

HOPE PARK, FITZ PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS

29th March 2016

Dear Sir/Madam

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 5th April 2016 **at 7.30pm.**

Members of the press and public are welcome to attend.

Yours faithfully



Lynda Walker
Town Clerk

HOPE PARK
FITZ PARK
TOWN FIELD

Registered Charity 503465
Registered Charity 520327
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 approve and authorise the Chairman to sign the Minutes of the Trust meeting held on Thursday 10th March 2016 (pages 15 - 16).
4. **Chairman's Report**
To receive the Chairman's report including an update following the Park Users meeting held on 24th March 2016.
5. **Parks Manager's Report**
To receive the report of the Parks Manager.
6. **Flooding Update**
To receive the report of the Administration & Finance Officer and to consider designs for replacement footbridge into Fitz Park.
7. **Fitz Park - Prioritisation and Funding of Reinstatement Work**
To receive an update on funding for reinstatement work and to consider priorities.
8. **Requests for use of the Parks**
To consider the following correspondence :-
 - i) Keswick WI – use of Community Sports Area at Fitz Park 12th June 2016
 - ii) West House- one day festival.

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'

9. Contracting

To consider arrangements for games provision in Fitz Park for 2016.

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 10th March 2016 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

Martin Jordan
Duncan Miller

Denstone Kemp
Peter Price

Andrew Lysser
Martin Pugmire

Also in attendance were Lynda Walker, Trust Clerk; Elizabeth Barraclough (Friends of Keswick Parks); a representative from Keswick Cricket Club; 2 representatives from Keswick Football Club, and 1 member of the press.

60. Apologies

Apologies for absence were received from Councillors Burn, Daniels, Lywood, Paxon and Titley and Keith Brown, Parks Manager.

61. Declarations of Interests

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

62. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Special meeting held on Thursday 4th February 2016 (pages 13 – 14).

63. Chairman's Report

RECEIVED the Chairman's report.

64. Sensory Garden – Wivell Park

Elizabeth Barraclough gave an update on behalf of the Friends of Keswick Parks on fundraising, work planning and proposed future maintenance of the Sensory Garden for Wivell Park. A suggestion that the designer be asked to attend the next Trust meeting was agreed.

RESOLVED:

- i) That approval be granted for the work to start in May and for the use of stone from the river
- ii) That future maintenance of the area be undertaken by Parks staff following project completion.

65. Flooding Update

RECEIVED report of the Administration & Finance Officer. The Clerk explained that unfortunately designs for the replacement of Knightsbridge had not been received in time for the meeting. Brenda and Jimmy Little, representing Keswick Football Club, raised a number of issues which could not be addressed in the absence of the Parks Manager. It was agreed to hold a meeting of Park Users as soon as possible to update on progress of flood reinstatement work and to answer any questions from the Clubs.

66. Clerk's Report

RECEIVED the report of the Clerk.

RESOLVED that the Town Council be requested to give approval for Financial Regulations to be waived to enable the Sensory Garden project to proceed on the basis of the one quotation received.

67. Parks Manager’s Report
RECEIVED the report of the Parks Manager.

68. Budget Comparisons
RECEIVED for information the 3rd quarter’s budget comparisons.

69. Grass Tennis Courts, Upper Fitz
 Consideration was given to a letter from Keswick Croquet Club expressing interest in the area of the public grass tennis courts for use by the Club on a permanent basis as two full sized croquet lawns.
RESOLVED that the request be deferred for consideration at the September Trust meeting when the future use of of the public grass courts area would be reviewed.

It was agreed to defer item ii) for consideration with item 12 as this had a direct bearing on the future games provision.

70. Requests for use of the Parks
RESOLVED that the following requests for use of the parks be approved:

- i) Keswick Athletic Club – events in Fitz Park for 2016
- ii) CN Group – the Lakesman Event, Hope Park 19 June 2016 – subject to the organisers accepting full liability for any injuries sustained and carrying out a complete clean-up of the area, including gel packs, after the event. It was further agreed that as this was the first year of the event, a concessionary fee of £400 be charged (a reduction of £100 on the usual charge).
- iii) New Lakes Brass – concerts in Hope Park - subject to any proceeds being shared with the Hope Park Trust

Note: Councillor Jordan raised the issue of the leaking roof of the gazebo which replaced the old aviary and asked that the Parks Manager report back on the possible use and costs of green felt to remedy this.

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’

71. Contracting
 Consideration was given to arrangements for games provision in Fitz Park for 2016 in view of the flood damage to the park and the estimated timescale for repair. A request from Keswick Tennis Club to increase the footprint of the courts used by the Club by two metres to meet minimum recommended court size was also considered.
RESOLVED that consideration of the terms of the licence for games and catering provision at Upper Fitz Park for 2016 be deferred to the next meeting when more information would be available regarding the timescale for park reinstatement, and that no decision be made regarding the footprint of the Club courts pending this.

The meeting closed at 9.30 p.m.

Chairman

Date

Trust Chairman's Report

Trust Meeting 5th April 2016

A brief report for this extra meeting.

At this time there is still a lot to be done in Fitz Park and the list of work required seems to be getting longer rather than shorter as new problem areas are being brought to light.

The Fitz Park users group met on 24th March and there was a good turnout. Keith the Parks Manager was able to answer some of the questions that were brought up at the last Trust meeting.

The Bowling Bower, Cricket and Football buildings are all dry and under repair. The Tennis Club has secured funding for the reinstatement of their Courts which is good news, and thanks go to Sally Lansbury for the work she has done on the Grant applications. The Tennis Hut is to be shared (segmented) with the Fitz Park Staff, and the games kiosk. The Fitz Park users groups have worked hard on their areas and are securing some grants towards the uninsurable works.

The new Sensory Garden has a start date of May (thanks to the funding requests from Elizabeth Barraclough).

The Children's Play area has had the bark and sand renewed (Donation received for this from The Pheasant Inn, Keswick).

So there are glimmers of hope at least in some areas of the park, but there is still a lot of work to be done in the wider park areas.

The Environment agency will bring machinery in to Lower Fitz to clear the bank of silt as soon as the Easter school holiday finishes.

The Community Sports area surface will need replacing, and a suggestion that a more suitable surface could be used is being investigated.

The Car Park needs clearing as a priority, and the surface made useable.

The workload is not diminishing for our Park Staff and Office Staff, and we may need to look for ways of assisting them with their tasks.

Susan Leighton
Parks Chairman

KESWICK PARKS CHARITABLE TRUSTS MEETING
5 APRIL 2016

Parks Managers Report

Lower Fitz

The Environment Agency removed Knightsbridge from the River Greta and the massive concrete supports so a thank you must go to them for their help. The metal bridge parts were taken away for scrap by a local dealer.

The Environment Agency have started removal of stones from Greta River adjacent to the YHA and will be finished after Easter break, there is a pile of stones on the banking on Lower Fitz side which have been fenced off for Health and Safety. They have also stated they will remove any remaining silt around the pathway area all the way down Lower Fitz once stone removal from the river has been completed, and store it in our car park. This will keep everything in one place and will reduce costs for the silt to be placed in Hospital Field, and will reduce the costs and time for the renovation of Lower Fitz. All concerns of placing the silt in Hospital Field have been resolved with NHS Cumbria. Planning Permission was required for the silt being put in Hospital Field and Archery field and this has been sent off to the LDNPA. I have discussed with Laura Ross of the LDNPA and explained our situation and she does not think there will be any issues with our application.

Arbor-tec Tree Care have been given the job to take down 2 Oak Trees in Lower Fitz Park near the river, they were pointed out in our tree survey to be felled and the Gingko tree near Wivell Bridge will have its height reduced by a third as stipulated in our Tree Survey the cost will be £1100. The price indicates this is a tree surgeons job as they need to be taken down in stages as they are near the river. We don't have anyone with experience or certificates to do this type of work or machinery.

The children's play area has been tidied up with new sand and bark just in time for the Easter break.

There is a Gant Chart attached for the Trustees viewing and other parties showing how much work and time is still needed to re-instate lower and Upper Fitz. The chart can be changed to suit what areas are of priority.

Upper Fitz

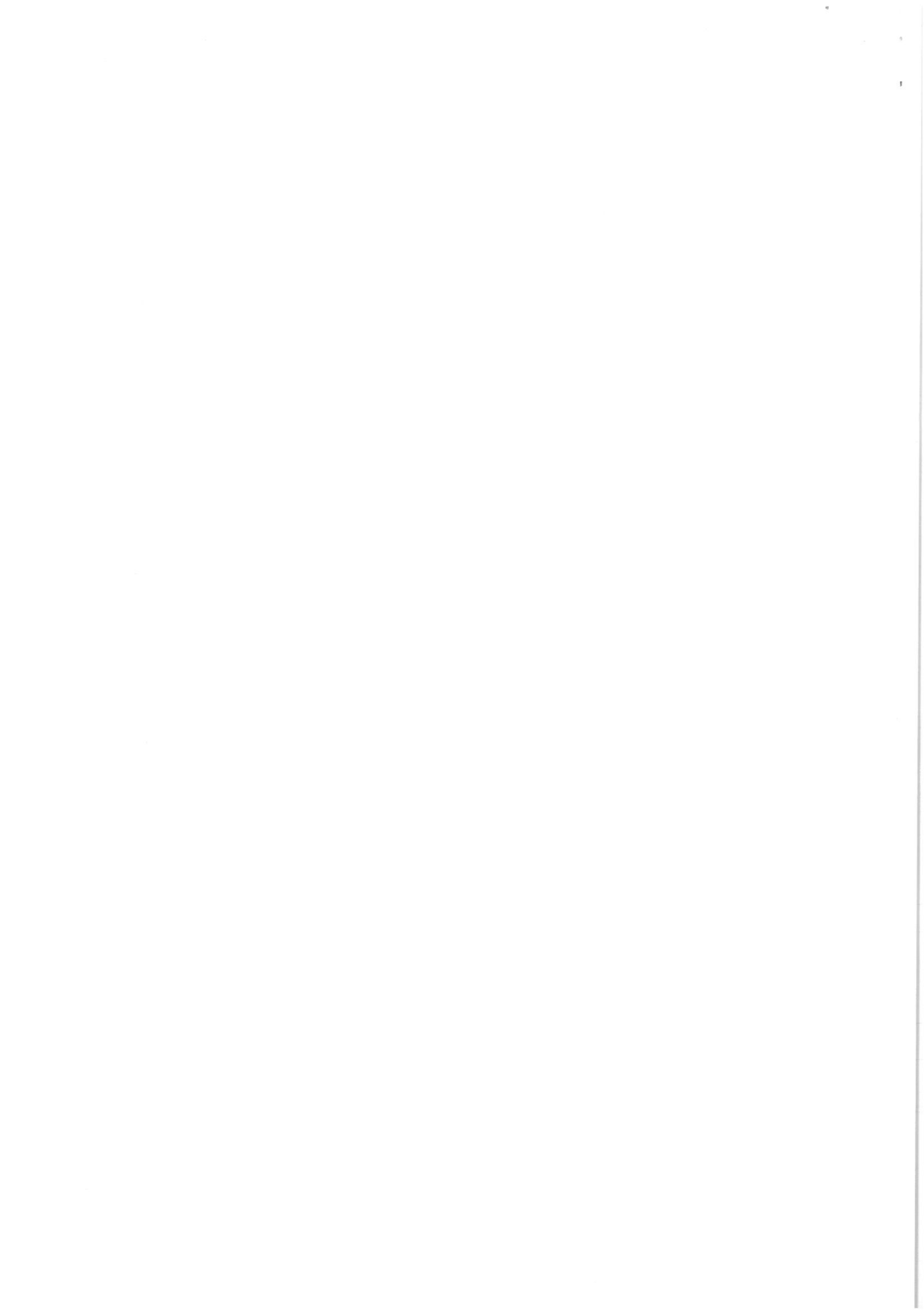
The Environment Agency has finished in Upper Fitz as access and will pay for the re-instatement of damage in the park. We are still clearing away small pockets of silt and rubbish in the shrub areas. The pathway onto Wivell Bridge which was damaged in the December flood will start to be repaired after the Easter break and a local company will be doing the work. The ramp on the Penrith side has been repaired. We now have the Divers survey for the river wall on the Penrith road side and we are seeking quotes to get this repaired. The red barriers will stay up along the river bank for Health and Safety of the public. Upper Fitz will stay closed in the meantime.

Towns field Park

We now have one quote to repair the damaged river bank at the upper end of Towns field Park and we will be seeking two more for this work.

Hope Park

All the greens on the golf course were fertilised as was the large putting green.



Flooding Update

5th April 2016

Knightsbridge – Trust Design Option – Prior to Planning Application:-

- As agreed at a previous Trust meeting designs have been drawn up by RG Parkins for the replacement of Knightsbridge taking into account future flood resilience.

The **design options are attached** to this report – one being a like for like design and the other two options being a different design including new abutments being installed to heighten the bridge to take into account future flooding.

To enable a planning application to be submitted please could the Trustees either indicate their preferred design option or appoint a delegated working group to agree on this.

- As Kevin Richards (LDNPA) has confirmed that we will need to apply for full planning permission for the replacement of Knightsbridge I have emailed him to ask for any comments he may have on the design options. I have also asked him to supply reasons why any of the designs would not be suitable as far as planning regulations permit.

To date I am still awaiting a reply, as obviously this information would be useful prior to the Trust making their decision on their preferred option

The above costs for planning permission are covered on the insurance claim – up to the sum insured value

Wivell Bridge – Update

- A second quotation/estimate has been received for the repairs to be carried out on Wivell Bridge, as per the surveyors report, this has been sent to the insurance assessors. As we require three comparative costings for this work, a third supplier has been asked to ensure their quotation is received no later than 25th March to enable us to progress with this claim. I may have a further update at the meeting.

The above costs are covered on the insurance claim - subject to structural repair quotations received

Wivell Park – Retaining Wall – Below PUPs Shelter

- The Parks Manager will update on this area following completion of the survey and advise of the work required (and costings if acquired at this stage)

The above costs will require funding

Tennis/Games Hut, Bowling Bower & Sports Pavilion – Update:-

- The reinstatement of the sports clubs is progressing and I have received feedback from the Bowling Club that they are happy with the work undertaken to date. The clubs are working with Prater Group to discuss any additional work required, the Cricket/Athletics Club met on site with Prater again on Thursday 17th March.

The above costs are covered on the insurance claim- with the exception of any additional work required by the Sports Clubs/Trust

Golf Hut & Equipment within Workshop – Hope Park – Update:-

- The insurance assessor has been asked when the minor repairs to the building will be taking place by Prater contracts; they have been given the contact details of Hope Leisure to keep them informed too.

The above costs are covered on the insurance claim

Community Sports Area

- It has only been possible to gain two quotations for the resurfacing work and associated costs for the CSA. We received approval from the insurance assessor for Doe Sports to carry out the reinstatement work; not only were they the company who originally built the CSA but also gave the most reasonable cost. This work was due to start at the end of April.

Subsequent to the approval been given to Doe Sports a user group meeting was held and concerns were raised in relation to the 'like for like' surface being reinstated, as per the insurance claim, by the Leisure Pool and Football Club. They stated that the surface was dangerous (slippery at times) and not fit for purpose for playing/coaching football on.

It was agreed at the meeting that the reinstatement work be put on hold and that Doe Sports be asked for further costings for an alternative surface suitable for playing 5 a side football on (the Tennis Club have stated that they will not require use of the area any longer). Obviously any additional funding over and above the cost already authorised by the insurance company will have to be met by additional funding, yet to be sourced.

The additional cost options have been received from Doe Sports and are detailed below:-

- *The VICEROY is a black porous macadam surface with white lines only to demarcate for various sports. The slip resistance qualities are that of traditional macadam surfaces and can understand why it will be slippery particularly when wet – This is the surface authorised by our insurance company.*
- *The VISCOUNT on our quote is a surface that get fully sprayed with a texturised acrylic spray coat. The finished surface provides a degree of slip resistance which has a rating of >60 when tested. The resistance however will decrease with use and can sometimes feel quite slippery when wet. - Additional cost for this surface £4,977.00*
- *The TITAN on our quote is as per the Viscount above however using a slightly more texturised paint with a slip resistance factor of >75. - Additional cost for this surface £7,919.00*

Additional surfaces suitable are synthetic surfaces:

- *2nd generation i.e. sand filled or sand dressed surfaces are ideal for multi-use including tennis and would be laid on top of the new macadam layer. The budget costing for this type of surface would be in the region of £25,000 - £30,000 depending on type of finish.*
- *3rd generation i.e. sand and rubber filled surface is ideal for football only and the recommended installation should be with a shock-pad for added support or comfort. This type of construction could be installed without the need for a new macadam layer however would need some preparation works to the macadam with the installation of insitu shock-pad and synthetic surface thereon.*

Due to the total new build-up of this type of installation (i.e. approx. 65mm) there may need to be some alteration works to the perimeter kerbs however excluding these works for now the budget cost would be in the region of £45,000-£50,000.

Jimmy Little of Keswick Football Club will also obtain a price for an astro grass surface.

Trustees are asked to decide on their preferred option to enable the reinstatement work to proceed:-

1. Replace the surface 'like for like' as approved by the insurance assessor
2. Replace the area with an alternative surface from the options above plus decide who will be responsible for gaining the additional funding required

Like for like costs are covered on the insurance claim although any additional work will require funding.

Keswick Parks Contents Claims

- The settlement letters have been received from the insurance assessors for the claims made in relation to contents of buildings under the Trusts responsibility. The settlements have been accepted and we now await payment of the claims, at this point replacement items can be sourced by the Parks Manager. For information two of the claims were settled slightly short of the claim amount, the reason for this is the settlement reflects the fact that certain items may be sourced at slightly cheaper prices elsewhere across the board. Also, discounts should be available when negotiating with suppliers.

Crosthwaite Road Car Park (Hospital Field)

- The work required for clear up and reinstatement of this area has been included in the funding application made via Allerdale Borough Council, in partnership with ISS Ltd, this funding has still to be confirmed.
- In preparation for the above funding application I was asked to contact LDNPA for some guidance on the planning permission gained in respect of the surface finish on the car park area. The LDNPA was advised that the car park was severely damaged in the December 2015 flooding event and we were at the stage now of clearing the site of silt/debris in readiness for reinstatement works to be carried out.

The description of the proposed materials and finishes stated on the approved planning permission 7/2010/2147 was as follows:-

Grass surface finish planted in reinforced polymer grid on permeable base

This above surface has not been ideal, as there have been areas holding water. The LDNPA was asked if they could advise what other permeable surface material could be used as an alternative.

The reply received from Julie Birkett, LDNPA, is as follows:-

'Thank you for your email today about the surface of the car park in Lower Fitz Park.

I have reviewed the original planning permission and there are no provisions to agree a different surface under any of the conditions. This means that the installation of a different surface on the car park will need an application for full planning permission. The fee would be £97.50 if the application was submitted by Keswick Town Council.

The reasons for agreeing to the grass surface were to reduce flood risk and to reduce the visual impact. If the new surface is going to be permeable then our main concern would be its appearance. I am not aware of all the permeable products which are on the market and I have no direct knowledge of the site and how effective the landscaping has been. This makes it difficult to advise you on an alternative surface.'

- At the last Fitz Park User Group meeting the Parks Manager advised the group of the 'like for like' reinstatement cost via ABC/ISS. It was agreed that two quotations for the car park area to be 'cleared' be gained by the Parks Manager, using a method that would cause minimal damage to the existing surface; this will enable the surface to be assessed as there may be no need for full replacement. Although at this stage if the Trustees wished for an alternative surface to be reinstated then this would be the sensible stage to agree this.

Trustees are asked to decide if they wish the Parks Manager to look into alternative surface costings and that full planning permission be sought for this change.

All of the above costs would require funding (if not gained via ABC's funding application)

I have covered the main updates in relation to insurance claims, although the Parks Manager will update further reinstatement work required in his report.

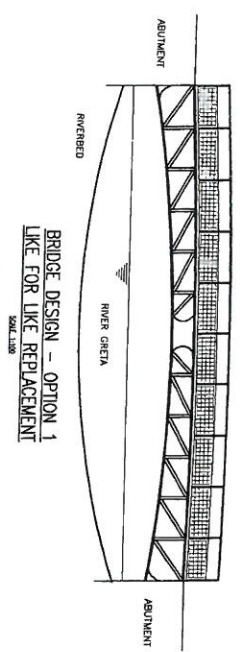
Catherine Parker

Administration & Finance Officer – Tuesday 29th March 2016

DO NOT SCALE - IF IN DOUBT ASK
USE TYPED DIMENSIONS ONLY

NOTES:

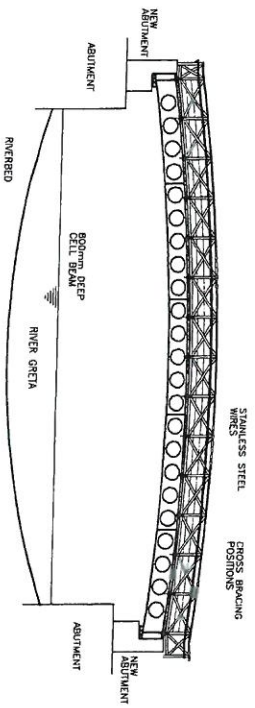
BRIDGE DESIGN - OPTION 2
ELEVATION THROUGH CENTRE LINE OF BRIDGE
SCALE: 1:50



BRIDGE DESIGN - OPTION 1
LIKE FOR LIKE REPLACEMENT
SCALE: 1:50



SITE PLAN
BRIDGE DESIGN - OPTION 1, 2 AND 3 SIMILAR
SCALE: 1:50



BRIDGE DESIGN - OPTION 3
ELEVATION THROUGH CENTRE LINE OF BRIDGE
SCALE: 1:50

Revision	Date	By	Check
1	09/03/16	KL	

**KESWICK TOWN COUNCIL
(CATHERINE PARKER)**

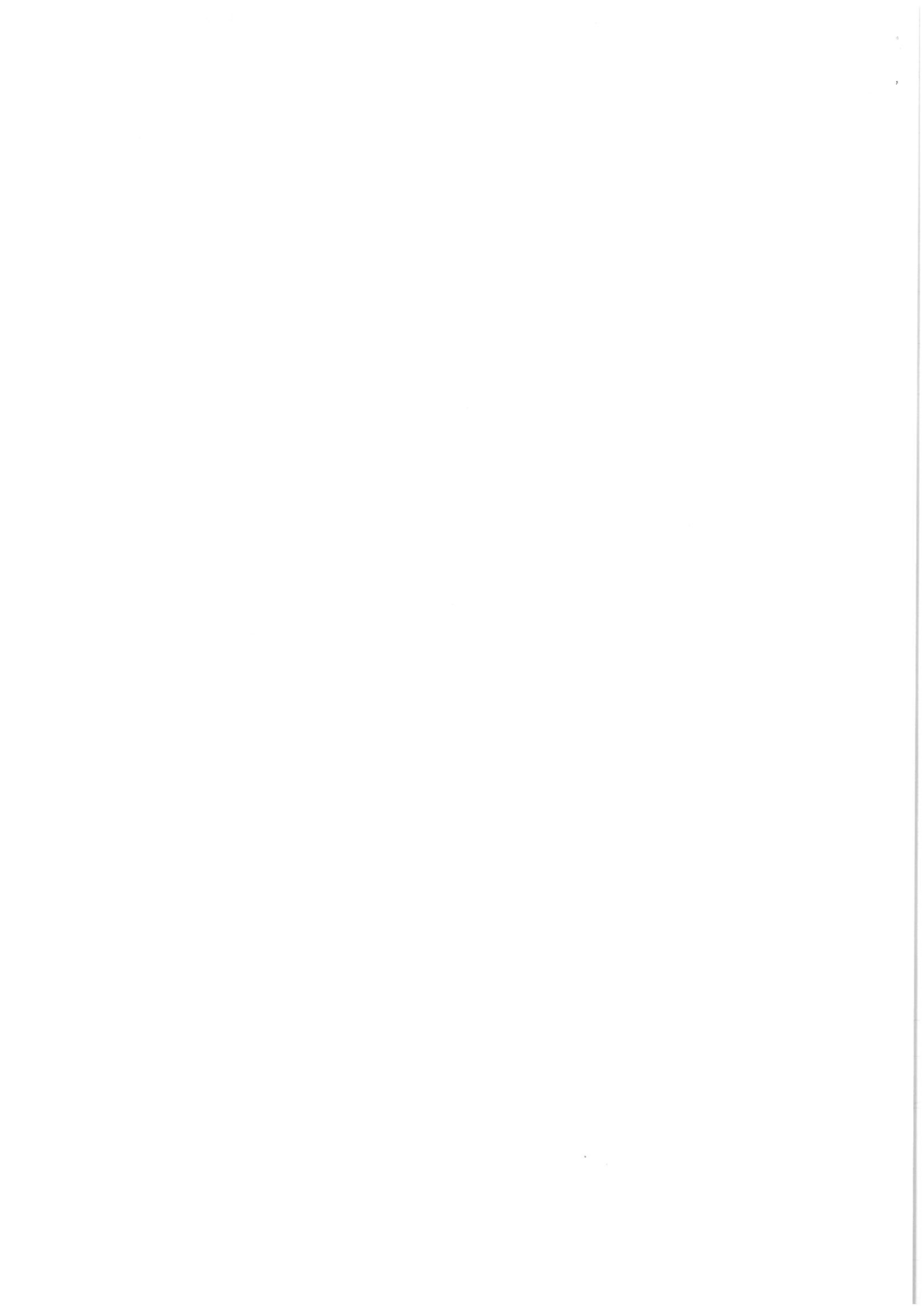
**FLOOD DAMAGE
KNIGHTS BRIDGE
KESWICK**

BRIDGE DESIGN OPTIONS

Drawn By	Checked By	Date
JNP	KL	09/03/16

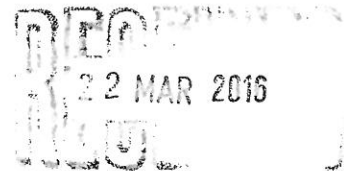
K32769/A1/01

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The Parks Committee
Kerwick Town Council
Kerwick

Chinty Turnbull
Secretary
Kerwick WI
Oak Cottage, Rozenfield
Kerwick CA12 4BQ



14th March 2016

Dear Sirs

We would like to celebrate the Queens 90th Birthday on Sunday 12th June in the park.

Our idea was to set up trestle tables on the all-weather-courts, decorated with bunting etc, sell cakes for local charities, raise funds & generally throw a community party. Our aim was to invite residents to join us & picnic in the park around the courts too. Please advise if this is possible.
regards

Chinty Turnbull

Tel 71110

Catherine Howe

From: Kate Bool <Kate@westhouse.org.uk>
Sent: 10 March 2016 13:42
To: Catherine Howe
Subject: West House Event

Dear Catherine,

I am writing to say that firstly, we are thrilled to be offered the space for the one day festival. The fact that our efforts and ethos are supported by Keswick Town Council is brilliant, and we hope to continue a strong relationship.

It is with regret, however, that we will have to decline on this occasion. We know that this opportunity is huge, and we would love to be in a position to make a real success of it. There are a few reasons we would like to wait a while before pursuing this idea. These are all reasons that reflect our own concerns with our resources to deliver, and do not reflect anyone else.

We are concerned with time scales and man power restrictions we wouldn't be able to create the event we envisage, or that fairly represents Keswick and our organisation. I have been part of Scruffs, the mountain festival and attended many other events and understand the calibre expected. We would not be happy to provide anything less than an outstanding experience.

Secondly, with the devastating effects of the flooding for Keswick over the Christmas period, we feel it would not be the right time for our event. We predict that Keswick will host a variety of fundraising events to support the recovery of the area. We do not feel we could, or would want to, compete with these events (especially as an organisation which is predominantly West Cumbria based). Instead it seems more feasible that we stay informed of what comes up and join these events as an organisation by holding stalls/crafts etc in the traditional manner.

It is a sincere hope of mine that I will be able to orchestrate a successful one-day event for our organisation in the years to come – it does amazing work in the community. I hope our reasoning seems fair. I hope this does not tarnish our relationship with the Town Council, and I would like to extend our gratitude for the offer again.

I wish the Town Council all the best for their summer events and look forward to supporting them in any way I can!

Kate Bool

Kate Bool

Fundraising Manager
West House
26 Stanley Street
Workington
CA14 2JD
01900 67777

