

7<sup>th</sup> March 2019

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on Thursday 14<sup>th</sup> March 2019 at 7.30 pm.

The press and public are welcome to attend.



**Lynda Walker**  
Town Clerk

<b>HOPE PARK</b>	<b>Registered Charity 503465</b>
<b>FITZ PARK</b>	<b>Registered Charity 520327</b>
<b>TOWN FIELD</b>	<b>Registered Charity 520295</b>

#### 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 10<sup>th</sup> January 2019 (pages 11 – 12).
- 4. Chairman's Report**  
To receive the Chairman's report.
- 5. Tree stump at Upper Fitz Park**  
To consider options for carving or removal of the remains of the conifer at Upper Fitz Park (NB no funding has been set aside for this).
- 6. Parks Manager's Report**  
To receive the report of the Parks Manager.
- 7. Amenity Benches at Hope and Fitz Parks**  
To consider a request for provision of amenity benches
  - in Fitz Park on the riverside path near the car park
  - in Hope Park close to Crow Park Road
- 8. Clerk's Report**  
To receive the report of the Trust Clerk.
- 9. Budget Comparisons**  
To receive for information the 3<sup>rd</sup> quarter's budget comparisons.

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

To consider the following requests for the use of the parks -

- i) Keswick Rotary and Cricket Clubs – use of Fitz Park for Wine and Food Event (formal approval required) – Chair and Vice Chair to report following meeting with organisers.
- ii) Keswick Town Council – use of Fitz Park for Midsummer Festival events viz:
  - Prom in the Park on Saturday 29<sup>th</sup> June 2019
  - Scruffs Dog Show on Sunday 30<sup>th</sup> June 2019
- iii) Keswick Mountain Festival – contingency arrangements for use of Hope Park as an alternative finish route

**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.'*

**11. Lease – Keswick Football Club**

To authorise the Chair to sign the Deed of Variation of Lease with Keswick Football Club.

**12. Fitz Park Games 2019**

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 10<sup>th</sup> January 2019 at 7.30pm.

---

Present:

Chairman  
Councillor Adam Paxon

	Councillors	
David Burn	Allan Daniels	Denstone Kemp
Susan Leighton	Duncan Miller	Jean Murray
Martin Pugmire	Paul Titley	

Also in attendance were Lynda Walker (Trust Clerk), Christine Fawcett (Parks Manager) and Keith Richardson (Keswick Cricket Club).

**61. Apologies**

Apologies for absence were received from Councillors Jordan, Kendall and Lywood.

**62. Declarations of Interests**

No declarations of interests were received.

**63. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the meeting held on 8<sup>th</sup> November 2018 (page 9 - 10).

**64. Chairman's Report**

The Chairman complimented the new Outdoor Gym at Lower Fitz Park which was an excellent addition to the park's facilities and thanked Councillor Titley for his work in delivering the project.

**65. Outdoor Gym in Fitz Park**

Councillor Titley reported that the new facility was complete apart from signage and he would be organising an official opening once this was in place, recognising the grant from United Utilities. A path to the equipment would be provided in due course once a 'desire line' had been established.

**66. Keswick Cricket Club**

Keith Richardson reported that he now had three quotes for the work required at the Cricket/Athletics pavilion in Lower Fitz Park to be funded by the Trust. He also gave an outline of a possible Wine and Food Fair to take place at Fitz Park at the end of August 2019 and asked for approval in principle to continue discussions about logistics of such an event. Trustees asked a number of questions and outlined some concerns and the Chair and Vice Chair offered to meet with the organising committee.

**RESOLVED:**

- i) that the quote from Atkinson's Joinery in the sum of £7,052 plus VAT to carry out the work required at the Cricket/Athletics Pavilion be accepted and funding be allocated from the Sinking Fund
- ii) That formal approval be sought at the next meeting for the use of Lower Fitz Park for the proposed Wine and Food Event

**67. Clerk's Report**

Consideration was given to the Clerk's report.

**RESOLVED:**

- i) That the preferred option for a memorial seat by the WW1 memorial oak tree in Lower Fitz Park (two black half circular seats at a cost of £966 plus delivery plus VAT each) be followed up

with the supplier with the final cost to be confirmed at the next meeting – to be funded from the memorial seat/tree fund supplemented by underspends on the signage fund and contingency.

- ii) That beech hedging be planted at Crosthwaite Road car park to comply with planning conditions funded from car park profits for 2018/19.

**68. Parks Manager's Report**

Consideration was given to the report of the Parks Manager.

**RESOLVED:**

- i) That expenditure of £4,330.20 be approved to resurface the footpath from the golf hut to the entrance to Lady Hope's Garden at Hope Park using virement of funds from the 2018/19 budget as recommended in the report
- ii) That expenditure of £3,378 be approved to resurface the main entrance road into Fitz Park by Café West using the remaining 2018/19 budget for path/wall repairs for Fitz Park supplemented by funds remaining in the Community Sports Area maintenance budget
- iii) That the provision for a new laptop for the Parks Manager in the current year's budget and accruals be supplemented from contingency funds for Fitz Park to meet the sum required.

*Note: item requested on agenda for next meeting to consider carving of tree stump at Upper Fitz Park.*

**69. Correspondence/Requests for use of the Parks**

The following correspondence was considered:

- (i) Keswick Rotary Club – request to allow festoon lighting to selected trees in Hope Park for Lights to the Lake Project  
**RESOLVED** that the request be approved in principle subject to (i) more information on proposed designs (ii) the lighting in the trees left from a previous project being removed at no cost to the Trust, and (iii) proof of full liability for provision and installation of the lights, their maintenance and removal should the need arise or at the request of Hope Park Trust, to be provided

**Prior to the following business the Chairman moved the 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.'*

**70. Contracting – Fitz Park Games**

**RESOLVED** that a licence be offered to Hope Leisure Ltd to operate the games for the 2019 season on the same terms as 2018.

**71. Hope Park Lease/Licence**

**RECEIVED** an update from the Clerk.

**72. Hope Leisure Ltd**

The contents of a letter dated 20<sup>th</sup> November 2018 from Hope Leisure Ltd were noted.

The meeting closed at 8.50pm.

---

Chair

---

Date

**Parks Manager Report March 2019****Christine Fawcett**

The last two months have again been busy with the parks staff working hard. The weather over the last two months has made progress in all the Parks interesting, however the recent days of dry frosty conditions have improved things. Thanks must go to the parks staff for their ongoing efforts and the enthusiasm of the three ladies within the office of Keswick Town Council.

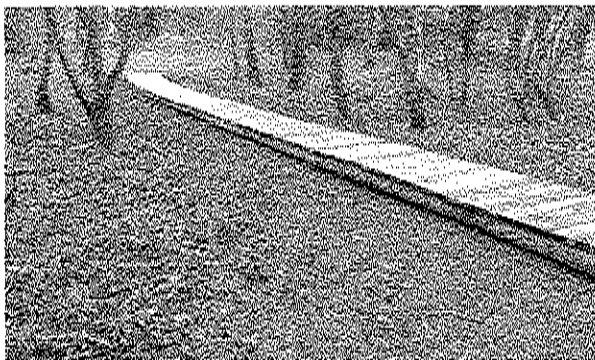
**Hope Park**

Visitor numbers have fallen due to the time of year which has given us the opportunity to finish off cutting back herbaceous borders/hedges and mulch has been applied.



We have begun widening the stream footpath through the woodland area to improve access as this is a very well used path by the public. It is a long stretch and will be completed when time and budget allow.

The short stretch of wooden walkway that has been in place for many years has now been extended to join up with the stream footpath. The wet muddy path has now gone and access is far better for walkers.



The pitch & putt has responded well to the autumn maintenance and the grass sward looks good and healthy for the time of year. Some autumn fertilizer was applied in January to improve colour and root growth in preparation for next season and half term use. The 5<sup>th</sup> and 6<sup>th</sup> greens are still on temporary greens and will be until the new grass seeds are strong enough to be played on.

The putting green is recovering well and has been sprayed for moss to allow the new grass seeds to thrive better and improve the playing surface.



The footpath to be tarmacked from the golf hut to the entrance of Lady Hopes garden as previously agreed is in hand. We are awaiting the contractor to carry out the work when weather and his work program allow but it should be completed before Easter.

Around 40 Christmas trees were collected by Keswick Lions Club from around town and have been chipped up by staff using the parks machinery.

The crazy golf area will be repainted as soon as the weather allows and the sandstone footpath through Lady Hope's Garden has been pressure washed.

### Townsville

This area has been monitored and unfortunately the wall near Travis Perkins has been damaged again. The Responsible Finance Officer has been in touch with the company involved to try and speed up the process and quotes have been received to repair the damage.



The annual tree report has been received and highlighted one tree to be felled and the branches around the street light be removed. A quote of £580 has been received for this work and it will be carried out shortly. £500 will be taken from the Townsville budget and the remainder from Hope Park tree budget.

### Lower Fitz Park

The play area has had various parts replaced to pieces of equipment including new platform board on the Hawaii Multi use equipment. Five loads of bark mulch have been levelled on the area and the play sand will be fluffed up follow.

The play area donation box upgrade is nearly complete with the addition of a brown bear to welcome everyone



a  
to  
on

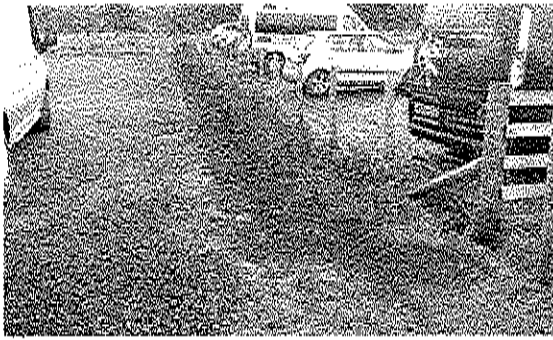


As highlighted in the recent tree report, work is needed the group of trees behind the Cricket Club to remove dead branches and prevent potential accidents. A quote has been received to carry out this work and it will

be done shortly. The high winds in February caused some damage to the large oak tree near the BMX pump track with two large limbs broken off, further tree surgery may be needed to this tree to even the weight distribution of the tree crown.

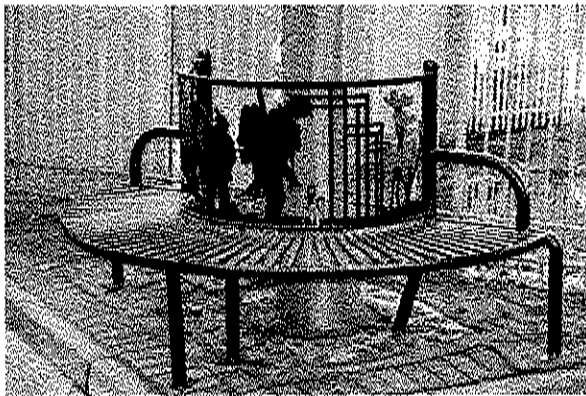
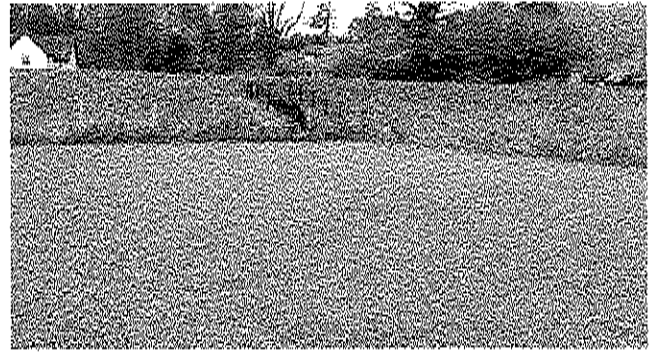


The entrance into Lower Fitz by the Museum is to be tarmacked as previously agreed and is in hand. We are awaiting the contractor to carry out the work when the weather allows.



64ton of gravel has been levelled on the site surface, that not only improves the look of the car park but also maintains the surface.

The beech hedge at Crosthwaite Road car park has been planted around the perimeter of the car park and will be maintained to a manageable height once the hedge becomes established.



A quote has been received from David Ogilvie Engineering for the WW1 full tree seat including backing plate (help to prevent fingers being trapped) and delivery of £2,461. A quote is also being obtained for a 4-metre square slate plinth for this seat to stand on and will be available at the trust meeting.

Ref: <https://www.davidogilvie.com/ww1-half-tree-seat>

### Upper Fitz Park



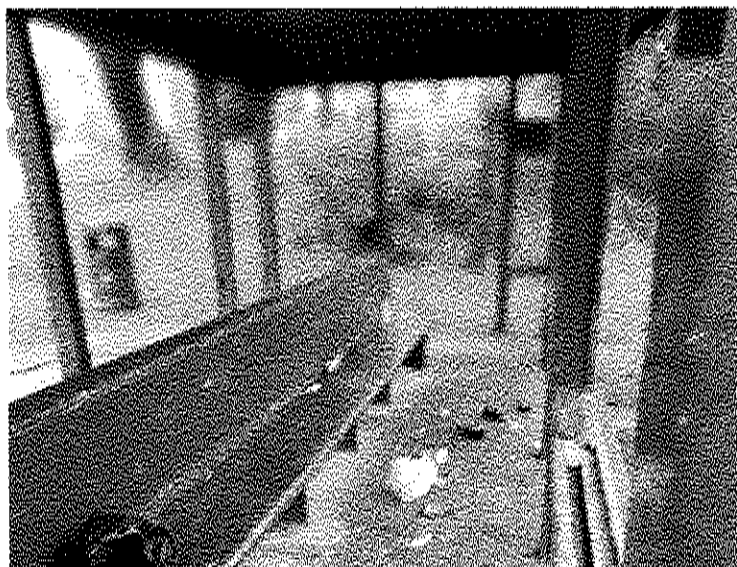
Mulching of shrub borders is almost complete and more pruning work is being carried out. The shrub border below the Keswick Hotel has been thinned out and edged allowing more light into the park.

The bowling green and tennis courts will be cut once the weather improves and ground conditions allow. The over-seeding of these areas has been a success and new growth is clear to see and will be more apparent once spring arrives.

**KESWICK PARKS CHARITABLE TRUSTS MEETING  
14<sup>TH</sup> MARCH 2019**

**CLERK'S REPORT**

1. Meeting with Atkinsons Builders Ltd  
A site meeting has been arranged with representatives from Atkinsons Builders on Tuesday 12<sup>th</sup> March to discuss the possibility of installing a pipe across land at Upper Fitz Park. Following ongoing historical issues with the surface water drainage on Brundholme Road, the proposed solution requires a new outlet into the river and one suggested route for the outlet would be through the Park – permission for this would be required from the Trust. Further information will be available at the meeting.
2. Environment Agency Tree Work  
Notification has been received that the Environment Agency will be carrying out work to remove overhanging branches over the River Greta in the near future. This will require access via the footpath through the park.
3. Hope Park Café and Games  
I am pleased to report that the new lease and licence for Hope Park café and games have now been signed.
4. Leases  
I have been reviewing the expiry dates for the existing leases with the Bowling, Tennis and Cricket/Athletics Clubs at Fitz Park. These were all for the same term of 21 years less 10 days and are due to expire on 18th September 2020. I would suggest that discussions regarding renewals start earlier rather than later so propose to include an item on the agenda for the July meeting, once any new Councillors have taken office.
5. Lights to the Lake Update  
Further discussions have now taken place and a number of options are being considered to improve the lighting from the Underpass to the boat landings. Cumbria County Council have been involved and there is a possibility that new permanent lighting may be possible, subject to funding, and it is unlikely now that there will be any festoon lighting in the trees within Hope Park. Discussions are ongoing.
6. State of Pups Shelter  
Parks' staff are regularly having to clear amounts of litter from the Pups Shelter on Wivell Park - the photograph below gives some idea of the state of the shelter each morning. The new bin recently provided is obviously not being used!





**HOPE PARK**

Budget 1st April 2018 to 31st March 2019

Budget Summary as at 31 December 2018

3rd Quarter

<b>Expenditure:</b>	<b>AGREED Budget for 18/19</b>	<b>Expenditure to 31.12.18</b>	<b>% of budget spent</b>
Golf Cups & tee Mats	500	500	100.00
Tools	1250	801	64.08
Materials	1500	1183	78.87
Maintenance	1000	592	59.20
Repairs - Paths/fences	3000	0	0.00
Repairs - Buildings	1200	1178	98.17
Repairs - Course	500	1073	214.60
Repairs - Machinery	1500	359	23.93
Repairs - Van service/repairs	750	271	36.13
Fuel and licences	3000	1624	54.13
Plants & Compost	3900	3053	78.28
Trees and shrubs	400	45	11.25
Fertilisers	650	577	88.77
Electricity and heating oil	1500	338	22.53
Water rates	300	213	71.00
Wages (Gardeners)	38263	26654	69.66
Wages (Management)	33272	25241	75.86
Admin and on costs	24205	16839	69.57
Insurance	3600	3874	107.61
Telephone	450	336	74.67
Advertising - Including Staff Recruitment	600	0	0.00
Trade Refuse Collection	680	354	52.06
Training costs	785	696	88.66
Workwear	1500	567	37.80
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	500	154	30.80
Printing and stationery	50	0	0.00
Contingency	1500	0	0.00
Health and Safety	800	796	99.50
Computer equipment	300	0	0.00
Web & internet Costs	800	567	70.88
Tree Work & Surveys	2000	0	0.00
Professional Fees	1500	0	0.00
Signs Expense	500	0	0.00
Drainage (filling) work to fairway	1000	0	0.00
Hire Purchase agreements - RTV & Mower	5000	3652	73.04
Contribution to D&E Fund	0	0	0.00
<b>TOTAL EXPENDITURE:</b>	<b>139455</b>	<b>91537</b>	<b>65.64</b>

<b>Income:</b>	<b>AGREED Budget 18/19</b>	<b>Actual Income to 31.12.18</b>	<b>% of budget Income</b>
Games, Golf Hut & Café - Lease/Licence	165920	165262	99.60
Bank interest	5	0	0.00
Donations & Money Splnner	300	316	105.33
Building Fund Interest	10	0	0.00
Bird/Squirrel Feed Station Donations	250	329	131.60
Keswick Lions	400	220	55.00
Hire of Park	550	550	100.00
Sale of Scrap	0	118	0.00
<b>TOTAL INCOME:</b>	<b>167435</b>	<b>166795</b>	<b>99.62</b>

<b>SURPLUS/deficit</b>	<b>27980</b>	<b>75258</b>
------------------------	--------------	--------------

FITZ PARK

1st April 2018 - 31st March 2019

Budget Summary as at 31 December 2018

3rd Quarter

Expenditure:	AGREED Budget for 18/19	Expenditure to 31.12.18	% of budget spent
Materials	2000	1417	70.85
Games Equipment - Including CSA	200	135	67.50
Repairs - Paths, fences & walls	3000	605	20.17
Repairs - Buildings	1000	590	59.00
Repairs - Greens and courts	1800	1799	99.94
Repairs & Maintenance - children's play area	6000	3450	57.50
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	750	327	43.60
Plants, trees & shrubs	1000	1000	100.00
Fertiliser	1000	877	87.70
Electricity	850	533	62.71
CSA Electricity	500	67	13.40
CSA Expenditure	2000	276	13.80
Water Rates	550	312	56.73
Wages (Management)	33272	25241	75.86
Wages, NI & SA (Gardener & Maintenance)	32325	26224	81.13
Admin and on costs	24205	16839	69.57
Insurance	5000	5651	113.02
Advertising & Staff Recruitment	600	0	0.00
Car Management & Maintenance	6000	5077	84.62
Audit fee & Accounts Preparation	800	0	0.00
Tools	800	525	65.63
Health and Safety	300	300	100.00
Printing & Stationery	50	0	0.00
Sinking Fund	15000	15000	100.00
Hygiene Contract	75	77	102.67
Signs Expense	300	161	53.67
Tree Work	3500	1940	55.43
Workwear	700	645	92.14
Contingency	2500	0	0.00
Professional Fees	250	0	0.00
Maintenance	1500	954	63.60
BMX Track Expenditure	1000	214	21.40
Bank Charges from July 2016	300	291	97.00
Collection Box Upgrade - Play Area	1300	0	0.00
Training	800	600	75.00
Fuel	1000	422	42.20
Repairs - Machinery	750	546	72.80
<b>Total Expenditure:</b>	<b>153227</b>	<b>112095</b>	<b>73.16</b>

Income:	AGREED Budget for 18/19	Income to 31.12.18	% of budget income
Licence Fee - Games & Catering	0	0	0.00
New Car park income	20000	23567	117.84
Wayleaves	33	133	403.03
Insurance Reimbursements	1250	1290	103.20
Hire of Fitz Park	2000	1868	93.40
Donations	100	87	87.00
Tennis Club - Licence Agreement	1250	1250	100.00
Football Club - Lease	1000	1000	100.00
Car Park Levy - Football Club	5000	5810	116.20
CSA Electricity	300	0	0.00
Play Area Donations	150	154	102.67
BMX Track Donations	0	0	0.00
Bank Interest & Loyalty Reward from July 2016	100	88	88.00
Gift Aid	0	0	0.00
<b>Total Income:</b>	<b>31183</b>	<b>35247</b>	<b>113.03</b>

Inc Wivell Park work

<b>NET EXPENDITURE DEFICIT</b>	<b>-122044</b>	<b>-76848</b>	<b>62.97</b>
--------------------------------	----------------	---------------	--------------



**KESWICK MOUNTAIN FESTIVAL  
IDENTITY CONVERGENCE PLANNING  
AN DERBY 2019**

## **INTRODUCTION**

The Keswick Mountain Festival will take place from 16 - 19 May 2019. Permission is sought to use Hope Park as a contingency route for 3 of the trail races should weather, or some other factor, prevent us from opening the Festival Village on Crow Park on safety grounds.

## **BACKGROUND**

The Festival Village for the Keswick Mountain Festival is on Crow Park every year. In 2017 the event took place from Friday 9th to Sunday 11th June. On the evening of Saturday 10th the wind became very strong to the point where overnight there was damage caused to structures and signage on the Festival Village. On Sunday morning the forecast was for the winds to maintain their strength. This, combined with the damage already caused, forced the Organisers to take the decision to close the Festival Village.

We were keen to keep the sporting events operating, as in the main it was only the start and finish which took place in the Festival Village. Having implemented, and therefore tested, our contingency plan we would like to tweak this so should we have these circumstances again we can improve the way we operate.

This contingency plan was put in place for 2018 and fortunately not required. We would like to have this in place for 2019 too.

## **KMF TRAIL RUNS**

There are 4 trail races taking place over the weekend with slightly different start and finish set ups:

RACE	NUMBERS (est)	START	FINISH
<b>Saturday 18th May</b>			
25km trail race	600	11 - 11.30 From Festival Village heading SE	12.30 - 16.30. Crow Park Road, via Isthmus, into Festival Village
5km trail race	450	14.00 - 15.00. From Festival Village heading SE	14:20 - 15:55. From Lake Road into Festival Village

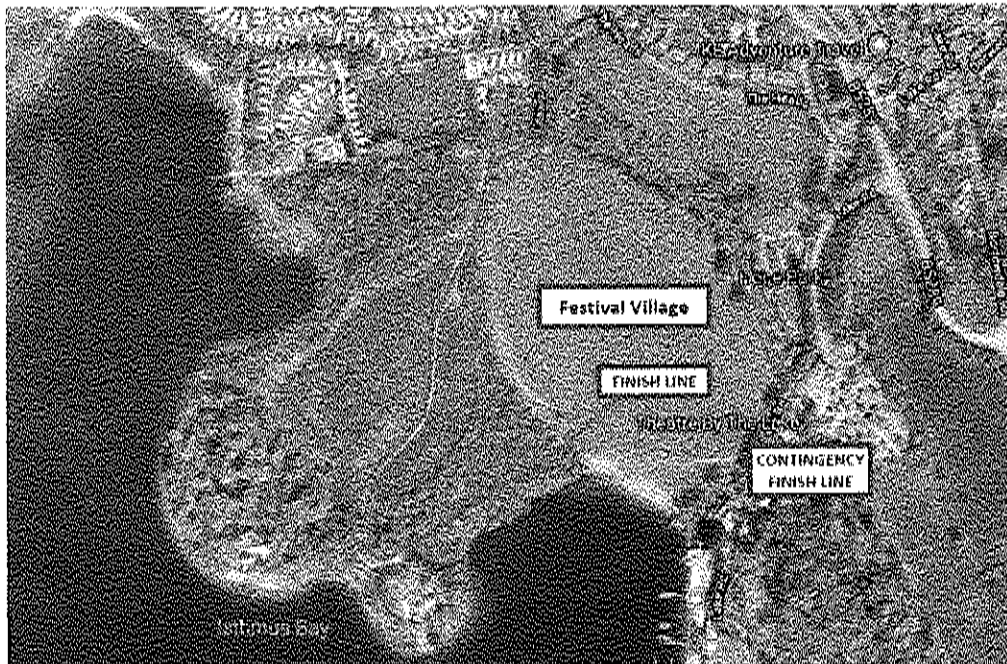
Sunday 19th May			
50km trail race	200	06.00. From Festival Village heading SE	10.40 - 16.15. Crow Park Road, via Isthmus, into Festival Village
10km trail race	550	08.30 - 12.30. Depart on ferries (or coaches if required) to race start at Brandlehow.	09.35 - 15.15. Crow Park Road, via Isthmus, into Festival Village

### HOPE PARK CONTINGENCY PLAN

In the event of the Festival Village being closed we would like to use Hope Park as the route to bring runners to a finish line on Lake Road. On Saturday 18th May this would be the 25k race, on Sunday 19th May this would be the 50k and 10k races. Please see the map for details.

## KMF Trail Race contingency plan

- KMF current trail race finish route (10k, 25k, 50k)
- Desired contingency route if Festival Village closed



In order to implement this we would use only the path indicated and would use hazard tape and metal posts to clearly mark the path for the runners. Marshals would be placed at any junction or places where other park visitors may want to cross. There would be no other activity in any other area of the park.

## **COMMUNICATION**

---

Weather forecasts and other site and environmental factors are continuously monitored in the lead up to each day, bearing in mind any impact they may have on the safety of the races and the Festival Village. Any decision which has an impact on any aspect of the Festival will, wherever possible, be made with as much advance notice as is achievable. However we do need to bear in mind that by its very nature the event is dynamic and we don't always have the notice we would like.

In the event of needing to implement the above plan all competitors would be told at the start of the race. If the decision was taken whilst a race was taking place competitors would be informed as soon as possible as they were approaching the finish.

Other key stakeholders would be informed as soon as possible - out of hours contact details to be collated.

## **SAFETY CONSIDERATIONS**

---

Prior to the Mountain Festival taking place a risk assessment of this contingency route would be completed and agreed with the relevant person at Hope Park. This would include a staffing and resource schedule, technical plan and the appropriate control measures which would be referred to in the event of the contingency plan being implemented.

If the above plan was implemented marshals would be positioned in Hope Park to guide competitors and inform park visitors about the runners. We would install hazard tape, held in place with metal stakes, along the edge of the path. Marshals would monitor any points where other park users may wish to cross the path and help them to do this safely.

Please note there is no need for a water supply in Hope Park.

## **COSTING**

---

In the event of this plan being implemented Keswick Mountain Festival would pay Hope Park £1 for each participant running through the Park.