
St James Park Management Plan 2019 - 24

Produced by the City Services Department
and key St James' Park Stakeholders

New plan December 2019 – supersedes previous plan 2011-21
Revisions include new format and

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1. Vision

The joint vision of the Friends of St James' Park and Southampton City Council.

For St James' Park to be a high quality district park with a range of facilities to meet the needs of the whole community, continuing to involve as many people as possible in the life of the park.

2. Introduction

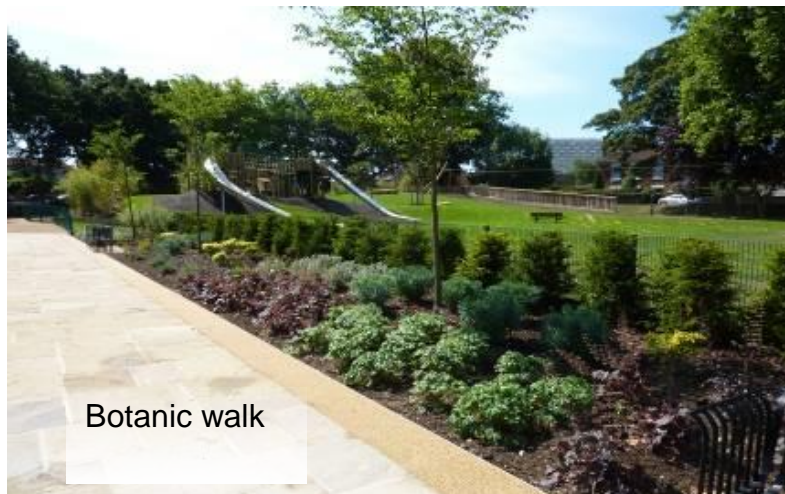
- 2.1. In 2011 St James Park underwent extensive restoration and improvement works following a £1.7m grant under a parks for people project, jointly funded by the Heritage Lottery Fund, Big Lottery Fund and Southampton City Council, in partnership with Friends of St James' Park.
- 2.2. This St James Park management plan has been produced to guide the management of the park and to ensure its ongoing improvement. The management plan sets out the general principles that should be applied over the next five years and includes a shorter term action plan for specific developments and improvements.
- 2.3. The management plan is a 'live' document in that the development of the park is guided by the plan but not limited by it. Staff working in the park and the various key stakeholders have assisted in writing the document and have copies to refer to during the year.
- 2.4. St James' Park is fortunate to have the largest Friends group in Southampton (now a charity), the Friends of St James' Park (FoSJP), who have been influential in instigating many improvements to the park and have boosted community involvement in this already popular park. They have contributed to the development of this management plan and will continue to be involved in its evolution.
- 2.5. This plan will be updated using an appendix each year and the action plan. The text is therefore correct at the time of initial publication.
- 2.6. Aims of the five year plan
 - 2.6.1. St James' Park already has a distinctive character due to its history and heritage and its popularity with residents of the local area. The management plan seeks to ensure that the site is maintained in the condition to which it has been restored and managed to a high standard, thereby protecting the investment. The aims of the plan are:
 - To ensure that St James' Park is maintained to a high standard;
 - To protect the investment made in the park's restoration;
 - To actively encourage local people in the management and maintenance of the park;
 - To continue to achieve the Green Flag Award for the park
 - To manage the park efficiently and maximise revenue generation;

- To provide a working manual which may be reviewed periodically as the council chooses.

2.7. Specific objectives

2.7.1. A number of short term objectives have been identified for St James' Park and these will continue to be applicable. Specific actions to address these objectives are identified in the action plan in section 11.

- To continue close partnership working with FoSJP and the Parks and Street Cleansing Team to further develop community involvement.
- To continue biodiversity improvement works.
- To further develop the possible health benefits of the park.
- To continue community engagement in improvement plans for the park.
- To continue to provide and promote an exciting range of events in St James' Park, raising environmental awareness and increasing community involvement.



Botanic walk

3. A Welcoming Place

3.1. Description of St James' Park

- 3.1.1. St James' Park is a 2.3ha park in the Shirley area of Southampton. It is the main green open space serving a large urban area that includes the Shirley estate priority neighbourhood. The park is an island between the busy Winchester Road, St James' Road, Wordsworth Road and Church Street. The park is also within the St James' conservation area.
- 3.1.2. The park has 5 entrances two with access for all ramps leading into the park (one from Winchester Road and the other from Church Street). All entrances have signage providing the users with information about the park.
- 3.1.3. Park Signage – there are information boards on 3 of the 5 entrances to the park, with contact telephone numbers on them. These numbers are becoming somewhat old and will be reviewed to ensure the most up to date communication is available to parks users. Two of the Information cabinets were removed when we recently ended our contract with our advertising company. We have the replacements for these and they will be installed in the new year.
- 3.1.4. The park has a community café which is run and managed by ParkLife a social enterprise set up by FoSJP. It provides a range of food and is accessible to all. Attached to this is a community room which is bookable and also has a number of groups using it. There is an external all access public toilet and an internal toilet for café users.
- 3.1.5. The play area was originally refurbished in 2011 and brought up to a destination park standard. It attracts people from outside of Southampton as well as the local community. It has been further updated with renovations to the water feature and some of the items of equipment to ensure that it continues to provide an access for all environment for kids to play in.
- 3.1.6. A fitness area, includes outdoor gym equipment, table tennis table, traversing wall and bespoke youth shelter. This area is designed to encourage young and old adults to enjoy fitness in an open space.
- 3.1.7. Events and activities are hosted weekly within the park and café and all organised by the friends group. They have a full list of these as well as upcoming events on their facebook page
https://www.facebook.com/pg/fosjp/events/?ref=page_internal



4. Healthy, Safe and Secure

4.1. Health and Safety

- 4.1.1. All activities undertaken by the city council at St James' Park are subject to risk assessment. The parks team has risk assessments in place covering the range of the team's work. The risk assessments are under regular review (at least annually) and are updated as necessary. These risk assessments are included within induction training and can be accessed through the council's intranet site as well as through paper files held at operational depots. The Friends of St James' Park are trained to carry out risk assessments before undertaking any work and volunteers receive on-site briefings from qualified parks staff before commencing any maintenance task.
- 4.1.2. All play areas within the park are inspected on a regular basis to ensure that equipment is safe and that the immediate area is suitably clean. Play area surveys are carried out by the bin collectors/litter pickers on a daily basis, once they have been trained by the Working Supervisor – Play, any faults/issues are immediately reported back to the Working Supervisor - Play. The play areas are then fully inspected on a 6 week cycle by the Working Supervisor – Play and any faults are repaired using in-house Landscape Team. The play areas then have a six monthly detailed inspection carried out by an independent play area inspection company on behalf of the Council's insurers, again any issues/faults raised are repaired by the in-house team.
- 4.1.3. Damage or maintenance issues regarding bins, seats and signs are reported during the daily check of the park by staff working in the West area team. Any health and safety issues are prioritised and dealt with based on their risk to the public, (please also refer to xx.xx.xx below).

- 4.1.4. The cafe building is covered by an agreement with the Property Services section of the Council. The Operations Manager or Team Leader reports any repairs that are required to Property Services and this is then prioritised according to the nature of the repair and timescale agreed. Annual inspections are carried out for water system, legionella, gas, electrical and fire safety equipment and the results recorded and kept in files by the Friends who lease the building.
- 4.1.5. Although there is not a dedicated staff presence on site, the park is visited every day by litter pickers/bin collectors, who also inspect for any damage or vandalism. All staff wear a clear orange uniform with Southampton City Council, City Services logo on it. All staff can be approached by the public and are happy to help with any issues.
- 4.1.6. The topography of the park ensures that it is easily overlooked from outside and enables users to be able to see who is in the park before they enter it. This provides a sense of security to those using the park and wishing to enter the park.
- 4.1.7. Southampton introduced dog control notices in 2008, which prohibited dog fouling and enable Council Officers to enforce that dogs which were deemed “not under control” must be placed on a lead. The notices also make it an offence to take dogs into the fenced play area. The orders are currently under review and being replaced by Public Space Protection Orders.

5. Clean and Well Maintained

5.1. Service Commitments

- 5.1.1. The City Services department is responsible for managing, maintaining and developing St James’ Park. The department manages and maintains all Southampton’s parks and green spaces in line with a set of ‘service commitments’ that define baseline standards of service that customers can expect to see delivered consistently across the city. The ‘service commitments’ were developed in consultation with community groups and key stakeholders and are written in clear and non-technical language to enable all customers to easily recognise the standards of service they can expect to see delivered within their neighbourhood. The green spaces service commitments are published on the parks web page on the city council’s website. Service commitments are included within staff’s team appraisal targets, with local performance reported and reviewed at regular team meetings.

5.2. Litter and Waste Management

- 5.2.1. Litter bins throughout the park are emptied on a daily basis, six days a week in winter and seven in summer.

- 5.2.2. All general waste, including dog waste, which is placed into the general waste bins, is collected on a daily basis and removed to the waste transfer station at Red Lodge Depot, where it is placed in a skip and collected as and when required by the waste collection contractor (currently Veolia). They then transfer this to Otterbourne and then onto a Veolia disposal site.
- 5.2.3. All other waste items, such as wood, metal, plastic etc, is collected by the local teams and removed to the waste transfer station at Red Lodge Depot, where it is sorted into the relevant piles and placed in skips ready for collection by our waste collection company who remove it to the local Materials Recovery Facility (MRF)
- 5.2.4. The building is leased to the Friends of St James Park, but is under a joint agreement for maintenance. The Council remains responsible for maintaining the fabric/structure of the building and the Friends are responsible for decoration and internal furnishings. The building is therefore inspected annually by the Council to ensure it is structurally sound and any repairs are undertaken.

5.3. Equipment maintenance is undertaken as repairs are reported.

- 5.3.1. Vandalism is prioritised based on its risk to the public, where possible immediate repairs are undertaken, but if beyond repair then either the broken item is removed or taken out of action i.e. we fence it off, until it can be replaced. For example if a bench had been vandalised beyond repair we would remove it and replace it as soon as one could be delivered (on average 8 weeks). This process would equally apply to play and fitness equipment. Where we have had to immobilise or cordon off equipment we ensure signage is used to let the public and staff know what is happening in their park.
- 5.3.2. Trees - Southampton's trees are regularly inspected following a nationally recognised scheme called the Southampton's Tree Operational Risk Management System or STORMS for short. Inspections under this scheme look at hazard based on the likelihood that a tree will fail and if it did what target there is under it. The city is sectioned according to hazard rating and trees surveyed on a timeframe relating to their hazard rating. Therefore trees in are subject to an inspection at least every four years, with high risk trees inspected every one to two years dependant on the target.
- 5.3.3. Biodiversity value is also taken into consideration when assessing trees and wherever possible deadwood, broken branches and dead trees are left in situ to provide habitats. Where crown reductions are required, wherever possible we undertake final cuts using coronet cuts. This gives an impression of a broken branch end rather than a truncated stump and provides extra habitats for insects. We also wire pieces of hollow trunks back into trees to provide bird and bat roosts. Where standing deadwood is near to footpaths we regularly inspect them to ensure it is not a danger to parks users.
- 5.3.4. Enviro-crime and cleanliness - The Council has a proactive approach to the removal of graffiti and fly posters on land it manages. The District Teams have cleansing operatives and equipment that enables them to remove graffiti and fly posters at short notice there is also a specialist citywide reactive team ready to

respond to graffiti problems, prioritising 'hate-crime' or offensive material. Protective coatings are applied to features regularly targeted, facilitating rapid removal and training and equipment is issued to partner organisations and volunteers to enable them to tackle graffiti quickly, safely and effectively. Any offensive material is removed within 24 hours of being reported.

- 5.3.5. Machinery and grounds maintenance equipment – daily check sheets are completed by the operatives using the equipment and as faults are found they are removed from service and sent to the Transport Team for repair in our in-house workshops. Each piece of machinery and equipment is annually serviced and any repairs undertaken. Where appropriate all staff are formally trained in the use of equipment and also competency tested by line managers every two years.

6. Environmental Management

6.1. Waste Management

- 6.1.1. The Parks and Street Cleansing team recycles all green waste produced, via its waste disposal contractor, and this applies to waste from St James' Park. Green waste from the park and surrounding areas is collected and removed to Red Lodge waste transfer station where it is collected and taken to Petersfield for conversion into compost and mulch products.

6.2. Pesticides

- 6.2.1. The city council has in place safe working procedures to ensure that all pesticides, herbicides and fertilisers are properly applied and their use minimised. These procedures ensure that all relevant legislation is followed and that records are properly kept and maintained. The council aims to minimise the use of chemical products and actively seeks alternative approaches where possible. Should there be no alternative to chemical usage then products are selected from an approved list, preventing the use of environmentally unfriendly products.

6.3. Peat

- 6.3.1. Peat use is kept to a minimum with no bedding plants or bedding displays in the park. Wherever possible when new herbaceous plants are bought for the flower beds they are sourced to be supplied peat free, we also encourage the gardening club to follow this advice when buying plants for the beds.

6.4. Sustainability

- 6.4.1. Rather than using a conventional gas powered water boiler to heat radiators, the building is heated via an external Daikin Altherma air source heat pump. This extracts low grade thermal energy from the environment, upgrades the heat to a higher temperature and via an internal heat exchanger releases that heat into water running through under floor pipes throughout the building.

- 6.4.2. The gazebo at the end of the Botanical Walk has an array of 12 photovoltaic (PV) cells, which produce up to 3 kW of electricity. This electricity is fed back to the park building and from there can be fed back into the national grid.
- 6.4.3. To counteract the effects of a full range of kitchen equipment all being used at once a large full heat recovery unit was installed immediately outside the kitchen wall. This supplies fresh air to the kitchen to replace extracted air and on cold days, heat up supplied air to internal temperatures to avoid excessive draughts in the kitchen and the café.
- 6.4.4. Electrical lighting needs in the building are significantly reduced by having five large roof lights on the building. It was decided to replace the entire concrete slab roof, as a side effect of which all the roof lights could be made to bring light into the building. The roof light design uses thermally efficient double glazing. During the daytime, no electric light is needed in those rooms—including the community room—that have these roof lights installed. The café area has large areas of double glazing which both keep heat in and let light in, reducing heating and lighting costs.
- 6.4.5. The Parks team are currently trialling battery operated hand held equipment, such as leaf blowers, hedge cutters and strimmers. The staff have been providing good reports and we are reviewing replacements as existing equipment fails.

7. Conservation and Heritage

- 7.1. St James' Park is within a conservation area intended to preserve the overall character of the area.
- 7.2. Nature Conservation
- 7.2.1. The park is managed to ensure that biodiversity does not decrease and that where possible, biodiversity is enhanced. St James' Park includes native wildflower planting, bird boxes and interpretation signage.
- 7.2.2. There is the addition of a large 'Bug Hotel' in the designated 'wild area' at the Winchester Road end of the park, together with a large log pile, brambles have been encouraged to grow over this rather than cutting them back.
- 7.2.3. A large diseased tree and a holly tree were removed from 'Camelia' corner, this has allowed other planting to flourish with the improved light levels.
- 7.2.4. The gardening group collect as many leaves as possible, these are rotted down for mulch. The café staff have been encouraged to put vegetable and coffee waste into a compost bin unit and the café are also managing more recycling with extra bins.

7.3. Heritage Conservation

- 7.3.1. St James' Park dates back to 1907 when the land was originally purchased by the council following a petition from local residents for a recreation area. By 1911 records show the park was formally opened. The park has a varied social and military history that has been uncovered through extensive research by the Friends of St James' Park (FoSJP) and also in preparation for the lottery bid. Prior to 1907, historical maps show the park area as a gravel pit and nursery.
- 7.3.2. There are several local people who believe the site was identified as a potential railway station or siding for the Didcot, Newbury and Southampton railway. Local road names such as Didcot Road and Newbury Road also suggest links to this intended use. However, this view is contested by a local historian who believes the location was behind St James Church. In 1883 plans for the railway were scrapped.
- 7.3.3. The park was known originally as Shirley recreation ground and is still referred to as such by some local residents. By 1933 maps and photographs show the park to have tennis courts and a small building believed to be a tennis pavilion at the southern end of the site.
- 7.3.4. The next key point in the parks history is the Second World War. The park hosted barrage balloons to defend against low level bombing and in c.1939 an Air Raid Patrol Wardens shelter was built in the park. This building is the location of the new ParkLife cafe.
- 7.3.5. By the 1950's the park had changed little with the same general layout, four tennis courts instead of two and a Policeman's box. Changes to the park since then have been minor in terms of layout and use with the number of tennis courts returning to two and a play area by the 1970's. The only other significant change was the removal of the grand Winchester Road steps in 1990 that formed a main entrance to the park.
- 7.3.6. In 2006, the park has seen the expansion of its facilities with the refurbishment of part of the building to open a kiosk run by the FoSJP.
- 7.3.7. Part of the Parks for People project was to fund a Heritage Research Coordinator who has worked with the local community and volunteers to uncover more of the parks history and heritage. Information from this research has been interpreted and displayed in the park and summarised in this management plan.

8. Community Involvement

8.1. The Friends of St James' Park

- 8.1.1. St James' Park has one of the most successful community groups of its type in Southampton. The Friends of St James' Park (FoSJP) formed in 2006 and had over 450 members. In 2018 they became a charitable incorporated organisation. They were instrumental in the park obtaining £1,500,000 from the Heritage Lottery, Parks for People fund, which renovated the park in 2011. Since the renovation they have gone from strength to strength and run the café as well as organising a large number of events and activities in the park. In order to run the café and community room in the park, FoSJP established ParkLife, a community interest company through which the trading activities of FoSJP are conducted as a social enterprise, with any profits being reinvested into the park and the local community.
- 8.1.2. The group has, Chair, secretary etc. but also volunteer Co-ordinator, Events organiser, History group, sister organisation Parklife has a board of Directors, a secretary and a café manager.
- 8.1.3. The café is managed to provide local people of all ages and abilities with the opportunity get experience and training to enable them to move on in their employment. The café provides a hub to support the community. The Café continues to operate despite difficult trading conditions, to provide a service to the local community with hot and cold refreshments, they also maintain a public toilet, it also aims to give people access to work who may struggle to find employment elsewhere and has several success stories and is committed to a common aim, together with the Friends of St James Park, to deliver Community Enrichment.
- 8.1.4. Community involvement has increased, particularly this year, FoSJP have worked with the Shirley Traders group to arrange a Christmas event in Shirley, this involved also working with local energy supplier Utilita who kindly sponsored a children's lantern making afternoon in the community room, as well as paying for hot drinks for all attendees through the Café, later in the afternoon a turning on of the Shirley Christmas lights, with a Choir, other singers, a grand draw (sponsored by Utilita), this was a great success and it is hoped to make it an annual event. There was an additional community partner relationship developed this year was with New Forest Care, they took part in the Summer Festival, they have donated and fitted an autism friendly light and sound system in the community room, this Christmas they have held a sale outside the of the café of articles made by and sold by their special needs students.
- 8.1.5. FoSJP have benefitted from the continued contribution made by Parklives and Be Active, with free varied and inclusive, outdoor activities throughout the summer, and on other occasions.

- 8.1.6. FoSJP's 3 main park events, 'The Easter' Eggstravorganza', the Summer Festival and the Autumn Dog Show, have become established on the local calendar with increased support and attendance, all events, especially the main summer one, have involved many different local community groups and businesses.
- 8.1.7. The cafe team organised a new event in the café this year, in June they took part in the 'Big Lunch' a celebration to bring different communities and groups of people together.
- 8.1.8. In the community room FoSJP continue to run groups for people with Autism, Alzheimer sufferers and carers, a home learning group, it is planned to increase the support in the New Year. The café has supported people with special needs this year, currently a young deaf woman is volunteering with the support of staff, some of whom themselves have been helped back into work with FoSJP's support. There has been a monthly free drop in session for advice from a solicitor. Community room lettings currently include a Yoga group, French lessons and an Art group, there is also a free Sunday afternoon 'Lego Club' session, and a free Kid's craft session.
- 8.1.9. A local resident and friend of the Park has donated a defibrillator unit for community use in memory of a dear friend who loved the park, a community fundraising event was held to raise the money to pay for the unit housing and connection and training, this community action has also been supported by Aviva insurance who enjoyed a corporate action day in the park supporting the garden team, they raised a large contribution towards the fundraising with money raised by in-house cake sales and raffle, match funded by the management.

8.2. User Feedback/Consultations

- 8.2.1. Tripadvisor – 4.5 rating
- 8.2.2. There have not been any recent surveys held in the Park, FoSJP do however, constantly receive and monitor feedback from park users and supporters via their very proactive and popular Facebook page that regularly receives hits in the thousands.

9. Marketing

- 9.1. The FoSJP are very active in marketing the park and themselves. Much of their marketing is done through social media, with a very active Facebook page, which provides a range of information <https://www.facebook.com/pg/fosjp/>. They also have an extensive website which gives information about the park and events <https://fosjp.org.uk/> although most of the digital communication is now done through the Facebook page the web site is still support, although is currently showing as under maintenance. The website is currently undergoing updates following on from a major update 2 years ago and will be available in the near future.

9.2. Events

- 9.2.1. Events and activities in the park are publicised in a number of ways through posters and leaflets displayed in the park and the cafe, libraries, schools and other

locations. Press releases and adverts in local media also promote park events. The city council website is used to promote events and contains information about the park. Social media is used to promote what's going on in the park.

9.2.2. There is a varied and interesting events calendar for the coming year proposed by the Friends group and supported by SCC staff wherever required. For more information please follow this link

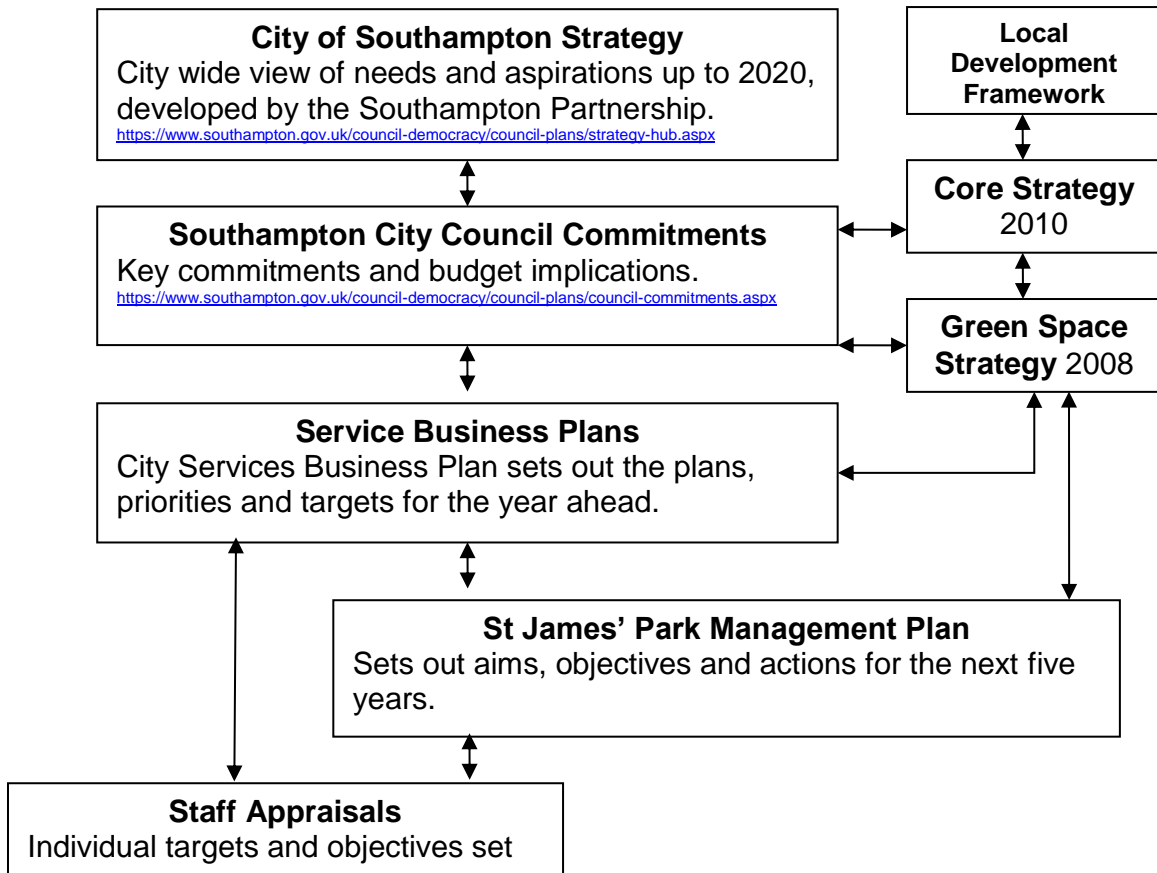
https://www.facebook.com/pg/fosjp/events/?ref=page_internal

9.3. Communications Plan

Purpose of Communication	Stakeholder	Medium	Who	When	Support Material	Comments
Events	SCC, Parks Users	Digital, Paper, notice boards	FoSJP	Three weeks before event	Facebook, Twitter, email, web site, poster, leaflets	FoSJP organise and advertise all of their events, SCC help with this wherever possible by using our existing formats.
Vandalised equipment	FoSJP, Park users	Paper, Social Media	SCC	ASAP	Posters on site, Facebook page	
Park Improvements	FoSJP, Park users, Café Management	consultation	SCC	Suitable time before final design	Facebook, plans, drawings, Posters	On site visits would also be provided
Café	SCC, Parks Users, FoSJP	Digital and paper, notice board	ParkLife	As necessary to promote events, menus etc.	Facebook, posters	
Gardening Club	SCC, Parks Users,	Digital and paper, notice board	FoSJP	Weekly	Facebook, email, posters	

10. Management

10.1. Policy context



10.1.1. Figure 1: The 'golden thread' of performance management

10.1.2. Figure 1 shows the golden thread of plans and strategies for Southampton City Council and shows how the St James' Park management plan fits into this. Southampton's Green Space Strategy was approved in October 2008 and the full document can be found here <http://www.southampton.gov.uk/people-places/parks-open-spaces/parks/park-management/green-space-strategy.aspx>.

10.2. Council Priorities

10.2.1. St James' Park supports the Council's four priorities in the following ways;



Southampton has strong and sustainable economic growth

10.2.2. Good quality parks are shown to increase the economic value of the area in which they are situated. St James' Park is a good example of how improving the park can benefit the local area and encourage investment into it.

10.2.3. In addition to the large play area which offers children a place to explore, meet friends and experience risk in a controlled environment, the park also provides a learning resource for the local residents and schools and has been used for school trips to support the curriculum. This has included historical research skills, environmental studies and art and design projects. The café and gardening club offer opportunities for the local young people to learn skills to help with future employment



Children and young people get a good start in life



People in Southampton live safe, healthy, independent lives

10.2.4. The increased on site presence through regular opening of the kiosk has improved community safety in the park. The team also work closely with local Police officers and PCSOs as necessary to address any issues of anti-social behaviour. The local community and many agencies (e.g. PCSOs, Crime Prevention Officer, City Safety Officers) have been involved in the design of the park from the start and will continue to do so. Local consultation with a wide range of user groups has included health and social care providers and older people. The park is seen as vital to encourage independent living and provides an opportunity for all people to enjoy the health and wellbeing benefits of green open space

10.2.5. The park is a key green space in an otherwise urban area of Southampton. The £1.5million investment has seen it go from a fairly average piece of green space to a very well used and loved park. It therefore contributes greatly to the overall street scene and environment of the local area.



Southampton is an attractive modern city, where people are proud to live and work

10.3. Finance and budget

10.3.1. St James' Park is part of the West District and does not have an individual budget. The total budget for the West Area is £xxxxx and this includes the maintenance of all green spaces on the west side of the city.

10.4. Management structures

10.4.1. The management and maintenance of St James' Park is the responsibility of the Parks and Street Cleansing team which is part of City Services, under the Place Directorate. The service also includes Waste, Transport and Commercial and Service Development. The Parks and Street Cleansing team combines street cleansing and parks and open spaces.

10.4.2. Managers within the section undertake management by walking about which includes visits to St James' Park. The Team Leader is the main link between staff on the ground and operations management. The action plan in section 11 will be reviewed quarterly by the park management team to ensure progress.

10.5. Quality Audit

10.5.1. Park development needs and priorities are informed by user consultation and standards set out in Southampton's green space strategy. This promotes audits to be undertaken to assess their current status and to give a baseline for future improvement and required investment. A quality audit of all of Southampton's parks was undertaken by an independent consultant in autumn 2009 and then again internally in 2015. The data collected was based on green flag criteria and indicates park strengths and where quality needs to be improved.

10.6. Resources

- 10.6.1. The day to day management and maintenance of St James' Park is undertaken principally by the West District Team within the City Services section. Nigel Fullbrook is the Team Leader responsible for the park and the team working within it. Supporting Nigel is Brian Kneller – Operations Manager, Dave Tyrie – Head of City Services, Nick Yeats – Service Manager – Commercial and Service Development assist with policy and strategic development of the park. Currently there are seven permanent full-time staff within the West Team who can be involved in the maintenance of the park at any one time. There is also a Working Supervisor supporting Nigel. Generally two members of the team will carry out maintenance within the park on a daily basis. The working supervisor (Richard Kelly) and/or West Team Leader (Nigel Fullbrook) attend the gardening club days on a Wednesday afternoon.
- 10.6.2. All staff have an annual appraisal, where the objectives set out in the management plan as well as their personal objectives are agreed and any training needs are identified. On top of this, the park team has a monthly area team meeting to set out objectives and to monitor progress. Staff are encouraged to contribute ideas which might help improve the service.

11. Actions and Recommendations

11.1. Action plan for 2019/24

11.1.1. This action plan is a dynamic working document that is reviewed and updated annually. Some proposed actions are inspirational and will depend upon sourcing adequate funding, in collaboration with the FoSJP. Although the plan has been ordered according to Green Flag criteria, several of the actions fall under more than one heading. The actions below are over and above the core maintenance tasks undertaken by the West District Team

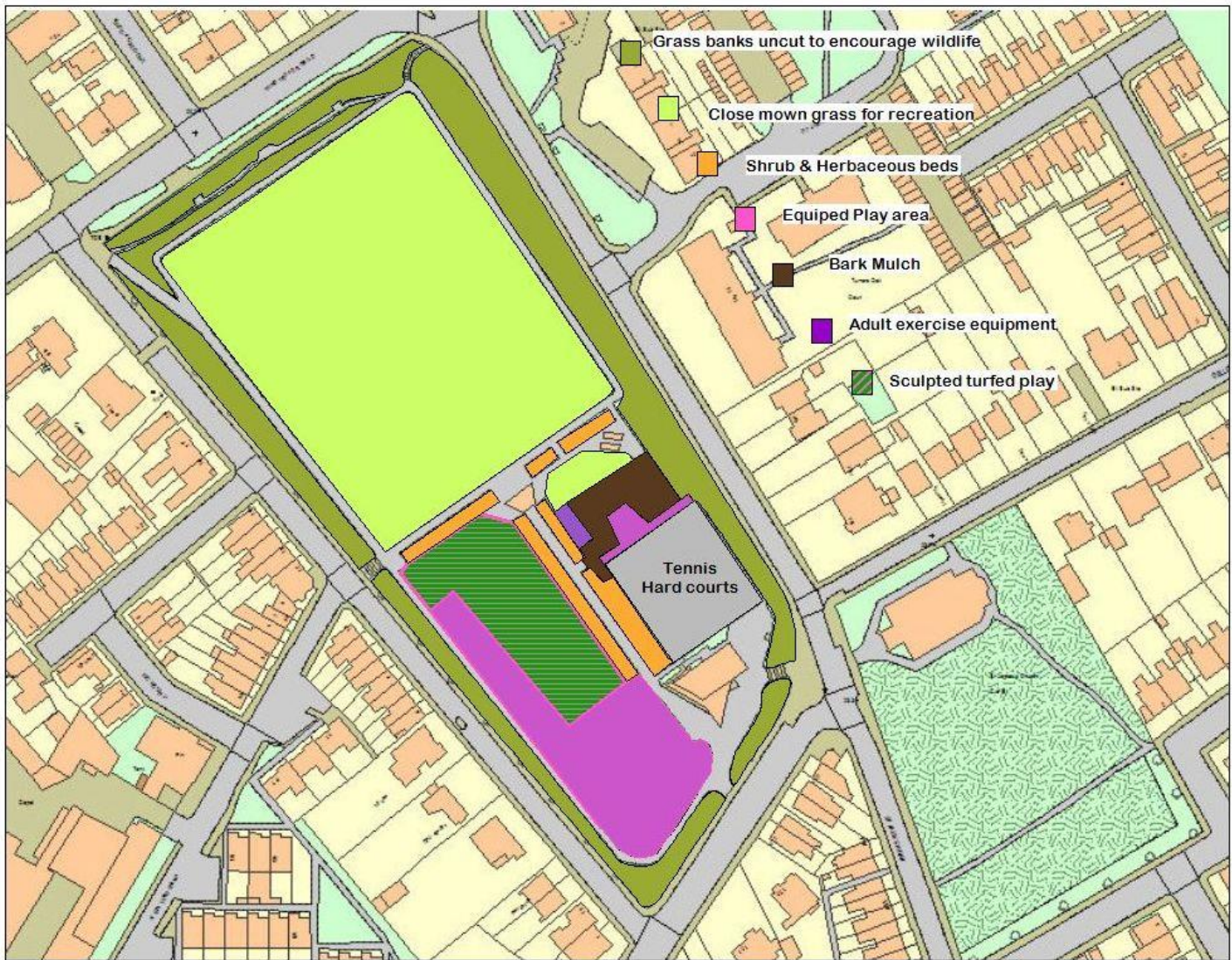
Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
<i>Welcoming Place</i>					
Replace old/broken outdoor gym equipment	Matthew Lovell	FoSJP, Opps Manager	£15,000	December 2019	Complete
Review signage and notice boards	Brian Kneller	FoSJP, SCC Comms Team	£0 – Officer Time	March 2020	
Install new notice boards	Matthew Lovell	FoSJP, Opps Manager	£1,500	February 2020	
Install new signage at the entrances	Hilary Bradley	FoSJP, Opps Manager	£2,500	March 2020	
<i>Healthy, safe and secure</i>					
Decking replacement at Café	Matthew Lovell / Brian Kneller	FoSJP Opps Manager		2020	Awaiting estimated costs and a completion date.
Disabled ramp replacement leading to decking area	Matthew Lovell / Brian Kneller	FoSJP Opps Manager		2020	Awaiting estimated costs and a completion date.

Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
Autism friendly light and sound system	FoSJP	New Forest Care	£0 donated and fitted by New Forest Care	September 2019	Complete
Defibrillator donated and fitted in the park and training given on its use	FoSJP	Local Residents / Aviva Insurance	£0 money donated by member of public	September 2019	Complete
<i>Clean and well maintained</i>					
Replacement of shin rails in Botanical Walk	Matthew Lovell	FoSJP / Brian Kneller		2020	
Replace broken top beam on Basket Swing	Matthew Lovell	Opps Manager	£ 270	July 2019	Complete
Replace Pedestrian Gate, play equipment maintenance, install a new bridge over stream and Rhino Mulch river bed	Matthew Lovell	Opps Manager	£30,000	February 2019	Complete
<i>Environmental Management</i>					
Compactor bins	Dave Tyrie	SCC Officers		2020	Awaiting estimated costs and a completion date.
2 Electric vehicles in fleet	Alf Mata	SCC Officers	£46,000 approx	Summer 2020	With procurement at present time
Trial electric hand held tools	Brian Kneller	West District Team	£750 estimated cost	Spring 2020	Discussing with suppliers
Review general waste disposal from red lodge	Graham Pugh	SCC Officers	£0 Officer time	2020	Ongoing
<i>Conservation and heritage</i>					
Bug Hotel installed in park by Friends Group	FoSJP	SCC	£0 friends group time	October 2019	Complete
Collecting and mulching leaves in the park rotting down for mulch	FoSJP	SCC	£0 Friends group time	Autumn 2019	Complete

Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
Diseased tree and large holly tree removed from corner of park improving light levels and allowing other planting to flourish	FoSJP /	SCC	£0 Friends group and officer time	Summer 2019	Complete
Café staff putting vegetable and coffee waste in compost bin and recycling more with extra bins	FoSJP	Park Café	£0 Café staff time	Ongoing	Ongoing
<i>Community involvement</i>					
Summer Festival	FoSJP	New Forest Care	£0 Volunteers time	August 2019	Complete
Christmas event in Shirley	FoSJP	Shirley Traders	£0 volunteer time	December 2019	Complete
Childrens Christmas lantern making	FoSJP	Utilita	£0 Volunteer time	December 2019	Complete
Easter 'Eggstravorganza'	FoSJP	Local residents	£0 Volunteer time	April 2019	Complete
Autumn Dog Show	FoSJP	Local residents	£0 Volunteer time	September 2019	Complete
Big Lunch celebration to bring different communities and groups together	Park Café	FoSJP / Local Community Groups / Local residents	£0 Café staff and volunteer time	June 2019	Complete
Autism, Alzheimer suffers and carers groups in community room	FoSJP	Park Café / Local residents	£0 Volunteer time	Ongoing	Ongoing
Free drop in sessions for advice from a solicitor	FoSJP	Local solicitor / Local residents	£0 volunteer time	Ongoing	Ongoing
<i>Marketing</i>					

Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
FoSJP Facebook Page	FoSJP	Marina Murphy	£0 Volunteer time	Ongoing	
FoSJP Website this needs to be fixed so that it is operational again	FoSJP	IT Developer	£0 Volunteer time		
<i>Management</i>					
Team Brief and Consultation on Plan	Brian Kneller	District Team	£0 Officer time / Staff time	March 2020	
Operations Manager to gain Green Flag Judge credential	Brian Kneller	Green Flag	£0 Officer time	2020	Application sent in January 2020

Appendix 1 - Maintenance Map



Grass banks – managed to encourage wildlife

Close mown grass areas and sculpted grass play area – grass cut on a four weekly visit regime.

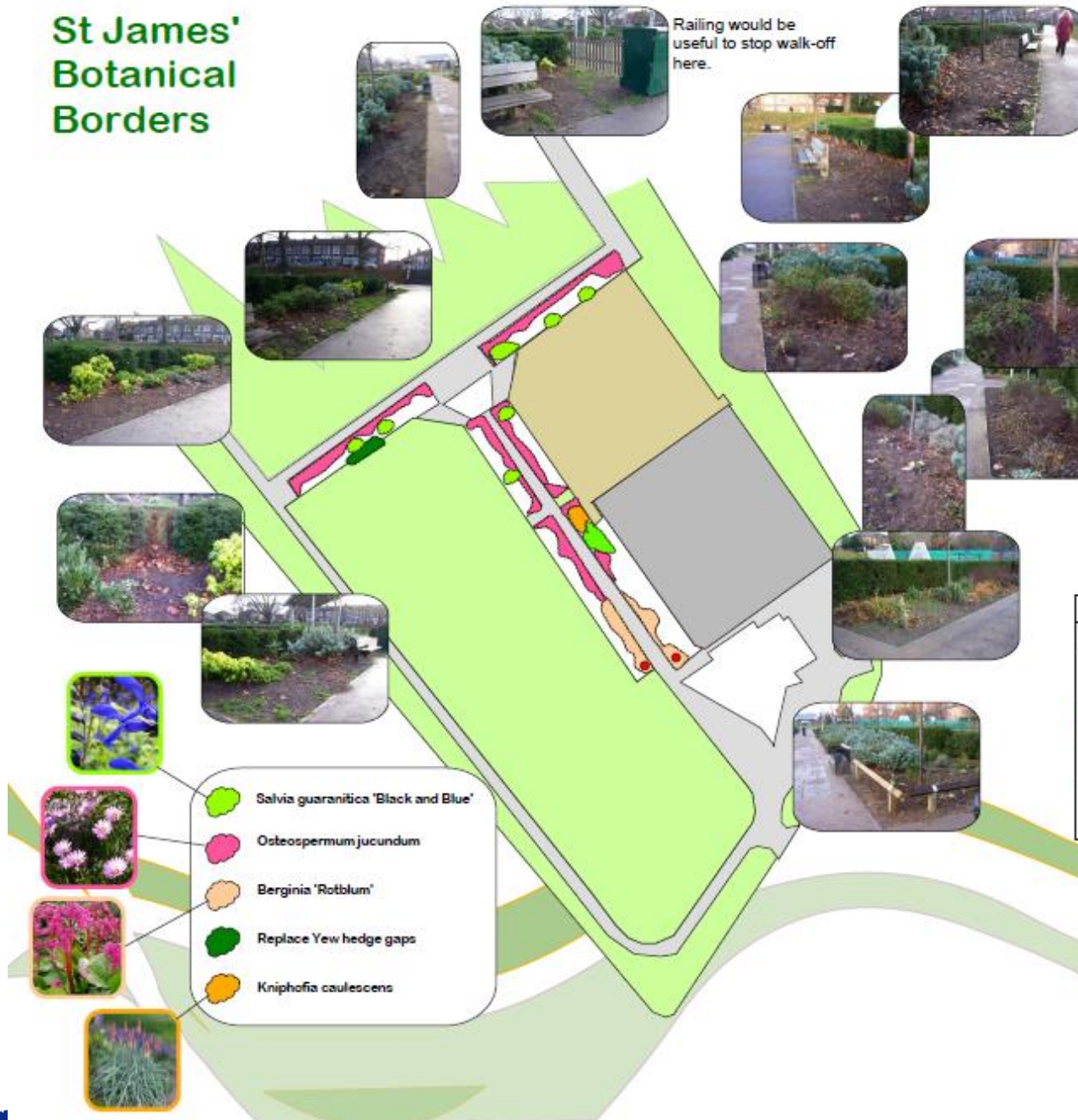
Shrub and herbaceous beds - Aim to keep hedges tidily trimmed, but work planned to minimise disturbance to nesting birds and other wildlife. Following visits hedges should be weed and litter free at the base of the hedge, tidily trimmed to prevent obstruction, all trimmings removed from the area, or chipped back onto hedge base to suppress weeds, retain moisture, and enrich the soil and cut with the right equipment to prevent damage to larger leafed plants. Beds will be maintained weekly, or more frequently if required (for instance during a period of drought). Following visits beds should be 100% free of weeds, litter and other debris, dead and diseased material removed irrigated when necessary to ensure strong and healthy plant growth, bed and edge borders cleanly formed and defined.

Play areas – Daily check by district team and six weekly detailed inspection visit by Working Supervisor - Play to inspect play surfaces and equipment, and ensure they are safe, hygienic and fit for use. As part of the inspection any litter present will be removed but the team prioritises work with safety implications, for instance removing broken glass, clearing dog fouling, and ensuring the safety of damaged equipment. Any undesirable graffiti will be removed if possible, or reported for specialist treatment, with offensive or

racist graffiti removed within one working day of report. In the course of our routine maintenance visits, litter and debris will be removed from hard surfaces, with a thorough brush sweep of the entire area taking place on an at least monthly basis.

Appendix 2 - Botanical Walk Planting Plan

St James' Botanical Borders



Over all the planting in the Botanical borders is coping with the conditions although they are not thriving as you might expect them to by now. There are some species which are failing (such as the Hebes) which need removing and replacing with more suitable species. Walk-off is a problem in some areas, this could be combated with shin rails, railings and planting spikey plants such as Roses. This last method has started on the north east border. Although, rose-only beds look sparse and have limited appeal, especially in the winter, they can be mixed with companion planting such as the less vigorous Cornus 'Midwinter Fire', or under planted with carpeting species such as Osteospermum. In order to utilise the seasonal bedding budget more efficiently, we are ordering a lot of Osteospermum and Salvia guaranitica for summer 2014. This means that there will be plenty of plants to fill the borders. Especially useful will be the Osteospermum but also the Salvia 'Black & Blue' could replace the Hebes. Although not considered fully hardy, they have succeeded in Central Parks through snowy winters for some years now.

2014	Actions
January	Remove Conifers and dead Hebe Get price for shin rails or railings to prevent walk-off
February/March	Order and plant additional Berginia, kniphofia and yew hedging.
March/April	Mulch bare areas. Coppice Cornus.
October	Collect & plant Osteospermum and Salvia guaranitica from Central or Mayfield

-  Salvia guaranitica 'Black and Blue'
-  Osteospermum jucundum
-  Berginia 'Rotblum'
-  Replace Yew hedge gaps
-  Kniphofia caulescens

Green Flag Feedback

If you would like to make any comments about this park or green space or would like to make specific suggestions and recommendations for the management plan, please complete this form or email comments to

parksandstreetcleansing.services@southampton.gov.uk

Name of Park _____

Comments

If you would like to be involved in the ongoing development of this management plan and the park then please provide your contact details, which will be used solely for the purpose of contact with regards to your input into this park.

Your Name: _____





Please return this form FAO Nick Yeats, Parks and Street Cleansing, Civic Centre, Southampton, SO14 7LY