FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices 50 Main Street Keswick CA12 53S

Tel: 017687 73607

3rd November 2016

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on Thursday 10th November 2016 at 7.30pm.

The press and public are welcome to attend.

Prior to the meeting, at 7.00pm Doug Coyle of Cumbria County Council will give details of the project to alleviate flooding on Penrith Road and its impact on Wivell Park.

Lynda Walks

Lynda Walker **Trust Clerk**

HOPE PARK	Registered Charity	503465
FITZ PARK	Registered Charity	520327
TOWNSFIELD	Registered Charity	520295

AGENDA

1. **Apologies**

To receive apologies for absence.

2. **Declarations of Interests**

To receive any declarations of interests in respect of items on this agenda.

3. Minutes

To authorise the Chairman to sign as a correct record the minutes of the meeting held on 8th September 2016 (pages 6 - 7).

4. **Crosthwaite Road Car Park**

To consider options for resurfacing Crosthwaite Road car park to increase usage and income to the Trust (Steve Harwood will be in attendance for this item to provide further information).

5. Chairman's Report

To receive the Chairman's report.

6. Clerk's Report

To consider the Clerk's report.

7. Parks Manager's Report

To consider the report of the Parks Manager.

8. Review of Terms and Conditions of Hire of the Parks

At the Chair's request, to consider whether the terms and conditions for hire of the Parks should be amended.

9. Hope Park & Fitz Park Budgets - 2nd quarter

To receive for information the 2nd quarter budget comparisons.

10. Requests for Use of the Parks

To consider the following requests for use of Fitz Park:

- (i) Kewick Town Council Events Committee Keswick Festival 2017 Saturday 24th June 2017 – Prom in the Park Sunday 25th June 2017 – 'Scruffs'
- (ii) Lakeland Tralls Saturday 2nd September 2017
- (iii) Rather be Cycling Lakeland Monster Miles
 Saturday 14th October 2017 (set up)
 Sunday 15th October 2017 (actual event)

Prior to the following business the Chairman will move the following resolution:

That in view of the confidential nature of the business about to be transacted, it is advisable that the public and/or press be temporarily excluded and they are instructed to withdraw'

11. Contracting - Crosthwaite Road Car Park

To consider report of Clerk.

12. Contracting - Hope Park Lease Renewal

To consider the report of the Clerk.

13. Contracting - Trading Opportunity - Hope Park

To consider request received.

14. Contracting - Flood Resilience Study - Fitz Park

To consider report of Clerk.

15. Contracting - Knightsbridge Replacement

To receive an update from the Clerk.

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Minutes of the meeting of Fitz Park, Hope Park & Townsfield Charitable Trusts held in the Council Chamber, First Floor, Council Offices, Keswick, on Thursday 8th September 2016 at 7.30pm.

Present:

Chairman Councillor Adam Paxon

Councillors

Allan Daniels Susan Leighton Martin Jordan

Tony Lywood

Denstone Kemp Duncan Miller

Martin Pugmire

Paul Titlev

Also in attendance were Lynda Walker (Trust Clerk), Catherine Parker (Responsible Financial Officer), Derryck Corrighan and Donald Holme (Keswick Bowling Club), Steve Harwood (ADK Architects), one member of the public and one member of the press.

Prior to the meeting, Chris Evans of the Environment Agency gave an update on the work programme of the Agency since the 2015 floods including some of the issues and complexities currently being faced. Representatives of Keswick Flood Action Group were present for this item.

27. Apologies

Apologies for absence were received from Councillors Burn (holiday), Lysser, and Price.

28. Declarations of Interests

No declarations of interests in respect of items on this agenda were received.

29. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Trust Meeting held on Thursday 14^{th} July 2016 (pages 4-5).

30. Trustee Reports and Accounts for the year ended 31st March 2016

Consideration was given to the report of the Responsible Financial Officer recommending the transfer of £70,000 to the Building fund and £50,000 to the Development & Equipment fund from the Hope Park free reserves as at 31 March 2016.

RESOLVED that the transfers to the Building and Development & Equipment funds recommended in the report be approved and that the Trustee Reports and Accounts for the year ended 31st March 2016 for Hope Park and Fitz Park be formally approved.

31. Request for Parking in Upper Fitz Park

Consideration was given to a request from Keswick Bowling Club for a parking area at the rear of the staff/tennis/games hut at Upper Fitz Park to replace the existing area which was unfit for use. Representatives of the Club present gave assurances that the Club would pay for an appropriate protective surface to be provided and would closely steward the movement of cars in the area.

RESOLVED that the request be granted for a one year period to provide five spaces at the rear of the staff/tennis/games hut for Bowling Club use only, on Tuesday afternoons between 1.45 pm and 4.30 pm and on a maximum of 18 other occasions – dates to be confirmed – during the season (mid-April to mid-September 2017).

32. Chairman's Report

RECEIVED the Chairman's report.

RESOLVED that an item be placed on the agenda for the next meeting to review the terms and conditions of hire of the parks.

33. Emergency Route through Fitz Park

The Chairman outlined a proposal to create a route for emergency vehicles through Lower Fitz Park from the Crosthwaite Road entrance to the Museum gate entrance.

RESOLVED that no further action be taken.

34. Provision of Outdoor Gym at Fitz Park

In Councillor Price's absence, the Chair outlined a proposal to provide outdoor exercise equipment at Fitz Park.

RESOLVED that further discussions take place with Keswick Lions Club regarding possible funding for the project.

35. Crosthwaite Road Car Park

Consideration was given to the report of the Clerk covering issues regarding the surface, landscaping and management of the Crosthwaite Road car park. Councillor Jordan provided information regarding drainage problems.

RESOLVED that further information regarding the costs of the proposed coloured gravel surface be brought to the next meeting and that in the meantime the drainage problems be addressed as suggested by Councillor Jordan.

36. Fitz Park Drainage

Consideration was given to the report of the Responsible Financial Officer regarding costs of carrying out a drainage and pipework survey of Upper and Lower Fitz Park.

RESOLVED that details of the public drainage in Fitz Park be obtained from United Utilities as a starting point to which information from local contractors etc can be added.

37. Update on Flood Reinstatement Work

RECEIVED the report of the Clerk.

38. Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED that the path from Crosthwaite Road through the park be re-surfaced as soon as possible and that Councillor Lywood make attempts to resolve the situation regarding replacement of litter bins by Allerdale BC for the next meeting.

39. Budget Monitoring

RECEIVED for information the 1st quarter's budget comparisons.

RESOLVED that the 6 monthly position be monitored at the next meeting.

Prior to the following business the Chairman moved the resolution:

'That in view of the confidential nature of the business about to be transacted, it is advisable that the public and press be temporarily excluded and they are instructed to withdraw'

40. Contracting - Replacement of Knightsbridge

Consideration was given to the report of the Responsible Financial Officer and advice from Steve Harwood of ADK Architects.

RESOLVED that approval be given to the award of the contract for in-river works to MPM. Ltd to facilitate the work being completed as soon as possible and that the design be amended to provide steps instead of a ramp to ensure that the final cost is within the insurance limit.

41. Contracting - Hope Park Lease

RECEIVED an update from the Clerk and Councillor Lywood.

The meeting closed at 9.40 p.m.	
	Chairman

Date

KESWICK PARKS CHARITABLE TRUSTS MEETING 10 NOVEMBER 2016

CLERK'S REPORT

1. Fitz Park Stakeholder Meeting

A stakeholder meeting took place on 18th October which was attended by representatives from the Bowling, Cricket, Football and Croquet Clubs, Friends of the Parks, Keswick Museum and Café West. The Chair, Vice Chair and Councillors Leighton and Daniels also attended. This provided an opportunity to introduce Christine as the new Parks Manager and to report back on flood restoration work and the flood resilience study for the park. The Clubs also gave an update - the Cricket Club have improvement work planned for the rear of the pavilion; the Bowling Club is in the running for the 'Best in England' award; the Football Club now has flood resilience measures in place and a good youth involvement.

A discussion took place about signage which produced some useful suggestions including an information board for the park, and representatives from the Cricket Club and Café West volunteered to take this forward.

2. Donations and Grants for Flood Recovery

I am pleased to report that the total donations received from the public towards flood recovery at Fitz Park, including visitors to this year's Keswick Convention, amounts to £11,521. Further donations will be gratefully received. A bid has been submitted to Cumbria Community Foundation for an additional grant to cover costs which have been funded from reserves, additional known costs including extra staff costs, and towards a resilience study for Fitz Park.

3. Tennis Club lease

Discussions are taking place with Keswick Tennis Club following alterations to the hut in Upper Fitz to provide a staff room. The Club now occupies a smaller area within the hut (approximately one third) so a recharge has been suggested towards the cost of insuring the hut with a nominal charge for electricity and water, with the full cost of maintaining the three grass courts to be met by the Club in line with the provisions of the existing lease. A quote has been submitted by the Parks Manager for consideration by the Club.

LW 031116

Parks Manager Report Nov 2016

Christine Fawcett

Can I first take this opportunity to thank you all for appointing me as your parks manager; it is a great honour and a role I will carry out to the best of my ability.

The last two months have been very busy and the parks staff have worked very hard. The support they have given me has been tremendous and I can't thank them enough for their efforts and the pride they have in these parks. I cannot go any further without also thanking the fantastic three ladies in the office who are a breath of fresh air when I walk in and nothing is ever a problem.

Hope Park

It has been very busy with visitors at Hope Park and the volume of footfall has been noticeable to the grassed areas, especially the pitch and putt. Scarifying/aeration have been carried out to the greens, and autumn fertilizer and top dressing applied. This has been done with minimal disturbance to playing public. The fairways have been aerated with a verti knife machine, kindly loaned from Rickerby at Carlisle.

All the summer bedding has been removed and the winter bedding is now planted incorporating spring bulbs. Next year's summer bedding provision has been ordered and will arrive in week 14 and 16 to be grown on in our glasshouse before planting in early June.

Hedges are now in the process of being cut along with the on-going job of collecting leaves. On the odd wet day we have had benches brought in to be painted.

The bark mulch heap has been reduced of fresh chipped material by the removal of 10tonnes. This was taken away by Mr T.W. West, Whitehaven and no cost to us and will be utilised for compost at his recycling depo in Sandwith. I did contact A.W. Jenkinson's to purchase the bark from us however the cost of loading the material was going to be higher than the product.

Townsfield

This area has been cut twice with our own machine.

Lower Fitz Park

The play area has been very busy and the use has taken its toll on the equipment. With items suffering from general wear and tear just under one thousand pounds been spent on worn out equipment.

Again footfall has taken its toll on the grassed areas around the café and play area and it is very difficult to fence off these areas to apply grass seed. A second hand machine may be the answer! Wilson's plant have been contracted in to carry out some repair work to the path running from the river to the football club, including tarmacking and drainage. The path up to the BMX pump track is also to be repaired. The parks staff carried out some drainage work to the same path. The BMX pump track has been resurfaced by Clark and Kent, the original contractor who installed the track and we are awaiting a new sign for this area. The donation box is also to be replaced.

Upper Fitz Park

A large amount of work has been carried out in this area, however there is still a lot to do. Most of the shrub borders have been weeded and edged and are now awaiting bark mulch. This will come from the remaining heap at Hope Park.

The tennis courts have been suffering from a vast amount of surface water and the turf is really struggling to get itself established. With the kind loan of lan Hall's Mini digger, the park staff have installed a new drainage system. Another digger was also hired for four days to make the most of the dry conditions and create minimal damage to the surface of the courts. The drains have been back filled with 40mm gravel to 8inch of the surface and topped off with new top soil. The vertil knife machine has been passed over the courts in one direction and autumn fertilizer applied.

The concrete pillars of the old tennis court structure, that were left underneath the surface of the courts have also been removed along with serval others from around the putting area.

The putting area surrounding the courts has been fertilized and verti quaked. This machine and operation was very kindly carried out by Martin the football club secretary. The machine has made a tremendous difference in the deep aeration of the turf and broken up some of the surface compaction created by footfall and silt from the floods. However it will take many more passes with this deep aeration machine to maintain a healthy sward for our games areas.

The Bowling green has been re-seeded and additional drains laid, this work has been carried out by Turf Care Specialist's. Unfortunately ten days after seeding and before germination we suffered a large amount of rain in one night and the entire green was flooded. Hence some of the grass seed has been washed away, however on a positive note the new drains carried 90% of the water away within 24 hours.

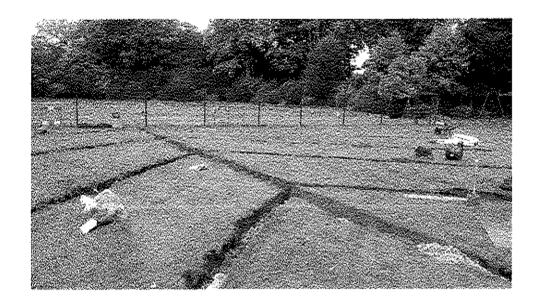
As we said it is late in the season for grass seed establishment but we will drive forward to make this bowling green fit for purpose. The parks staff has removed leaves etc at any given opportunity and re-sown the grass seed. Mike from Greta garden services has very kindly offered as a good will gesture to go over the bowling green with one of his specialist machines and drag matt. This will help to aerate the surface and bury the seed we have applied. We are hoping for not too much rain and mild weather conditions for the seed to germinate and establish enough to carry itself through until next spring. A tall order I know.

The bowl green committee have kindly given use their old artificial grass from around the rink of their bowling green, (they are replacing with new artificial grass as we speak) we can use this for the rink on the public bowling green once it has been pressure washed.

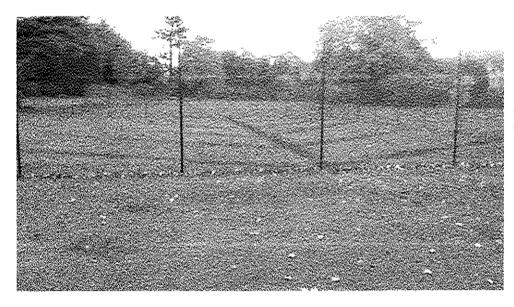
Wall repairs in front of the PUPS shelter have been completed, park staff have back filled the wall with soil and a temporary barrier is in place towards the river.

Other

- Machinery purchase
- Machinery/staff building at Hope Park
- Donation Box's
- Path Surface's in Upper Fitz



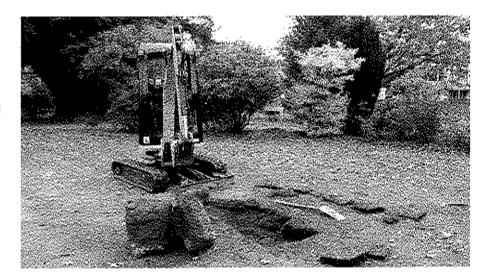




Completed drainage stystem

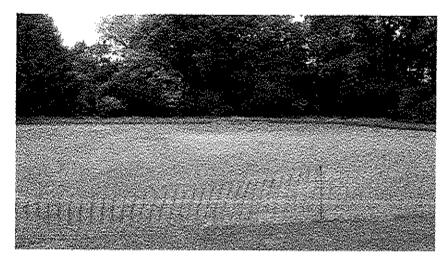


The old concrete structure's being removed





More of the concrete we have removed



The bowling green after seeding at the beginning of Oct

Ten days later after the Sunday night heavy rain





Even the other bowling green was under water

Keswick Parks

parks in the Lake District since 1882

TERMS AND CONDITIONS OF USE OF FITZ PARK, STATION ROAD, KESWICK AND HOPE PARK, LAKE ROAD, KESWICK

Tree collections	The Charitable Trusts agree to the use of Fitz and Hope Park
	On the following conditions:
Haracukure displaes	1) That the standard rate will be payable by the Hirer for the use of the Fitz. The rates for use of the Park are as follows:-
Bhudland walks	The first and forces of the models and a CTOO OO stork MAT and do to the
lann tennis	The base rate for use of the park be set at £500.00 plus VAT per day (with a charge of £125 plus VAT applying for set up/take down days) OR £1 plus VAT per competitor whichever is greater.
Children's play area	The base rate will be invoiced prior to the event with the remainder being paid after the event once the number of competitors has been clarified.
Natione (viil)	Please note: The Trust retains the discretion to amend this charge in appropriate circumstances
Secretary gazans	2) That arrangements be made for car parking outside the park and that no vehicles access the Park. Vehicular access to Fitz Park is restricted to permit holders only; permission is required from Fitz Park Trust to access the park
Patting greens	for loading and unloading only whilst hiring the Park. The following conditions relating to vehicle access to Fitz Park must be observed at all times:-
Piwh and pull	 Entry to the Park must be via the gates adjacent to Keswick Museum and Art Gallery
Rivershie walks	 Gates must be opened and closed on entry and exit. Should you be using this location as a finish line for your event you must ensure stewards are in attendance at all times.
Cricket ground	 Speed is restricted to 5mph Care must be taken regarding other park users, particularly children and cycles
Hardy plant sales	 That the noise levels be marshalled in view of the proximity to residential area and no music/audio to be played at any time.
Set until8) dramatic	4) The boundary of the constraint bounds of the constraint of

Hope Park Charitable Trust No. 503465, Lake Rd, Keswick - Fitz Part Charitable Trust No. 520327, Station Rd, Keswick

4) That any damage will be repaired by the Hirer within one calendar month of

5) That a thorough litter pick takes place following your event and all signage is

the event and any costs, in reinstating the park, will be met by the Hirer

Office: 50 Main Street, Keswick, Cumbria CA12 5JS Tel: 017687 73607

Amended 22.05.14

removed.

Labeland sequence

- 6) That the Hirer confirms they hold full public liability insurance, the necessary licence for the event to take place (if applicable) and undertakes a risk assessment of the area to be used and supplies the Trust with a detailed site plan, any costs to be met by the hirer. Copies of these must be provided to the Trust before any event takes place.
- 7) That the Hirer will indemnify The Fitz Park Charitable Trust against all claims arising from this event.
- 8) That the Hirer agrees to Fitz Park Charitable Trust and Fitz User Groups (Sports Clubs) using other sections of the Park for other purposes at the same time as the event is being held.
- 9) That the hirer confirms they have viewed the Cumbria County Council 'Safety Information for Event Organiser' webpage (see http://www.cumbria.gov.uk/eventscalendar/eventsafetyinformation.asp for details) and completed the relevant forms. A copy of EAG 1 form as a minimum must be provided to the Trust before any event takes place (If applicable).
- 10) That prior approval of the Trust is required for any subletting e.g. outside caterers (including vendors), alcohol availability and entertainment to be provided.
- 11) That sufficient toilet facilities be provided for the numbers expected to attend.
- 12) That all items pertaining to your event e.g. barriers, toilets skips etc. must be removed from the Park no later than 24 hours after the event

Amended 22.05.14 Page 2

HOPE PARK TRUST

Budget 1st April 2016 to 31 March 2017

Budget Summary as at 30th September 2016 - REVENUE

2nd Quarter

1	T	Actual to	% of Budget	1
EXPENDITURE	Budget for Year	30.09.16	Spent	
Games Areas Equipment	500	0	0.00	
Tools	250	67	26.80	
Materials	1500	787	52.47	
Maintenance	1000	4027	402.70	inc. grass cutting fairway
Repairs - Paths/fences	1500	0	0.00	
Repairs - Buildings	1000	225	22.50	
Repairs - Course	250	0	0.00	
Repairs - Machinery	1000	680	68.00	
Repairs - Van service/repairs	300	145	48.33	
Fuel and licences	2500	1433	57.32	
Plants & Compost	2000	2896	144.80	Overspend due to under budget provision
Trees and shrubs	200	0	0.00	
Fertilisers	500	344	68.80	
Electricity and heating oil	500	77	15.40	
Water rates	270	67	24.81	
Wages gardens	36958	17000	46.00	
Wages management	25935	11838	45.64	
Wages Apprentices	12348	0	0.00	
Admin and on costs	22591	11312	50.07	
insurance	3500	3060	87.43	
Telephone	250	159	63.60	
Advertising - Including Staff Recruitment	100	1506	1506.00	Parks Manager recruitment
Trade Refuse Collection	680	165	24.26	
Training costs	700	0	0.00	
Workwear	1500	490	32.67	
Equipment	400	175	43.75	
Audit Fee & Accounts Preparation	800	O	0.00	
Bird/squirrel feeding station	150	0	0.00	
Printing and stationery	50	15	30.00	
Contingency	1,000	225	22.50	Watering
Health and Safety	250	252	100.80	
Computer equipment	0	134	0.00	Windows 10 upgrade
Web & Internet Costs	75	0	0.00	
Tree Work & Surveys	2000	0	0.00	
Professional Fees	500	200	40.00	
Signs Expense	1000	0	0.00	
Orainage (filling) work to fairway	2000	O	0.00	
Contribution to D&E Fund	5000	O	0.00	
TOTAL EXPENDITURE	131057	57279	43.71	

		Actual to	% of Budget
INCOME	Budget for Year	30.09.16	Income
Lease Fee	140383	120328	85.71
Bank interest	5	0	0.00
Donations & Money Spinner	350	178	50.86
Building Fund interest	10	3	30.00
Sale of assets	Ω	625	0.00
Bird/Squirrel Feed Station Donations	600	63	10.50
Hire of Park	0	400	0.00
TOTAL INCOME	141348	121597	86.03

SURPLUS/DEFICIT	10291	64318

FUNDS

		Actual to	
Development & Equipment Fund	Budget 2016/17	30.06.16	
			Overspend due to
	.		under budget
Ride on Rotary Mower	4000	4230	provision
	0	O	
	4000	4230	

FITZ PARK

1st April 2016 - 31st March 2017

Budget Summary as at 30th September 2016 - REVENUE

2nd Quarter

		·	% 01
		Expenditure to	budget
Expenditure	Budget for Year	30.09.16	spent
Materials	700	1,172	167.43
Games Equipment - Including CSA	300	o	0.00
Repairs - Paths, fences & walls	2500	O	00,0
Repairs - Buildings	500	4	0.80
Repairs - Greens and courts	1000	446	44.60
Repairs & Maintenance - children's play area	5000	1,599	31.98
Repairs - Bridges (Wivell & Knights)	250	O	0.00
Trade refuse	750	165	22.00
Plants, trees & shrubs	500	o	0.00
Fertiliser	500	278	55.60
Electricity	750	108	14.40
CSA Electricity	400	70	17.50
CSA Expenditure	600	67	11.17
Water Rates	610	9	1.48
Wages, NI & SA (Management)	6354	2,959	46.58
Wages, Nt & SA (Parks)	39792	20,853	52.41
Grass cutting - outside contract	8000	4,000	50.00
Admin and on costs	22591	11,312	50.07
Insurance	5000	5,328	106.56
Telephone	0	0	0.00
Advertising & Staff Recruitment	100	0	0.00
Car Park Expenses	5000	3,427	68.54
Audit fee & Accounts Preparation	800	0	0.00
Tools	150	27	18.00
Health and Safety	200	107	53.50
Printing & Stationery	50	Ō	0.00
Sinking Fund	10000	o	0.00
Hyglene Contract	80	O	0.00
Signs Expense	500	50	10.00
Tree Work	3500	0	0.00
Workwear	800	75	9.38
Contingency	1500	2,495	166.33 M
Professional Fees	250	ol	0.00
Maintenance	1500	ől	0.00
BMX Track Expenditure	1000	67	6.70
Bank Charges - from July 2016	0	10	0.00
Total Expenditure	121,527	54,628	44.95

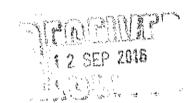
Min No. 22 letting

Income	Budget for Year	Income to 30.09.16	% of budget income
Licence Fee - Games & Catering	1000	O	0.00
New Car park income	20000	1,152	5.76
Grazing Rights	. 0	0:	0.00
Wayleaves	33	33:	100.00
Insurance Reimbursements	1000	1,189	118.90
Hire of Fitz Park	3500	3,031	86.60
Donations	50	105	210.00
Tennis Club - Licence Agreement	1000	0	0.00
Football Club - Lease	1000	0	0.00
Car Park Levy - Football Club	4000	2,785	69.63
CSA Electricity	600	0	0.00
Play Area - All Income	250	Ö	0.00
BMX Track Income - Restricted Fund	100	0	0.00
Bank Interest & Loyalty Reward - from July 2016	0	5	0.00
Total Income	32,533	8,300	25.51

NET EXPENDITURE SURPLUS/-DEFICIT	88,994	46,328	52.06



Inspiring Races in Beautiful Places



8th September 2016

Dear Fitz & Hope Park Trustees,

Many thanks for your support, on behalf of the organising team involved in the successful 11th anniversary Lakeland Trails event held in Fitz Park, Keswick on 3rd September.

We have had nothing but praise and good feedback from the day, despite the torrential rain, and without your support, the event would not have been such a success.

In 2016 the Lakeland Trails events are expected to raise over £20,000 this year for various local and regional charities and community groups, including the local Keswick Mountain Rescue, so a big thank you for helping with this superb effort.

We look forward to working with you again for next year's Lakeland Trails event in Keswick scheduled for 2nd September 2017, and would once again request permission to use Fitz Park as the event venue.

Kind Regards,

Graham Patten Event Director Lakeland Trails

(07786) 237822

graham@lakelandtrails.org

www.lakelandtrails.org

Lakeland Trails, 71 Serpentine Road, Kendal, Cumbria, LA9 4PD