

**NORTHUMBERLAND**

Northumberland County Council



**Carlisle Park  
Management Plan  
2016-2020**

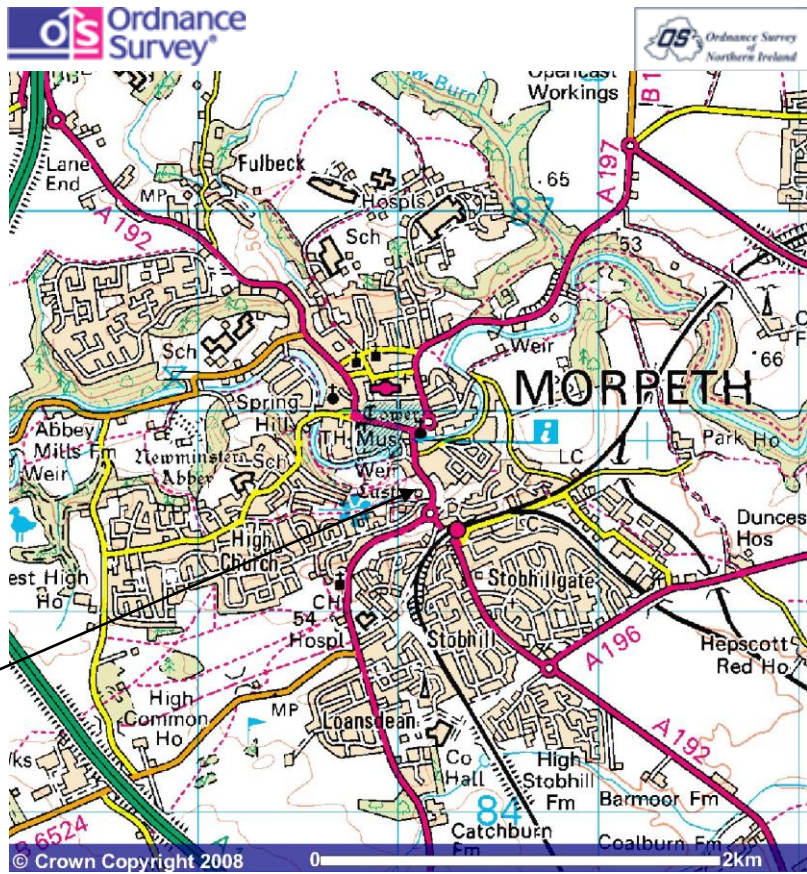
NORTHUMBERLAND COUNTY COUNCIL

# **Carlisle Park Management Plan**

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Location of  
Carlisle Park  
Formal  
Gardens  
entrance.

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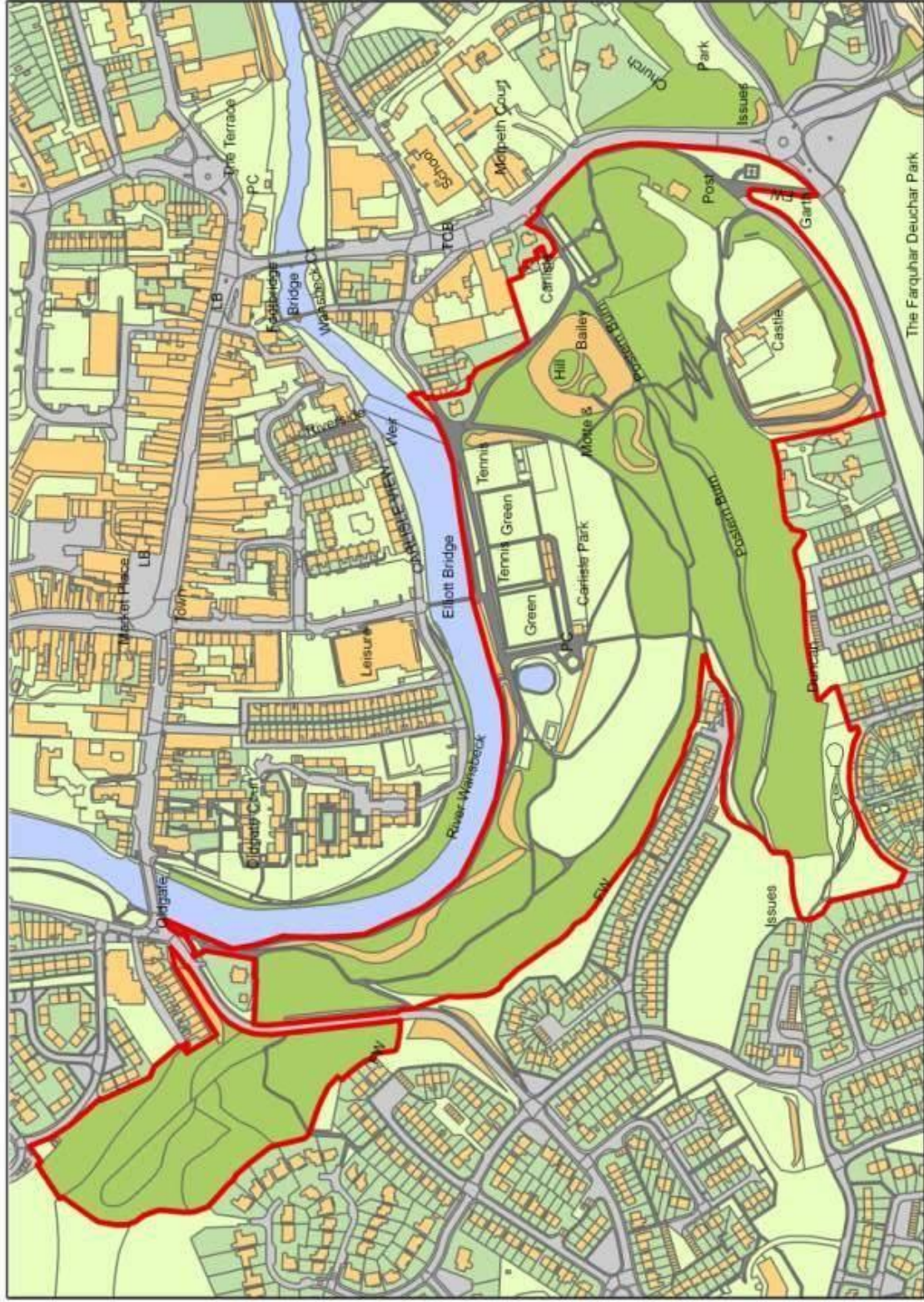
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[www.northumberland.gov.uk/carlislepark](http://www.northumberland.gov.uk/carlislepark)



A map of Carlisle Park, also used in the leaflets and on the orientation panels within the Park.



1:4,000

Additional info

**Castle Morpeth**  
Borough Council

Issue No. 100015765 (2006)

30 January 2009

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## **Local Government Structure**

Carlisle Park management is part of Neighbourhood Services, the structure is shown in Appendix 6

Carlisle Park is located in the Northern region which extends from Stannington in the south of the county to Berwick in the north of the county.

The Carlisle Park and Green Spaces Officer now covers all urban green spaces in the Northern Region.

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## Summary of the Plan

This Management Plan sets out Northumberland County Council's aims for Carlisle Park, and what can be expected in terms of maintenance and development. It is intended to be a working document for all staff, volunteers and other stakeholders involved in the management and interpretation of the park.

This plan is reviewed annually but contains 5 year Action Plans for maintenance and development. Northumberland County Council has written the plan and acknowledges the valuable contribution made by all stakeholders of the Park. This plan is designed to compliment and not replace the management procedures of other stakeholders.

The plan follows the guidelines set out by Cabe Space and The Civic Trust in 'Raising the Standard' (2004).

## The Vision for the Park

Carlisle Park is a vital element of a busy and thriving historic market town. The main purpose of Carlisle Park is to offer a clean and well managed green space which meets the needs of residents, workers and visitors to Morpeth as a place of calm or active and sociable activity. By involving Park users and the local community as the main drivers in its development and management, the aim of the park is to foster a sense of local pride and community cohesion.

As such the vision for Carlisle Park can be summed up by the Mission Statement:

'To maintain and develop Carlisle Park to a high standard, ensuring community involvement in its management, sustainable use of resources and making provision for recreation, education and healthy living in a safe and pleasant environment whilst providing and improving natural habitats for wildlife.'

## **General Background**

Carlisle Park is situated in the centre of the busy Northumberland town of Morpeth, between the River Wansbeck and the remains of Morpeth Castle. The formal gardens form the eastern boundary near Castle Bank, the main route into Morpeth from the northbound A1. The western boundary of the Park is the Oldgate Bridge, over the River Wansbeck with the Park forming an important part of the Wansbeck River Corridor.

The Park contains semi natural ancient woodland, formal gardens, bowling greens, tennis courts, a putting green, a river promenade, herbaceous and shrub borders, greenhouses, an aviary and the William Turner Garden. There are two scheduled ancient monuments within the Park, which are the remains of Morpeth Castle and Ha' Hill, an 11<sup>th</sup> Century motte and bailey.

## **A Brief History**

The earliest evidence of human activity within the current park boundaries date back to prehistoric times. However, the greatest evidence of settlement begins in the late 11<sup>th</sup> Century when the Castle and Ha' Hill were built to defend the south bank of the River Wansbeck.

Only the ruins of Morpeth Castle remain, following the siege of 1644 during the Civil War. The Earl of Carlisle, who owned the castle and the surrounding land, restored the gatehouse to a habitable state in the mid 19<sup>th</sup> Century.

In 1916 the Countess of Carlisle gave 33 acres of land to the town of Morpeth and the modern version of Carlisle Park was created. The laying out and planting of the gardens cost the town £500, and the Park officially opened on September 13<sup>th</sup> 1929. The gardener's lodge house was built in 1929 with greenhouses and an aviary to the rear.

Four 'grassphalte' tennis courts were laid in 1926 and the bowling green was laid in 1927. The existing pavilion was built in 1951, replacing an earlier version that was moved into the Park from Morpeth Common in 1925. The paddling pool was added in 1955.

The current southern boundary of the park was created in 1937 with the development of housing estates on land west of the castle and along the top of the ridge above the Postern Burn.

In 1996 Castle Morpeth Borough Council employed a consultant to prepare a report for the refurbishment of Carlisle Park. It was submitted to the Heritage Lottery Fund which awarded Northumberland County Council £2.1million in 1999 to make a wide range of improvements. A condition of the funding included the appointment of a Park Manager and a Park Ranger. Work on

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revitalising the Park was completed in 2002. Vast improvements to the accessibility and appearance of the entire Park were made and the William Turner Garden was created. Management and ownership of Carlisle Park transferred to Northumberland County Council when the unitary authority for Northumberland was formed in 2009.

## **Site Details**

<b>Name:</b>	Carlisle Park
<b>Grid Reference:</b>	OS NZ196854
<b>Area:</b>	13 hectares
<b>Tenure:</b>	The site is owned by Northumberland County Council but is managed by several agencies working in partnership.
<b>Site Status:</b>	Urban Neighbourhood Park
<b>Legal Interest:</b>	Restrictive Covenant inherited by Northumberland County Council
<b>Designations:</b>	Site of Nature Conservation Interest (Northumberland Wildlife Trust, Northumberland County Council) Semi Natural Ancient Woodland (Natural England) Local Nature Reserve (Northumberland County Council, Natural England) Scheduled Ancient Monument – Morpeth Castle, Ha’ Hill (English Heritage) Grade 2 Listed structures – gateposts at Castle Bank (English Heritage).
<b>Access:</b>	The Park is situated in the busy town of Morpeth in Northumberland and can be accessed from a number of main streets and over several bridges from the town centre. There are 12 entrances in total.
<b>Local facilities:</b>	There are public toilets in Carlisle Park, open during daylight hours from April 1 <sup>st</sup> until the end of October half term. The nearest year-round public toilets are in Morpeth Town Hall, Morpeth bus station and in the Terrace car park off the junction of Bridge Street and Dacre Street.  Nearest public telephone: Morpeth Market Place
<b>Transport:</b>	Buses

The nearest bus stops are located near the formal gardens on the adjacent Castle Bank. Morpeth bus station is at Back Riggs, a five minute walk to the north of the Park.

#### Train

Morpeth train station is a fifteen minute walk to the south of the park.

#### **Parking:**

The nearest car park is at The Terrace car park, just over the Telford Bridge in Morpeth Town Centre. Other car parking adjacent to the park is at Newmarket and Matheson Gardens. A disc system operates for all car parks. There are many other car parks in Morpeth, and space for coach drop-offs at Newmarket car park.

## **Features within the Park**

Unless otherwise stated the Park features are managed by Northumberland County Council's Neighbourhood Services.

**Morpeth Castle and Gate House:** Owned by Northumberland County Council who are responsible for the remains of a section of the castle wall. The gatehouse is leased to Landmark Trust, who rent out the building as a holiday home and also maintains the internal garden and grassed areas.

**Ha' Hill:** Dating from the 11<sup>th</sup> Century and a scheduled ancient monument, this is one only 16 remaining motte and baileys in the county. It would have formed part of the Castle's defence and is in the process of being reverted to a grassy mound at the request of English Heritage.

**Formal Gardens and Gates:** The formal gardens consist of lawn, annual flowerbeds and herbaceous borders. The baroque gate piers at the entrance to the formal gardens date to 1929 and are Grade 2 listed structures. The gates to the Park are the originals from 1929 and bear the Earl of Carlisle's heraldic inscription "*inter sylvas et flumina habitans*" 'between woods and rivers we dwell'.

**William Turner Garden:** Celebrates the achievements of William Turner the botanist, cleric and doctor and 16<sup>th</sup> Century son of Morpeth. This formal garden was built in 2001 and is a modern representation of a Tudor knot and physic garden. A version of the William Turner Garden was entered at the Chelsea Flower Show by Castle Morpeth Borough Council in May 2004 and won a bronze medal. This has been rebuilt in the grounds of Northumberland County Blind Association at Low Stanners, Morpeth.

**Herbaceous Borders:** There are planter beds or borders in several areas of the park including the formal gardens, between the Park Cottage and Elliott Bridge, on the path to the bottom of the 100 steps and at Oldgate Bridge.

**Aviary:** There has been an aviary in the Park since the 1950s. It is very popular with visitors. All the birds are donated to the park by members of the public. The building was redesigned in 2001 and contains an inner unit heated to 72 degrees Fahrenheit as well as a sheltered corner to protect the birds from bad weather.

**Park Office and Greenhouse:** The office provides work accommodation for the Park staff. The greenhouse is used for the maintenance of plants for the park and contains a 'mess room' for the gardeners and volunteers.

#### **Park Cottage and Lodge House**

The Park Cottage is occupied by a private tenant who pays rent to Northumberland County Council. The Lodge House is used as offices and is occupied by Greater Morpeth Development Trust,

**Ancient Semi-Natural Woodland:** There are remnants of ancient semi-natural woodland in the Park, as well as secondary woodland, providing valuable habitat for protected species including badgers and bats.

**The Postern Burn:** This burn runs through the southern edge of the Park and is a tributary of the River Wansbeck. The Environment Agency gave the Postern Burn Main River status in April 2006 and maintains the screens at the eastern end of the burn.

**Other Trees:** Trees are a very important feature with over 50 specimen trees in the park of a wide range of species. Of special value are the walnut and a stand of ornamental oaks near the tennis courts, the monkey puzzle trees in the formal gardens and the crescent of beech trees enclosing the sporting areas in the park

**Play Areas:** There are three play areas in the Park consisting of a paddling pool, sand pit, swings, slides, and climbing multi units, as well as a toddlers' play area at Montrose Gardens Doorstep Green. These are managed by Morpeth Town Council. The paddling pool was refurbished in 2009. The younger children's play area is fenced and inaccessible to dogs.

**Skate Park:** Installed in 2005 the skate park is managed and maintained by Morpeth Town Council. It is very popular with skaters, BMXers and bladers.

**Sports courts, bowling greens and pavilion:** All weather tennis is situated in the Park. There are two bowling clubs based in the park, Morpeth Gents and Ladies have one committee to represent their interests. The sports facilities are managed by Active Northumberland, formerly Leisure Connect based at the nearby Riverside Leisure Centre.

**Trim Trail:** Installed with funding from the Northumberland Strategic Partnership in 2006, the trim trail is used by Morpeth Harriers and Morpeth Rugby Club as well as the general public for fitness training. The signage was installed as part of the 'Liveability' funded Castles, Woods and Water project.

**Outdoor performance area and amphitheatre seats:** A permanent performance space was added to the Park in 2001. Previously, several temporary bandstands had been features in the Park. The amphitheatre seating overlooking the bandstand was sculpted from the ground form to provide grass seats.

**Seats and Sculptures:** There are 40 seats in the Park. A sails sculpture commemorates the nautical links Morpeth has through Lord Admiral Collingwood near the play area. There are wooden sculptures at the Doorstep Green.

**Promenade:** Built in the 1930s, the promenade runs the length of the Park and forms a pleasant and popular walk along the northern border alongside the River Wansbeck. It was re-laid in 2006 to address issues of subsidence and drainage.

**Montrose Gardens Doorstep Green:** Created in 2005 with external funding and partnership working with High Church Action Group and Carlisle Park staff. It has transformed this neglected area into one with formal paths, street lights, seating areas, sculptures and mosaics, and a toddlers' play area. The Green is maintained by NCC staff and volunteers. The play area is maintained by Morpeth Town Council.

**War Memorial, known locally as the Cenotaph:** Used as the focal point for annual remembrance services.

**Bridges and Crossings:** Oldgate Bridge and Elliott Bridge cross the River Wansbeck directly into the Park, forming entrance features from the northern part of Morpeth town. River Wansbeck crossings are maintained by Northumberland County Council Highways Department. There are several footbridges crossing the Postern Burn within the Park, installed or upgraded through the Heritage Lottery Fund and maintained by Northumberland County Council.

**Street Lights:** Lighting was installed along the southern bank of the River Wansbeck in the Park in 2001. There is also a light on top of the Aviary and a security light at the Park office.

**Public toilets:** Maintained by Morpeth Town Council, open from April 1<sup>st</sup> until the end of October half term holidays. The toilets include a RADAR accessible toilet, changing facilities and baby changing space.

**Litter Bins** are provided and maintained by Morpeth Town Council. All litterbins are emptied by Neighbourhood Services.

**Dog Bins** are provided, maintained and emptied by Morpeth Town Council.

**Salt Bins** are provided and filled by Park Staff, also responsible for salting the paths in the Park in icy weather.

**The Restrictive Covenant:** When the land on which Carlisle Park lies was given to the town by the Countess of Carlisle in 1916, a restrictive covenant was placed on the Park. This forbids the charging of admission to the Park, the use of the Park for profit and drinking alcohol in the Park.



## Chapter

# 1

### *Enjoying the Riverside walk*

## **A Welcoming Place**

*The overall impression for someone approaching and entering the site should be positive and inviting.*

### **1.1 Announcing the Park**

There are a total of 12 access points to Carlisle Park, 5 of these are classed as main entrances.

The main entrances are well maintained and well signed, with entrance features containing the name of the Park, orientation panels, interpretative panels and notice boards.

Orientation panels are located at the Formal Gardens, Elliott Bridge, Oldgate Bridge and the Hillgate entrance. Interpretation panels are located at the entrance to the Postern Woods and at the bottom of the 100 Steps. Instruction panels are located at each of the trim trail stations. Notice boards, for advertising events and other information, are included at Elliott Bridge and Formal Gardens.

Morpeth Town Council maintain the mandatory signage around the paddling pool and play areas, as well as the signage at the public toilets detailing opening hours.



The opening hours of the sports facilities are displayed at the Elliott Bridge entrance, on signs provided by Active Northumberland.

## **1.2 Physical Access**

Many local people use the Park as a route to and from the town centre, and children from at least three nearby first schools and two middle schools use it as a safe route to school.

There are bus stops and pedestrian crossing outside the formal gardens. Morpeth train station is a fifteen-minute walk to the south of the Park. The Park is featured on the signage at car parks and on the finger posts within the town. Carlisle Park features in directional signage installed in the town.

Safe car parking is available in numerous car parks in the town with disabled bays. There is no parking within Carlisle Park due to the original design and layout of the Park.

Some staff and maintenance vehicles require daily access to the Park; these are restricted to the red tarmac paths and the entrance to the Postern Woods.

Pedal cycles are welcome in the non- woodland areas of Carlisle Park. There are no cycle parking facilities but these will be included with any redevelopment of the sporting facilities.

Many people use Carlisle Park to walk their dogs. Dog bins are provided, and NCC's Dog Warden patrols to monitor and encourage responsible dog ownership.

Carlisle Park forms a major part of Morpeth's Town Trail. The trail is marked by fingerposts throughout the town and Park; at the Oldgate Bridge and Elliott Bridge entrances, as well as in the nearest car park to the formal gardens.

## **1.3 Social Access**

Community involvement is a key element in the management of Carlisle Park - one of the busiest and most well used parks in the County. This in itself improves the access in the Park in terms of public safety and fear of crime. On site presence is important and Park staff are friendly and helpful and able to understand and respond positively to Park users.

Within the confines of the geography and topography of the Park we have tried to ensure access for all. There are several steep inclines and major changes of level. Some steps are unavoidable, such as to the summit of Ha' Hill. Easy access paths have been installed in the wooded areas and up to the Castle from the Park. The William Turner Garden and Montrose Gardens Doorstep Green were designed to comply with the Disability Discrimination

Act 1995 as far as practical with the change of levels. The play areas have a good mix of equipment and upgrades are carefully considered by Morpeth Town Council to ensure they meet standards for health and safety and inclusiveness. Installation of the skate park addressed some of the issues around play provision for 10-18 year olds.

Lighting along the entire promenade contributes to the feeling of safety in this area. A floodlight and a CCTV camera cover the skate park, used to provide evidence of antisocial behaviour.

The Park is patrolled by Northumbria Police's Morpeth Town Community Beat Manager who responds to notification of problems in the Park and Police Community Support Officers

Northumberland County Council's Dog Warden and Enforcement Officer patrol Carlisle Park to tackle anti-social behaviour,

Park events are run by Park staff, Greater Morpeth Development Trust, Morpeth Town Council, The Friends of William Turner and members of the local community.

Combined with the high volume of Park users, this helps to create a safe feeling in the Park. Estimates show that 997,381 people used the park in 2008, making it the most visited attraction in Northumberland.

## **1.4 Aspects of Design**

Carlisle Park was originally designed in the 1920s and the layout of the Park has been maintained as part of its heritage. However, there is opportunity for innovation to deliver features and uses relevant to today's users, and to encourage a desire to explore and discover the features within the Park.

The formal gardens, herbaceous borders and William Turner Garden provide space for good use of texture, colour and a mix of hard and soft landscaping. Plants which are most beneficial for wildlife are used wherever possible; those in the William Turner Garden are especially good for invertebrates.

Where funds have allowed or have been raised from external agencies, artists have been employed to create features with added interest for example the mural on the front wall of the public toilets was commissioned by Morpeth Town Council, who employed a local Arts Project Consultant to work with young people to design and create the mural



# Chapter 2

## Healthy, Safe and Secure

*The Park must be a healthy, safe and secure place for all members of the community to use.*

### 2.1 A sense of safety

The most sustainable solution to achieving a sense of security is by ensuring the Park is a well-used and well-respected facility. With highly visible and well trained on-site staff and careful planting schemes to ensure sight lines are kept open across the Park, we can provide a safe and secure facility for local people. Involving local people together with other agencies is essential to ensure good and effective management and development of the Park. These include:

- Castle Morpeth Disability Association
- Northumberland Youth Offending Service
- Northumbria Police Community Beat Manager and Police Community Support Officers
- The Friends of William Turner
- Morpeth Bowling Club

Over the past five years the agencies involved have changed due to different government funding priorities, and those listed above are likely to change in

the future. However, Carlisle Park will continue to provide opportunities where possible for these groups.

The Friends of William Turner provide a regular presence through practical conservation tasks including weeding of their garden alongside Morpeth Lions who once a month in the growing season attend to help the gardeners.

Training agencies send placements to work in the park alongside the Park staff. Northumberland Youth Offending Service uses the park for reparation work, where young people work one to one with a supervisor.

This increases the visible presence of staff and volunteers in the Park, and ensures essential daily maintenance work is done.

Park staff attend multi-agency forums, with different agencies including Northumbria Police, young people's groups, and other NCC departments. Involvement in these partnerships helps to ensure the park is well respected and well used and, therefore, safe and secure for all members of the community.

## **2.2 Health and Well Being**

The work done in Carlisle Park has contributed to many of the objectives set out in Northumberland County Council's Corporate Plan, including

- Pride of place
- Improve the natural and built environment
- Play a key role in tourism and culture
- People feel involved in the community
- Quality of life is improving
- Tackle disadvantage through support and intervention

The local sports clubs, the Sports Development Team and Active Northumberland promote sports facilities and activities such as orienteering within the park. A trim trail is managed by Northumberland County Council and the Paddle sport Club organises kayak training sessions and competition on the River Wansbeck between the Oldgate Bridge and Elliott Bridge.

A fixed orienteering course is maintained in the Park, and Morpeth Gathering hosts an annual orienteering competition run by Newcastle and Tyneside Orienteers. The Park is a popular running route; Morpeth Harriers and non affiliated runners regularly use the Park.

Morpeth Bowling Club has an active membership of, and provides the opportunity for members and visiting teams to take part in competition, practice and friendly matches of lawn bowls in a friendly and social environment.

A fitness programme called Buggy Fit aimed at new mums operates in the park on a regular basis. Another programme run by the Outdoor Fitness Company provides boot camp style exercise classes. Qualified fitness instructor coordinates and runs the programmes under licence from Northumberland County Council.

## 2.3 Equipment and Facilities

Different partners are responsible for maintaining and ensuring the safety of equipment and facilities in the Park. External staff also makes additional checks.

**Toilets:** The public toilets are managed by Morpeth Town Council, who employs a contractor to provide an attendant service, keeping the toilets open everyday from April 1<sup>st</sup> to October 31<sup>st</sup> annually. This ensures an excellent standard of toilet, which has received an award of merit from Loo of the Year since 2002, maintaining the 4 star standards since 2007.

**Play Areas:** Maintained, upgraded and installed by Morpeth Town Council. The Montrose Garden Doorstep Green play area was installed in 2005. They are annually checked by RoSPA and biannually by Morpeth Town Council's insurer's Zurich Municipal.

Morpeth Town Council holds all records of inspections, and the reports provided by Zurich Municipal and RoSPA. Inspection sheets are completed for the weekly checks and for daily inspections only if the equipment is faulty.

The play areas are checked daily by a contractor employed by Morpeth Town Council, who carries out a routine visual inspection to identify any hazards and clean the play areas at the Doorstep Green, by the River in Carlisle Park, the paddling pool during its open season and the skate park. Operational inspections are completed weekly, checking the operational stability of the equipment and wear and tear. Any defects are isolated from use and repaired as soon as possible.

The play areas are located in safe areas of the park, with plenty of seating. The paddling pool play area is fenced with grids in the entranceways to exclude dogs. The play area at Montrose Gardens Doorstep Green is fenced and fitted with a dog proof gate.

The paddling pool is open annually from the second May bank holiday until the end of the school summer holidays. It was completely refurbished in 2009

and is maintained every winter. The paddling pool water is filtered constantly during the open season, however in the closed season the water is left in the pool unfiltered to prevent the pool being used as an area for skateboarding.

**Trees:** Park staff visually inspects trees at least once a week. Following stormy weather or gales staff check all trees to identify any at risk. Tree works in Carlisle Park adhere to Northumberland County Council's Tree Strategy guidelines. Neighbourhood Services staff are trained in chainsaw use so dangerous trees can be dealt with immediately.

**Lifebelts:** There are six lifebelts alongside the River Wansbeck which Carlisle Park staff are responsible for maintaining. These are checked on a weekly basis and checks recorded in a book in the Park Office.

**Hard Landscaping:** Hard landscaping is carried out as necessary by Park staff or Northumberland County Council staff. An annual inspection of footpaths is carried out by park staff in February, with the complete copies kept in the Park office.

## **2.4 Security**

Probably due to the high number of visitors, and partners working within Carlisle Park, there are no major security problems within the Park, although there have been occasions when vandalism and nuisance have been a problem, especially during evening hours. As these activities usually occur outside of the normal working hours of Park staff, this has been tackled successfully through close liaison with Northumbria Police,

In addition to this, local people including the Friends of William Turner and Morpeth Bowling Club take responsibility for the Park and work closely with Park staff, reporting vandalism and anti social behaviour.

Placement providers must ensure that any placements based in the park without a dedicated supervisor are DBS checked if needed.

## **2.5 Towards a Safer Park**

Many of the items discussed earlier contribute towards a safer Carlisle Park. Sight lines are kept open along promenades, with lighting along the river and from the formal gardens to the Cenotaph. The skate park is floodlit and is covered by CCTV.

The agencies listed in Chapter 2.1 help to develop a sense of community ownership, and staff are trained, easy to identify and capable of dealing with security situations. Northumbria Police regularly patrol the Park,

Park staff and contractors employed by Morpeth Town Council monitor all aspects of health and safety and any dangerous situations are made safe quickly or secured from public use.

## **2.6 Health and safety policies**

As part of Northumberland County Council, Carlisle Park has a Health and Safety Policy which is displayed in the Park Office and all risk assessments are available on the council's internal website. Risk assessments are completed every time large scale maintenance such as tree felling or tree pruning takes place.

Copies of the NCC accident forms are kept in the Park Office and all Park staff are trained to complete them.

The first aid location is at the Park office and greenhouse, with first aid posters displayed in the windows. Carlisle Park has all operational staff trained on emergency first aid.

The high level of positive use in the Park creates a sense of security for lone working. Lone working cannot be avoided, and when it does occur staff carry a mobile phone and record their whereabouts on a whiteboard in the office. Personal attack alarms are available for staff if they feel they need them.

Within Neighbourhood Services there is a rolling programme for training of staff, covering chainsaw use, pesticide use, and use of machinery, first aid, customer care, manual handling and dealing with difficult situations. All Park staff will be qualified to a recognised standard where applicable.

## **2.7 Control of Dogs**

Dog walking is a major activity in Carlisle Park. Dogs may be off-lead but the bylaws require dogs to be 'kept under control'. The Dogs Fouling of Land Act 1996 also compels owners to clear up dog waste.

The policy of Morpeth Town Council is to treat dog waste as separate rubbish. Park users will be encouraged to use a normal litterbin if no dog bin is nearby. Park staff provide guidance for visitors as necessary.

The play areas and sports areas are designated 'no dog areas'.

Northumberland County Council's Animal Welfare Officer is available to spend time in the Park to educate dog owners about their responsibilities, as well as to enforce the law about clearing up dog waste and to deal with strays. The Animal Welfare Officer attends events such as Morpeth Fair, and Picnic in the Park to promote responsible dog ownership.



### *The formal gardens*

## **Well Maintained and Clean**

*For aesthetic as well as health and safety reasons issues of cleanliness and maintenance must be addressed.*

High standards of maintenance and cleanliness are the prerequisites of a well used, healthy and safe park. Poor maintenance produces hazards for the public and staff, and leads to an overall feeling that the site is uncared for. This can lead to a downward spiral of misuse and neglect that deters genuine users. Lack of cleanliness can be a first sign of the failure of maintenance and a lack of care by the site owners.

### **3.1 Litter and waste management**

The Park is very well used and does suffer from litter and fly tipping problems. Park staff, volunteers and placements empty litterbins as required, and collect other litter. Collection and disposal of this waste is done by the park staff

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Other partners, especially Northumberland Youth Offenders Service, also regularly litter pick the Park. All litter waste collected in the Park is stored in a trade wheeled bin in the formal gardens.

A recycling bin for public use was installed on the promenade between the Park Cottage and Elliott Bridge in April 2007. This has been successfully used and it contributes to Northumberland County Council's policy of waste reduction.

Morpeth Town Council provide the Park's litterbins and a programme for replacement has been put in place, There are four dog waste bins in the Park along main routes.

The ancient woodland sections of the Park are bordered by housing and some residents still use the Park as a dumping ground for large items and general household rubbish.. Neighbourhood Services' Enforcement Officer targets the areas around Rutherford Place and Castle Close, and has issued fixed penalty notices where appropriate.

A significant amount of green waste is generated from the formal gardens, the William Turner garden, the herbaceous borders and shrub borders. Permissions were obtained from the Environment Agency to construct composting bays at the entrance to the Postern Woods.

A composting site was created at the edge of the putting green in 2008 to take the green waste generated from the greens and the herbaceous borders in that area.

Worm composting facilities was deemed to be inappropriate for the amount of suitable waste generated within the park. The composting facilities are not licensed to take green waste from anywhere outside of Carlisle Park.

Brushwood and tree waste from formal areas is chipped on site and recycled into the herbaceous borders as mulch. Green waste from the ancient woodland areas is usually left in-situ as valuable wildlife habitat.

## **3.2 Grounds Maintenance**

The Park is maintained to a high standard. After ensuring the Park is safe, clean and tidy, the Park staff carry out a range of maintenance and horticultural and arboriculture operations. These are shown in more detail in the Work Programme in Appendix 1.

Park staff are supported by the grounds maintenance team, volunteers and other partners.

Specialist contractors are used where it is impractical for Northumberland County Council to purchase the necessary equipment, such as hollow tining

and other treatment required at the bowling greens in autumn. Neighbourhood services staff are trained in tree climbing and dealing with larger trees so more arboriculture work can be one in-house.

### **3.3 Buildings management and maintenance**

Northumberland County Council's Strategic Property Services Team is responsible for maintaining the office, lodge, the bowling pavilion and the public toilets. Greater Morpeth Development Trust, Active Northumberland and Morpeth Town Council are responsible for all other aspects of their buildings respectively.

Property Services maintain the whole of the Park Cottage, the Park Office, staff toilets, greenhouses and garage. Landmark Trust manages the Castle's gatehouse.

The greenhouse is over 25 years old and is showing signs of decay. One greenhouse was removed in 2014 due to the decay but plans are being looked at for development of a possible project. Plants are now brought in from outside suppliers. All major defects are reported to the Property Services Team. Park staff are responsible for the aviary and maintain it to the specifications set out in the Aviary Policy, which is kept in the Carlisle Park Office.

As a result of the Disability Discrimination Act 2005 the Council carried out a survey of all buildings. The access around the bowling pavilions was improved with the installation of handrails in 2005-6. Active Northumberland secured the funding to install ramped access to the Bowling Pavilion in 2011.

### **3.4 Infrastructure and other facilities**

Northumberland County Council is responsible for the maintenance of the footpaths, castle walls and the boundary walls, hedges and fences of the Park. Bridges over the Postern Burn are maintained by Neighbourhood Services and the bridges over the River Wansbeck are maintained by the Highways team.

Users and volunteers report any damage they see, and repairs that cannot be immediately be made by Park staff are reported to the council's call centre for action by the relevant department. Paths and hard surfaces are checked and are regularly swept by hand and by a mechanical sweeper where accessible. Graffiti and fly tipping are removed within the council standard of 48hours, and usually within 24 hours.

The seats in Carlisle Park, except in the William Turner Garden, are available to be dedicated as memorial seats.

### **3.5 Equipment maintenance – staff**

All staff, including Park staff, undergo an intensive induction covering health and safety and safe use of machinery. Permanent Neighbourhood Services staff are included in the Northumberland County Council training programme.

Risk assessments for park staff, placements and volunteers are available on Northumberland County Council's intranet, or on file in the office  
No vehicles are left in the Park overnight.

Park staff are responsible for day to day maintenance on small machinery, such as chainsaws and brush cutters. Vehicles are maintained at the Neighbourhood Services depot and all staff are responsible for checking vehicles before driving them.

All vehicles and ride on mowers are fuelled at the Neighbourhood Services depot. The small amounts of fuel needed to operate small machinery is stored at the depot and brought to the Park in secure containers as it is needed.

### **3.6 Equipment use – public**

All areas of the Park containing equipment for public use, including the play areas, sports areas, trim trail, benches and signage are checked daily for litter, debris, graffiti and other potential hazards.

Litter, debris, graffiti and fly posting is dealt with straight away whenever possible by Park staff or Morpeth Town Council contractors.

Lifebelts are checked weekly by Park staff. The trim trail equipment is checked weekly by Park staff with an annual Zurich Municipal inspection of the trim trail equipment; records of both are kept in the Park Office. The trim trail is checked annually by an external inspector.

Morpeth Town Council employ a contractor to check the play areas and skate park daily and all equipment is checked annually by an inspector, and biannually by Zurich Municipal.

Active Northumberland has sub-contracted the regular checks and maintenance of the sports facilities including the tennis courts, bowling greens and putting green to Neighbourhood Services.

Any major faults are reported immediately, and unsafe equipment secured from public use until repairs can be carried out.

### **3.7 Cleanliness**

Green space maintenance, and that of buildings, equipment and infrastructure within the Park are guided by Best Value Ni195 (a litter, b detritus, c Graffiti and d Fly-posting) in conjunction with the District Local Environmental Quality Survey (Dleqs), within Neighbourhood Services' policies for cycles of maintenance.

There are specific Neighbourhood services policies for:

- Vandalism
- Needles and syringes Sharps
- Fly posting
- Fly tipping
- Graffiti

The varied ownership of the infrastructure within the Park, and throughout the town, can result in delays in removing graffiti, so Neighbourhood Services' Enforcement Officer offers a Service Level Agreement to owners of non council property to enable NCC to effect quick removal of any graffiti or fly posting. Authorised officers can also give fixed penalty notices where they believe an offence has been committed.



***Willow weaving in the Postern Burn***

## Chapter

# 4

## Sustainability

*Methods used in maintaining the green space and its facilities should be environmentally sound, relying on best practice according to current knowledge. Management should be aware of the range of techniques available to them, and demonstrate that informed choices have been made and are regularly reviewed.*

Northumberland County Council is determined to make Morpeth a sustainable town where future generations will inherit a better environment. To improve the environment the Council will work with residents, visitors and businesses through the Community Partnership Initiative.

Carlisle Park provides a focal point for all members of the community. Facilities and operations in the Park demonstrate commitment to Northumberland County Council's environmental policies.

### 4.1 Environmental management

An Environmental Standard for Carlisle Park was developed in 2008. It follows the core strategy of Northumberland County Council. Park staff and stakeholders have signed up to the policy and contractors are also made aware of it. A copy is kept in the Carlisle Park Office.

## 4.2 Pesticides

The use of chemical pesticides has been shown to reduce biodiversity, to cause adverse health effects and contaminate the environment. In the interests of protecting Park users, many of whom are children, and staff, pesticide use will be minimised and eliminated where possible.

Within Carlisle Park, the bowling greens are the area where most pesticides are used including fungicides and herbicides.

Some herbicide was essential on Ha' Hill, to prevent regrowth of the trees that were first felled in 2005. English Heritage have stipulated that Ha' Hill be returned to a grassy mound. Limited staff resources prevent annual cutting back of any coppice but in 2013 a flexi graze scheme was initiated which saw Shetland Sheep brought in from May to November. This will happen annually to help with vegetation control instead of herbicide use.

All pesticides used within Carlisle Park are stored at the Neighbourhood Services depot, overseen by a BASIS trained stores operative. All pesticides are applied by appropriately trained staff.

An audit of the pesticides used in Carlisle Park between 2006 and 2008 is kept in the Carlisle Park office. The 2006 data forms a 'baseline' and an upper limit for pesticide use in the future.

No pesticides are used in The William Turner Garden. Regular use of the road sweeper, implemented from January 2008, around tarmac paths and the bandstand has reduced the need for pesticide application in those areas. The lawns in the formal garden are maintained by solid tining, spiking, hollow coring, verticutting and thatch removal during the growing season.

The crazy paving path in the formal gardens is treated with herbicide early in the season, as all other forms of weed control there are unsuitable.

## 4.3 Materials

No tropical hardwoods are used for timber products within the park, and where practical, all wooden materials are either reclaimed or Forest Stewardship Council certified. Benches and Picnic table ordered for 2016 will be recycled plastic.

All office paper used within the Park Office is recycled.

## **4.4 Resource conservation and waste management**

Northumberland County Council is committed to waste minimisation; this is a key target of Neighbourhood Services. Carlisle Park endeavours to help Northumberland County Council attain its waste minimisation targets by composting green waste on-site and providing recycling facilities for visitors. Unfortunately compost is still used that contains peat until suitable viable alternatives are investigated

Replacement Park furniture in the past was made from sustainable resources manufactured by prisoners at HMP Acklington. In 2015 new recycled plastic benches/picnic tables are ordered.

## **4.5 Recycling**

Recycling has been covered in detail in Chapter 3. In summary, Carlisle Park has storage space for materials for re-use and recycling. A public-use recycling bin was installed near the bowling greens in 2007. The Park composts its own green waste, however the licence required for this from the Environment Agency prevents any green waste being composted here from any other locations. All staff, volunteers and placements within the Park are encouraged to recycle.

## **4.6 Horticultural and arboricultural management**

The Formal Gardens, herbaceous borders and the annual bedding, are a major attraction, drawing in visitors from around the region on a regular basis. They are also in keeping with the heritage of the Park and preserving them is vital to maintaining horticultural skills within the Council.

The carpet bedding allows local organisations to promote significant anniversaries or occasions, it featured the 500th anniversary of the birth of William Turner in 2008. In 2016 it will be the 800<sup>th</sup> anniversary of King John sacking the town of Morpeth and the Morpeth Town Council, and the County Council are combining to create a display to celebrate

Carlisle Park has won Northumbria in Bloom's 'Best Park in a Small Town over several years, with Morpeth winning best town. The Bloom entries for the area are led by Morpeth Town Council with input from many partners, including Northumberland County Council.

The woodland areas of the park are managed in accordance with the best environmental practice, with the aim of preserving and improving the species

composition to maximise wildlife habitat. Standing dead wood is left in place when it poses no risk to public safety. Fallen dead wood, felled trees and brash are left as habitat piles for invertebrates, birds and small mammals. The woodland maintenance scheduled is included in the Work Programme, Appendix 1.

## **4.7 Pollution reduction**

Some machinery is noisy when used, however this is kept to a minimum where practical in terms of staffing levels. Ear protection is provided for all staff working with machinery.

All non-recyclable waste is kept within a marked trade waste bin near the aviary and emptied twice weekly if necessary.

Waste from the aviary is bagged and disposed of in the trade waste bin.

Street lighting is in place along the promenade, there is a light at the aviary and floodlighting at the skate park. The benefits to security and positive use of the Park by maintaining these lights are invaluable, which offsets any light pollution they may cause. The more 'natural' areas of the Park are not artificially lit.

Water pollution in the Postern Burn can be a problem. Surface water from surrounding road drains empties straight into the burn, as does municipal waste water from several wrongly connected drains in nearby residential properties. A Northumbrian Water sewer pipe runs the length of the burn in the Postern Woods, crossing from the north bank to the south under the footbridge made from railway sleepers. Northumbrian Water have discharge consents for combined storm overflow drains to empty into the burn and into the woodland in times of heavy rain.

Park staff monitor the Postern Burn and any report sewage overflow to the Northumbrian Water and the Environment Agency. Northumberland County Council's Environmental Services department carry out a statutory check of pollution levels in the Postern Burn every six months. The burn was classified as a Main River by the Environment Agency in April 2006. The Environment Agency are now responsible for removing any flood hazards, including clearing the culvert grating at the formal gardens. In January 2008 the Environment Agency installed new screens at the culvert and upstream of the first footbridge over the Postern Burn, travelling upstream.

## **4.8 Water efficiency**

The main areas for water usage within Carlisle Park are at the paddling pool and bowling greens. In very dry summers the annual bedding is watered, as this is preferable to losing the plants with associated waste and costs. The



William Turner Garden is rarely watered, as most plants are adapted to dry conditions.

The Bowling Club was successful in obtaining a grant from SITA Trust in to install a sprinkler system to water the lawns. The tank can take grey water from the roof of the pavilion. The system is automated and more efficient than the previous hose pipe system.

The water used at the paddling pool has been is metered and monitored by Morpeth Town Council..

The greenhouse in the formal gardens has water storage tanks inside, which are filled by rainwater from the roof. This is used whenever plants are watered with a can. However, staff limitations mean that most watering in the greenhouses and formal gardens is done using a hose from the mains.

From 2008 better management of the annual bedding was implemented to reduce the need for watering throughout the season. The bedding will be watered thoroughly when it is planted, then kept weed free, which should reduce the need to water later on. Pots in the formal gardens and Turner gardens will continue to be watered and fed throughout the summer.

The water supply to the bowling pavilion and park toilets are disconnected while the buildings are not in use and all taps are maintained to prevent leakages. Outdoor taps are locked when not in use.

Any new building within the Park will incorporate grey water recycling systems for toilet flushes and watering plants.

## **4.9 Energy efficiency**

The Park office and Park cottage have double glazing.

All computer equipment, lighting and heating is turned off when not needed.

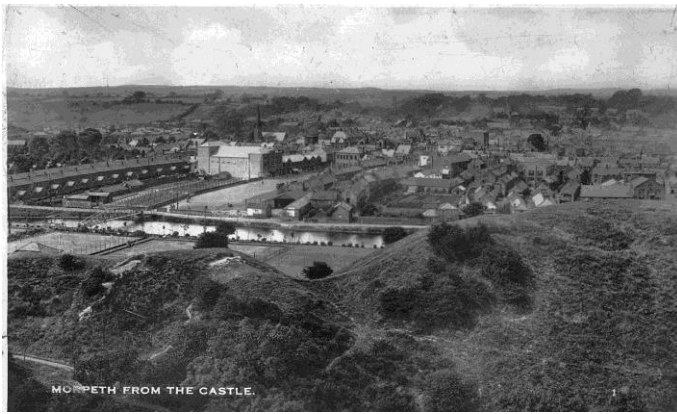
Any obsolete equipment will be replaced with low-energy appliances where possible, to include sourcing renewable energy alternatives for heating, lighting and other energy needs.

All vehicles are maintained to ensure maximum energy efficiency and records kept at the Neighbourhood services depot.

## **4.10 Air quality**

Northumberland County Council has 2 electric vehicles which are pool vehicles although the geographical area imposes limitations on use, this area will be closely monitored for future developments in longer battery life technology or developments in charge point infrastructure.

Future developments will be constantly monitored and assessed to set an example to introduce cleaner vehicles in our environment.



## Chapter

# 5

*An old view of Morpeth with Ha Hill in the foreground*

## 5. Conservation and Heritage

*Particular attention should be paid to the conservation and appropriate management of natural features, wildlife and flora; landscape features; buildings and structural features.*

### 5.1 Cultural landscapes

Cultural landscapes are particular landscapes that reflect the interaction over time between people and their surroundings.

Carlisle Park has a 1000-year history of cultural interaction between local people and landscapes, from Ha' Hill, built in the late 11<sup>th</sup> Century, through to the skate park, installed in 2005.

Conservation of the distinct features of Carlisle Park is detailed below.

### 5.2 Water management

The River Wansbeck and the Postern Burn are the two natural water features in Carlisle Park.

The River Wansbeck, which forms the northern boundary of the Park, is a clean river system and as such provides habitat for white-clawed crayfish, brook lamprey and otter. The river provides feeding ground for bats and birds.

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The Environment Agency is responsible for most management of the River, and they stated that the Wansbeck may hold the world's largest population of white clawed crayfish.

Northumberland County Council is responsible for the maintenance of the fish pass and the infrastructure of the weir at Oliver's Mill. The Environment Agency is responsible for keeping the River clear of large debris, such as fallen trees. Partnership working between Northumberland County Council, Morpeth Town Council and Greater Morpeth Development Trust contributes to clearing general litter from the River on an annual basis. The licence holder for the rowing boats is contracted by Neighbourhood Services to clear the riverbanks on a weekly basis, which makes a huge improvement to the cleanliness of river.

Morpeth Town Council employ a River Warden, who oversees the welfare of the wildlife on the River within Morpeth Town. There is also a member of park staff who keeps the river bed clear, picks litter and deals with grey squirrel control in conjunction with Morpeth & District Red Squirrels group who use volunteers.

The Postern Burn provides valuable open water habitat within the woodland on the southern edge of the Park. The pollution problems discussed in Chapter 4.7 have precluded the development of a rich aquatic flora or fauna. Northumbrian Water and the Environment Agency have been engaged to address the problem of water pollution in the Postern Burn.

### **5.3 Woodlands and Trees**

Carlisle Park contains patches of semi natural ancient woodland which provides extremely valuable habitat for local wildlife and flora, many of which are listed in Northumberland's Biodiversity Action Plan and are protected species, including:

- Pipistrelle, Noctule & Daubenton's bat
- Red Squirrel
- Spotted fly catcher
- Tree Sparrow
- Song thrush

The management of the wooded areas is carried out so as to cause minimum disturbance to the wildlife and to enhance the native woodland. No tree felling will take place during bird breeding season, badger breeding season or bat hibernation season unless the tree poses a risk to Park users.

Standing deadwood is left this is checked on a regular basis by Park staff to ensure that any risk to Park users is minimised.

Fallen deadwood is usually left on the floor of the wooded areas, again to provide habitat.

Dead elm is assessed for risk and is felled when it is unsafe. Hazel has been coppiced on a seven year cycle, especially using volunteers, to create woodland glades, to increase fruiting and to provide an extended habitat range.

New tree planting will use locally sourced stock as much as possible and the species selected comply with the National Vegetation Classification guidelines for woodlands.

Woodland ground flora is diverse in some areas, containing many native species including bluebell, wood anemone, and greater stitchwort. In contrast it is limited in other places, suffering disturbance through the creation of 'desire line' footpaths and areas used for adventure play by local children on steep bank sides. While opportunities for informal play are important, the compacted surfaces means seeds and water run off easily. This has been addressed with the installation of woven screens reinforced with bramble and holly. These deter the use of the banks as desire lines and trap leaf litter and seed allowing soil accumulation and revegetation of the bank side.

There are many ornamental trees within the formal areas of Carlisle Park. An inventory of 'park' trees was conducted in March 2009, from which a programme of works or replacements will, take in to account the wildlife value of Park trees.

Park staff work closely with the Tree Officer and the tree strategy kept in the Carlisle Park Office details how the maintenance of the trees in Carlisle Park will progress.

## **5.4 Grasslands**

While there are large areas of lawn and amenity grassland within the Park, which provides space for passive recreation, wildflower meadows and areas of unmown grassland are also present. The amenity grassland near the bandstand was planted with a 'snowdrop' drift in 2005, as part of the Castle Woods and Water project in the town. To preserve the snowdrops the grass here cannot be cut until the snowdrops have died back. This has the added benefit of provided more undisturbed ground for invertebrate species such as mining bees.

The northern bank of Ha' Hill has been managed as wildflower meadow since 2005, providing excellent habitat for invertebrates, and a valuable educational resource for visiting school groups and events. This meadow must be cut in late August or early September, depending on weather conditions, and all arisings removed for composting.

Ha' Hill is listed as a scheduled ancient monument and English Heritage have stipulated that Ha' Hill be returned to a 'grassy mound', as it is one of only 16 remaining motte and baileys in Northumberland. The aim is to manage Ha' Hill as wildflower meadow, but over 30 years of limited maintenance has necessitated the removal of self seeded trees, and is it proving difficult to reverse the extensive growth of bramble, blackthorn, rosebay willow herb and other scrub. However, these provide valuable habitat for birds and invertebrates such as the elephant hawk moth, for which rosebay willow herb is a larval food plant. A detailed restoration and maintenance for the Hill (including the western spur) was developed in 2007 and kept in the Carlisle Park office. Extensive clearance of the invasive tree and scrub was undertaken in July 2009. Through the flexi graze scheme introduced in 2013 Shetland sheep have been introduced from May to November to graze the mound and will be grazed annually.

## **5.5 Other habitats**

The William Turner Garden is a modern representation of a Tudor knot and physic garden and provides an area for the conservation of species plants, which would have been grown for medicinal and culinary use in the 1500s. It is a valuable seed bank for rare and non-cultivated plants, as well as an important area for education.

The herbaceous borders contain many tree and shrub species valuable to wildlife, including buddleia, holly and maples. Any improvements made to herbaceous borders and shrubberies throughout the park will be made to maximise value for wildlife, with planting suitable to the conditions at each location.

## **5.6 Fauna**

Many visitors to Carlisle Park come to see the birds in the aviary, which is located in the formal gardens. All the birds in the aviary are donated by members of the public. The birds are checked by a vet and the capacity of the aviary considered when new birds are donated.

Detailed specification for management of the aviary is held in the Carlisle Park office. In summary the aviary is cleaned out daily, disinfected weekly and the water is replaced daily. Improvement to the aviary was completed in 2008.

As the aviary has a solid roof and is away from the normal flight paths of the birds most associated with the Avian Influenza disease (which are ducks, geese, swans gulls and waders (RSPB 2007)) the risk to the birds here is very small. The owners of new additions to the aviary are required to have the bird checked by a vet before it is accepted and any birds that have lived in an aviary exposed to wild birds are not accepted In times of heightened awareness. . A full risk assessment for the aviary is held in the Carlisle Park office.

Bird boxes and feeders were put up in 2002; however the current policy is not to replace these. Changes to Health and Safety laws for use of ladders prevents easy erection of the boxes, as well as the annual checks and cleaning which is recommended by the RSPB.

Caution against the use of feeders for birds and squirrels has recently been highlighted by wildlife organisations including the Wildlife trusts and the RSPB through the rapid spread of squirrel pox and the *Trichomoniasis gallinae* virus affecting garden birds. Limited staff in the Park means that the necessary maintenance of feeders could not be carried out so their use has been stopped.

There are numerous badger setts throughout the park, especially in the sandy soils behind the formal gardens, along the south bank of the Postern Burn and in Ha' Hill. Any work near the setts, especially footpath restoration on the Castle Path and brush cutting on the Ha Hill requires badger licences, respectively from the DEFRA and English Nature divisions of what is now Natural England. The setts are visually monitored for signs of disturbance, and any suspicious behaviour reported to the Police and the Northumberland Mammal Group. The exact locations of all of the setts have been mapped and kept in the Park Office.

Park staff contribute to Northumberland County Council's red squirrel policy, taking calls for advice, reports of sightings by members of the public, providing information on reds seen and greys trapped to Save our Squirrels.

2010 brought the first sightings of grey squirrels in the park. Live tree traps are set and monitored by park staff and volunteers. Morpeth area is covered by a Group that are very active called Morpeth & District Red Squirrels which have funding streams that allow trapping to be done and this is being initiated in 2015.

## **5.7 Conservation of landscape**

The wooded areas of the Park are 'dene' woodland, being in valleys cut by the River Wansbeck and the Postern Burn. It is important to retain these as many denes have been filled through landfill use, for housing or for easy to maintain amenity grassland. It provides a valuable contrast to the formal areas of the Park, and an insight into the historical landscape dating from the time of the last ice age. The wooded area called Castle Woods is classed as ancient semi-natural woodland.

The Ha' Hill motte and bailey provides evidence of activity in the Park since the 11<sup>th</sup> Century,. Evidence of a prehistoric cairn was found towards the western edge of Ha' Hill in the 19<sup>th</sup> Century. Limited maintenance of the hill has resulted in the encroachment of trees (mostly sycamore) and scrub (mostly

bramble, blackthorn and rosebay willow herb) on the motte and the bailey (the spur to the west of the hill).

The area is now grazed annually. As Ha' Hill is a scheduled ancient monument any works on the Hill involving earth movement must be approved by English Heritage. The hill is also home to several badger setts, and a licence to work in proximity to them is required for any scrub clearance.

The formal gardens provide a very important horticultural landscape feature and should be preserved as such. This part of the Park provides the opportunity to conserve horticultural practices including carpet bedding, which was introduced to the Park in the 1950s by the then Park Manager.

## **5.8 Conservation of the built environment**

The remains of the curtain walls and the gatehouse of Morpeth Castle are the most important structural features in the Park. The Gatehouse is maintained by The Landmark Trust as a holiday property. It is open to the public for one day per year.

Northumberland County Council is responsible for maintaining the curtain wall. Currently any view of this is obstructed by growth of trees and scrub, similar to that on Ha' Hill. Restoration of this area will be investigated with all stakeholders.

The bowling pavilion is an important building and is well used during the bowling season. It is occasionally used for Park events between October and April.

The gateposts at the entrance to the formal gardens are a Grade 2 listed structure, and the gates are the originals from the opening of the formal Park in 1929.

## **5.9 Maintaining historic character**

The historic landscapes (Ha' Hill, Morpeth Castle, the ancient woodlands, the formal gardens) require active conservation, to provide opportunity to promote understanding of the value of historic environments and landscape design. Careful consideration of the history of Carlisle Park must be taken into account if any future developments are made, as a well thought out restoration can enhance civic pride and neighbourhood regeneration.





***Young people sculpting animals for Montrose Gardens Doorstep Green***

## **6. Community involvement**

*Park management authorities should actively pursue the involvement of members of the community, with representation of as many park user groups as possible.*

Community involvement is at the heart the successful use, management and improvement of Carlisle Park. The support of local people, user groups, partners and other stakeholders is fundamental to its success. Community involvement in the Park operates in many different ways and at many different levels.

### **6.1 Patterns of Use**

Visitor number surveys carried out during 2007 and 2008 show that almost one million people used the park between November 2007 and October 2008. These figures were submitted to One North East's Tourism Network North East's Visitor Attraction Data Collection and show that Carlisle Park is among the most visited attractions in North East.

There is a need to understand the hopes and wishes of the groups who have a stake in how the park develops as well as those who are not so easily represented. Monitoring attitudes to the park would ensure that management

and future developments meet the needs and some expectations of the park users. Previously there was a Carlisle Park Forum however this has migrated into the Friends of William Turner Group. Future development potentially of the infrastructure near the aviary could include consideration for market research within the Park. Staff time is now fairly limited to undertake a full visitor survey at present but could become a future project for other park user groups. There is also an opportunity to allow online feedback from the public through the Northumberland County Councils website which would need further investigation

## **6.2 Community involvement in green space management and development**

There are many stakeholders in Carlisle Park, and many elements of Park management are the responsibility of different stakeholders, often working in partnership:

There is the potential to develop further links with local businesses around maintenance and management of Carlisle Park and this will be investigated.

The Friends of Carlisle Park have been successful fund raisers for the park securing over £80,000 to fund the William Turner 500 project and improvements to Scotch Gill Woods Local Nature Reserve in 2008. The Friends of William Turner are at present looking to find funding to create a gazetteer in 2016. The Friends of William Turner have spent 4 days maintaining their garden and Morpeth Lions created a woodland bank area in 2015 with 11 volunteers working over 3 days to celebrate their 40<sup>th</sup> anniversary and monthly weeding sessions.

The CPS have had 10 youths working over 3 days helping keep the park tidy and there are 2 regular volunteers who work weekly to help the gardeners.

## **6.3 Key stakeholders**

Several organisations have a role in the management of Carlisle Park and would be consulted if any major development is to take place in the Park. Relationships between Park staff and all stakeholders are good enough to facilitate informal contact between meetings.

## **6.4 Facilities**

There are a great variety of facilities within Carlisle Park offering recreational opportunities for many sectors of the community, as have been discussed in earlier sections of this plan.

Carlisle Park is a popular venue for events run by Morpeth Gathering Committee, Morpeth Chamber of Trade, Greater Morpeth Development Trust and Morpeth Harriers.

## **6.5 Children's play**

Morpeth Town Council are responsible for the play areas and skate park within Carlisle Park, including the toddlers' play area at Montrose Garden Doorstep Green. They also manage the signage in these play areas as part of the statutory requirements for the areas.

The play areas and skate park are visually inspected daily for litter and structural damage. Weekly maintenance checks are done on the structures to ensure they are of sound quality. All inspections are recorded and the forms held at the Town Council offices. Morpeth Town Council's Operational Management of Play Areas document is included in Appendix 1.

Morpeth Town Council have been proactive in the installation of new play facilities. They chair a skate park stakeholder group which involved young people and other members of the community to ensure the skate park meets the needs of its users. High Church Action Group were involved in the selection of the equipment for the Doorstep Green, alongside Morpeth Town Council's playground contractor, to make sure that the equipment was suitable and practical to maintain.

A detailed description of the management of the play areas, provided by Morpeth Town Council is included in Appendix 4.

## **6.6 Educational facilities**

An annual events programme comprising, small scale events is operated within Carlisle Park, with input from partners including the Friends of William Turner and Morpeth Town Council.

The wildflower and rough grassed areas are maintained for educational value and used by local schools, as are the woodlands and river. There is currently no classroom facility in the Park, but the bowling pavilion is used for children's events. Any development of new park buildings will consider the provision of 'classroom' type space.

Every year opportunities for work experience could be possibility offered to Northumberland College Kirkley Hall Campus Countryside Management students and Northumbria University Environmental Management students. Eight students have taken this opportunity in the past, with three of them then securing employment as a Weekend Ranger.

Adult education forms a major part of the community involvement of Carlisle Park, with work experience offered to New Deal placements, as well as other groups such as Castle Morpeth Disability Association. Park staff work with these groups to provide experience on horticultural, practical conservation and ecological aspects of park management.

## **6.7 Open for all and accessibility**

In line with the Disability Discrimination Act 2005 all improvements to Carlisle Park are designed to ensure maximum accessibility within the natural topography of the landscape, and activities promote equality of opportunity. The William Turner Garden knot and physic garden is fully accessible to wheelchair users.

The public toilets in the park have a RADAR key accessible toilet available for use all year round.

Guidelines for visual impairment are followed for production of new panels and leaflets; however Braille is not used on any panels because a very small percentage of the population can actually read Braille.



## Chapter

# 7

### ***Les Moutons mid performance at Dance Morpeth, Carlisle Park***

## **7. Marketing**

*A green flag park should have a marketing strategy which is used and regularly reviewed, good provision of information for users and effective promotion of the park as a community resource.*

Carlisle Park is open for use by everyone, and regular activities, staffing and the promotion of events will encourage positive use of the Park. Involving people in the Park by providing accurate information about the Park, the events that take place here and how it is managed is important.

To effectively market Carlisle Park, park staff must have a detailed knowledge of the Park, its history and its use and value to the local community. Public trust in the Park can be built up by promoting the high standards that people can expect when they visit, as well as promoting beneficial events and activities.

A marketing plan for Carlisle Park was developed in 2008. In 2016 our new lead organisation Active Northumberland are writing a new strategy that will cover all the parks and green spaces and is currently not ready yet so have included a statement of purpose in appendix.

### **7.1 Information provision and interpretation**

Information about Carlisle Park is recorded and presented in a variety of ways:

- The Northumberland County Council website hosts two Carlisle Park pages – [www.northumberland.gov.uk/carlislepark](http://www.northumberland.gov.uk/carlislepark) and [www.northumberland.gov.uk/williamturner](http://www.northumberland.gov.uk/williamturner). These contain background information and visitor information.
- Carlisle Park events, activities and successes are publicised by Northumberland County Council's Communications Team.
- Park staff work with the Communications Officer to inform the local press, radio and TV about park events and activities.
- Flora and Fauna information is provided on the interpretation panels within the Park.
- The notice boards in the park are used to update visitors about work plans and other information.

## 7.2 Events

As described earlier, Carlisle Park supports established local events including Morpeth Gathering, Morpeth Fair and Picnic in the Park in conjunction with different groups in the local community. Other partners run sporting, arts and cultural events. The risk assessments for events led by Park staff are held on Northumberland County Council's intranet. Event guidelines are held in the Carlisle Park office.

Opportunities for diversifying the scope of events will be monitored.

Battle re-enactments in Carlisle Park have formed part of the Morpeth Gathering since 2004, taking place at the castle and near the bandstand.

Neighbourhood Service's park staff have responsibility for ensuring the park is cleared of litter after large events, this has formed part of the partnership working with the various organising groups. Extra bins are provided for large events.

All traders at events must enter into a formal licence agreement to ensure environmental health and health and safety standards are adhered to.

## 7.3 Promotion

Carlisle Park has significant historical and ecological value that we endeavour to promote to visitors and local people. Excellent design is essential, and now routinely expected by park users.

Northumberland County Council has an in-house design team, to produce promotional material, based on detailed briefs from Park staff.

Interpretation and orientation panels were updated in 2007, replacing those at Elliott Bridge, the entrance to the Postern Woods and the 100 steps with new panels installed at the Lodge, Hillgate and Oldgate entrances following feedback from visitors, Green Flag and VAQAS award schemes. Trim trail signs were also installed. All signs are inspected daily, and any graffiti removed immediately. Notice boards are included at Elliott Bridge and at the Lodge House in the Formal Gardens.

Park leaflets were also be updated in 2007, with new promotional leaflets and William Turner Garden leaflets produced. These will be reviewed when they run out

## **7.4. Using awards in marketing**

All awards won by Carlisle Park and Park staff, including the Enjoy England Quality Assured Visitor Attraction, Northumbria in Bloom Awards and Green Flag are used to as promotional opportunities and have served to raise the profile of the Park and its staff throughout the local community.

The Green Flag is flown in the formal gardens, visible from the A192 which is the main route into and out of Morpeth.

Carlisle Park has been judged to be a Quality Assured Visitor Attraction for nine years running, with a successful assessment every year since 2002

Both the Green Flag logo and the Enjoy England logo are displayed on Park leaflets and panels, at the notice boards and on the Park pages of Northumberland County Council's website.

The Green Flag Award certificate occupies pride of place in the park office and the green flag proudly flies from the flag pole 365 days of the year.



**Morpeth Castle**

## Chapter

# 8

## 8. Management

*A successful park must have a management plan. It is essential to set out a balance between priorities, partners and policies, while setting out a time scale for putting objectives into practice. It should identify the contribution the park makes towards the area's wider strategic aims and demonstrate sound financial management. The management plan must be regularly reviewed and actively implemented.*

The value of Carlisle Park has long been recognised by Northumberland County Council. Carlisle Park was one of the first in the country to be awarded a restoration and improvement grant from the Heritage Lottery Fund and success in the Green Flag Award has been a council objective, agreed by Full Council and the Corporate Management Team, since 2006.

### 8.1 Management Structure in Carlisle Park

Carlisle Park benefits from a robust, but essential staffing profile, with the equivalent of three full time staff, and support from other staff in the unit, including the tree officer, senior NEAT team leader and the Neighbourhood Services Area Manager.



The Park staffing structure is now as follows:

<b>Unit</b>	<b>Post</b>	<b>Person</b>	<b>Hours</b>
Neighbourhood services	Carlisle Park and Green Spaces Officer	Frances Povey	37 hrs Monday – Friday plus weekend events, permanent
Neighbourhood services	Carlisle Park and Green Spaces Officer	Alison Jones	7.5 hours Wednesday and weekend events, permanent
Neighbourhood services	Gardener	John Richardson	37 hours Monday – Friday, permanent
Neighbourhood services	Gardener	Mark Nisbet	37 hours Monday – Friday, permanent
Neighbourhood services	Trees and Woodland Officer (North)	Barry Wilson	37 hours Monday - Friday, permanent
Neighbourhood services	Senior NEAT Team Leader (Central)	Anthony Bell	37 hours Monday – Friday permanent
Neighbourhood services	Neighbourhood Services Manager (Central)	David Hunt	37 hours Monday – Friday , permanent

The staffing structure currently works well as the grounds staff and Green Spaces Officer enable the continued improvement of Carlisle Park, working closely other officers and partners including The Friends of William Turner. A copy of the structure is in Appendix

## **8.2 Personnel**

Carlisle Park staff must have skills which reflect the dynamic nature of green space management, including working with communities, volunteers and trainees, managing budgets, marketing, events management, community consultation, dealing with contractors, public enquiries as well as high quality land management skills. All Northumberland County Council staff must complete a performance appraisal review with their line manager, which identifies training needs as well as individual achievements over the year. Copies of all Park staff training certificates are held in the Park Office, as well as with NCC's Human Resources department.

This management plan, especially the action plan detailed in Appendix 1, provides staff with a clear sense of direction and information relating to the improvement of the park.

## **8.3 Quality systems**

The Carlisle Park action plan and work programme (Appendix 1) provides a means of monitoring and measuring improvements to the Park and the effectiveness of overall management of the Park.

The Neighbourhood Services unit is part of the District Local Environmental Quality Survey and the awards achieved by Carlisle Park are a means of self-assessment of performance. The importance of this is reflected in the inclusion of attaining or maintaining the Green Flag Award in Northumberland County Council's Corporate Plan.

Financial management for Carlisle Park includes:

- Budget management
- Forward financial planning
- Identifying future investment programmes
- Raising revenue for Park management

While every effort has been made to accommodate all eventualities for maintenance and promotion of the Park, these budget predictions may change due to unforeseen occurrences, or in response to any external funding that is secured.

Park staff work in partnership with other stakeholders to identify funding for future park improvements such as Heritage Lottery funding, especially alongside the Friends of William Turner and Greater Morpeth Development Trust.

There is a Restrictive Covenant on the Park, set up by the Countess of Carlisle when she gifted the land to Morpeth in 1916. It states that no fees can be charged for entry into the Park and that no alcohol can be consumed in the Park.

Three licences are currently let in Carlisle Park, for a bouncy castle, a refreshments van and the rowing boats. The revenue generated from these is directed into Carlisle Park budget alongside the rent from the Park Cottage.

## **8.4 Implementation**

Carlisle Park management plan written with support of, and is given to, park stakeholders and partners

The action plan forms the basis for the planning of work in the Park, and is given to all park staff. From 2007 it has been included in the Individual Performance Reviews for all park staff and encompasses the corporate and strategic vision of NCC as defined below.

**“Everything we do in Northumberland is focused around  
our Vision, Promises and Values.**

Our Vision for Northumberland is

‘Leading Northumberland to a greater future’.

We deliver our vision through our Promise to be:

**Stronger Together.**

We do this by:

**Leading Locally** - respecting localness, recognising that one size does not fit all and that we must work with local people to develop local services

**Embracing Unity** - unifying as one but recognising, valuing and respecting differences, celebrating pride and integration

**Looking outwards** - being open, without walls and boundaries, a learning organisation that works in partnership, visionary and a champion of aspiration and ambitions

Our Vision and Promise are underpinned by our values which are embedded in all aspects of service delivery and partnership working:

**Strength** – we are confident and will ambitiously drive the change and development required for Northumberland to succeed.

**Fairness** – we are democratic in our actions, treating everyone individually but equally, and with consistency

**Approachability** – we are accessible to all and will listen and respond to the views and opinions of everyone

**Innovation** – we recognise the need for continuous improvement and are creative in seeking new or improved ways of working

Providing excellent, value for money services to the people of Northumberland, those that live in, work in or visit our County is at the heart of everything we do.”

# Appendices

*The following information is essential to the management and improvement of Carlisle Park.*

## **Appendix 1: Carlisle Park work programmes and project programme**



<b>HORTICULTURAL FEATURES AND TREES</b>				1								1	
Prune shrubs	Park staff												
Edge beds and borders	Park staff			1	2	5	4	5	5	4	2		
Apply mulch to herbaceous and shrub beds	Park staff		1										
Prepare flower beds with convert	Park staff										1		
Plant spring bedding	Park staff										1		
Plant Spring bulbs	Park staff										1		
Remove spring bedding and prepare beds	Park staff						1						
Plant summer bedding	Park staff						1						
Remove summer bedding and prepare beds	Park staff									1	1		
Weed flower beds	Park staff					2	2	4	4	4			
Hedge pruning works	Park staff											1	
Annual tree inspection	Park staff										1		
Tree works	Park staff	Occ.										Occ.	Occ.
Maintain vista to castle from formal gardens	Park staff	1	1										
Greenhouse maintenance (including heating for snow removal) - indoors	Park staff		As required	1						1		As required	
Greenhouse maintenance – outdoors	Park staff					1							
Greenhouse glass replacement	Contractor												
Cull rabbits in formal gardens	Contractor							1	1	1	1		
<b>WILLIAM TURNER GARDEN</b>													
Sweep paths	Park staff/volunteers	5	4	5	4	5	4	5	5	4	5	4	5
Revitalise beds in rotation	Park staff	1										1	
Prune roses	Park staff/volunteers												1
Mulch beds with compost	Park staff										1		
Grow annuals	Park staff			1	1	1							
Plant annuals	Park staff					1	1						
Prune yews	Park staff						1					1	
Cut knots	Park staff												
Weed beds	Park staff/volunteers												



Power wash footpaths	Park staff				1		1		1					
Water pots	Park staff				10	20	30	31	31	20				
<b>AVIARY</b>														
Clean all surfaces, change water, check birds	Park staff	30	28/9	31	30	31	30	31	31	30	31	30	30	
Feed birds	Park staff	20	16	20	20	20	20	20	20	20	20	20	20	
Disinfect	Park staff	5	4	5	4	5	4	5	5	4	5	4	4	
Clean wire mesh	Park staff				1			1			1			
Arrange annual vet inspection	Park staff							1						
<b>HA' HILL</b>														
Annual cut with strimmers where needed	Park staff								1					
Re-instate grazing scheme	Park staff				1	1								
<b>BOWLING GREEN MAINTENANCE</b>														
Cut bowling green	Park staff			2	6	8	8	8	8	8	2	1		
Mow bowling green surrounds	Park staff			1	4	4	4	4	3	2	1			
Edge surrounds	Park staff			1	2	2	2	2	2	1	1			
Remove dew with switch	Park staff	As Required												
Apply spring/summer fertilizer (Organic Farmura)	Park staff				1									
Apply autumn/winter fertilizer (Organic)	Park staff									1				
Remove weeds using small hand knife	Park staff	As Required												
Apply approved selective herbicide (Every other year)	Park staff			1										
Apply approved fungicide (Every other year)	Park staff		1											
Apply mosskiller/lawn sand	Park staff			1										
Scarification works	Park staff			1							1			
Hollow/solid tining	Contractor										1			
Reseeding and turfing works	Park staff	As Required										1		

<b>BOWLING GREEN MAINTENANCE</b>													
Apply spring/summer fertilizer	Park staff				1								
Apply autumn/winter fertilizer	Park staff									1			
Apply approved selective herbicide	Park staff	As Required											
Apply approved fungicide	Park staff		1										
Apply moss killer/lawn sand	Park staff			1									

## Projects programme

TASK	RESPONSIBILITY	2016	2017	2018	2019	2020
<b>HERBACEOUS BORDER</b>						
Trim shrubs	Park staff/vols	x			x	
Apply for HLF Our Heritage Funding	Park Staff/Friends Of WT	x				
Lift and divide plants	Park staff	x	x	x	x	x
Strim grass area	Park staff / vols	x	x	x	x	x
Plant ornamental tree	Park staff / vols	x				
Events and education	Park staff	x	x	x	x	x
<b>FORMAL GARDENS – CLOCK REMOVAL</b>						
Remove clock	Park staff / tree officer	x				
Extend the bed	Park staff / tree officer	x				
Revise the planting	Park staff	x	x			
<b>WOODLAND BANK/WILLIAM TURNER GDN</b>						
Strim Around trees	Park staff	x	x	x		
Improve path surfaces	Contractor	x				
Replace tiles	Contractor		x		x	
Apply for HLF Our Heritage Funding	Park Staff	x				
Interpretation – new signs on bank	Park staff		x			
Events and education	Park staff	x	x	x	x	x
<b>BUTTERFLY GARDEN – FLAGPOLES TO BANDSTAND</b>						
Mulch bed	Park staff	x	x	x	x	x
Install possible interpretation	Park Staff/designers			x		
<b>ENTRANCES</b>						
Improve Oldgate Bridge entrance	Park staff	x	x	x		
Remove varnish from notice boards / interpretation panels	Contractor		x			

Widen car parking entrance to Postern car park	Park staff/contractor		x			
Update interpretation panels and leaflets	Park staff		x			
<b>DOORSTEP GREEN</b>						
Remove Old Panel	Park staff	x				
Maintain wildflower meadow	Park staff	x	x	x	x	x
Remove shrubs	Park Staff	x				
Check steps	Park Staff		x			
Quote for resurfacing	Contractor					
Remove mosaics	Park Staff	x				
Sand down sculptures	Park Staff		x			
<b>CASTLE WOODS</b>						
Develop plan to restore woodland to W8 species composition	Park staff		x			
Thin sycamores and poplars	Park staff		x		x	
Plant oak, ash, holly, hawthorn, bird cherry, hazel, rowan	Park staff / vols		x	x	x	x
Inspect trees with Tree Officer	Park Staff/Tree officer	x	x	x	x	x
Repair revetments on path	Field Team	x	x	x		
<b>POSTERN WOODS</b>						
Install fencing or barriers to discourage use of banks as play areas	Park staff			x		
Under plant where possible	Park staff / volunteers		x	x	x	x
<b>BANDSTAND / PICNIC AREA/TRIM TRAIL</b>						
Inspect drainage to alleviate swamp	Park staff	x	x			
Resurface beneath picnic tables	Park staff	x				
Check and replace grass mats	Park Staff	x	x	x	x	x
<b>GENERAL</b>						
Cut back alder on Riverside	Park Staff	x				
Resurface beneath play equipment	Park staff	x		x		x
Ha Hill – new gate in fence	Field Team	x				

Ha Hill – Strim shrub growth	Park Staff	x	x	x	x	x
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### Carlisle Park Management Activities

TASK	RESPONSIBILITY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Update Carlisle Park Management Plan	Green Spaces Officer	1											1
Coordinate Green Flag Award application	Green Spaces Officer	1											
Coordinate VAQAS Application	Green Spaces Officer				1								
Support Friends of William Turner	Green Spaces Officer	As required											
Collate Annual report on park usage	Green Spaces Officer	1											



## Appendix 2: Budgets

The following information is taken from the 2014/15 staffing budgets for Northumberland County Council's Neighbourhood Services Green Spaces Team.

**GROUP** LOCAL SERVICES **BUDGET HOLDER** Paul Jones

**DEPARTMENT** Neighbourhood Services **BUSINESS SUPPORT CONTACT** Ann Crozier

**COST CENTRE** 222500

Post Designation	Grade	Fte	Min Point	Max Point	Spinal Point	Total Salary
CARLISLE PARK AND GREEN SPACES OFFICER. Permanent	CM Grade 7	1.00	30	34	34	29,558
CARLISLE PARK AND GREEN SPACES OFFICER. Permanent	CM Grade 7	0.20	29	31	31	5,911.60
GARDENER. Permanent	CM GRADE 4 SCPT 13 - 17	1.00	18	21	21	19,742
GARDENER. Permanent	CM GRADE 4 SCPT 13 - 17	1.00	18	21	21	19,742

**3.50**





## **Appendix 3: Carlisle Park Partners - Who Does What**

For the purpose of this management plan stakeholders of Carlisle Park are those agencies who have a contractual obligation to the management of the park.

### **Purpose of this document:**

This table has been produced in order to show which stakeholder is responsible for particular maintenance and management tasks within Carlisle Park. The involvement of so many different stakeholders can seem confusing to staff and other park user groups and partners, such as the Friends of Carlisle Park. It is intended this information will be a useful tool for all who are involved in care of Carlisle Park. The information in this document will be updated if and when any changes to management obligations are made.

All stakeholders will receive a copy of the management plan, and partners will be given a copy of this document.

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<b>Partner</b>	<b>Activities</b>	<b>Contact details</b>
NCC Neighbour- hood services	Litter pick throughout park (except sports areas, play areas, skate park), including Postern burn and woodland areas	Carlisle Park and Green Spaces Officer/ Senior NEAT Leader
	Trim trail checks and maintenance	
	Provision of 3 on site staff	
	Supervision of work placements	
	Park seats checks and maintenance	
	Sculptures checks and maintenance	
	Entrance features checks and maintenance	
	Footpath checks and maintenance	
	William Turner Garden checks, maintenance and planting	
	Formal Gardens checks, maintenance, planting and design	
	Cenotaph checks and maintenance	
	Street lighting checks and repair	
	Aviary maintenance	
	Annual check of birds	
	Emptying 'trade' bins	
	Emptying litter bins throughout park	
	Fly tipping removal	
	Checks for and removal of graffiti	
	Weekly life belt checks and replacement if necessary	
	Grass cutting throughout park (except bowling greens and putting green)	
Opening up park in morning		
Open up and check park on Saturdays and Sundays		
Morpeth Town Council	Provide attendant for public toilets from April - October	Morpeth Town Council 01670 514314
	Maintenance of public toilets building	
	Play area seating and equipment provision, maintenance, checks and litter picking (including paddling pool)	
	Skate park equipment provision, maintenance, checks and litter picking	
	Provision and maintenance of litter bins	
	Provision, maintenance and emptying of dog bins	
	Removal of debris from fish pass	
	River warden	

Leisure Connection Limited	Maintenance of bowling greens, putting greens and tennis courts (currently done through contract by Neighbourhood Services)	Morpeth Riverside Leisure Centre 01670 514665
	Bowling pavilion maintenance (except structural and weather tightness)	
	Provision of attendant for sports area during bowling season	
	Bookings and facilitation for sports areas	
NCC Neighbourhood services	Coordination of Green Flag Award application	Carlisle Park and Green Spaces Officer 01670 623033  Neighbourhood Services Area Manager (North)
	Coordination of Enjoy England Visitor Attraction Award	
	Liaising with all partner agencies involved in Carlisle Park	
	Securing external funding to develop Carlisle Park	
	Management of licences and rents	
	Restoration plan, surveys, policies	
	Events planning and facilitation	
	Interpretation	
	Promotion and marketing	
	Website	
	Friends of William Turner support	
	Education	
Budget setting for Capital programme		
NCC Assets Management	Full maintenance and repair of Park office, greenhouses, garage and staff toilet (under Neighbourhood services budget)	Corporate Property Manager 0845 600 6400
	Maintenance and repair of floral clock	
	Full maintenance of Park Cottage and Lodge	
	Structural and weather tightness of Pavilion	
	Structural and weather tightness of public toilets	
	Collect rent for park cottage	
Landmark Trust	Morpeth Castle - holiday lettings and all maintenance	Di Newton Regional Organiser 01748 850603
NCC Environmental Health	Enforcement of responsible dog ownership	Jan Anderson 0845 600 6400
Environment Agency	Pollution control in Postern Burn or River Wansbeck, report incidence to.	Incident hotline 0800 807060
	Clearance of debris likely to cause flood risk from River Wansbeck	

	Provision and maintenance of screens in Postern Burn	
Northumbrian Water	Pollution in Postern Burn, report incidences to	Incident hotline 08457 171100
	Sewer pipe on south bank of Postern Burn	
	Storm overflow drain in Postern Woods	
NCC Highways	Maintenance of bridges over the River Wansbeck	0845 600 6400
	Maintenance of retaining walls and barriers along highways	0845 600 6400
NCC Facilities Management	Cleaning Park office, greenhouse and staff toilet (under Neighbourhood Services Budget)	07824 472653
Contractor – John Stewart	Closing William Turner Garden and Formal Garden gates, all year round.	07730307543

### Licences

Licence	Licence Holder and details	Contact Details
Bouncy castle	To be appointed for 2016 Two bouncy castles and other fairground rides, May – October annually	
Refreshments Van	To be appointed for 2106 Doughnuts, hot and cold drinks April – October annually	
Boat hire	Mr T. Donnelly Summer months and weather permitting	01670 517709 07774 715745
Buggy Fit	Debbie Donaldson Year-round fitness class for new mums and pushchairs, Monday afternoons	01670 514774 07846 237855
Outdoor Fitness Company	Tom Clay Year-round boot camp style fitness class, Tuesday and Thursday evenings, Saturday mornings.	07530350316

## **Appendix 4: Play Areas – Operational Management Information**

### **Information provided by Morpeth Town Council**

### **OPERATIONAL MANAGEMENT OF PLAY AREAS**

#### **Introduction**

Morpeth Town Council operates the management of the following play areas and facilities;-

- Carlisle Park Play Areas
- Church Walk Play Area
- Stobhillgate Play Area
- Stobhill manor Play Area
- Stobhill Manor / Crookham Grove Small Play Area
- Montrose Gardens Play Area
- Carlisle Park Skateboard Park
- BMX Track

Morpeth Town Council are responsible for the management and maintenance of the play areas within the Morpeth Town Boundary in accordance with the **Local Government (Miscellaneous Provisions) Act 1976 section 19** which gives the power to a parish council to provide recreational facilities.

#### **Insurance**

Morpeth Town Council has all of the above sites covered by insurance with Zurich Municipal.

#### **Inspection and Reporting**

An inspection and reporting regime is in place to ensure they comply with Health and Safety legislation and that there is no risk to death or serious injury. The nature of play areas will present a number of obstacles which are purposefully included to encourage child development e.g. – steps, jumps and moving items.

The inspection and reporting regime will also help to get the best value of the equipment for its serviceable life through identified maintenance.

EN1176-7 European Safety Standards advises that each play area should have the following inspections;-

- Routine Visual Inspection
- Operational Inspection

- Annual Main Inspection

Morpeth Town Council exceeds this recommendation through the following arrangements:-

### **Daily Visual Clean up and Inspection**

Mr J Stewart, MTC Contractor routinely carries out litter and debris removal from play areas on a daily basis. This will include glass, wood, general debris and any dog fouling. Any damage or defects are reported to Morpeth Town Council.

### **Weekly Visual Inspection**

Mr B Parker, MTC Contractor routinely inspects the play areas on a weekly basis.

Church Walk and Carlisle Park are inspected on a daily basis during the summer months.

This inspection is logged on a report form. Any damage or defects are reported to Morpeth Town Council.

This identifies any obvious hazards that can result from vandalism, use or weather conditions.

### **Weekly Operational Inspection**

Bothalhaugh Gardens, MTC Contractors routinely carry out a more detailed inspection to check the operation and stability of the equipment, especially for wear. Routine maintenance is also carried out in accordance with the manufacturer's instructions. Any damaged equipment which cannot be repaired immediately is immobilised and appropriate warning notices displayed. Any damaged items are reported to Morpeth Town Council. This inspection includes all site equipment, surfacing perimeter fencing and access gates. This inspection is logged on a report form.

### **Ad hoc Inspections, Accident and Complaint Investigations**

The Deputy Clerk of Morpeth Town Council is responsible for ensuring that the work of the Morpeth Town Contractors is being carried out in accordance with the contract. The Deputy Clerk liaises with all contractors to look for service improvement and to ensure Health & Safety compliance. The Deputy Town Clerk will investigate any accidents or complaints and liaise with the appropriate contractor to ensure necessary improvements are actioned. The Deputy Clerk liaises with the independent RoSPA Inspector and the Insurance Inspector. The Deputy Clerk will maintain the appropriate documentation including the receipt of reports from all contractors and inspectors.

### **Annual Main Inspection**

All play areas are inspected once per annum by ROSPA. This inspection is to establish the overall level of safety of equipment, foundations and surfaces. The annual inspection is carried out by a competent ROSPA qualified inspector. A detailed report is provided to Morpeth Town Council at the end of the inspection which highlights any failings with key recommendations.

### **Annual Insurance Inspections**

All play areas are inspected at least once per annum by Zurich Municipal. Carlisle Park and Church Walk Play Areas are inspected twice per annum. This inspection is to establish the overall level of safety of equipment, foundations and surfaces. The inspection is carried out by a competent qualified insurance inspector. A detailed report is provided to Morpeth Town Council at the end of the inspection which highlights any failings with key recommendations.



## **Appendix 5: Carlisle Park Marketing Plan**

### **Introduction**

## **Northumberland County Council Formal Parks**

## **Communications and Marketing Plan**

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### **Background**

Northumberland County Council wishes to promote its formal parks to residents and visitors to the county, as well as local businesses, schools and community groups, highlighting the unique features of each park, and the availability of activities, events, volunteer activities and Friends of groups, enabling visitors to make informed decisions about how to plan a trip to the park, to attract new visitors and to encourage multiple repeat visits.

The council also wishes to obtain the views of people who do and don't visit the parks, and use this information to inform the management decisions for our formal park sites.

This work will be led by the Neighbourhood Services Green Space Officer responsible for each park.

### **What we need to do – our objectives**

Our communications and marketing plan aims to do three things:

- ❑ Raise awareness of our formal parks to residents, visitors, community groups and businesses to encourage first and repeat visits.
- ❑ Encourage people, groups, schools and businesses to get involved in the parks through events, volunteer activities, Friends of groups.
- ❑ Find out what people think of our parks and use ideas, suggestions, comments and complaints to inform our management decisions.

## **Where we are now – the current situation**

Northumberland County Council has ten parks which hold Green Flag Award status in 2016. The council is committed to increasing the number of Green Flag Parks by one each year.

Currently each park is promoted independently of the others.

Very few surveys have been carried out for any of the parks.

We have the opportunity to combine the best of each of the parks current means of promotion and to create a countywide communication and marketing plan for all of our formal parks, ensuring a consistency in delivery of service across the county.

## **What we need to say – our key messages**

Our communications and marketing work will say:

- ❑ In Northumberland we are committed to valuing and improving our parks.
- ❑ Our parks provide free access to nature, floral displays, events, walks, play and sporting activities and much more.
- ❑ Our parks are important places as, according to annual access to the countryside surveys done by Natural England, public parks are the most visited green spaces in the country.
- ❑ Access to the natural environment improves health and wellbeing, prevents disease and helps people recover from illness.
- ❑ We want more people to enjoy our parks, especially through events and activities
- ❑ We want people, groups and businesses to volunteer in our parks
- ❑ We want to know what you think of our parks, you can do this by contacting the parks teams directly or by completing our parks survey.
  
- ❑ Providing information is quick and easy
- ❑ There are a number of ways you can contact us:
  - Contact the Green Spaces Officer for your area

South East – Steve Johnson 01670 620048

steve.johnson@northumberland.gov.uk

West – Sam Talbot 01670 625583

sam.talbot@northumberland.gov.uk

North – Frances Povey 01670 623033

frances.povey@northumberland.gov.uk

- Contact us via the website [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

## **Who we need to say it to – our publics**

Initial groups to target include:

- ❑ Internal audiences: staff at the council, schools and children's' services, adult services and healthcare providers, councillors and board members, customer service staff within the council
- ❑ Residents.
- ❑ Visitors to the county.
- ❑ Businesses and community groups, including scouts, guides, U3A, gardening clubs, etc.

## **How we will say it – our media**

A variety of communication methods will be used as follows, but the main medium we wish to use is web based:

- ❑ Northumberland Life Events listings
- ❑ Northumberland County Council website and partner websites.
- ❑ NCC Social networking profiles (facebook, Twitter, etc.)
- ❑ Site specific leaflets for parks where suitable, at the minimum to include Carlisle Park, Hexham Parks, Hirst Park, Ridley park, Castle Vale Park, Coronation park
- ❑ Site based interpretation, information panels and noticeboards for parks where suitable, at the minimum to include Carlisle Park, Hexham Parks, Hirst Park, Ridley park, Castle Vale Park, Coronation Park

- ❑ Targeted local poster campaigns (for events, Friends of groups and activities) in libraries, shops, tourist accommodation and Tourist Information Centres
- ❑ North East based radio station with good coverage of Northumberland
- ❑ Northumberland News.
- ❑ Press release to local press and media.
- ❑ Staff room and internal communications channels for staff and members.
- ❑ Relevant and targeted online advertising.
- ❑ Relevant parish and local magazines.

### **How we will measure it – our targets**

Detailed performance measurements will be produced. We will use these to judge the overall success of our communications and marketing plan. This will include:

- ❑ The number of people completing our Parks surveys.
- ❑ Number of people attending events, activities, volunteer tasks and Friends of meetings.
- ❑ Evaluation forms from events, activities, volunteer tasks.
- ❑ Calls or emails to the Green Spaces officers.
- ❑ Media monitoring.
- ❑ Website traffic.
- ❑ Leaflets required per site per year.

### **What we need to do the job – our resources**

To complete the plan we will need to:

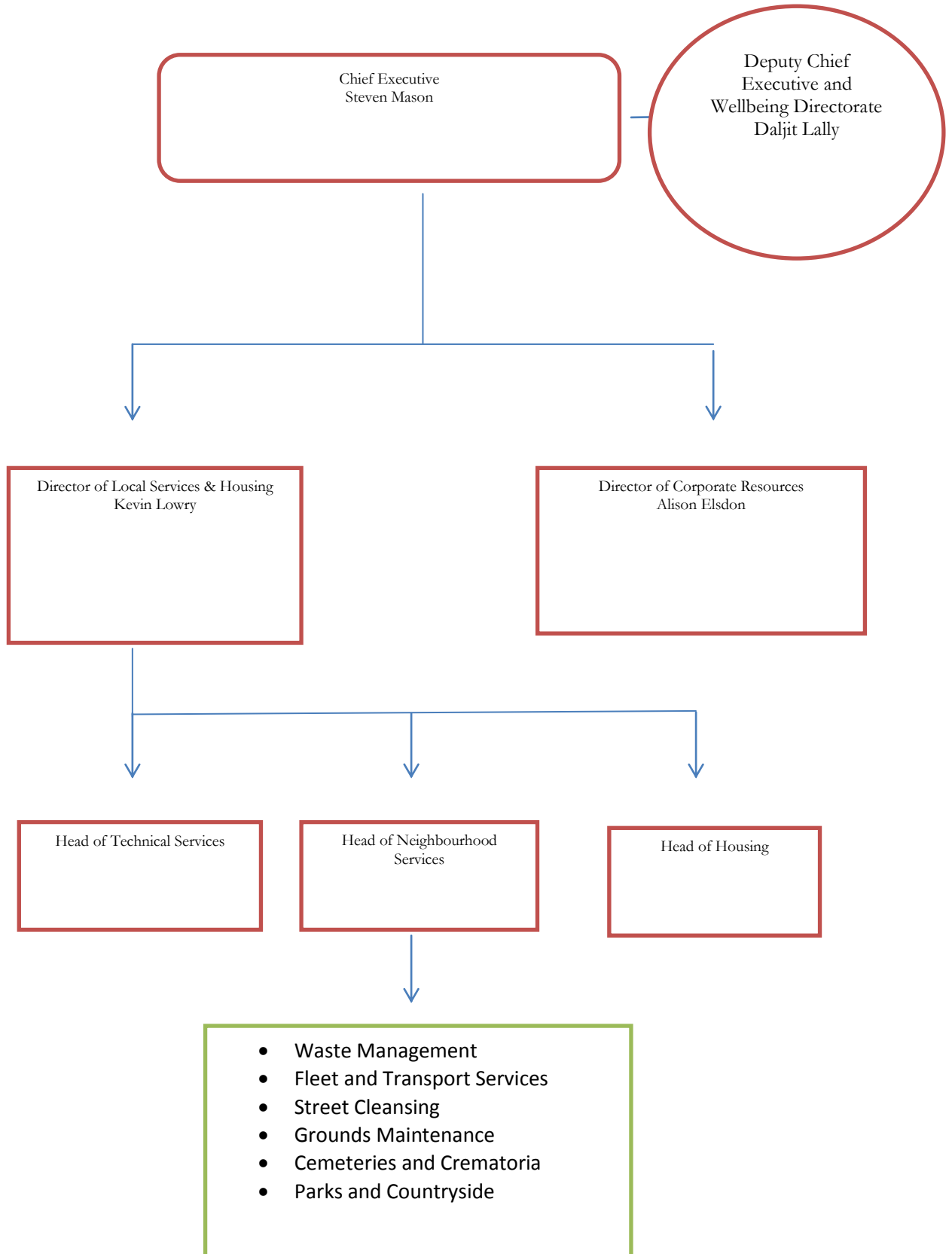
- ❑ Create and publicise a web based parks survey.
- ❑ Develop an evaluation form for events, activities and volunteer tasks.
- ❑ Analyse findings from surveys and evaluation forms and use them to inform park management decisions.
- ❑ Ensure all parks are listed on Northumberland Life to promote events and activities.
- ❑ Compile relevant local lists for advertising parks events through posters and leaflets.

- ❑ Develop plan and style for production of park promotional leaflets and interpretation panels.
- ❑ Identify content for the website and liaise with the web team.
- ❑ Cost any photography, design and production of leaflets or panels needed for the plan.
- ❑ Secure budget for graphic design for Parks brand and publicity material.

## **Timescales**

The Northumberland County Council Communications and Marketing Plan is current as of 2013. This will be updated in 2016 through Active Northumberland

## Appendix 6 Northumberland County Council Structure Plan



## **Appendix 7: Relevant information held in Carlisle Park office**

- 1. Risk Assessments for Carlisle Park**
- 2. Events Guidelines for Carlisle Park**
- 3. The Aviary Policy and Risk Assessments**
- 4. Carlisle Park Tree Strategy**
- 5. Carlisle Park Environmental Standard**
- 6. Carlisle Park Annual reports**
- 7. Carlisle Park Pesticides Log**