and rear and 3 on the sides. The arches have carved ornamental spandrels. There is an entrance on the south-west side. Roof tiled, gambrel, with a central louvred cupola with ogee leaded roof and a finial. The eaves cornice is richly ornamented* – (It should be noted that this description is incorrect as only one of the side elevations has three arched openings, the other has two.)

Memorials - Martyrs' Memorial (Grade I), Boer Memorial (Grade I) and World War I & II Memorial

The Martyrs' Memorial The Martyr's Memorial stands close to the Bolton Lane entrance, walk towards the play area, it is on the right. This is a monument constructed to remember nine Protestant martyrs from Ipswich and nearby villages, who were tortured and burned to death for preaching their beliefs.

Historical Context: The monument was unveiled on Wednesday 16th December 1903 by the Dean of Canterbury. A year earlier in November 1902, Mr W J Catchpole, Mayor of Ipswich, called a Public Meeting to discuss the possibility of erecting a Memorial to the Protestant martyrs from Ipswich. A book called "the Seventeen Suffolk Martyrs" written by Nina Layard had recently been published and this brought the martyr's history to public attention. A committee was put together that included Miss Layard, and subscriptions were raised with the Mayor and other public figures leading by example and giving generous donations towards the Memorial.

The names of the martyrs, where and when they were burned:

N. Peke of Earl Stonham,	in Ipswich in 1538
Kerby of Ipswich,	on the Cornhill, Ipswich in 1546
Robert Samuel of East Bergholt,	on the Cornhill, Ipswich, 1555
Agnes Potter of Ipswich,	on the Cornhill, Ipswich, 1556
Joan Trunchfield of Ipswich,	on the Cornhill, Ipswich in 1556
John Tudson of Ipswich,	at Smithfield, 1556
Alexander Gouch of Woodbridge,	on the Cornhill, Ipswich, 1558
Alice Driver of Grundisburgh	on the Cornhill, Ipswich, 1558
William Pikes of Ipswich,	at Brentford, 1558

The committee wanted the Memorial to be on the Cornhill, the site of some of the executions, but this was not possible so it was situated in Christchurch Park where it stands today.

The architect who designed the Memorial was H T Edwards of the Art Memorial Company, West Norwood, London

Boer War Memorial

The Suffolk Soldiers Memorial for the South Africa Conflict (The Boer War) is between the Round Pond and Fonnereau Road entrance close to the Ipswich War Memorial.

Historical Context: The Suffolk Soldiers Memorial for the South Africa Conflict originally stood on the Cornhill where it was unveiled by General Sir John French, who later commanded a regiment in World War I, at 3.15 pm on Saturday 29th September 1906. It was moved to Christchurch Park c.1924 and placed close to the Memorial for Ipswich soldiers who died during the Great War.

The memorial was designed and made by Albert Toft (1869-1949) a sculptor of war memorials

and public monuments. There are memorials and statues of his in Birmingham, New Lanark and Nottingham. There are other memorials in Cambridge and Bury St Edmunds by Albert Toft that are similar to the one in Ipswich, but this is the only one in which the soldier has his head bowed. The same names are displayed on the Cambridge, Bury St Edmunds and Ipswich memorial as these soldiers were all from the same regiment.

Moving the memorial took about 50 men; it was pulled on rollers up the hill to Christchurch Park. The reason for moving it was to allow more space on the Cornhill for trams that needed to turn.

World War Memorials

The Ipswich War Memorial commemorates those from Ipswich who served in both World Wars. It is situated close to the Fonnereau Road entrance and both it and the Boer War Memorial are within sight of Christchurch Mansion, to the west of the Mansion, across an open grass area.

Historical Context: The Ipswich War Memorial was designed by Edward Adams, ARIBA a Manchester architect, 1922-3 and unveiled on Saturday 16th May 1924. Almost one and a half thousand men and women from Ipswich died during service in the Great War and by the time this cenotaph had been unveiled several ideas had been considered for a memorial to these people.

The War Memorial Committee had been set up in 1919 by the mayor of Ipswich, Mr E.C Ransome together with previous mayors to discuss the best way to honour those who died in the First World War. They made use of the local press to gather names from the relatives of those who had died and a competition was set up among architects to find a suitable design for the memorial. An assessor was appointed to find a site in Christchurch Park and to make the final decision on the winning design.

Ideas originally included an extension to the Anglesea Road Hospital with the names of the Ipswich soldiers who fell inscribed on plaques in the entrance; a memorial with names in one of the main streets in the town, or by the Soane Street entrance to Christchurch Park. These ideas were not practical as it would have to be so large because of the number of names there would not be room on a busy street, or in the entrance to a building. It was finally agreed that a memorial should be erected in Christchurch Park.

Over 200 designs were submitted from all over the country and several very good ones were rejected as being too expensive. Mr Edward Adams design was finally chosen with the unanimous agreement of the experts and the War Memorial Committee. The design was highly praised and featured in architectural magazines of the day.

Work to construct the memorial was tendered for and the contract was awarded to a local company whose partners appropriately were ex-servicemen themselves, Collins and Curtis of Handford Road. The bronze-work and name panels were by Earp, Hobbs and Miller, Manchester sculptors. The roll of military equipment in bronze on the front of the memorial "symbolises the putting away of the impedimenta of war". Three models were made; each one weighed over four tons, and then was broken down before the contractors, the architect and the committee were satisfied with the results.

The official unveiling of the memorial was to be by Lord Derby, minister for War during World War I, but he was taken ill and Rear Admiral Sir Richard Webb and Lieutenant General Sir Aylmer Hunter-Weston commander of the 29th Division at both Gallipoli and France, unveiled the panels of names by removing flags that covered them. Unfortunately the Mayor for Ipswich, Dr J R Staddon was also indisposed and the Deputy-Mayor, Mr Alfred Sizer took his place at short notice accepting the Memorial on behalf of the Borough.

There are 1,481 names of those who fell in World War I.

During World War II over 600 Ipswich people died in service and although their names were not added to the panels two sets of dates “1914 – 1919” and “1939 – 1945” were inscribed on the front of the Memorial. It wasn't until May 1995 when an 11-year-old girl wrote to the local newspaper asking why her grandfather's name wasn't on the Memorial that the Royal British Legion began the process of collecting the names of soldiers from Ipswich who had died during World War II. A roll of honour was produced and is displayed at the Tourist Information Centre in Ipswich. This raised such interest that the Royal British Legion began fundraising to have names added to plaques on the Memorial. Mr Peter Thompson, the chairman of the local branch of the RBL, worked hard to raise money by donations from local people and from Ipswich Borough Council.

Eventually, on Sunday 16th May 2004 new plaques were unveiled with the names of those from Ipswich who died in World War II. Paul Templeton of Suffolk Masonry Services constructed the extension to the Memorial. Mr Templeton had worked for 20 years for Collins and Curtis, the company who built the original Memorial 70 years earlier.

On Sunday May 10th 2009 the Cenotaph was further updated to include the names of those service men and women who have lost their lives in conflict since the Second World War.

Ice House The ice house is a Grade II listed structure and dates from the 18th century. It was probably built in 1735 when Claude Fonnereau acquired the estate and made improvements to both the Park and the Mansion.

Historical Context: The first recorded ice house was built at Greenwich in 1619 but their heyday came in the 18th century. Ice was regarded as a luxury and during the 18th century the possession of an ice house was something of a status symbol. Ice was used to cool wine, speed up the setting of jellies and keep meat fresh in hot weather. In the sick room it was used to cool fevers.

The ice house is a deep underground chamber made of brick with a domed top. The earth mound covering the dome was planted with trees and ivy, which was believed to keep the mound cool and dry through the hot summers. Where possible an ice house was built into a bank for the same reason.

There is a brick vaulted ante-chamber on north side. Our ice house is a straight-sided structure, 25 to 30 feet deep, but tapering ones were found to be more successful as ice packed better and harder if the well was shaped like an egg with the tapered end at the bottom.

During the winter ice would be cut from the frozen ponds in the park and packed into the ice house stacked between layers of straw. If the weather was not severe enough to freeze water into ice, compacted snow would be used instead. Alternate layers of ice and straw were placed in the well and rammed in to make a solid freezing mass. The insulation of straw, bricks and earth packed above it would keep the ice frozen. Entry to the well was restricted as much as possible and the system of double doors kept the cold air from escaping.

By the beginning of the 19th century, natural ice from Norway was being shipped over and with the advent of the railways, transportation of ice became commonplace and ice houses became obsolete.

Entrances

Soane Street Entrance The entrance lodge, gates and flanking walls are Grade II Listed

Park Road Entrance The Park Road Gate Piers (c.1898) are Grade II Listed

Bolton Lane Entrance Bolton Lane lodge and gate piers (1896) are Grade II Listed Structures

Henley Road Entrance This is the main entrance to the Upper Arboretum and is an area of high ornamental character. Repair and decoration to the gates and railings will be carried out as required

Fonnereau Road Entrance

14.2.2 Ornamental Gardens

9. Upper Arboretum The maintenance tasks will maintain refurbished shrubberies to replicate patterns of ornamental planting in Victorian design.

10. Lower Arboretum The maintenance tasks will aim to maintain and enhance the original Victorian planting schemes in both the refurbished shrubberies and the ornamental beds

Appendix 14.3 MAINTENANCE TASKS & FREQUENCY PLAN

Tasks undertaken Park wide

* = As necessary

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
1.1	High Quality Grass		M1A	M1													
	Cylinder mow collected	9164					4	4	5	5	5	4	4	4			35
1.2	General Park Grass			M1													
	Cylinder mow dispersed	211086	M1B				2	2	3	3	3	3	2	2			20
	Strim grass	5032	M1C				2	2	3	3	3	3	2	2			20
	Rotary mow dispersed	1994	M1D				1	1	2	1	1	1	1	1			9
	Terra Spike	89000	M1E		1											1	2
	Chain harrow	89000	M1F														*
	Wildflower cutting	3500	M1G							1			1				2
1.3	Entrances	Per item		M7													
	Inspect for litter/damage	16	M7A		31	28	31	30	31	30	31	31	30	31	30	31	365
	Inspect for appearance	16	M7B		1			1			1			1			4
	Heritage check	16	BDS1					1									1
1.4	Bedding	335	M8A	M8													
	Keep bedding dead headed										1						1
	Ground preparation								1					1			2
	Hand weed bed					1	1	1	1	1	1	1	1	1	1		10
	Irrigate																*
	Plant bedding								1					1			2
1.5	Carpet bedding	30	M8B	M8													
	Prepare ground									1							1

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
	Plant bedding										1						1
	Irrigate																*
	Weed / trim / dead head										2	2	2				6
1.6	Herbaceous Border	410	M8C	M8													
	Cut down border														1		1
	Clean and fork border						1										1
	Handweed border					1	1	1	1	1	1	1	1	1	1		10
	Irrigate																*
	Dead head border										1						1
1.7	Rose beds	90	M8D	M8													
	Dead head										1						1
	Fertilise rose bed							1						1			2
	Handweed						1	1	1	1	1	1	1				7
	Autumn prune													1			1
	Spring prune						1										1
	Prune species/shrub roses						1										1
1.8	Shrub beds	22500	M8E	M8													
	Handweed unmulched						1	1	1	1	1	1	1				7
	Prune unmulched shrubs														1		1
	Top up mulch														1		1
	Handweed mulched						1	1	1	1	1	1	1				7
	Prune mulched shrubs														1		1
1.9	Hedges	400 linear m	M8F	M8													
	Inspect hedges								1			1					2
	Trim hedges									1			1				2
* = As necessary																	

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
1.10	Trees	Per item	M8G														
	Autumn maintenance visit												1				1
	Immature tree, weed free							1									1
	Remove epicormic growth												1				1
	Visual check							1					1				2
	Full health check	2500			Once every three years												
	Visual check on veteran	50						1					1				2
	Event check				As necessary												
1.11	Litter removal	337600															
	Litter pick Park		M7C		4	4	4	4	4	5	5	5	5	4	4	4	52
1.12	Litter bins	Per item		M7													
	Empty litter bins	26	M7D		31	28	31	30	31	30	31	31	30	31	30	31	365
	Clean litter bins	26	M7E		1								1				2
1.13	Dog bins	Per item		M7													
	Empty dog bins	11	M7F		31	28	31	30	31	30	31	31	30	31	30	31	365
	Clean dog bins	11	M7G		1								1				2
1.14	Benches	Per item	M9A	M9													
	Inspect for damage	45			4	4	4	4	4	5	5	5	5	4	4	4	52
	Maintenance	45			Once every two years												
1.15	Information boards	Per item		M7													
	Check boards	9	M7H		2	2	3	3	3	3	3	3	3	2	2	2	31
	Clean boards	9	M7J				1					1					2
1.16	Hard surfaces / paths	6000 linear m		M9													
	Inspect paths		M9B				1										1

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
	Sweep hard surfaces		M9C		1	1	1	1	1	1	1	1	1	1	2	1	13
	Clear paths		M9D		2									2	4	4	10
1.17	Leaf removal	100000	M10A	M10													
	Leaf clearance														1	1	2
	Mulch park grass areas														1	1	2
	Leaf rake box mown areas													1		1	3
1.18	Fences / gates	Per item	M9E	M9													
	Inspect fences	3900 lm				1								1			2
	Inspect / oil gates	18				1								1			2
1.19	Drains	80	M10B	M10													
	Check drains					1								1			2
	Clean drains						1								1		2

MAINTENANCE TASKS & FREQUENCY PLAN – MANSION & WAR MEMORIALS

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
2.1	Wolsey Gallery Garden	320	M2A	M2													
	Hand weed beds						2	4	4	4	4	4	4	4			30
	Sweep paths				1	1	1	1	1	1	1	1	1	1	1	1	12
	Wash paths						1										1
	Maintain herbaceous bed		M8C														2
	Trim Yew Hedge		M8F														2
2.2	Peace Garden	430	M2B	M2													
	Clean out pond						1			1			1			1	4
	Cut grass		M1B		As per General tasks												
	Prune Shrubberies		M8E		As per General tasks												
2.3	Round Pond	2000	M2C	M2													
	Clear area around Pond		M7A		4	4	5	4	4	5	4	4	5	4	4	5	52
	Clean out pond				4	4	5	4	4	5	4	4	5	4	4	5	52
	Heritage check		BDS1					1									1
	Varied cut on long grass		M1G									1					1
2.4	War Memorials	Per item	M2D	M2													
	Inspect for damage	3	M7A		1	1	1	1	1	1	1	1	1	3	1	1	14
	Sweep for litter/leaves	3			20	20	20	20	20	20	20	20	20	20	20	20	240
	Heritage check	3	BDS1					1									1
2.5	Car Park	965	M2E	M2													
	Inspect for litter		M7A		1			1			1			1			4
	Inspect surfaces for damage		M9B					1									1

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
	Prune shrubberies		M8F		As per General tasks												
2.6	Reg Driver V C	Per item	M2F	M2													
	Building inspection		BDS2										1				1
	Boiler service		BDS2										1				1
	Fall safety inspection		IND								1						1
	Cleaning inspection				1			1			1			1			4
	Exhibition review								1						1		2

Area also includes: Soane St & Fonnereau Rd entrances and Mansion Lawn (Tasks listed on General Tasks).

MAINTENANCE TASKS & FREQUENCY PLAN – OPEN PARKLAND

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
3.1	Play area	775	M3A	M3													
	Litter clearance		M7C		31	28	31	30	31	30	31	31	30	31	30	31	365
	Visual Inspect play equip.				31	28	31	30	31	30	31	31	30	31	30	31	365
	Full inspection play equip.				2	2	2	2	2	2	2	2	2	2	2	2	24
	Independant Inspection										1						1
3.2	Children's wood	2400	M3B	M3													
	Maintenance of young trees								1	1	1	1	1	1			6
	Cut grass areas		M1D / M1G		As per General tasks												
	Clear footpaths		M9D		1	1					1		1	1	1	1	7
3.3	Bowls greens	2700	M3C	M3													
	Brush green						14	14	15	15	15	14	14	14			115
	Irrigate																*
	Mow				1	2	2	6	7	7	7	7	6	6	2	1	54
	LHS Lawn				2	2	2	3	2	2	2	3	2	2	2	2	26
	Fertilise Lawn							1		1				1			3
	Scarify							1		1		1		1			4
	Aerate							1									1
	Overseed													1			1
	Top Dress													1			1
	Mark out						1	13	14	13	13	14	13	13			94
	Keep drains clear						1										1
	Keep Leaf free						1										1
* = As necessary																	

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
3.4	Burton Fountain	Per item	M3D	M3													
	Clear litter		M7C		2	2	2	4	4	4	8	8	4	4	2	2	46
	Check water flow/drainage				1	1	1	1	1	1	1	1	1	1	1	1	12
	Power wash							1									1
	Heritage check		BDS1					1									1
3.5	Cabman's Shelter	Per item	M3E	M3													
	Clear litter		M7C		31	28	31	30	31	30	31	31	30	31	30	31	365
	Inspect for damage				4	4	4	4	4	4	4	4	4	4	4	4	48
	Clean Woodwork					1		1		1		1		1		1	6
	Power wash surface							1									1
	Heritage check		BDS1					1									1
3.6	Refreshment kiosk	Per item	M3F	M3													
	Clear litter		M7C		31	28	31	30	31	30	31	31	30	31	30	31	365
	Inspect for damage				1	1	1	1	1	1	1	1	1	1	1	1	12
	Heritage check		BDS1					1									1
3.7	Westerfield Rd Toilets	Per item	M3G	M3													
	Clean				31	28	31	30	31	30	31	31	30	31	30	31	365
	Inspect for damage				1	1	1	1	1	1	1	1	1	1	1	1	12
	Heritage check		BDS1					1									1
3.8	Leaf yard	600	M3H	M3													
	Inspect for usage						1			1			1			1	4

Area also includes: Park Rd & Westerfield Rd entrances and Park Rd Borders (Tasks listed on General Tasks).

MAINTENANCE TASKS & FREQUENCY PLAN – WILDLIFE VALLEY

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
4.1	Wildlife reserve	12500	M4A	M4													
	Litter clearance		M7C		4	4	4	8	8	8	8	8	8	4	4	4	72
	Cut along footpaths		M9D						1		1		1				3
	Sweep footpaths		M9D			1									1		2
	Woodland tree work				1												1
	Inspect for safety					1							1				2
4.2	Medieval Pond	250	M4B	M4													
	Litter clearance		M7C		4	4	4	4	4	4	4	4	4	4	4	4	48
	Remove excess weed												1				1
	Maintain scrub edge														1		1
4.3	Wet Meadow	1200	M4C	M4													
	Litter clearance		M7C		4	4	4	4	4	4	4	4	4	4	4	4	48
	Cut footpath edges		M9D				1	1	1	1	1	1	1	1			8
	Cut and remove grass		M1G							1			1				2
	Remove saplings				1												1
	Coppice hedge		M8F		As required												
4.4	Dry Meadow	3500	M4D	M4													
	Litter clearance		M7C		4	4	4	4	4	4	4	4	4	4	4	4	48
	Cut footpath edges		M9D				1	1	1	1	1	1	1	1			8
	Cut and remove grass		M1G										1				1
	Coppice hedge		M8F		As required												
4.5	Wilderness Pond	5000	M4E	M4													
	Check on edges					1		1		1		1		1		1	6

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
	Litter clearance		M7C		1	1	1	1	1	1	1	1	1	1	1	1	12
	Maintain island vegetation		M8E											1			1

MAINTENANCE TASKS & FREQUENCY PLAN – LOWER ARBORETUM

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
5.1	Mayors Walk	250 Im	M5A	M5													
	Inspect plaques and wall				1												1
	Maintain plaques				1												1
5.2	Rockery	740	M5B	M5													
	Inspect for damage				1												1
	Clear growth at waterfall				1												1
5.3	Pavilion	Per item	M5C	M5													
	Clean toilets				31	28	31	30	31	30	31	31	30	31	30	30	364
	Check stock				4	4	4	4	4	4	4	4	4	4	4	4	48
	Heritage check		BDS1					1									
5.4	Croquet Lawn	2000	M5D	M5													
	Brush croquet						14	14	15	15	15	14	14	14			115
	Irrigate																*
	Mow				1	2	2	6	7	7	7	7	6	6	2	1	54
	LHS Lawn				2	2	2	3	2	2	2	3	2	2	2	2	26
	Fertilise Lawn							1		1				1			3
	Scarify							1		1		1		1			4
	Aerate							1									1
	Overseed													1			1
	Top Dress													1			1
	Mark out						1	13	14	13	13	14	13	13			94
	Keep drains clear						1										1
	Keep Leaf free						1										1
* = As necessary																	

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
5.5	Croquet Pavilion	Per item	M5E	M5													
	Heritage Check		BDS1					1									1
5.6	Tennis Courts	2950	M5F	M5													
	Fence Maintenance						1										1
	Court Marked out							1									1
	Court swept																
	General Maintenance				21	22	22	22	21	22	22	21	22	22	22	21	260
5.7	Tunnels	Per item	M5G	M5													
	Heritage Check	2	BDS1					1									1
	Check for vandalism	2			1	1	1	1	1	1	1	1	1	1	1	1	12
	Sweep area	2					1			1			1			1	4
5.8	Teen Area	460	M5H	M5													
	Clear litter		M7C		31	28	31	30	31	30	31	31	30	31	30	31	365
	Check for vandalism																
	Full inspection play equip.				2	2	2	2	2	2	2	2	2	2	2	2	24
	Independent Inspection										1						

Area also includes: Fonnereau Rd entrance, Shrubberies and Burma Star Rose bed (Tasks listed on General Tasks).

MAINTENANCE TASKS & FREQUENCY PLAN – UPPER ARBORETUM

	TASK DESCRIPTION (INPUTS)	Area M ²	Specification Reference	Map Reference	FREQUENCY SPREAD												TOTAL
					1	2	3	4	5	6	7	8	9	10	11	12	
6.1	Arts & Crafts Shelter	Per item	M6A	M6													
	Clear litter		M7C		31	28	31	30	31	30	31	31	30	31	30	31	365
	Inspect for damage				4	4	4	4	4	4	4	4	4	4	4	4	48
	Clean Woodwork					1		1		1		1		1		1	6
	Power wash surface							1									1
	Heritage check		BDS1					1									1
6.2	Brett Fountain	Per item	M6B	M6													
	Clear litter		M7C		2	2	2	4	4	4	8	8	4	4	2	2	46
	Check water flow/drainage				1	1	1	1	1	1	1	1	1	1	1	1	12
	Power wash							1									1
	Heritage check		BDS1					1									1
6.3	Henley Rd Toilets	Per item	M6C	M6													
	Clean toilets				31	28	31	30	31	30	31	31	30	31	30	30	364
	Check stock				4	4	4	4	4	4	4	4	4	4	4	4	48
	Heritage check		BDS1					1									1

Area also includes: Henley Rd entrance, Shrubberies and Carpet Bedding (Tasks listed on General Tasks).

SPECIFICATIONS

Ref no.	Task	Standard
M1A	Cylinder mow collected	<ul style="list-style-type: none"> Grass areas to be cut evenly across the whole surface, with the mower blades set so that no 'ribbing' occurs, to the agreed height for the area usage. Obstacles should have their bases maintained so that the mower can cut up to them leaving no long grass. All grass edges should be managed (sheared, strimmed or 'half mooned') to maintain a defined boundary with neighbouring surfaces. All arisings should be collected. The area should be visually inspected for litter and debris prior to mowing and left in a clean litter free condition on completion.
M1B	Cylinder mow dispersed	<ul style="list-style-type: none"> Grass areas to be cut evenly across the whole surface, with the mower blades set so that no 'ribbing' occurs, to the agreed height for the area usage. Obstacles should have their bases maintained so that the mower can cut up to them leaving no long grass (except around the base of trees). All grass edges should be managed (sheared, strimmed or 'half mooned') to maintain a defined boundary with neighbouring surfaces. Arisings should be dispersed evenly across the whole area. The area should be visually inspected for litter and debris prior to mowing and left in a clean litter free condition after mowing.
M1C	Strim grass	<ul style="list-style-type: none"> Grass areas to be cut evenly across whole surface. No strimming around the base of trees. The area should be visually inspected for litter and debris prior to strimming and left in a clean litter free condition after strimming.
M1D	Rotary mow dispersed	<ul style="list-style-type: none"> Grass areas are to be maintained to a maximum height of 50mm. The grass should be cut evenly across the entire area as close to obstacles as possible. Obstacles should be maintained so as not to detract from the grass area standard. All grass edges should be managed (sheared, strimmed or 'half mooned') to maintain a defined boundary with neighbouring surfaces. Arisings should be evenly dispersed over the grass area leaving the surrounding surfaces as clean as reasonably practicable.

		<ul style="list-style-type: none"> The area should be visually inspected for litter and debris prior to mowing and left in a clean litter free condition on completion.
M1E	Terra spike	<ul style="list-style-type: none"> Spikes should avoid areas where tree roots exist. The area should be visually inspected for litter and debris prior to spiking and left in a clean litter free condition on completion.
M1F	Chain harrow	<ul style="list-style-type: none"> Areas should be checked for moisture levels prior to harrowing. Ground should break up easily and not remain in clods. Excessive ruts should be levelled prior to harrowing. The area should be visually inspected for litter and debris prior to harrowing and left in a clean litter free condition on completion.
M1G	Wildflower cutting	<ul style="list-style-type: none"> Grass areas should be cut evenly across the entire area Obstacle bases may need to be cleaned once flailing is complete depending upon the areas function (meadow or flowering verge). A high percentage of the arisings should be removed from site. The area should be visually inspected for litter and debris prior to mowing and left in a clean litter free condition after mowing.
M2A	W.A.G. Garden	<ul style="list-style-type: none"> Keep beds weed free Dead head plants as necessary Sweep paths and remove sweepings Low pressure wash paths Replace dead plants at next season
M2B	Peace Garden	<ul style="list-style-type: none"> Keep beds weed / litter free Sweep pond with fish net to remove organic and other litter
M2C	Round Pond	<ul style="list-style-type: none"> Sweep pond with fish net to remove organic and other litter Check on edges and drains to remain damage and litter free
M2D	War Memorials	<ul style="list-style-type: none"> Keep leaf / litter free
M2E	Car Park	<ul style="list-style-type: none"> Visual check for damage and litter. Check for misuse
M2F	RDVC	<ul style="list-style-type: none"> Ensure building is cleaned to a high standard Ensure facilities are maintained in a safe manner Maintain relevant exhibitions Change exhibitions on a regular basis

		<ul style="list-style-type: none"> • Maintain a welcoming ambience • Maintain a learning environment
M3A	Play area	<ul style="list-style-type: none"> • Keep litter free • Maintain even depth of bark chippings • Equipment and fixings must remain stationary and tight • When equipment is damaged – review its appropriateness
M3B	Children's wood	<ul style="list-style-type: none"> • (set up only) Weed around newly planted trees. • Keep litter free • Maintain diverse flora • Maintain a variety of small habitats • Maintain a learning environment
M3C	Bowls greens	<ul style="list-style-type: none"> • The playing surface should be level. • The grass sward should be consistent and maintained to an acceptable height for the club league, normally 5mm. (EBA) during the playing season. • The playing surface should be pest & disease free, including worm casts. • The playing surface should be weed & moss free with no build up of 'thatch' • The playing surface should be fertilised & irrigated to maintain optimum growing conditions. • The playing surface should be maintained in a well drained condition across the entire surface area to reduce standing water and enable play to continue as soon as possible after irrigation or rain. • Re-instatement of worn areas should be attended to during autumn maintenance at the end of the playing season. • All grass banks & surrounds should be pest, disease and weed free to reduce contamination of the playing surface. Any banking should be of the correct profile for the club league requirements. • The perimeter gulley should be maintained to the correct width & depth with all boarding in good serviceable condition. Gully base fill should be of an agreed specification, free from debris, weeds & leaves.
M3D	Burton fountain	<ul style="list-style-type: none"> • Keep litter free • Maintain clean water supply
M3E	Cabman's shelter	<ul style="list-style-type: none"> • Keep litter and graffiti free • Maintain woodwork
M3F	Refreshment kiosk	<ul style="list-style-type: none"> • Keep litter and graffiti free • Ensure provision of high quality refreshments

M3G	Toilets	<ul style="list-style-type: none"> • Maintain clean toilets • Keep litter and graffiti free
M3H	Leaf Yard	<ul style="list-style-type: none"> • Maintain clean yard • Provide space for all park equipment and short term storage for waste products
M4A	Wildlife Reserve	<ul style="list-style-type: none"> • Keep litter free • Maintain clear access • Provide varying structure in woodland • Maintain / increase wildlife diversity • Maintain safe environment
M4B	Medieval Pond	<ul style="list-style-type: none"> • Keep litter free • Maintain maximum 50% weed cover in pond • Prevent encroachment of wildlife shrub layer
M4C	Wet Meadow	<ul style="list-style-type: none"> • Keep litter free • Maintain managed edge alongside footpaths • Maintain / increase floral diversity • Keep free of saplings/self sown trees • Leave over-winter refuge for invertebrates
M4D	Dry Meadow	<ul style="list-style-type: none"> • Keep litter free • Maintain managed edge alongside footpaths • Maintain / increase floral diversity • Leave over-winter refuge for invertebrates
M4E	Wilderness Pond	<ul style="list-style-type: none"> • Keep litter free • Maintain solid edges • Maintain maximum 50% weed cover in pond • Maintain shrub cover on island (M8E) • Maintain wildlife shrub layer as variety of structures
M5A	Mayors walk	<ul style="list-style-type: none"> • Keep litter free • Check plaques for damage • Repaint plaques every two years • Maintain shrubberies (M8E)
M5B	Rockery	<ul style="list-style-type: none"> • Keep litter free • Maintain shrubberies (M8E)

		<ul style="list-style-type: none"> • Maintain 20% sedge growth in waterfall
M5C	Pavilion	<ul style="list-style-type: none"> • Keep graffiti free • Ensure toilets are cleaned to a high standard • Ensure facilities are maintained in a safe manner • Ensure provision of high quality refreshments
M5D	Croquet Lawn	<ul style="list-style-type: none"> • The playing surface should be level. • The grass sward should be consistent and maintained to an acceptable height for the club league, normally 5mm. (EBA) during the playing season. • The playing surface should be pest & disease free, including worm casts. • The playing surface should be weed & moss free with no build up of 'thatch' • The playing surface should be fertilised & irrigated to maintain optimum growing conditions. • The playing surface should be maintained in a well drained condition across the entire surface area to reduce standing water and enable play to continue as soon as possible after irrigation or rain. • Re-instatement of worn areas should be attended to during autumn maintenance at the end of the playing season. • All grass banks & surrounds should be pest, disease and weed free to reduce contamination of the playing surface. Any banking should be of the correct profile for the club league requirements. • The perimeter gully should be maintained to the correct width & depth with all boarding in good serviceable condition. Gully base fill should be of an agreed specification, free from debris, weeds & leaves.
M5E	Croquet Pavilion	<ul style="list-style-type: none"> • Keep litter and graffiti free • Maintain woodwork
M5F	Tennis Courts	<ul style="list-style-type: none"> • Keep litter and leaf free • Maintain clean, clear and level playing surface
M5G	Tunnels	<ul style="list-style-type: none"> • Keep litter and graffiti free • Maintain safe structure
M5H	Teen Area	<ul style="list-style-type: none"> • Keep litter and graffiti free • Equipment and fixings must remain stationary and tight • When equipment is damaged – review its appropriateness
M6A	Arts & Craft shelter	<ul style="list-style-type: none"> • Keep litter and graffiti free • Maintain woodwork
M6B	Brett Fountain	<ul style="list-style-type: none"> • Keep litter free

		<ul style="list-style-type: none"> • Maintain clean water supply
M6C	Henley Rd Toilets	<ul style="list-style-type: none"> • Keep graffiti free • Ensure toilets are cleaned to a high standard • Ensure facilities are maintained in a safe manner
M7A	Inspect for litter/damage	<ul style="list-style-type: none"> • Area should be free from litter / graffiti. • All unauthorised obstacles should be removed. • Visual check for trip hazards, damaged furniture.
M7B	Inspect for appearance	<ul style="list-style-type: none"> • Visual check on landscaping situation. • Visual check on wear and tear.
M7C	Litter pick Park	<ul style="list-style-type: none"> • Follow set route • Remove all litter • Explore hidden areas • Use appropriate equipment including sharps boxes, gloves etc where necessary.
M7D	Empty litter bins	<ul style="list-style-type: none"> • Follow set route • Remove all litter from bin and surrounding area. • Use appropriate PPE.
M7E	Clean litter bins	<ul style="list-style-type: none"> • Follow set route • Use appropriate PPE • Wipe clean with antiseptic wash and warm water
M7F	Empty dog bins	<ul style="list-style-type: none"> • Follow set route • Remove bagged dog waste from bin and replace bag. • Remove bagged dog waste within vicinity of bin. • Use appropriate PPE.
M7G	Clean dog bins	<ul style="list-style-type: none"> • Follow set route • Use appropriate PPE • Wipe clean with antiseptic wash and warm water
M7H	Check info boards	<ul style="list-style-type: none"> • Remove out of date posters • Ensure all posters are visible • Insert new posters • Check timeplates are visible and up to date
M7J	Clean info boards	<ul style="list-style-type: none"> • Clean exterior of boards with wet soft cloth • Clean plastic with vinegar based cleaner

M8A	Bedding	<ul style="list-style-type: none"> • Annual beds should be maintained weed free. • Bedding plants should be deadheaded as far as reasonable practicable. • Standard or 'dot' plants should be staked as needed to support them in an upright state. • The beds should be irrigated as required to maintain growth throughout the season. • Dead or dying plants shall be removed and affected areas replanted if reasonably practicable to do so. • Litter should not be allowed to accumulate in any annual bed.
M8B	Carpet Bedding	<ul style="list-style-type: none"> • The Carpet bed should be maintained weed free. • Bedding plants should be deadheaded as far as reasonable practicable. • The beds should be irrigated as required to maintain growth throughout the season. • Dead or dying plants shall be removed and affected areas replanted – a small stock of spares should be maintained for this reason. • Litter should not be allowed to accumulate in the carpet bed.
M8C	Herbaceous Bed	<ul style="list-style-type: none"> • Herbaceous bed should be maintained weed free. • Plants should be deadheaded as appropriate. • Dead or dying plants shall be removed and affected areas replanted in the next season • Litter should not be allowed to accumulate in the herbaceous bed.
M8D	Rose beds	<ul style="list-style-type: none"> • Roses should be pruned in accordance with good horticultural practice for their variety and situation. • Fertiliser shall be applied in order to maintain healthy optimum growth. • Pest & disease should be identified and treated as far as reasonably practicable. • Mulched surfaces should be maintained in a clean condition totally covering any membrane and suppressing weed growth to a maximum depth of 3" – 75mm.
M8E	Shrub beds	<ul style="list-style-type: none"> • Shrubs should be maintained in a way that is suitable to their location, so that they do not suppress one another or obstruct, paths, windows, doorways or otherwise create a public hazard. • When pruning is undertaken, every attempt should be made to maintain the desired feature, eg. flower production, coloured stems etc. • Dead wood should be removed from shrubs as far as reasonably practicable. • The border should be maintained in a weed free condition. • Mulched surfaces should be maintained in a clean condition totally covering any membrane and suppressing weed growth to a maximum depth of 3" – 75mm. • Litter should not be allowed to accumulate in any shrub border
M8F	Hedges	<ul style="list-style-type: none"> • Hedges should be trimmed according to their situation.

		<ul style="list-style-type: none"> • All cutting should be removed • Coppicing of hedges should be carried out only with specific species or specific sites – follow good practice and advise through Park Management Board
M8G	Trees	<ul style="list-style-type: none"> • Immature trees should have a supporting stake/ties in good serviceable condition as required for the species to grow vertically. • All guards should be in a good serviceable condition. • Damaged or broken branches should be removed. • Immature trees should be irrigated as required to maintain healthy growth. • Tree bases should be maintained in a clean defined condition and mulched where possible in grass areas. • Basal growth should be trimmed close to the trunk annually to maintain a good visual appearance. • Immature trees that die should be reported via the Assistant Manager - Arboriculture for replacement during the next planting season.
M9A	Benches	<ul style="list-style-type: none"> • Benches should be given a visual inspection for vandalism / other damage • Every two years the bench should be removed and cleaned / sanded / oiled before being replaced.
M9B	Hard surface inspect	<ul style="list-style-type: none"> • Walk every path twice (once in wet, once in dry). • Check for wear and tear, trip hazards, drainage/puddling and other issues.
M9C	Path sweep	<ul style="list-style-type: none"> • Use of mechanical road sweep to remove excess organic matter at edge of path
M9D	Path clear	<ul style="list-style-type: none"> • Keep paths clear of leaves / other debris • Maintain short grass on path edge (upto 1 metre from path edge)
M9E	Fences / gates	<ul style="list-style-type: none"> • Walk fence lines inspect for damage / holes. • Check for build up of organic matter. • Oil gate hinges and padlocks.
M10A	Leaf removal	<ul style="list-style-type: none"> • Areas are prioritised according to event schedule. • Leaf fence to be installed alongside Westerfield Rd to catch leaves. • Fenceline to be cleared once a month from November to January • Leaves removed to be stored adjacent to areas in compounds – these piles should be removed 6-9 months later. • Majority of areas should be mulched and left (dependant on depth of leaf layer).
M10B	Drains	<ul style="list-style-type: none"> • Visual inspection of drain for damage and organic matter build up. • Remove all organic matter. • Check water flow in piped drains.

Appendix 14.4 List of Major Stakeholders

- a. Staff and Volunteers**
- b. Christchurch Park Management Board**
- c. Friends of Christchurch Park**
- d. Colchester & Ipswich Museums Service**
- e. Friends of Christchurch Mansion**
- f. Members of the Parks & Open Spaces Forum**
- g. Bowling Clubs**
- h. Croquet Club**
- i. Kiosk Tenants**
- j. Otley College**
- k. Suffolk College**
- l. Genesis**
- m. Ipswich Conservation Advisory Panel**

Appendix 14.5 Park Byelaws

The Byelaws for Christchurch Park, the Lower and Upper Arboretum were made under Section 164 of the Public Health Act 1875, Section 15 of the Open Spaces Act 1906, and Sections 12 and 15 of the Open Spaces Act 1906 by the Ipswich Borough Council to cover the parks, recreation grounds, gardens, amenity areas, playgrounds, public walks, tree belts and open spaces within the Town.

In 1983 it was agreed that these Byelaws could be cited as the Borough of Ipswich (Parks) Byelaws, see attached.

A copy of these byelaws is available from the Park Manager at the Reg Driver Visitor Centre.

Appendix 14.6 Christchurch Park Volunteer Action Plan

A volunteer is a person who offers their time, skills and knowledge for the benefit of others willingly and without being paid.

IBC recognises its responsibilities and commitment both to its volunteer programme and to its individual volunteers. This policy will help to ensure fairness and consistency and will increase opportunities for heritage volunteering by people of all ages, abilities and backgrounds.

Application of this Policy will ensure that decisions are not made on an ad hoc basis, and that all volunteers are treated fairly, applying consistent standards and practices. It will enable volunteers to know where they stand, to know how they can expect to be treated, and where they can turn if they feel that things are going wrong.

The policy will also help ensure that paid staff, senior management and members fully understand why volunteers are involved, and what role they have within the Park and what they can do if they feel things are going wrong .

Why does IBC involve volunteers in Christchurch Park?

- So that members of the public who enjoy and appreciate the Park can become more involved with the Park and the park staff
- To bring about improvements and enhancement to the Park that IBC would not otherwise be able to achieve, including a fuller and more varied events programme to the Park
- To involve local people in decision-making and action for the future of the Park
- To give IBC the opportunity to consult an independent group drawn from interested members of the public on park issues
- To encourage the public to see Ipswich parks, and Christchurch Park in particular, as places to engage with actively and not just as places to visit passively

Who will be responsible for volunteers?

There will be several members of staff responsible for supporting volunteers in different aspects of Park activities.

- Park Manager
- Team Leader
- Gardener
- Receptionist
- Ranger

The Park Manager has the main responsibility for all volunteers. The Receptionist will have the responsibility for overseeing reception volunteers and team leader will oversee all practical volunteers. Occasionally volunteers will be working on projects run by the Park Ranger. Other Gardening staff will also help supervise the volunteers and guide them with practical assistance when necessary.

Some other departments within Ipswich Borough Council and outside organisations use Christchurch Park as a venue for a wide range of exciting and interesting events. There are sometimes opportunities for volunteers to help with the running of these events organised by others. In this case they will be supported by the relevant organisation.

Recruitment

- We will promote volunteering opportunities among local residents and users of the park by notices, press stories, events, local volunteer centres and appropriate websites such as www.do-it.org.uk
- We will seek to broaden the diversity of our volunteer group by using existing community links and forging new ones
- Taster sessions will be used as a way for people to try out the activities and join up as a volunteer if they enjoy it
- All will be offered (without any pressure) the opportunity to become a Friend of Christchurch Park
- We will interview all people interested in becoming a volunteer to establish their areas of interest, skills and level of commitment so they can be matched with appropriate tasks and projects
- All new volunteers will be introduced to the appropriate members of the Christchurch team and have an induction to the Park and the project and their rights and responsibilities as a volunteer with IBC [e.g. H&S, EO, expenses, training, support and recognition]

Training and support

In order to increase the quality of volunteering opportunities and to maintain a high and safe standard of work:

- All volunteers will receive relevant training to do the tasks requested
- All volunteers will receive clear instructions at the beginning of each session or event, particularly if their work is to involve using tools and/or equipment
- All volunteers who have significant dealings with the public (at events or information points) will receive training in customer care including disability awareness and race awareness
- Training, or information, sessions will be arranged where possible with other relevant professionals. These sessions should be regarded as additional for Park volunteers and not an essential part of their training
- We will explain the standards we expect for our services and encourage and support volunteers to achieve and maintain them
- We will provide a named person who will meet each volunteer routinely to discuss their volunteering and any successes and problems
- We will do our best to help volunteers develop their role

Health and Safety

- Volunteers will be made aware of their responsibilities for Health & Safety, and which member of staff to go to if they have any concerns. The appropriate team leader will give Health and Safety training at the beginning of each session of practical work and for public events involving volunteers
- Whenever any tools and equipment are to be used there will be a reminder of the correct and safe way to use them at the beginning of every session
- All volunteers will receive initial Health and Safety training with regular refresher training
- IBC will provide volunteers with personal protective equipment as appropriate and ensure that it is used where necessary
- Volunteers will be informed with whom they will be working and who is directly responsible for them every time they are working in the park. They will also be given the

contact phone number of Park Patrol and the named individual who has responsibility for them on that day

- Volunteers will be made aware of the first aid and emergency arrangements for the session or for the activity they are carrying out

Equal Opportunities

As a major employer and provider of direct services, Ipswich Borough Council has a responsibility for the promotion of policies to ensure; that all members of the community have fair and equal opportunity to obtain jobs and training with the Council; that services are planned and provided in a manner which is fair and sensitive to the diversity of needs in the community.

The Council has the general duty as set out in Section 71 of the Race Relations Act (Amendment) 2000, local authorities shall in carrying out its functions, have due regard for the need:

- a) to eliminate racial discrimination; and
- b) to promote equality of opportunity and good relations between persons of different racial groups.

The Council must also comply with the provisions of the Sex Discrimination Act of 1975 and the Disabled Persons (Employment) Acts 1995.

The Council sees the inequalities that exist in our society, and opposes all forms of unlawful or unfair discrimination.

Volunteer's rights and responsibilities

- Volunteers should all expect equal treatment.
- We will not tolerate offensive language, aggression or abusive behaviour towards anyone and will investigate and take any complaints seriously
- Volunteers should feel valued for the time and effort freely given to Christchurch Park
- We expect all our volunteers to behave in a polite and respectful way. Volunteers working in Christchurch Park are representing the Park and IBC and are asked to follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to staff, other volunteers and clients
- Volunteers should take care to follow all instructions given. This will ensure everyone can enjoy themselves safely, without the risk of causing injury to themselves or others, or damage to any plants, wildlife or property in Christchurch Park
- Volunteers should maintain confidential any confidential information of IBC and of its clients to which their volunteering gives them necessary access. IBC will keep the minimum data required for volunteers, securely and for the minimum time and dispose of such data in a secure manner according to its registration under the Data Protection Act
- Volunteers will be subject to a CRB check

A volunteer can expect:

- To be made to feel welcome
- To be told in advance the type of work that is to be done, although the details may vary depending on weather conditions, available staff etc
- That we will try to match each volunteer with tasks to suit their skills, abilities and interests
- Always to be shown and told what to and how to do it safely and effectively.

- Every session will involve a Health and Safety briefing
- Always to be told who is responsible for each project or activity and how to contact this person if they are not able to be present all the time
- Sometimes to be working as a group, but sometimes in pairs or individually; for example taking a guided tour around the Park will only need one or two people but a gardening project can involve several people at the same time
- To receive recognition for their contribution to IBC and the Park

Expenses

- Volunteers will have agreed expenses reimbursed but will not be paid for any work in Christchurch Park. Expenses may include travel to and from home to [the place of work] and during the volunteer's work under certain circumstances, but must be agreed between the volunteer and volunteer coordinator
- Specialist clothing where this is required by IBC and provided by the volunteer

Insurance

- Volunteers are covered by IBC's insurance in the same way as staff during the time they spend working for IBC on voluntary work approved and authorised by us

Grievance and Disciplinary procedures

- IBC is committed to try to resolve fairly any problems, grievances and difficulties volunteers may have while they volunteer with us
- If a volunteer has a grievance about a staff member or another volunteer, they should talk to the person concerned first to try to sort out the problem informally. If this does not settle the matter satisfactorily then the person with the grievance should raise it with their supervisor or if about the supervisor, with the Park Manager. The supervisor will investigate the problem and discuss with the volunteer what action if any to take. If this does not settle the matter then it must be referred to the Human Resources department in IBC.
- Every stage of this process will be recorded and kept confidential

This policy will be used in volunteer induction interviews. A copy of it will be given to every volunteer and new member of staff as part of their induction and will be displayed in the volunteers' office. It will be reviewed annually by the staff responsible together with representative volunteers.

Christchurch Park vehicle movement policy

This policy relates to all vehicles entering the Park. Please read this policy thoroughly.

Overview

- **All drivers wishing to drive into the Park must obtain the permission of the Park Manager, prior to doing so.**
- **All vehicles moving through the Park should use hazard-warning lights and travel no faster than 10mph.**
- **With the exception of Ground Maintenance Equipment, no vehicle driving through the Park may drive on the grass.**
- **Visitors arriving by car** All vehicular traffic should park in the Bolton Lane Car Park.
- **Small / Light Vehicles (Vehicles of transit van size or smaller)** – Vehicles must enter via Bolton Lane entrance. The entrance at Bolton Lane is very narrow and consequently great care should be taken when passing through the gates so as not to cause any damage. Vehicles should park in the car park.
- **Heavy / Wide Vehicles (Large vehicles, i.e. Over 7.5 tonne, 6'6"wide)** – Vehicles need specific approval before entering the Park. If permission is granted these vehicles will require precise controls whilst in the Park. They must enter using the Westerfield Rd Entrance.
- **Disabled drivers / blue badge holders** - will be given detailed instructions via signs at Bolton Lane/ Henley Rd. Information will also be available on websites and via phone communication.
- **Event traffic is subject to the same restrictions as all other traffic.**
- Details of each vehicle entering the Park will be recorded in a logbook.
- **Non-compliance with these instructions and any consequential damage will be re-charged to the driver/owner.**

Contact details for Park Manager – 01473 252473 or 07736 826066

General Conditions

Heavy Vehicles

Drivers of heavy and or large vehicles require the specific permission of the Park Manager before entering the Park. *At least one month's advance notice is required.*

If permission is approved drivers will be given clear written instructions on their specific route and the rules that apply to them.

Movement will be restricted to the absolute minimum in order to prevent unnecessary damage to the general infrastructure and fabric of the Park.

Additional precautions may be required to prevent damage to both hard and soft surfaces by these vehicles.

On the day of entry drivers will need to report to the Park Manager, by telephone, before entering the Park (In the case of an event this will be the Event Officer).

On entry to the Park a staff member will meet the driver. The staff member will inspect the written instructions (sent previously) and confirm that they are understood.

Deliveries

Delivery drivers must park in the Bolton Lane car park and transport their goods from there on foot. Exceptions will be considered for heavy / valuable goods in agreement with the Park Manager.

Grounds Maintenance

All off-road equipment will be fitted with appropriate low-pressure tyres in order to prevent damage to grassed areas and other soft ground. Unless carrying out a prescribed maintenance task the Park Manager's permission must be sought before entry.

Events

The event manual for each event will need to include details on every vehicle likely to enter the Park and their every anticipated movement. The event manual will need the full approval of the Park Manager.

Trees and other sensitive features will be afforded appropriate protection by limiting vehicle movement and / or protective cordons. Veteran Tree Policy shall apply.

All vehicle movements shall be kept to a minimum.
Public car parking will not be permitted at events.

Regular users

Those drivers who regularly deliver to the Park or make use of the Park car park will be given a complete list of instructions detailing their route and the rules, which apply to them. They are obliged to comply with the rules.

Entrances and Signage

There are four entrances, which may be used to bring vehicles into the Park. They are: Westerfield Road – event and large / heavy vehicles; Fonnereau Road - Parks staff and contractors; Henley Road – Blue Badge holders and contractors; and Bolton Lane – Blue Badge holders and various authorised traffic.

Appropriate signage will be in place at Bolton Lane and Henley Road entrances and will provide clear instructions for the driver to follow. The signage will differ at both entrances.

- Henley Road will show that only 'Blue Badge' parking is available and that those not displaying a blue badge are liable to receive a fine.
- Bolton Lane signage will show that access is only available for those with prior permission or a 'Blue Badge'. They will be directed towards the car park and to the Reg Driver Visitor Centre.

Both the other entrances will require permission before entry and are locked so they will not require signage.

Communication

Whenever there is a requirement to bring vehicles into the Park the Park Manager must be notified. Whenever contractors / suppliers are invited into the Park it is the responsibility of the contract manager/ purchaser to implement this policy. Joint meetings will be held with Mansion staff every month, an agenda item is the use of vehicles within the Park.

Policing

Park Patrol will have the authority to stop any vehicle in the Park and question their permission to bring a vehicle into the Park.

Park Patrol will ensure that all restrictions are enforced.

A check will be kept of the car parks to make sure that no unauthorised vehicles are using them.

A record shall be kept of all cars authorised to be there.

Inspection will be undertaken randomly.

Police and other emergency services will be urged to contact the Park Manager or Parks Patrol when entering the Park.

Penalties

- Vehicles entering the Park without permission will be asked to leave immediately.
- Vehicles that have been given permission to enter the Park for a specific reason and abuse the restrictions set will be asked to leave.
- Damages will be sought from those who cause damage through abuse of this policy.
- Car parking penalties will be set when an issue arises.

Prior to visit

Contact Park to confirm day of visit. Give registration number(s) and times. Contact no.'s 01473 252435 / 252473.

Visitor / Contractor

Enter via Bolton Lane entrance.

Park close to car park walk to Reg Driver Visitor Centre.

Get pass and display in vehicle windscreen.

Park in car park

Take vehicle to work area – only applies to contractors who need to transport work tools to site.

Drive at no more than 10mph. Do not drive on grass. Use hazard lights.

At end of visit

Hand pass back to staff at Reg Driver Visitor Centre and leave Park immediately.

Events vehicles

Enter via Westerfield Rd / Bolton Lane
Receive instructions from event manager

Travel to area of Park on paths / trackway

Drive at no more than 10mph. Do not drive on grass. Use hazard lights.

Vehicles should not be used as 'runners' around site.
Transportation around site will only be permitted where vehicles are moving goods.
Unless otherwise authorised vehicles should be moved from site during event.
Use of car park is not automatically permitted

Before leaving site communicate with event manager.

Vehicle Procedure

Blue badge holder

Enter Park at Bolton Lane and use intercom adjacent to car park. Speak to staff member who will open car park gates - proceed and park.

To exit car park leave by ramp to South or use push button to open gates to the North.

At end of visit

Enter car park via the route you left it (this may mean using intercom again) and drive to gates sensor will open gate automatically.

Appendix 14.8 Assessing large scale events in Christchurch Park

The scale of an event will be decided by Park Manager in consultation with Arts & Entertainments Service

Introduction

Christchurch Park has been subject to a Heritage Lottery restoration project. The many improvements to the Park have given cause to consider the type, size and management of events. The main restored entrances are vulnerable to high volumes of traffic and surfaced paths could be damaged from the use of heavy vehicles. In addition to this consideration should be given to the soft landscape, which, through misuse can be easily damaged.

We should also consider that Ipswich is blessed with a large number of Parks and Open spaces offering a variety of venues for different sized events.

This document, specific to Christchurch Park, should be used to inform the Events Procedure, used by Arts & Entertainments. (See final page)

If an event does not meet the criteria in the initial stages then it cannot proceed within Christchurch Park.

Once approved, further criteria are laid out to control the event from planning through to implementation and, finally, to review.

Note: These criteria are not exhaustive. This document is to be used to assess the event and act as supporting information to the event organiser. Any event in Christchurch Park must adhere to IBC's Events policy, as administered by Arts & Entertainments Service.

Initial Criteria

Consideration needs to be given to the size of the event and the vehicular access that is required for any part of the event.

The Park has several areas that can be used to hold events. However, each of these areas has a restriction as to how many people it can hold. (See Appendix for details and map).

The Vehicle Movement Policy restricts the size of vehicles to 'no larger than 7.5 tonnes' on the surfaced paths / roadways. Tracking would need to be used for all off-road movement. We would need to agree type, size and method of laying the tracking.

- Christchurch should not be considered for **new** events that require the use of vehicles over 7.5 tonnes.
- Any use of vehicles over 7.5 tonnes for existing events and all off-road movement will require the use of tracking.
- No parking of vehicles will take place on the Park, other than those specifically granted permission by the Park Manager.
- No overnight camping can take place on the Park. Overnight security will be required where necessary to protect vehicles left overnight.
- The promoter is responsible for any damage caused by their event.

Further Criteria

An event that has passed the initial criteria will require further approval by Portfolio Holder before reaching this stage. The following criteria act as rules to abide by in the planning, set up, duration and take down of the event. The Park Manager, Events Officer and other Greenspace Officers will police these 'rules'.

Planning

- The event area and access to that area will be agreed with the Park Manager, in accordance with the vehicle policy.
- The event organiser will be expected to provide details of all vehicles they anticipate coming onto site. This will include the positions that these vehicles will take up on the Park.
- All services required will be agreed with the Park Manager. E.g. water, electricity etc.
- No parking of vehicles will take place on the Park, other than those specifically granted permission by the Park Manager.
- No overnight camping can take place on the Park.
- Security will be required where items and/or structures are left overnight.
- The event organiser will issue plans showing the route of vehicles before they enter the Park. In the case of vehicles 7.5tonnes or less this will require as little off-road movement as possible. Heavier vehicles will require individual assessment.
- Vehicles should take the shortest route to their destination on the Park. All off-road movement will require the use of tracking.
- Nothing should be placed within the vicinity of a veteran tree. The Council will use the definition of a veteran tree as described within the Management Plan. These trees require individual assessment; therefore 'vicinity' will vary from tree to tree. This information will be marked on a plan.
- The site layout should be designed so that concessions access their pitch using the roadways. Concessionaire will be positioned so that customers access / queue on the hard surface.
- Each concession will be required to sign up to a contract. The event organiser should administer this. The contract should include a plan, route and deposit so they are fully aware of procedures and have a financial incentive to obey the rules.
- In the event manual there should be a separate plan that deals with event cancellation. This plan should list all the individuals that would be involved in making the decision to cancel (please see **Cancellation** section).
- The event organiser should appoint a 'Public Relations' officer who has specific responsibilities in the case of a major incident or cancellation.
- The event organiser needs to provide a base, which can be used by IBC and other safety officers in the run up to and during the event.

Set up

- All traffic will use one point of entry.
- Each vehicle will be met and given instructions including route and rules to follow. Their entry into and out of the Park will need to be logged.
- Large vehicles will require a banksman.
- Vehicles should take the shortest route to their destination on the Park. This will require as little off-road movement as possible.
- All off-road movement will require the use of tracking.
- All movement will be kept to a minimum and within the agreed area.
- Nothing should be placed within vicinity of a veteran tree as defined in plan (see Appendix).
- A cancellation meeting should take place at regular intervals prior to any event. It is the responsibility of those present to consider weather conditions and any other factors that may cause cancellation. The 'decision team' (see **Cancellation** below) should attend this meeting and the outcome be recorded. This team should also consider any amendments to procedures necessary because of a change in conditions/circumstances.

During the event

- No vehicle movements during the event (with the exception of emergency vehicles).
- All information relevant to the safe running of the event including all H&S issues should be fed back to the central 'base'. This will allow safety officers, the Event Officer and Greenspace staff to be involved in the decision making process regarding the continuation of the event.

Take down

- The decision team will inform the event organiser when it is safe to start dismantling the site.
- All departures from site need to be agreed with event organiser in conjunction with IBC staff.
- The event organiser should keep a log of all departures to ensure that guidelines are adhered to. This will enable a refund of deposit paid by all concessions.

Cancellation

There must always be provision to cancel the event at anytime for Health and Safety reasons or in other extenuating circumstances as determined by the Council. The impact of cancellation is less the more notice is given.

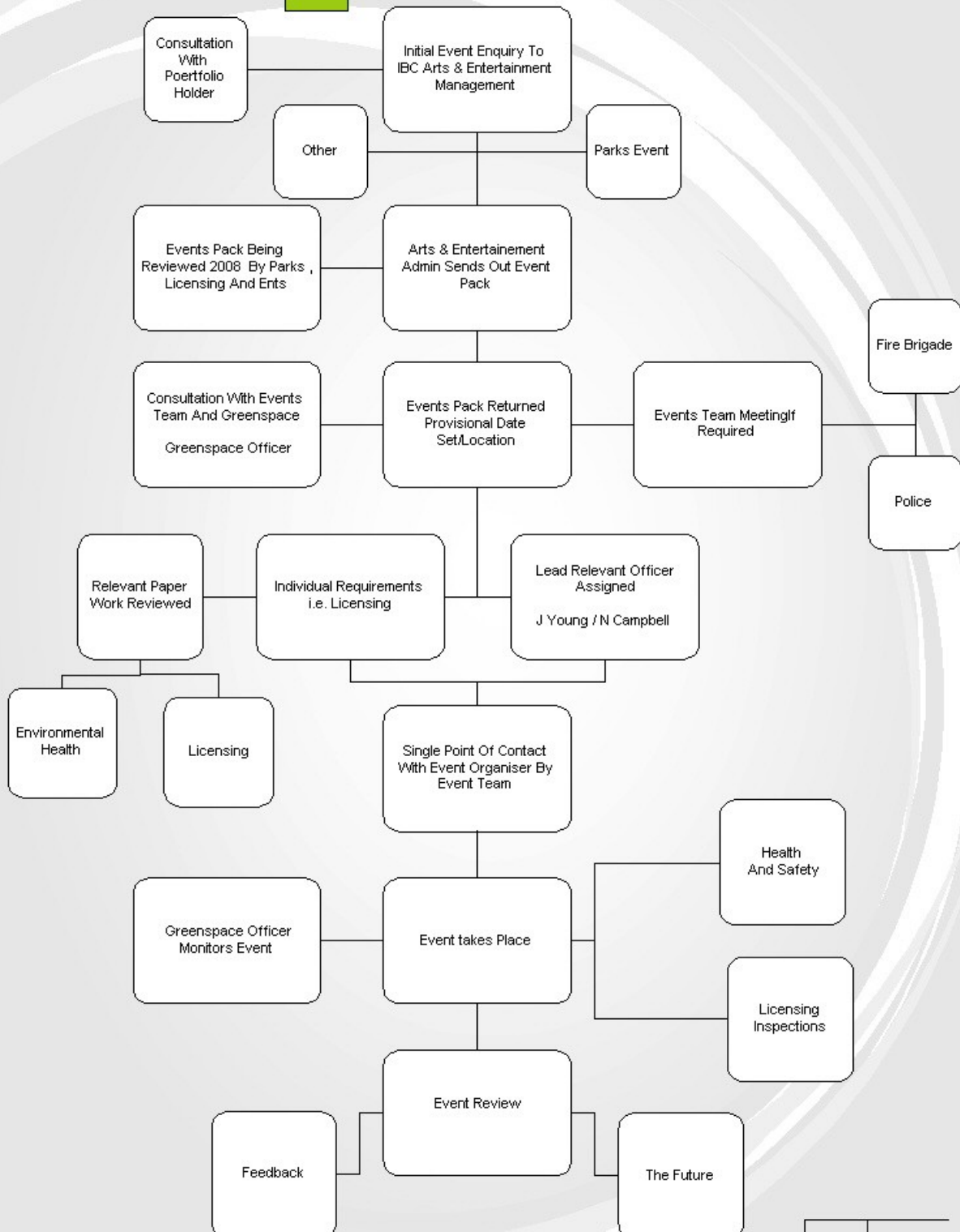
In order to have a co-ordinated approach there will be an agreed plan of site meetings with all the necessary people involved. The purpose of these meetings is to discuss weather conditions, or any other factor that could cause cancellation. Using weather forecasts and other information, the daily decision would be Green – all systems go at the moment, Amber – lets review tomorrow or at a later agreed time, or Red – the event is cancelled. The 'decision team' should attend all the meetings with the outcome recorded. The final meeting should take place before the event starts.

At these meeting it would be possible to consider any other issues, which may lessen the impact of the event on any of the infrastructure in the Park. For example a decision could be made only to allow operational vehicles onto the Park or that there would be no vehicle movements until such time that damage could be reduced / visibility has improved.

The 'decision team' should include:

- Greenspace Officer
- Arts & Entertainments Officer
- Event Organiser
- Security
- Emergency Services (Fire / Police / Ambulance)

Process Chart - Event Application



Appendix 14.9 Action Plan 2009-10

Criteria	Action	Current	Liaison	Cost	Funding achieved	Funding Source	Completion
A Welcoming Park							
Welcoming	Update 'brown' signs to include directions to Christchurch Park	Working with Highways to ensure action is taken.	Highways	Unknown	N	IBC	2010
	Provide eating / sitting space in Park close to Mansion	Ips. Society have applied for SET funding.	Ips. Soc.	£11000	Y	Ip.Soc, S.E.T. & FoCP	2010
	Wildlife area Project	Project has received funding from Cllrs, FoCP and Community Improvement.	Wildlife ranger	£8306	Y	Cllrs, FoCP & Comm Imp.	2010
	More benches along footpaths	List of sites has been made available. Advertising donation scheme.	-	Individual costs	N	Donation's	Ongoing
Healthy Safe & Secure							
	Fencing at Lower Fonnereau entrance	Include as bid to community improvements.		£4000	N	Community Improvements	2010
	Fencing along Henley Rd	Include as bid to community improvements.		Unknown	N	Community Improvements	2010
Clean & Well Maintained							
Infrastructure	Improve Footpaths in Arboreta by removing poor concrete edgings	Work to commence as part of Community Payback scheme.	Suffolk Probation Service	-	-	-	2012
	Remove puddle from path adjacent to Westerfield Rd gate	Awaiting best design option and price	IBContracts	Unknown	N	Unknown	2010
	Puddle in front of FoCP noticeboard	Work to commence Winter 09		£600	Y	Income	Jan 2010
Sustainability							
Recycling	New bins to recycle waste	6 bins installed. Looking at funding streams for a further 12.		£17000	N		2012
Management							
	Landscaping in Memorial Bowl – removal of trees	Application to Park Management Board in October	Andy Whalley	Unknown	Y	Budget	Winter 2009/10
	Overcrowding of trees within	Application to Park Management	Andy	Unknown	Y	Budget	Winter

	wildlife valley	Board in October	Whalley				2009/10
	Access Islands for maintenance	Looking at bridging possibilities		Unknown	Y/N	Budget / external	2010
Conservation							
Built	Replace missing plaques / trees	KW liaising with families. New plaque required for 2007 Mayor. List is updated.	Christine Christensen	£2000	N	Mayors families/ other	Ongoing
Natural	Design & install butterfly garden	Liaising with FoCP / Wildlife Ranger for design.	FoCP & Wildlife Ranger	Approx £50/m²	N	Unknown	2012
	Plant water lilies	Awaiting appropriate timing	Wildlife ranger	Unknown		Unknown	2010
Community Involvement							
	Survey Park users	Survey is being sent to FoCP.	FoCP	-	n/a	-	Ongoing
Marketing							
	Provide Marketing Plan for RDVC.	Working with Marketing Officer.	IBC Marketing team	Staff time		-	2010
	Internet update	Information gathering	IBC Marketing team	Staff time		Budgets	2009
	Provide trail leaflets	Info taken by design unit	Design unit	Unknown	N	Budgets	2010
	New Tree trail leaflet	Acquiring information	Design unit	Unknown	N	Budgets	2010
Completed items from previous 12 months							
	Reduce misuse of shrubbery in L. Arboretum	Positive response to initial work. Presently no requirement for further action.	Community safety	Staff Time		-	Complete but under review.
	Grass cutting regime change – benefit to veteran and parkland trees	Work has commenced and new areas highlighted	Team Leader	-		-	Work continues within Mgt plan

14.10 Veteran Trees

In recent times, the term veteran tree has come into use. The term is not capable of precise definition but it encompasses trees defined by three guiding principles: trees of interest biologically, aesthetically or culturally because of their age; trees in the ancient stage of their life; trees that are old relative to others of the same species. Some trees are instantly recognizable as veterans but many are less obvious.

Ipswich is extremely privileged in having some of Suffolk's largest and most majestic veteran/ancient trees within easy walking distance of the town, in Christchurch Park. These living landmarks are of irreplaceable historical and biological value and reveal a visual link with the former land use of the park. The Council recognizes the value of old single trees as a habitat, especially for birds and bats, but also invertebrates, fungi and other mammals.

The Council will seek to continue promoting the value of these old or veteran trees within the borough using Christchurch Park as the keystone. The Council intends to expand its veteran tree survey, that aims to identify all trees of size and value in the borough, and to formalize and expand information gathering, updating the national veteran tree database through the veteran tree hunt program.

The Council intends to manage veteran trees within Christchurch Park in accordance with English Nature's publication *Veteran Trees: a guide to good management* with advice and guidance being sought when appropriate from both the Ancient Tree Forum and English Nature. To undertake this it would be beneficial to develop a management statement for the veteran trees that focuses on: the land around veteran trees; landscape and cultural interest; managing of veterans for other organisms; the next generation of veterans; dealing with conflicting management priorities; and public access and veteran trees.

Christchurch Park holds many exciting events throughout the year for the Ipswich community. Many such events involve heavy vehicular and pedestrian traffic that have the potential to cause branch damage and soil compaction to the rooting area around veteran and other trees alike. Such damage could be caused unwittingly because of a failure to appreciate the vulnerability of trees, particularly the root system and how easily (and often insidiously) they can be damaged. There is a need to have some areas of rooting zone protected during some events. Although minimum protection areas around trees in general are provided in a British standard relating to trees and construction the calculation is capped at 707m². Given that tree roots in general grow outside this minimum area and there is a lack of full scientific certainty about veteran trees rooting zones each veteran tree should be assessed individually providing as much space as possible mindful of the precautionary principle: Rio Declaration¹.

There is therefore a need for a Tree Constraints Plan to be developed for Christchurch Park to meet the needs of the present events without compromising the ability of future generations to benefit from the outstanding tree-scape. The purpose of the Tree Constraints Plan would be to show the influence that trees on and adjacent to the site will have on any event by virtue of below ground constraints, represented by the Root Protection Area and the above ground constraints the trees pose by virtue of their position and current and future size.

The Tree Constraints Plan will be the policy document on all trees within Christchurch Park and will be closely linked to a Borough-wide policy. Policies relating to the protection of trees (specifically Veterans) will be included in 'Assessing large scale events in Christchurch Park'. Reparation will be sought when policies are not followed.

Prior to any major public event the Council will undertake a walking tree survey to ensure that trees do not pose an unacceptable level of risk to the general public.

¹ "where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost effective measures to prevent environmental degradation"

Appendix 14.11 Christchurch Park Budget 2009/10

CCP EXPENDITURE BUDGET

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>APPROVED BUDGET</u>
		£
0020	BASIC SALARIES	61 410
0420	BASIC WAGES	53 790
0421	BONUS WAGES	23 010
0422	OVERTIME WAGES	640
1020	NATIONAL INSURANCE - SALARIES	4 100
1021	SUPERANNUATION - SALARIES	7 990
1420	NATIONAL INSURANCE - WAGES	5 550
1421	SUPERANNUATION - WAGES	6 760
2560	TRAINING EXPENSES	660
2710	RECRUITMENT COSTS	60
2760	INSURANCE PREMIUMS - EMPLOYEES	270
3230	ELECTRICITY COSTS	130
3650	REMOVAL/EMPTYING OF WASTE	4 270
3800	MISC PREMISES RECHARGES	28 780
4110	GENERAL TRANSPORT RUNNING EXPENSES	2 320
4160	OPERATING LEASES - VEHICLES	3 490
4350	INSURANCE PREMIUMS - TRANSPORT	2 100
4500	EQUIPMENT PURCHASE	3 550
4690	MISC EQUIPMENT - OPERATING LEASES	6 930
4760	MISC STOCK - PURCHASES	5 360
5000	CLOTHING & UNIFORM	620
No code	MAINTENANCE OF HERITAGE ASSETS	11 960
5332	TELECOMMUNICATION COSTS - MOBILES	100
5650	INSURANCE PREMIUMS - SUPPLIES & SERVICES	400
5940	OTHER MINOR EXPENSES	2 620
6740	RECHARGES General Fund - CENTRAL SUPPORT	5 450
TOTAL		<u>£242,320</u>

CHRISTCHURCH PARK MANAGEMENT BOARD CONSTITUTION

1. Membership

- 1.1 The Board shall be made up of 8 members.
- 1.2 The initial composition of the Board will be:
 - 1.2.1 Two representatives who are members of the Friends of Christchurch Park Group (neither of whom may be a Councillor or employee of Ipswich Borough Council);
 - 1.2.2 One representative from the Friends of Ipswich Museums (who is neither a Councillor or an employee of Ipswich Borough Council);
 - 1.2.3 A total of one representative from the Bowls and Croquet Clubs (who is neither a Councillor or employee of Ipswich Borough Council);
 - 1.2.4 One other member to be known as an Independent Member selected for skills relevant to the management of the park or for local knowledge (who is neither a Councillor, employee of Ipswich Borough Council or a member of any body which appoints people to the Board). The Independent Member will be appointed by the Executive of Ipswich Borough Council following a public advertisement and an interview by a panel, which includes at least two members of the Christchurch Park Management Board;
 - 1.2.5 the Portfolio Holder for Culture and Leisure, (who will be the Chairman of the Board);
 - 1.2.6 one other Ipswich Borough Councillor for the area
 - 1.2.7 one Suffolk County Councillor who represents an electoral division covering part of the Borough of Ipswich.
- 1.3 The Chairmen of the Friends of Christchurch Park, the Friends of Ipswich Museum, the Croquet and Bowls Club shall each be responsible for nominating their member(s) to the Board.
- 1.4 Councillors shall be appointed to the Board for the term of the relevant municipal year. In the first year, Councillors shall be appointed at the first meeting of the Board until the Annual Council meeting in 2008. Other members of the Board shall be appointed for a three year term from 1 September 2007.
- 1.5 If representatives are unable to attend meetings then a substitute will be allowed to attend in their place. Each organisation shall be responsible for arranging its substitutes and communicating the name of the substitute to the Council.
- 1.6 Members of the Board shall hold office until:

1.6.1 their term of office ends;

1.6.2 they resign from the Board by notice, in writing, given to the Streetcare Greenspace Manager;

1.6.3 they are removed from office by the Standards Committee;

1.6.4 they cease to be eligible for appointment.

1.7 Members of The Friends of Christchurch Park, the Friends of Ipswich Museum and the Croquet and Bowls Clubs cease to be eligible if they no longer belong to their respective organisation or if they become a Councillor or employee of the Borough Council.

1.8 The Councillor members cease to be eligible if they cease to be a Councillor.

1.9 The Independent Member becomes ineligible if he/she becomes a member of the Friends of Christchurch Park, Friends of Ipswich Museum, the Croquet or Bowls Clubs or Councillor or employee of Ipswich Borough Council.

1.10 If a vacancy arises on the Board then a replacement may be appointed in the same way as the person originally appointed. If for any reason this is no longer possible, the Council's Executive will set the method of appointing a successor.

1.11 Membership of the Board will be reviewed in 2009 and Executive will be asked to reconsider the membership of the Board to take effect from 1 April 2010.

2. Functions

2.1 The Board is not a formal decision making body, but it will prepare reports for consideration by the Council's Executive, specifically in relation to:

2.1.1 Proposals for development of the Park;

2.1.2 Prepare a Park Management and Development Plan;

2.1.3 Recommend future performance targets within available budgets.

2.2 In addition, the Board will be responsible for:

2.2.1 Monitoring the performance of management and maintenance of the park;

2.2.2 Actively working to increase park usage.

3. Meetings

3.1 The Portfolio Holder for Culture and Leisure shall Chair the meetings.

3.2 The Board shall elect a Vice Chairman at its first meeting (and thereafter on the first meeting of the new municipal year).

- 3.3 The papers for each meeting shall be sent out by post or hand delivery to all Board Members no later than 1 week before each meeting. The Board shall meet at least four times per year. The Chairman, Director and Streetcare Greenspace Manager may call a meeting at other times.
- 3.4 The agenda for each meeting of the Board shall include such items as the Board has requested, or as approved by the Chairman, Director and Parks and Landscape Manager.
- 3.5 The Chairman shall preside at each meeting. If the Chairman is absent then the Vice Chairman will take his or her place. If both are absent the first item of business at a meeting will be to appoint someone to chair the meeting. No decisions may be taken by the Board unless the meeting is being chaired.
- 3.6 If the Board votes on something then every member has one vote. If the votes cast are equal then the person chairing the meeting has a second or casting vote.
- 3.7 The quorum for a meeting of the Board is two Councillors and two other Board members.
- 3.8 Any member of the Ipswich Borough Council may attend any meeting of the Board as an observer.

4. Conduct

- 4.1 Councillors must abide by the Code of Conduct for Councillors for their authority. Meetings of the Board shall be treated as official committee meetings for the purpose of the rules on declarations of interest.
- 4.2 Non Councillor members of the Board shall abide by the Code of Conduct for non Councillor members of Council groups.
- 4.3 If, after an investigation and the hearing, the Standards Committee or a Standards Sub-Committee considers that any member of the Board has broken the Code of Conduct then the Standards Committee may remove that member from the Board or suspend that member from the Board for a period of up to 9 months.

5. Review

- 5.1 The Executive may alter this constitution at any time, but shall normally consult the Board before doing so.