

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices  
50 Main Street  
Keswick  
CA12 5JS  
Tel 017687 73607

7<sup>th</sup> September 2017

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, Keswick, on **Thursday 14<sup>th</sup> September 2017 at 7.30pm**. Members of the public are welcome to attend.

*Lynda Walker*

**Lynda Walker**  
Town 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 from members in respect of items on this agenda.
- 3. Minutes**  
To authorise the Chairman to sign as a correct record the Minutes of the Trust Meeting held on 13<sup>th</sup> July 2017 (pages 3-5).
- 4. Chairman's Report**  
To receive the Chairman's report.
- 5. Signage Project – Fitz Park**  
To receive an update on the project.
- 6. Proposed Donation Box – Hope Park**  
At the request of Councillor Lywood, to consider placing a slate donation box in Hope Park (further details to be provided at the meeting).
- 7. Parks Manager's Report**  
To consider the report of the Parks Manager.
- 8. Clerk's Report**  
To receive the Clerk's report.

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

'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'

9. **Contracting - Proposed New Equipment Store and Staff Accommodation Buildings – Hope Park**  
To receive the report of the Responsible Financial Officer following the tender process.
  
10. **Staffing**  
To consider the report of 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, 50 Main Street, Keswick, on Thursday 13<sup>th</sup> July 2017 at 7.30pm.

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Present:

Chairman  
Councillor Duncan Miller

Councillors		
David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Susan Leighton	Andrew Lysser
Martin Pugmire		

Also in attendance were Lynda Walker (Trust Clerk), Catherine Parker (Responsible Financial Officer), Christine Fawcett (Parks Manager), Frances Clark (Keswick Accountants), Steve Harwood (ADK Architects), Alan Dunn (Keswick Lions) Frances Clark (Keswick Accountants) and one member of the press.

16. **Apologies**  
Apologies for absence were received from Councillor Kendall (work), Lywood, Paxon (work), Titley (holiday) and Keith Richardson (Keswick Cricket Club).
17. **Declarations of Interests**  
No declarations of Interests were received from members in respect of items on this agenda.
18. **Minutes**  
**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Annual Trust Meeting held on Thursday 25<sup>th</sup> May 2017 (pages 1-2).
19. **Chairman's Report**  
In the absence of the Trust Chair, the Vice Chair commented on the presentation by Rachel Gerrard of the Fitz Park Flood Strategy Report which had been well received and reminded Trustees about the photo opportunity at the Lions flower bed in Hope Park on Friday 14<sup>th</sup> July at 6.30 pm and the opening of the Sensory Garden at Wivell Park on Monday 7<sup>th</sup> August at 1.00 pm.
20. **Trustee Reports and Accounts for the year ended 31<sup>st</sup> March 2017**  
Frances Clark of Keswick Accountants gave an outline of the financial position of both Hope and Fitz Parks as at the end of the last financial year. The Responsible Financial Officer presented the report for the Townsfield.  
**RESOLVED** that the Trustee Reports and Accounts for the year ended 31<sup>st</sup> March 2017 for Hope Park, Fitz Park and the Townsfield be approved and signed by the Chairman.  
  
*Frances Clark left the meeting.*
21. **Proposed New Equipment Store and Staff Accommodation Buildings at Hope Park**  
**RECEIVED** an update from Steve Harwood of ADK Architects.  
**RESOLVED** that a Building Regulations application be submitted and that tenders be invited as proposed, with a working group comprising the Chair, Vice Chair, Trust Clerk and Councillors Jordan and Lysser authorised to open and accept the most suitable tender with advice from Steve Harwood of ADK Architects.
22. **Fitz Park Flood Strategy Report**  
**RESOLVED** that the Fitz Park Flood Strategy report submitted by Rubicon Project Consultancy be approved and adopted for implementation.

**23. Knight's Bridge**

Consideration was given to arrangements for the official opening of the new Knight's Bridge, and a lengthy discussion took place about letters published in the local press regarding the appearance and suitability of the Lions logo which been installed on the bridge.

**RESOLVED:-**

- i) That the Town Council's Events Committee be asked to organise an official opening for the new bridge following its completion (approximately mid-August), Trustees to submit any ideas to the Committee for consideration.
- ii) That the Lions' logo remain on the bridge in recognition of all the Club's support for the town, for the next 12 months and subject to review at the end of the organisation's centenary year, and that an application for advertising consent be submitted to the Lake District National Park Authority, to be funded by Keswick Lions Club.
- iii) That a further £4,403 be transferred from the Sinking Fund to cover costs incurred on additional fixing brackets, and further excavation and additional concrete to stabilise the ground below the new ramp:

*Alan Dunn and Steve Harwood left the meeting.*

**24. Recognition of Support for Reinstatement of Fitz Park**

Consideration was given to providing a permanent 'Thank You' to all groups/volunteers/funders involved in the reinstatement of Fitz Park following the 2015 flooding, and also to a way of recording the unprecedented nature of the Storm Desmond flood event.

**RESOLVED** that an appropriate Information Panel/plaque be installed between Station Road and Knight's Bridge recording the significance and impact of the December 2015 flood event, the history of the bridge, and thanking all those involved in the reinstatement of Fitz Park.

**25. Parks Manager's Report**

**RECEIVED** the report of the Parks Manager.

**RESOLVED:**

- i) That a power supply be made available from the CSA lighting box in Lower Fitz Park
- ii) That the quote from Wilsons Plant & Haulage to clean out the open ditches in Hospital Field be accepted and that the work be funded from the contingency amount in the budget
- iii) That the proposed work to limit access by large vehicles to the Crosthwaite Road car park be approved i.e. installation of posts, post and rail fencing and gates.

**26. Clerk's Report**

Consideration was given to the report of the Clerk and a request from Keswick Tennis Club for permission to hold a Club Social on the leased courts at Upper Fitz Park.

**RESOLVED** that the request from the Tennis Club be approved subject to:

- no sale of alcohol to take place
- proof that the Club has sought advice from Allerdale BC on any licensing requirements which may apply to be provided
- plastic drink containers to be used.

**27. Budgets for Hope and Fitz Parks**

**RECEIVED** the first quarter's budgets for Hope and Fitz Parks for information.

**28. Requests for use of the Parks**

**RESOLVED** that the following requests be approved:

- i) Use of Hope Park and Crosthwaite Road car park for the Lakesman event on 16<sup>th</sup> and 17<sup>th</sup> June 2018, with a charge of £400 for the proposed kids event on Saturday 16<sup>th</sup> June 2018

- ii) A temporary base in Lower Fitz Park for Mike Graham, E-Venture Bikes, on a site to be agreed with the Parks Manager, subject to a maximum time limit of 12 weeks and a fee of £200 per week, on condition that no vehicles are brought into the park and any necessary advertising consents are obtained.

**29. Correspondence**

**RECEIVED** letter from Lakeland Trails requesting support and suggestions for 2017 event.

**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 was advisable that the public and/or press be temporarily excluded' and they were instructed to withdraw*

**30. Staffing**

Consideration was given to the report of the Clerk and Parks Manager.

**RESOLVED:**

- i) that James Hewitt's resignation with effect from 21<sup>st</sup> August 2017 be acknowledged and that James be thanked for coming out of retirement and for all his hard work to support the parks' recovery following the flooding
- ii) that the Town Council be requested to establish a post of Senior Gardener as detailed in the report.

**31. Crosthwaite Road Car Park**

**RECEIVED** the report of the Clerk.

**RESOLVED** that arrangements for management of the car park remain unchanged for the time being with a review to take place at the November Trust meeting.

The meeting closed at 9.45 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



KESWICK PARKS CHARITABLE TRUSTS  
14<sup>TH</sup> SEPTEMBER 2017

**SIGNAGE PROJECT, FITZ PARK – UPDATE**

At a Fitz Park Stakeholder Group meeting some months ago, Keith Richardson volunteered to put together a project to provide five fixed signs and a 22 yard long banner at Fitz Park. The five signs are to be placed at entrance points to the park and depict its principle attractions through drawings created by children from St Herberts School together with concise text. The banner which will be approximately 22 yards long and 2'6" deep, is to be placed along the railings on Lower Fitz Park along from the main gates on the museum side of the road looking out over the Multi Use Games Area and cricket field. It will depict a timeline history of the park from its origins in 1880 to the present day.

The Town Council agreed to fund the project from the £5,000 set aside for park signage from the Market towns grant provided by Allerdale BC.

It was necessary to apply for advertising consent from the Planning authority in relation to the banner and this has now been obtained subject to the following conditions:

- The banner shall only be displayed between 1 April and 31 October 2018 and at no other time
- Prior to its display we are required to submit the completed design and method of fixing the banner to the planning authority for their approval.

Keith has e-mailed me a copy of the wording and labels for the map which he has agreed with Paul Wilmott, the designer, and I have circulated this to Trustees for comment. I have received a few minor amendments which I have passed on to Keith.

LW  
300817





**Parks Manager Report September 2017**

**Christine Fawcett**

The weather over the last two months has been to say the least wet and provided difficult conditions for grass cutting in both parks. However we have to adapt to these challenges and thanks must go to the parks staff for their hard work and commitment. Thanks also to the three ladies within the office for their energy, support and enthusiasm.

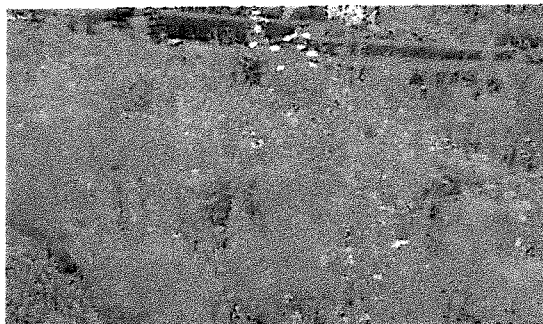
**Hope Park**

The wild flower seed mix has proved to be a great success attracting not only lots of comments from the public but also lots of insects and wildlife including the visiting cat.



The wild flowers are past their best however the additional planting of dahlias, cosmos and gladiolas will

carry on this display well into September before it is all removed and sprayed for twitch again. If we have cleaned up the twitch problem we will replant this area with perennials and create another wild flower area in another border



The new signage has arrived for the bird hide and is proving to be well used by the passing public. New signs have also been commissioned for the park entrances and are now in place along with new metal signs for the pitch and putt.

With the amount of rainfall also comes wet ground conditions. This has shown clearer than ever the problem we have at Hope Park. Low lying ground, a high lake and nowhere to drain the water to. A large wet patch has appeared near to the ninth tee. After an exploratory dig and uncovering a large 5in field drain which is blocked it is clear there is no quick fix to the problem we have. The drain runs into woodland area and is most likely blocked with tree roots. The ground water table is basically higher than the existing drains and even when unblocked the ground will still stand in water.

There is a massive amount of moss in the low lying grass area and this is to be treated as soon as possible to try and prevent water retention. This thatch build up is not helping either and needs to be removed; again there are lots of sieves in the woodland area - this has been trimmed down and will be sprayed off as soon as possible. Again as moss, sieves retain water.

## Townsfeld

The grass is still being cut twice per month, however the gateway is slightly wider than normal. Unfortunately a large delivery wagon knocked over 3/4 metres of wall including the gate stoop and quotes are now being gathered to repair the damage.



## Lower Fitz Park

Knightsbridge is just about finished but it has been very frustrating at times given all the delays for one thing and another. Again massive thanks must go to Steve Harwood for all his hard work and input into this job as project manager.



The footpath was re-opened in mid-August in time for the Mercy4Mankind event. This event despite the wet morning was a great success for the organizers.

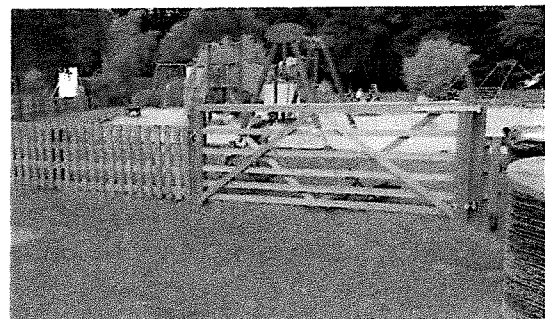
However in future given the amount of rubbish generated maybe we should include a skip in the hire of the park.

The new signs/story boards for the bridge are ready and we are just awaiting the frame to be completed and installed before the official opening on the 23<sup>rd</sup> of September



The open gutters have been cleaned out in Hospital Field by Graham Wilson, this removal of vegetation will allow water to get away freer and faster to the river Greta.

The parks' staff have been busy repairing some of the boundary to the playground area. Many of the wooden posts are broken and it made sense to include two more gates to the fence to improve access for maintenance. Largely due to the fact we have to move 20 tons of sand into the area and 5 wagon loads of bark mulch after every season.



It must also be noted that 30 other wooden posts are also still broken and need replacing in the future. The boundary fence has passed the ROSPA inspection for this year but allowances should be placed in next year's budget to repair this fence.

Work on the car park entrance will be carried out in the near future once holiday season draws to a close and it is a safer place for the staff to work and carry out these alterations proposed at the last Trust meeting.

### Upper Fitz Park

The area next to the emergency access has been replanted and mulched, again with shrubs that are in keeping with the park

These shrubs include, *Prunus laurus*, *Piladelphus virginial*, *Pittosporum tenuifolium*, *Hydrangea paniculata*, *Euonymus alatus*, *Potentilla* primrose beauty and *Rhododendron*.

Spraying of weeds has been carried out in all parks including footpaths and shrub beds.



In the few dry spells of weather we have had, wood preserver has been applied to the tennis/games hut and the workshop area.

Earlier this year Greta Garden Services solid tined the bowling green to aid drainage and root growth. I have received a quote from them to do the same again to the bowling green and also the public tennis courts, this cost is £800.00. I would like to propose this sum of money be taken from Fitz Park Contingency nominal code.

A quote of £250 has been received from Packhorse Steel to make and install a steel rail around the war memorial to fasten wreaths to. I'm hoping this should be in place very shortly. In the meantime park staff have been re-pointing and replacing loose stones in this area too due to health and safety.

The bowling club have made a request to improve the access to their bowling green; this is simply to widen a small area onto the green to allow better access for machinery used to maintain the green. The club are willing to pay and carry out the improvements.

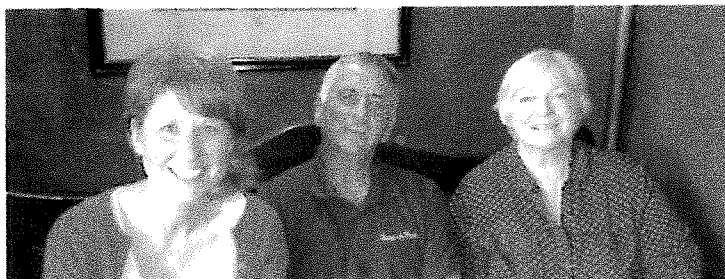
### Staff Development

Lynda, Catherine and I have been on a visit to RHS Harlow Carr, this is a very large garden including play areas and open parks spaces. Lots of photos and ideas were brought back to be reflected on with potential to use within our parks here in Keswick.

Sara, Kay and I visited Bole Colegrave's open day to look at new bedding plants available for next season; this was very interesting and a real insight into one of our supplies.

### Staff Retirement

It has unfortunately come to that time when James Hewitt has chosen to retire from his post at Keswick Town Council. James has been a fantastic help to me, his wealth of knowledge of the parks, his determination, and his dry wit will be greatly missed by us all. Thank you James and we all wish you a very retirement.



happy



KESWICK PARKS CHARITABLE TRUSTS

14<sup>TH</sup> SEPTEMBER 2017

**CLERK'S REPORT**

A number of Trustees, together with me, Christine and Sarah of the Hope Park gardening staff were photographed with members of Keswick Lions Club via a drone above the Lions' centenary bed in Hope Park on 14<sup>th</sup> July. Lions plan to use this photograph in their internal publicity.

The official opening of the Sensory Garden took place on Monday 7<sup>th</sup> August attended by Bill Holroyd, the main benefactor, the Mayor and Vice Chair of the Parks Trust with Elizabeth Barraclough and representatives of Friends of Keswick Parks.

In Christine's absence, I attended a site meeting arranged by Keswick Flood Action Group at the request of Councillor Jordan at Hope Park on 21<sup>st</sup> July to discuss the possible causes of flooding to properties adjacent to the Hope Park Cafe entrance, and the drainage problems at the Park. Andrew Harrison of Cumbria County Council was present plus Steve Maxwell, former Highways Steward for Keswick. Andrew felt that there was little to be gained by clearing out the trees and the swamp beyond the park and alongside the camping sites down to the lakeshore. This which be very expensive to do, access is difficult and Andrew also felt that when the lake comes up, drainage in the area will be hindered in any case. Christine has had a subsequent meeting with Andrew and has covered this in her Parks Manager's report.

Several site meetings have taken place regarding the lack of progress in relation to the replacement Knight's Bridge and the remaining work should be completed by 1<sup>st</sup> September. The official opening will now take place on 23<sup>rd</sup> September. Keswick Signs have been commissioned to produce three panels giving information about the flooding of the park by Storm Desmond, the restoration work and acknowledging Dr Knight after whom the bridge is named. These will be ready for unveiling at the official opening.

Steve Harwood of ADK Architects has now officially notified the Town Council of his impending retirement from practice, and his intention to cease trading as ADK Architects on 30<sup>th</sup> September 2017. The Knight's Bridge project will be completed before this but the new buildings at Hope Park will not – Steve has given an assurance that it he will see any outstanding projects through to completion. His professional advice, expertise and support for Keswick Parks will be sadly missed and I am sure that all Trustees will join me in wishing him all the best in his forthcoming retirement.

It would be timely to have a strategic planning meeting for the parks prior to setting the budgets for next year. This would give Trustees an opportunity to look at how the parks are currently funded and future expenditure provisions required. A date for this will be circulated in the near future.

LW

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