



# HILLYFIELDS COMMUNITY PARK 5 YEAR MANAGEMENT AND MAINTENANCE PLAN

2009-14

This document has been produced using Caba Space guidelines – A Guide to producing parks and green space management plans

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In consultation with all stakeholders set out in the management plan.

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VERSION	DATE	ACTION
0.01	January 2009	Adopted
0.02	January 2010	Revised
0.03	January 2011	Second revision
0.04	January 2012	Third Revision
0.05	January 2013	Fourth Revision

## **Executive Summary**

Hillyfields Community Park is a much-valued open space in an area of Medway with social deprivation and high unemployment. On the 4th November 2002 a proposal was taken to committee at Medway Council to regenerate Hillyfields Open Space in partnership with Groundwork Medway Swale and the local community to create a community park that met the needs of the area. Following extensive consultation the plan set out to provide improved play provision, facilities for young people and infrastructure improvements.

Following the report in 2002 the park has seen these improvements implemented due to injections of capital from various sources such as Section 106, ODPM Liveability Funding, Biffaward (landfill tax credit grant) and Neighbours4U grants. The development of a friends group in 2005, Friends of Hillyfields, has seen the site blossom in terms of community ownership with several events being held each year on site, this has led to grant funding from various sources for the 'Friends' to buy equipment and fund projects in the park.

In 2005 funding obtained from the ODPM Liveability funding led to the design of new entrances to stop the constant misuse of the site by vehicles and motorcycles. New paths meant that access for wheelchair users and pushchairs opened up the site to new users. New steps connecting the old orchard to the rest of the park brought a new element by opening up the orchard for a separate community project. The siting of seats and picnic tables on this top tier created a place to enjoy the views of the Medway estuary. In 2007 additional funding from Section 106 for a development on Gillingham Waterfront and funding from Biffaward allowed further investment at Hillyfields and the process of consulting and designing a new play area for the park began. CCTV was installed overlooking the play area. In December 2008 the play area was opened to much applause as a beacon of innovative design in natural play. Improvements to road crossings since the play area opening have promoted connections with the local community while the installation of a youth shelter has mitigated a facility shortfall for this user group.

This five-year management plan is intended to continually develop Hillyfields Community Park into the future. The key to successful delivery is partnership working within Greenspace Services, Medway Council and the wider Medway community focusing on a clear action plan for site management and improvements.

Hillyfields Community Park was first awarded Green Flag status in 2009 and went on to retain the status in 2010. Additionally Hillyfields was successful in achieving The Medway Culture and Design Award for open space, an award that celebrates the thriving cultural sector in the area and the importance of quality and diversity in building and landscape design.

**Appendix 1** provides details of action taken in response to judges comments on the management plan and field visit in 2010.

This plan aims to:

- Provide a welcoming place for the local community for recreation
- Maintain the Park in a healthy and safe condition
- Ensure good maintenance of grounds and facilities
- Manage the Park in a sustainable manner
- Conserve Park features such as the Orchard and Views
- Consult and involve the community on decisions at Hillyfields Community Park
- Provide information to the wider community about Hillyfields to encourage its use
- Regularly review the implementation of the Management Plan of Hillyfields

## PART 1 INTRODUCTION

### Section 1. Site Overview

#### 1.1 Site Overview

This management plan has been produced to aid the future development and maintenance of Hillyfields Community Park and act as a tool for all stakeholders to make decisions that affect the Park. It sets out maintenance regimes, choice of materials for park infrastructure, future events and plans to manage all aspects of the park. All stakeholders were consulted on the management plan from the 6th December 2008 to the 12th January 2009. An official meeting was held with Friends of Hillyfields on 6th January 2009 to agree the action plan, comments were received from other stakeholders, which fed into the Management Plan. The plan was officially adopted on the 25th January 2009.

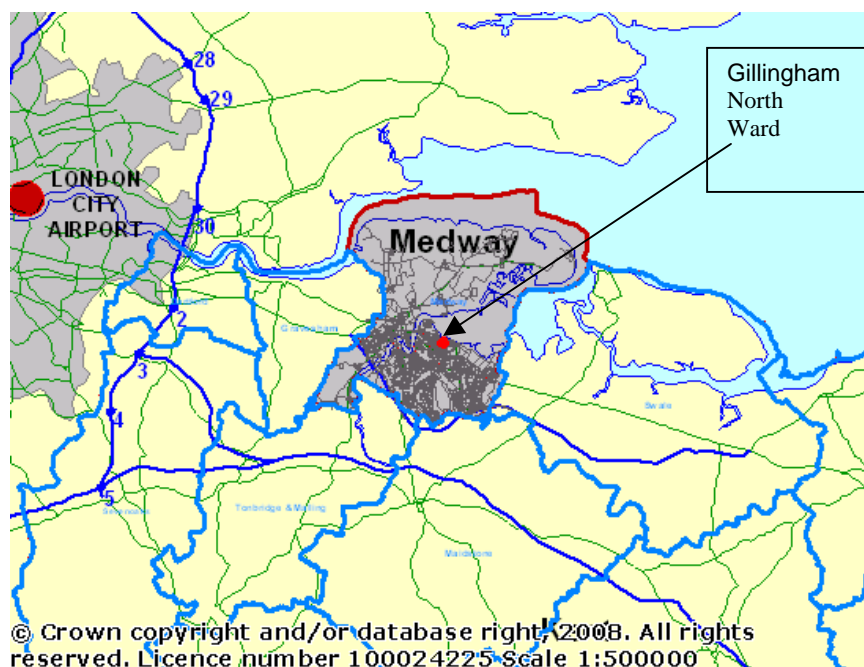
Hillyfields Community Park is situated in the Ward of Gillingham North in Medway, a unitary authority situated in Kent. Medway lies between the Thames and Medway estuaries, lending it a maritime character. The park is situated within 0.5 km of Gillingham Water Front.

Gillingham Water Front is a project in Medway Renaissance, part of the Thames Gateway Project. The Thames Gateway Region consists of a 40-mile stretch of land along the River Thames estuary. It is the focus for the biggest building programme to be undertaken in the UK for over 50 years with close to 200,000 new homes to be built. It aims to boost the economy through development of marshland, farmland and Brownfield sites.

The importance of Hillyfields Community Park in an ever-developing landscape is immeasurable. It provides a green lung, and sits within the Medway Green Grid as an important green corridor for biodiversity and wildlife.

The address is Hillyfields Community Park, Parr Avenue, ME7 1UH - TQ 7768/5H

#### Map 1 Medway Council and the ward of Gillingham North



The Park is approximately 4 hectares in size and consists of three tiers: -

- Lower Tier – Play Park – 5,548 m<sup>2</sup>
- Middle Tier – Recreation Ground, circular walk and community football pitch 28,250 m<sup>2</sup>
- Top Tier – Community Orchard – 8,983 m<sup>2</sup>

Features on site include hard surfaced paths, semi-mature trees, benches, bins, play area, informal football pitch, and orchard. It is a facility that is well used by the community and on visiting any time of the day you will find people on site.

### Map 2 – Hillyfields Community Park





Church Path, part of the historic Saxon Shore Way and a public footpath that connects Parr Avenue to Ingram Road, separates the lower tier from the middle tier. There are several entrances into the park: - (see map 2)

1. Greenfield Road entrance – steps down to middle tier
2. Rosebery Road entrance – top tier to orchard – mown grass path
3. Parr Avenue entrance 1 – ramped entrance for wheelchairs and pushchairs and radar gate for motorised scooters.
4. Parr Avenue entrance 2 – steps to middle tier
5. Church Path

## 1.2 History

Kent County Council purchased the land now known as Hillyfields Community Park as part of a large parcel of land in 1951 from Alice Green of Court Lodge Farm Gillingham. The land was originally Orchard and was purchased by KCC for educational use. The area was known locally as Johnny Green's Orchard.

Following the construction of Saxon Way Primary School the remaining land was considered surplus. Before the formation of Medway Council in 1998, Kent County Council considered selling the land for housing, however objections led to the land being purchased by Gillingham Borough Council in 1997. The Borough then made a bid to the Countryside Commission to turn the area into a millennium green, it was unsuccessful. Groundwork Medway Swale were approached in 2001, following the of Medway Council, to develop the area and implement the consultation phase involving residents in and around the surrounding area (see **Appendix 2** for information on 2002 consultation and report to Council Committee).

**Map 3 - Aerial Photo – Showing Hillyfields in 1999 before any investment.**







### 1.3 Social Context

Medway is not a deprived area, but at Ward level it has some of the most affluent and some of the most deprived areas in the county. Gillingham North Ward has some of the most socially deprived areas in Medway and most of the properties directly surrounding Hillyfields are Local Authority social housing.

The population of Medway is 250,000. Population of Gillingham North Ward is 14,650 – one third of this population is children. It is situated in close proximity to three Primary and Junior schools. These schools have been involved in consultations on improvements carried out on site and are listed in the stakeholder table in section 1.6 of this plan.

#### Map 4 Schools on the boundary of Hillyfields Community Park



	OS Street map
	Children's centres (red)
	Nurseries (green)
	Schools (blue cross)

## 1.4 Stakeholders

The following list sets out the main stakeholders at Hillyfields and provides the basis for any consultations carried out for the Park.

GROUP	DESCRIPTION	CONTACT DETAILS
Park Users	These include the elderly, families, dog walkers and young people	
Friends of Hillyfields (FOH)	This is a very active group set up in 2005 (see <b>Appendix 4</b> for further details on the group, constitution and activities arranged by FOH)	<a href="mailto:patandtony@blueyonder.co.uk">patandtony@blueyonder.co.uk</a>
Neighbouring properties	These are the properties in Rosebery Road, Parr Avenue and Greenfield Road who are impacted on by improvements and anti-social behaviour at Hillyfields.	
Conservative MP Rehman Chishti for Gillingham	Represents the area of Gillingham in parliament and has supported the development of Hillyfields Community Park	<a href="http://www.rehmanchisti.com">www.rehmanchisti.com</a>
Local Ward members	Adam Price – Labour Pat Cooper – Independant Andy Stamp – Independent	<a href="http://www.medway.gov.uk">www.medway.gov.uk</a>
Local schools	Saxon Way Primary School Rivermede School St Mary's Catholic School	
Medway Council	Greenspace Services oversee the management of Hillyfields Community park	<a href="http://www.medway.gov.uk">www.medway.gov.uk</a>
Quadron	The grounds contractor for Medway Council	
Sunlight Centre	Sunlight Development Trust is a community owned and managed charitable organisation that works with partners across all sectors. They combine a mix of services aimed at everyone within the community. Their aim is to improve health inequity and wellbeing by providing an improved range of social, medical and community activities. The Centre is based in Gillingham and has supported FOH on several events. Possible joint working on the orchard is a future aim.	<a href="http://www.sunlighttrust.org.uk">www.sunlighttrust.org.uk</a>
Groundwork	Groundwork have worked with the	

Kent and Medway	community, Friends of Hillyfields and Medway Council since 2002 to improve Hillyfields Community Park	<a href="http://www.groundwork-km.org.uk/Hillyfields">www.groundwork-km.org.uk/Hillyfields</a>
Medway Urban Parks and Green Spaces Forum -	A forum set up to help protect and enhance urban parks in Medway	<a href="http://www.MUPGSF.btik.com">www.MUPGSF.btik.com</a>
Kent Police	A team of 3 PCSOs cover Gillingham North Ward, currently they are PCSO Alex Woodger, Rebecca Flood and Jo White. PACT meetings are held regularly to discuss anti-social behaviour. PC Steve Seal is currently the neighbourhood Police Officer	<a href="http://www.kent.police.uk/YourNeighbourhood">www.kent.police.uk/YourNeighbourhood</a>  Tel: 01634 792344
Medway Youth Services	A team of detached youth workers currently work in this area to engage with local teenagers.	<a href="http://www.medway.gov.uk">www.medway.gov.uk</a>

## **Section 2. Policy Context**

### 2.1 Policy and Legislation

The increasing concern with Central Government for the future of parks and open spaces is reflected in more than a decade of policy making. A number of discussion papers and conferences have focused attention on the state of urban parks and green spaces. In addition to national policy, decision making at a regional and local level also impacts on the management of Hillyfields Community Park

The following documents have been reviewed and consulted during the drafting of this management plan:

#### National

- Planning Policy Guidance 17: Planning for Open Space, Sport and Recreation (PPG 17), ODPM, July 2002
- Green Spaces Better Places
- Cleaner, Safer Greener
- Green Flag Award Scheme

#### Regional

- Creating Sustainable Communities: Greening the Gateway
- New Things Happen: A Guide to the future Thames Gateway

#### Local

- Medway Sustainable Communities Strategy 2010-2026
- Medway Local Plan, Adopted May 2003 & emerging Medway Local Development Framework
- Community Safety Plan 2005 – 2011
- Medway Cultural Strategy
- Transport - Medway Council's second Local Transport Plan 2006-2011
- Sport and Recreation- Sports Development Strategy 2005-2010
- Wildlife Countryside and Open Space Strategy for Medway – 2008 - 2016 (Medway Council, 2008)

**Appendix 3** provides a summary of key policy and legislation relating to Hillyfields Community Park.

### 2.2 Local Significance

Ecology – The Kent Biodiversity Action Plan (KBAP) sets out priority habitats within Kent. The Community Orchard at Hillyfields Community Park sits in the old North Kent fruit belt (between Rochester and Faversham) and has all the characteristics set out in the KBAP. Management of the Orchard should be in keeping with the objectives set out to protect old orchards.

Social – There are two open spaces within 1 km of Hillyfields Community Park. Grange Road Play Area and open space to the North East. Queen Elizabeth Playing Field, a former landfill site, sits to the South East of the Park. The Strand, a regional play area and swimming pool is within 1 km of Hillyfields. Although these open spaces are close, Hillyfields is the only open space within Gillingham North Ward that brings the community together and has a 'Friends' group working to improve the park.

### **Section 3. Site Description**

#### **3.1 Site Identity**

##### Character Areas: -

Area 1 Play Park:- The Play Park is a landscaped area with predominantly amenity grass surrounding the play equipment. There is a small area of self-sown native trees on the bank and to the rear of the site, and ornamental trees planted as part of the Play Park, these are White Beam and Birch. A tree of merit is a mature cherry that pre-dates the Play Park. Ditches have been created as part of the natural play element. The Play Park has been designed following consultation with the local community and schools. However the theme of the play park is nature, muted colours were selected to lessen the visual impact but the equipment, such as the spider's web, represent natural elements. The railings, seating and bins are the same as those used throughout the rest of the park, installed during phase 1.

**Photo 1 – Play Park showing ‘Spider Web’ Net**



Area 2 Middle tier including the banks above Church Path and banks up to the Orchard –The underlying geology of the site is sandstone. The soil type is freely draining slightly acid loamy soils. The middle tier

is predominantly amenity grass. There are areas of meadow cut on the banks above Church Path where self-sown trees have been allowed to establish, these are predominantly native with good specimens of semi-mature Beech trees. The banks below the Orchard were planted with native trees as a Millennium scheme, however few have survived. There is a large area of naturally established brambles that provide good habitat for nesting birds.

Area 3 Top Tier, Old Orchard – A management plan with full site description can be found at **Appendix 5**. To summarise, this area is predominantly damson scrub, over-mature pear, apple and plum trees and naturalised vegetation.

### Site Style

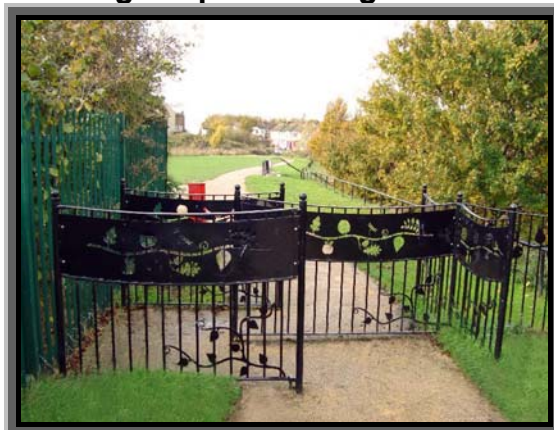
The improvements carried out on site since 2005 have been led by Groundwork Kent & Medway working under instruction and finance from Medway Council. The continuity of partnership has resulted in the development of a style, in consultation with Friends of Hillyfields and the local schools and community, which captures the character of the site.

Site identity and style is important to the park as it sets out unity and order both visually and mentally. In a social context unity of materials develops a sense of tidiness and the knock on effect of wanting to look after a Park. Choices of materials are robust to withstand wear and tear. By setting out make and model of bins and benches the re-ordering and installation of the same furniture can be easily done, therefore stopping the use of different furniture across the same site which could create an air of unkemptness to the park.

### Railings

The railings at the entrances are a bespoke design produced by Groundwork. They detail leaves from trees in Hillyfields Community Park. Plain black railings are used around the site, and this style should be abided by when choosing new fencing and railings.

**Photo 2 – Showing bespoke railings used at all entrances**





## Paving

The paving in the park features bespoke pavers set into the ground around the site, again detailing leaves from trees in the Park.

### **Photo 3 – Paving slabs at the Park**



Poetry paving – in the same style as the leaf pavers,

### **Photo 4 – Poetry paving, poem written by local child**



## Benches

Streetmaster 'Arlington' seat street tough finish colour black with K5T galvanised ground fixing extensions for concreting in.

**Photo 5– Arlington Bench**



Streetmaster 'Greenwich' bench street tough finish colour black with extended legs for concreting in.

**Photo 6 – Greenwich Bench**



### Bins

Streetmaster 'Cambridge' litter bin, street tough finish colour black with single post mounting for concreting in.

**Photo 7 – Cambridge litter bin**



Picnic benches

Streetmaster 'Hillside' picnic unit street tough finish colour black with K5T galvanised ground fixing extensions for concreting in.

**Photo 8 – Hillside picnic bench**



Signage

The logo for the park, as can be seen on the front cover of the management plan, was selected by the Friends of Hillyfields. The use of black was chosen to remain in style with the furniture on sight and reflected a more urban

setting. The bright coloured logo against the black makes the signs and markers more visible around the Park.

### Photo 9 – Signage with logo



## 3.2 Land Ownership and Easements

All legal documents relating to the following ownership and easements can be found at **Appendix 6**.

## 3.4 Financial Framework

### Capital

ODPM Liveability Fund – funding applied for and £265,000 granted in 2006 for infrastructure around Hillyfields Community Park.

Section 106 - £395,000 was secured for the new Play Park at Hillyfields. Further S106 monies will be applied for in future when relevant developments within the area are submitted for planning. The local plan and adopted 'Guide for Developer Contributions' sets out the requirements of Greenspaces in terms of off-site contribution.

Biffa Award – £50,000 awarded to Groundwork in partnership with Medway Council for the Play Park at Hillyfields.

CEMEX and Aylesford Newsprint Grants – awarded to Groundwork to carry out work to the Orchard, including thinning of undergrowth and creation of paths using chipped arisings.

**Revenue –**

Current Revenue Spend is set out overleaf:

<b>Maintenance Item</b>	<b>Quantity (msq)</b>	<b>Cost (£) per annum</b>
Amenity Grass	15961	1141
Rough Grass	5523	225
Grass Path	250	41
Meadow Grass		
Hard Surface	1500	107
Litter Clearance	1 team x 2 hours per week	3941
Litter/Dog bin empty 3 occasions per week	8	672
Daily inspection and maintenance of Play Park as per specification	364	£7147
		<b>SUB TOTAL £13,274</b>
<b>Additional works from April 2009</b>		
Amenity grass cut to school footpath		9
Cut and clear meadow grass once a year		400
Cut additional amenity grass areas		58
Apply herbicide to specified footpath edge twice a year		202
Edge specified footpath once a year		170
Mark/remark junior pitch		728
		<b>SUB TOTAL £1567</b>
	<b>TOTAL</b>	<b>£14,841</b>

**Table showing annual revenue spend, management and community time**

<b>ITEM</b>	<b>ALLOCATION</b>
Grounds Maintenance Total	£14,841
Site Safety	Annual formal inspection and monthly site inspections – to generate a prioritised work programme. Resources allocated appropriately
Tree management	As required, resources allocated accordingly
Ranger time	180 hours
Management time	150 hours
Community Engagement Time 11/12	200 hours

## PART 2

### Where are we now?

To determine the management needs of Hillyfields Community Park it is important to set out where we are now in terms of management, maintenance and existing improvements.

In 2009 Hillyfields Community Park was entered into the Green Flag awards, the awards provide the national benchmark against which parks and green spaces are measured. It is also seen as a way of encouraging others to achieve high environmental standards, setting the benchmark of excellence in recreational green areas. As a result Hillyfields Community Park was awarded Green Flag status in 2009 and again in 2010. The judge's comments for 2010 / 2011 can be found in **Appendix 1**.

### ***Section 4. Assessment and Analysis***

#### **4.1 A welcoming Place**

##### Good and Safe Access

The Play Park:- In December 2008 a new play park was installed at Hillyfields Community Park. This was very much a community led project. Consultation was carried out through several channels by Groundwork Kent and Medway (see **Appendix 2** for consultation document). The final design was a natural play park including boulders, ditches, bridges and different surfaces and is innovative in its design. There are no high fences, ditches and bridges have been used to limit easy access from the play park out to the street and road. The play area reflects the new guidance from Play England's Design for Play: A Guide to Creating Successful Play Spaces, and provides risk elements for children to help them learn.

New Pedestrian Crossing: - Following a petition and pressure from the Friends of Hillyfields, Medway's Road Safety Team installed a new pedestrian crossing at Parr Avenue adjacent to the new Play Park in 2010. Funding for the crossing was obtained from the Council's Member's Priority Fund.

**Photo 10 – Hillyfields Play Park**



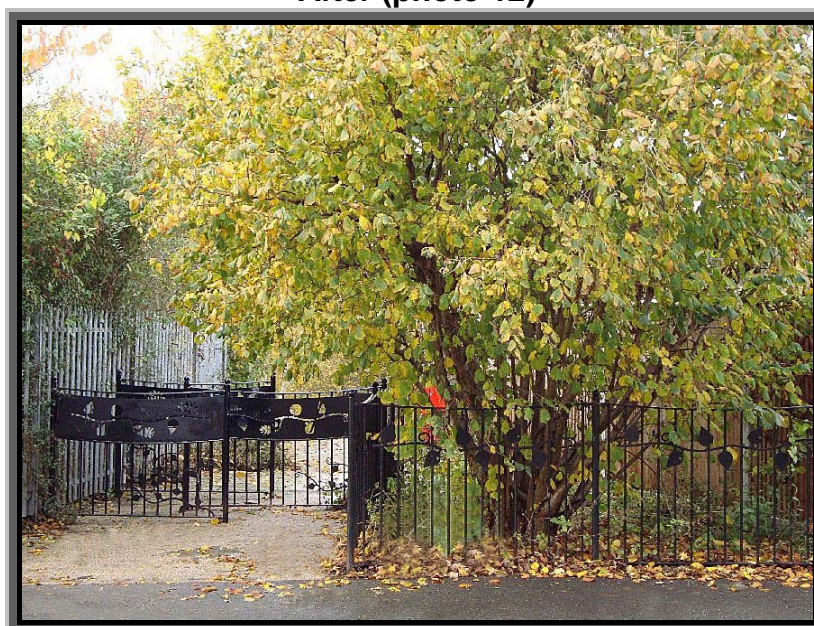
Entrances:- In 2006, following the award of the ODPM Liveability Grant new entrances were installed at Greenfield Road, Parr Avenue and Church Path to restrict motorcycles and vehicles entering the site but allowing access for pushchairs and wheel chairs. The barriers were designed following consultation with the local school, Saxon Way Primary School, and a poetry competition at the school also meant that slabs with children's poems were installed at the entrances.

Photo 11 shows an uninviting entrance with obscured lines of sight which effect the perception of safety. Photo 12 shows the improved entrance which is inviting with wider paths and better sight lines.

**Before (photo 11) Greenfield Road entrance**



**After (photo 12)**



### Good Signage

Park Signage:- A new Friends of Hillyfields notice board has been erected at Parr Avenue main entrance. A logo was selected by Friends of Hillyfields in November 2008. Signs were installed at all entrances and within the park during 2009.

### Equal Access for All

Paths:- New paths were installed in 2006. A circular hard surfaced walk around the middle tier with measurement markers makes the site accessible and allows all year round enjoyment of the park, plus new flights of steps to Greenfield Road and also from the middle tier to the top tier allow safe pedestrian access to the Orchard. Access to the top tier and orchard is still restricted for wheel chair users and entry to the community orchard is still a work in progress. Desire lines into the orchard have been established.

Further path improvements are being undertaken during January 2011 which will provide an improved surface for park users.

Play Park:- The new play park includes three new pieces of equipment which are accessible to children of all abilities. Suitable surfacing allows for wheel chair access.

Entrances:- As mentioned previously, the entrances allow access for wheel chairs and push chairs. At the main entrance on Parr Avenue a gate with radar padlock has been installed for those on mobility scooters.

**Before (photo 13) Greenfield Road After (photo 14)**





### Before (photo 15) paths around middle tier



### After (photo 16)



## 4.2 Healthy Safe and Secure

### Health and Safety

On site staff:- There is a Ranger Team in Greenspace Services at Medway Council. Hillyfields is a category A site and is inspected 8 times a month throughout the year. Daily tasks for the rangers include carrying out health and safety audits, working closely with the Police and friends groups, carrying out emergency and temporary repairs and liaising with contractors to carry out larger remedial works. See **Appendix 7** for details on Ranger inspections. The Ranger Team also have the powers to carry out on-the-spot fines for littering and dog fouling. Our Grounds maintenance contractors (Quadron) have incident reports sheets for their own staff, these are also used if members of the public report issues and concerns to their staff while on site. Members of the public and FOH are very good at reporting incidents on site owing to the partnership which has been developed.

All contracts are subject to a tendering process, the evaluation process takes into consideration the contractors Health & Safety process, risk assessments, training and experience.

Monitoring officers carry out periodic inspection of all sites, and issue rectification notices should works not be to contract standard. The contractor will then have a specified timeframe to correct any failures, with follow up inspections undertaken as required.

**Appendix 11** includes a copy of the Medway Council Health and Safety Policy within which provides the context within which all management and improvement works must operate.

#### Equipment and facilities must be safe

The play park is inspected and cleansed daily by the grounds maintenance contractor. A four weekly safety inspection is carried out by a specialist play contractor and an annually by an independent consultant. See section 2.3 (and **Appendices 7 and 8**) for details of inspection routines.

Play Surfacing – Different types of surfacing have been used within the play area, these include wet pour, bark and sand. Different maintenance regimes exist for these surfaces as set out in section 2.3 (and **Appendix 8**)

Fencing – the fencing along church path was replaced in 2010 and provides a more robust fence line than the former weldmesh.

#### Healthy – Appropriate provision of facilities

Community Football pitch:- Following a consultation in 2008 the results indicated the desire of local youth for an informal kick about area. A new junior pitch has been added to contract and installed on site as of December 2008.

Play Park:- due to it's very nature this provides healthy recreation for children of all ages.

Path/track - as previously mentioned the new path on the middle tier has distance measurements that marks out 1 km and provides an innovative running or walking track for those wishing to exercise.

**Photo 17 – Distance markers on path on middle tier**



### Secure Place for All members of the community

Anti-social behaviour:- There has been a history of vandalism on this site, including abandoned vehicles. Whilst many of the issues have been overcome through good design of entrances and furniture, and improvements to maintenance, graffiti is an intermittent problem. Greenspaces and Friends of Hillyfields are working with the Detached Youth Workers at Medway Council and Kent Police to deter anti social behaviour.

Police Community Support Officers:- Kent Police have a team of 3 PCSO's in Gillingham North Ward. Regular patrols of Hillyfields Community Park have increased and have helped in deter vandalism and damage.

The Play Park:- The Play Park is overlooked by houses and residents on Parr Avenue, CCTV has also been installed overlooking the new play area.

Greenspace Services Ranger Team:- This team provide a physical presence on site whilst carrying out their patrols. They have a good relationship with the local community as well as being authorised to enforce byelaws and legislation. Byelaws for all Greenspaces are being reviewed in 2013/14.

### Dog Fouling

Dog walkers are one of the main site user groups at Hillyfields Community Park. The park is a 'poop-scoop zone'. Dog bins are regularly emptied – daily in summer and three times weekly in winter. A mobile dog waste unit "Fido" is now deployed on site on a regular basis. Whilst the majority of dog walkers are responsible there is a problem with dog faeces on site, particularly on the middle tier amenity grass. Four Dog bins are on site but further work in terms of education and policing are needed to address the mindset of not picking up after your dog. All ranger staff are trained in the legislation to issue fixed penalty notices for dog fouling and littering.

### In case of Emergencies

Signage:- There are no buildings on site, however the new signs on site display contact numbers, email address and the postal address for Hillyfields Community Park.

## **4.3 Well Maintained and Clean**

### Buildings

There are no buildings or toilet facilities on site.

### Grounds and Facilities Maintenance

The following information is taken from the Ground Maintenance Services contract currently contracted to Quadron. This contract started on 1<sup>st</sup> April 2007, it is a five year contract and has now been extended until 2014.

The Council's Greenspace Services Contract Monitoring Officers are responsible for overseeing the management of the Grounds Maintenance contract.

Maintenance tasks for Hillyfields are placed into the following categories:

<b>Grounds Maintenance (Quadron)</b>
Playground Inspections
Grass Cutting
Cleansing
Junior Football Pitch maintenance

A separate technical specification that details the Service Output Standards for the above categories of maintenance is summarised in **appendix 8**. A plan showing existing maintenance regimes and a detailed analysis and specification of the Park can be found in **appendix 8**.

As of 1<sup>st</sup> January 2011 monitoring officers are undertaking programmed inspections of sites which will be supplemented by random informal inspections.

#### Areas identified for further maintenance

A maintenance review was undertaken in summer 2008 as a consequence the following improvements were identified for inclusion in the contract to promote biodiversity and recreational value.

A one off cut was carried out on all the banks in October 2008.  
Banks above Church Path – majority added as meadow grass, section nearest to opening to be cut as amenity. Litter cleared every 2-4 weeks depending on need, by grounds contractor.

Banks above Middle Tier – now cut as meadow grass.

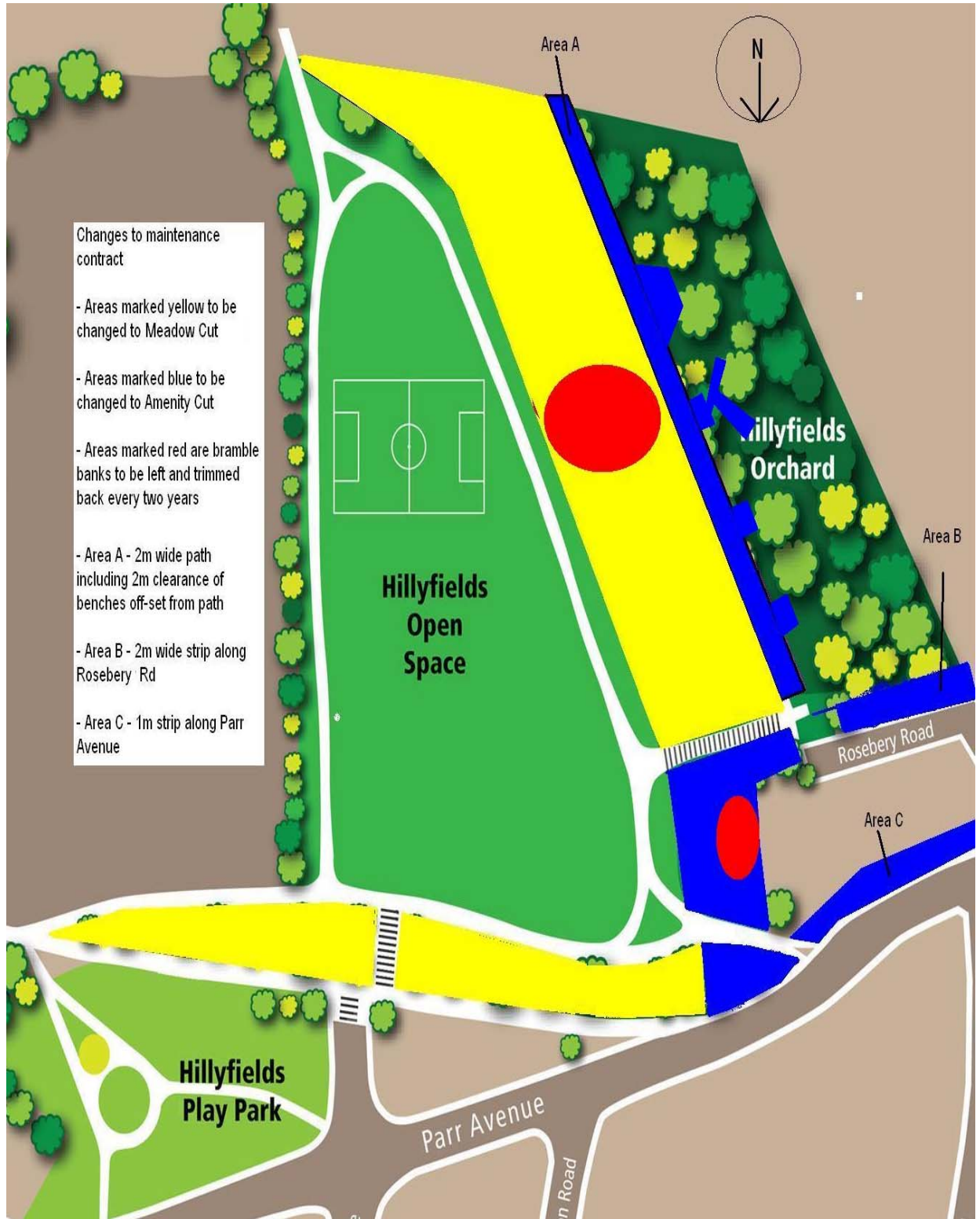
Parr Avenue entrance Bank – now cut as amenity grass.

Strip along fence line on Rosebery Road. – 2m strip to keep nettles from growing through fence line

Strip along Parr Avenue, adjacent to entrance – maintain 2m strip to keep vegetation off pathway.

These additions have improved access and cleanliness of the Park

**Map 5 - detailing additional maintenance regimes**



Trees – excluding the orchard the majority of trees on site can be found on the bank above the Play Park, these are a mix of predominantly Beech, Horse chestnut, Ash, Elder, White beam, Field maple, Oak, Pear, Damson and Sycamore of semi-mature age. Four Birch trees line the steps at Greenfield Road Entrance with a multi-stem Hazel adjacent to the barriers. These trees were added to contract for inspection in January 2009. See **Appendix 9** for Medway Councils policy on tree management. Tree issues between inspections would be dealt with by the Ranger Team and appropriate action taken

#### **4.4 Sustainability**

Orchard – any clearance work carried out within the orchard is chipped back on to the floor of the orchard to provide a mulch and to surface the paths.

Grounds maintenance contract – No specific environmental policy or waste minimisation scheme exists at present, although Greenspace Services operate within the principles of EMAS as much as possible. The new Grounds Maintenance Contract for Medway Council requires removal of arisings from the site for recycling/composting with the composted material being returned to beds for mulching and soil enrichment. Medway Council's contractor, Quadron, are continuing to work towards the attainment of EMAS accreditation.

Clippings – the amenity grass on site is cut and left so no arisings are taken away.

Car Parking – there is no provision for car parking in Hillyfields Community Park as this park is provided for local residents. Many people choose to walk to this park as it is central to the urban area, therefore not generating extra traffic and pollution.

Pesticides – use of pesticides is limited to a maximum of four annual applications of weed killer sprayed on paths and steps using glyphosate. Cultural methods are being encouraged by edging of paths and robust pointing of steps.

Peat use – there is no use of peat on site.

Recycling – materials from the old play area were used in the new Play Park where it was deemed safe and applicable. Although there is not a recycling point in the park there are a number in strategic locations around Gillingham where glass can be recycled, the nearest recycling facility being at St Albans Close, less than 0.5km away, also each household has a fortnightly kerbside collection for paper, glass and plastic.

#### **4.5 Conservation and Heritage**

Natural features, wildlife and fauna.

The Community Orchard:- This has been foraged for many years by locals, particularly for Damsons and Blackberries. Groundwork Kent & Medway have been working with Medway Council and FOH since 2007 and have received a number of grants to undertake work in the orchard.

A health and safety audit was carried out in September 2007 engaging Groundwork and Brogdale Horticultural Trust to advise on safety issues and works to improve the orchard. The minutes of this meeting can be found at **Appendix 5**. Funding from Cemex and Aylesford Newsprint provided funding in 2007 to clear paths through the Orchard. St Mary's Catholic School worked with Groundwork Kent & Medway to produce an interpretation panel, also funded by Cemex, Aylesford Newsprint and Medway Council. Following a nature walk through the orchard the pupils produced drawings which were added to the panel. Further funding was secured for 2008 by Groundwork to carry out more ground clearance through the orchard. A management plan was produced in 2008 for the orchard site, which can be found at **Appendix 5**.

A funding bid in 2010 was successful to develop the orchard, this will lead to an orchard craft day being planned for 2011. In February 2011 a number of the Friends of Hillyfields and Rangers will be trained at Brogdale on the art of orchard skills as detail in the orchard management plan in **Appendix 5**. The training will provide on the necessary skill set to protect and enhance the orchard with tasks days yet to be held.

Table of Objectives for Management of Orchard – **Appendix 5** sets out the full Management Plan

Habitat	Objective	Year	
Old Orchard	Monitor extent of damson suckers	1-5	
	Monitor newly planted trees	1-5	
	Condition survey to inform pruning programme	2	
	Monitor volume of dead wood	1-5	
	Planting Programme		1-2
			3-5
	Thin damson suckers	1-2	
	Remove diseased/dangerous wood	3-4	
	Restorative pruning	3-5	
Netural Grassland	Monitor extent of neural grassland	1-5	
	Thin damson suckers to open canopy	1-5	
	Management of bramble scrub		
Tall Ruderal Vegetation	Monitor extent of tall ruderal vegetation	1-5	
	Maintenance programme	2-5	
Scrub	Monitor extent of scrub habitat	1-5	
	Management of bramble scrub	1-2	
			3-5
Infrastructure	Monitor condition of pathways	2-5	

	Maintain pathways into orchard	2-5
	Maintain pathways within orchard	1-2 3-5

Wildlife – A Phase 1 habitat survey was carried out by Groundwork, Greenspaces Rangers and FOH in July 2008, this can be found in **Appendix 5**. The park is a good habitat for birds and reptiles but due to the large numbers of magpies in the area few birds will nest on site.

Areas of bramble have been left on site to provide good nesting habitats for both reptiles and birds. See Map 5 for areas left as bramble for nesting. An ecological assessment by a reptile specialist in August 2005 identified the presence of suitable habitat for reptile species, in particular for slowworm and common lizard. Anecdotal evidence from local residents supports this as slow worms and common lizards have been seen on the site.

**Photo 18 – brambles on bank, good for nesting birds and reptiles**



### Landscape features

Views of the Medway Estuary – One of the outstanding features of Hillyfields Community Park is the view of the Medway Estuary from the top tier. Benches and picnic benches have been sited to take in the view. Further interpretation is needed to explain the maritime history. Preservation of this view needs to guide future tree planting and maintenance.

**Photo 19 – View from the Orchard edge out to the Medway Estuary**





#### 4.6 Community Involvement

Evidence of community involvement in management and/or developments and results achieved

Friends of Hillyfields – As previously mentioned in section 1.6 the Friends of Hillyfields are extremely pro-active and have successfully applied and received £8,500 funding from Neighbours4U, managed by Hope In the Community Ltd, assisted in raising £50,000 with Groundwork for the new play area from Biffa and rally support from local businesses. This has led to them holding successful events at Hillyfields Community Park.

Officers attend meetings on a regular basis with the FOH group, they also liaise with the group etc Community members are very good at keeping the Council informed of any incidents on site and are empowered with graffiti wipes to remove graffiti when noted. During the past year there have been two such incidents of graffiti in the park.

Past events organised by Friends of Hillyfields with the support of Medway Greenspaces and Groundwork.

Event	Date Held
Hillyfest	19 August 2006
Festive Litter Pick	December 2006
Easter Fun Day	7 April 2007
Hillyfields community picnic and jugglez day	12 August 2007
Hillyfields Orchard Habitat Survey	28 August 2007
Consultation for Play Area	8 September 2007
Apple Day	27 October 2007
Update Day for Play Area	20 September 2008
Apple Day	18 October 2008
Activity Loft & Football Championship	August 2009
Apple Day	17 October 2009
999 services day with SOS bus	June 2010
Kite flying with Kent Kite Fliers	17 July 2010
Football day with Charlton FC	August 2010
Apple Day	October 2010
Football day with Charlton FC	Date to be confirmed Jan / Feb 2011
Kite flying with Kent Kite Fliers	9 April 2011
Fuse festival	16 – 19 June 2011
Sports event	20 August 2011
Apple Day	23 October 2011
Orchard Task Day	February 2012
Fuse Festival Open Air Theatre	11 <sup>th</sup> June 2012
Love Parks Week Event	25 <sup>th</sup> July 2012
Doggy Day	11 <sup>th</sup> August 2012
Summer 2012 Youth Events	Summer 2012
Tree Listening and Bug Day	28 <sup>th</sup> May 2013

Due to the large number of young people in the area events are often targeted at the youth. The Children Services Team Detached Youth Workers arrange twice weekly evening visits to Hillyfields Community Park through Spring and Summer annually.

A detailed diary, kept by Chairwoman Pat Cooper, of the creation of Friends of Hillyfields, explaining the projects and events held to date can be found at **Appendix 4**.

The Sunlight Centre (see stakeholder table in section 1.6) has provided support at several events that Friends of Hillyfields have arranged.

**Photo 20 – Urban Ranger and volunteer at Hillyfest 2006**



#### Appropriate levels of provision of recreational facilities

In terms of design of the Park and new Play Park, consultation with the local community, schools and FOH has been carried out at every level. The poems that have been engraved into paving slabs in the new Play Park came from children who attended the final consultation on the play area, details on the consultation can be found in **Appendix 2**.

Through consultation for the play area in 2007, the need for a youth shelter was highlighted. Further consultation was undertaken with older youth through the Detached Youth Worker Team at Medway and Kent Police and as a result a shelter was installed late 2009. Further consultations are held at each event to build up details of the site, the issues and what people like and dislike about the park. **Appendix 10** provides a summary photographic collage of improvements made to the site since 2002 including new path network, interpretation, events and new play area.

#### Knowledge of user community and levels and patterns of use. .

Consultation:- Details of consultations and surveys held in 2002, 2005, 2007 and 2008 can be found at **Appendix 2**. A summary of the results of the 2002 survey is detailed in the table overleaf

<b>171 Children and young people and 40 adults were consulted in 2002. Summarised wants and needs of community</b>		
<b>Play Area</b>	<b>Middle Tier</b>	<b>Orchard</b>
Majority of children did not use play area as it was considered boring	Area good for walking dogs	Cut back and reinstate paths
Robust equipment needed	Need proper football pitch with goals	Create path network
Graffiti wall wanted	Youth shelter	Seating and picnic benches
Climbing wall wanted	Improve surface to informal paths	Nature trail
Keep dogs out	Steps needed up to orchard and middle tier	Bat boxes and bird boxes installed
Keep play area where it is	Path network	Explore history of orchard
Keep slide	Use robust materials for seats and bins i.e. metal – more bins	

The 2002 consultation was the basis for the plan of improvements that have been carried out since 2006, a public meeting was held in 2005 to consult on Phase 1, and further consultation in 2007 for Phase 2. See **Appendix 2**

A survey carried out in April **2011** by Friends of Hillyfields is summarised below, see **Appendix 2** for full results.

<b>Topics Covered</b>	<b>Summary of Answers</b>	<b>Analysis</b>
Visitors	All but one of the 27 people questioned had visited Hillyfields previously, these same people visited regularly. 21 of those questioned were there for the Kite Flying event being held.	This highlights the local nature of the Park.
Awareness of Hillyfields	Seven methods were listed for awareness of the park, most popular was by poster and leaflet. School, friends and Medway Matters were listed also.	This evidences the Friends of Hillyfields work in leafleting the local area for events, also putting posters in the notice board.
Activities at	Most popular use listed was to visit	The innovative play

Hillyfields	the play area followed by walking, exercise, events and activities. Only 2 people were listed as using the site to walk dogs.	area installed in 2007 continues to attract residents to the Park.  The time of day the survey was taken may explain the lack of dog walkers on site.
Perception of Safety	No direct questions were asked in relation to this but 2 people felt that the response to vandalism was poor.	Safety wasn't raised when people were asked to make any comments or suggestions, indicating that it isn't a major problem. In comparison to surveys in 2002 and 2005 where vandalism and anti-social behaviour were cited as major problems
Quality of Park	The majority of visitors felt that the amenities provided were good or very good, the majority also felt that the improvements over the last 5 years were good or very good.	In 2002 and 2005 the consultations stated that the majority of local residents would not visit Hillyfields, the site was boring and some children were not allowed to play here. The investment has proved worthwhile
Events	21 of the 27 questioned were here to attend the Kite flying event.	More widely publicised events could be the key to encouraging more visitors and raising awareness of Hillyfields.

#### 4.7 Marketing

Marketing strategy in place, in practice and regularly reviewed.

Hillyfields is very much a community park and marketing should be tailored to this. Successful events have been held in the past and publicised by FOH, Groundwork and Medway Council.

Good provision of information to users, e.g. about management strategies, activities, features, ways to get involved.

Information on Hillyfields and events can be found in the following places:

- What's On Guide – available at all Council Offices and Contact Centres
- [www.medway.gov.uk](http://www.medway.gov.uk)
- Notice Board at Hillyfields Community Park
- Medway Matters

#### Promotion of the park or green space as a community resource.

Hillyfields has been treated as a community resource from the outset of its development in 2002, this can be seen through the consultations in **Appendix 2**. Further promotion shown in **Appendix 4** shows several newspaper articles already published since 2006 about Hillyfields Community Park and the Friends of Hillyfields. The introduction of Hillyfields own logo and individual branding sets it apart from the corporate image associated with many parks of this nature. FOH are currently working on developing their own web site.

Healthy Walks –There have been a number of walking events held in the park to encourage healthier living, this an aspiration for Hillyfields Community Park to be included as part of the healthy walks scheme organised by Medway Council's MEND and 4Life programmes. These programmes are widely publicised in Medway.

Green Places - An article in Green Places journal, produced by The Landscape Trust, in December 2008 acknowledged the community work and developments carried out at Hillyfields Community Park.

Play England - Following a visit from Play England in December 2008, a double page spread on the play park was proposed for Spring 2009 in Play for Today, with a further article for early 2010 reporting back on the management of the Play Park.

Friends Group - The Friends of Hillyfields proactively mail drop to local residents and businesses in the area with news of events and information about the park.

#### **4.8 Management**

##### Management Responsibilities for Hillyfields Community Park

Hillyfields Community Park is managed by Greenspace Services at Medway Council.

The Grounds Contract with Quadron Services is monitored by a Greenspace Services Contracts Officer.

The Play Park is overseen by the Greenspace Services Liaison Officer, Quadron Services carry out daily visual inspections of the play park.

Day to Day issues such as damage to fences and infrastructure are dealt with by the Greenspace Services Ranger Team.

The development of the Park and obtaining capital funding for future projects is managed by the Greenspace Services Development Team. When projects are completed, there is a handover of the developed site.

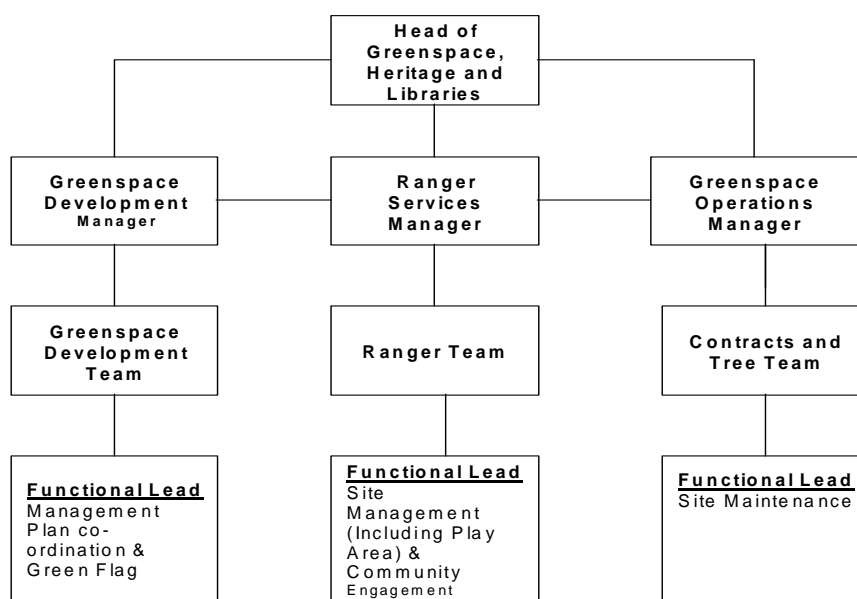
The Greenspace Contracts Officer supports the work with Groundwork Kent and Medway and the Friends of Hillyfields. The Urban Rangers provide on-site projects such as litter clearance and bulb planting.

Groundwork Kent and Medway are leading, on behalf of Medway Council, on the management and development of the Community Orchard.

#### Organisational diagram for Greenspace Services, Medway Council

This diagram demonstrates the staff members that have direct input into the management of the Park – shown in grey and other staff members that assist and inform – shown in white.

The Grounds Maintenance contract was awarded to Quadron Services in April 2007 and performance standards have been set through the Quality Management Framework. It is a 5-year contract with break clause, which has been extended for an additional 2 years to 2014.



## Section 5. SWOT

SWOT Analysis – the following analysis summarises the ‘Where are we now’ section and informs the aims of the action plan.

<p><b><u>STRENGTHS</u></b></p> <ul style="list-style-type: none"> <li>- Good Community Support</li> <li>- Friends of Hillyfields</li> <li>- Good consultation over the past eight years</li> <li>- Investment in Park already to improve infrastructure</li> <li>- Reduction in anti-social behaviour</li> <li>- Play Park Facilities</li> <li>- Parks natural attributes</li> <li>- Community Orchard doughnuts</li> <li>- Good support from local Police and Youth Development Team</li> <li>- Partnership working with Groundwork</li> <li>- Support from local schools</li> <li>- Support from Medway Council Councillors and Officers</li> <li>- Funding for Community Orchard</li> <li>- Community events</li> </ul>	<p><b><u>WEAKNESSES</u></b></p> <ul style="list-style-type: none"> <li>- Location of site within area of social deprivation effects people's perception of the Park</li> <li>- Graffiti a problem within the park</li> <li>- Dog fouling</li> <li>- Needs signage from Waterfront</li> </ul>
<p><b><u>OPPORTUNITIES</u></b></p> <ul style="list-style-type: none"> <li>- Work with more departments within Medway such as Healthy Walks and Education</li> <li>- Work with FOH and Sunlight Centre to develop Community Orchard</li> <li>- Obtain funding from grants for Orchard</li> <li>- Further consultation to be carried out at events</li> <li>- Potential to work with Charlton Athletic FC to hold football club at the Park</li> <li>- Potential funding from Kent Police fund to improve lighting around the Play Park</li> <li>- Hold a PACT meeting for Young People to engage with them and what their needs are for the Park</li> <li>- Develop more programmes involving the local schools</li> <li>- Hold events aimed at user groups</li> <li>- Enhanced maintenance standards and biodiversity interest through changes to grounds contract</li> </ul>	<p><b><u>THREATS</u></b></p> <ul style="list-style-type: none"> <li>- Loss of community engagement</li> <li>- Lack of further funding</li> <li>- Some misuse of Play Park</li> <li>- Lack of effective engagement with local youth</li> <li>- Loss of revenue funding</li> </ul>

## **PART 3**

### **Where do we want to go?**

Having audited the site in its original state and carried out a SWOT analysis the following table sets out recommendations for Hillyfields Community Park to deliver the aims below, agreed by Medway Council and Friends of Hillyfields.

#### The Vision

Hillyfields Community Park is a beacon of good partnership working to provide a valued asset to the surrounding community, offering opportunity to learn and providing accessible recreation facilities for all ages. Friends of Hillyfields continue to thrive and provide a steering group that represents the needs of the local community and assist in consultations and organising events in the Park. The community Orchard provides a place to learn, explore, forage and access local produce. Greenspace Services at Medway Council continues to provide a well-maintained park, continually assessing the sites management needs.

#### The Aims

- Provide a welcoming place for the local community for recreation
- Maintain the Park in a healthy and safe condition
- Ensure good maintenance of grounds and facilities
- Manage the Park sustainably
- Conserve Park features such as the Orchard and Views
- Consult and involve the community on decisions at Hillyfields Community Park
- Provide information to the wider community about Hillyfields to encourage its use
- Review the management of Hillyfields regularly



### Section 6. Analysis and recommendations

Criteria	Analysis of existing situation or issues	Recommendations	Task No
<b>A welcoming place</b>			
Welcoming	Maintenance of entrances - Lack of maintenance of the scrub area at the Parr Avenue Entrance detracts from the new barriers and improvements	Renovate the scrub area by clearing and replanting with appropriate trees and shrubs.  Ensure maintenance of entrances is being carried out as per contract specification	6.1.1
	Entrance adjacent to New play area is undefined	Improve by installing a Hillyfield Park Arch above the entrance and steps. When funds permit	6.1.2
	A new notice board has been erected at the Parr Avenue main entrance for the Friends of Hillyfields to post information	Need to ensure information is up to date and relevant and the notice board is regularly inspected for damage and graffiti.	6.1.3
Signage	No signage explaining the layout of the park  No signage at any entrances	Erect signage at Parr Avenue displaying a map with locations of Orchard and play area  Install signage at Parr Avenue, Church Path and Greenfield Road	6.1.4
	No signage on New Play Area	Install new 'friendly' signage in Play Area	6.1.5
	No signage from Gillingham Waterfront	Unable to have signs installed on existing furniture	6.1.6
Good and Safe Access	One area of Church Path becomes flooded in heavy rains	Highways to carryout remedial works to path surface to improve access during wet weather.	6.1.7

	Original Bredon gravel path will need to be topped up every five years	Top up of path is in the action plan. Programmed for early 2011	6.1.8
	Paths into old Orchard need to be delineated and maintained to allow access.	Carry out initial cut and add to grounds specification for regular cut. October 2010 Community Pay Back Team surfaced paths in the Orchard with wood chip.	6.1.9
Equal access for all	RADAR lock had been removed at Parr Avenue Entrance	RADAR padlock fitted	6.1.10
	Relatively new ornamental barriers have improved the visual appearance of the Parr Avenue, Church Path and Greenfield Road entrances	need to maintain barriers in good order. Ensure the inspection regime to check for damage and graffiti is carried out by Rangers	6.1.11
<b>Healthy, Safe and Secure</b>			
Safe equipment & facilities	New equipped play park installed December 2008	Adopt daily inspection of equipment to ensure it is safe and undamaged. .	6.2.1
	Bins and benches in good order although they have been graffitied	Adopt regular inspection of furniture so that damage and graffiti can be dealt with promptly	6.2.2
	Steps to Orchard need repointing	Steps repaired	6.2.4
	Hillyfields currently not covered by Byelaws	New byelaws to be produced for site as part of an overall plan for Medway Parks	6.2.5
Personal security in park	No base for contacting emergency services or Council on site	Install signage detailing contact number for council and emergency services including site postcode.	6.2.6
	Graffiti seems to be the main problem at Hillyfields in terms of anti-social behaviour with benches, bins and fences being tagged	Work with Detached Youth Service, PCSO's to engage with local young people. Create a graffiti wall in the new Play Area with local young people.	6.2.7

	Church Path is lit but paths through the park are not. Potential to light the Play Park on the bottom tier	Maintain lighting on Church Path.  Consultation carried out with local residents in January 2010, not felt necessary to light the play park.  It is not necessary to light the main park at this current time.	6.2.8
Dog Fouling	Dog fouling is a problem on site and has been brought up at past consultations.	Carry out a full promotion on site through a dog event to engage with dog walkers about picking up after their dogs. Arrange for spot check by officers who can issue fines if necessary. A mobile dog waste unit is now deployed across the site on a regular basis.	6.2.8
Appropriate provision of facilities	A full consultation was carried out in 2008 for the installation of a play area, this was successful and the design had input from the surrounding schools and children who use the site.	Play park installed December 2008	6.2.9
	In recent consultations the need for a teenage shelter and junior pitches were highlighted	Junior pitches and goals installed December 2008. Further consultation carried out in 2009 on the teenage shelter and it's location. Shelter was installed 2009	6.2.10
<b>Clean and Well Maintained</b>			
Litter & waste management	Litter on banks and in scrub areas	Ensure litter clearance is carried out (daily) and added to grounds contract specification.	6.3.1
Grounds maintenance and horticulture	The large flat amenity grass on the recreation ground is cut to specification	Ensure playing pitch is marked out and maintained for casual use	6.3.2
	Resin bonded paths on the middle tier of the park need edging	Arrange for paths to be edged on grounds maintenance contract.	6.3.3

	The grass banks across the site have been left unmaintained and are gradually becoming scrub	Carry out an initial cut of all banks, identifying trees to be retained. All banks added to specification as an annual cut.	6.3.4
	The park has little in the way of ornamental interest	Improve entrances with some native shrub planting, create a tree and bulb planting plan to incorporate a more diverse range of trees and flowers. This park is semi-natural in nature and all future planting should reflect this.	6.3.5
	Some areas of woodland planting need to be thinned	Introduce a programme of thinning	6.3.6
Infrastructure maintenance	Bins, benches and barriers in good order	Furniture is regularly inspected.	6.3.7
	Church Path:- Areas of fence lines need repairing and eventually replacing with more robust fence line	Ensure that repairs are carried out and regularly inspected for further damage. Add replacement of fence to future capital expenditure.	6.3.8
<b>Sustainability</b>			
Pesticide and herbicide use	Current use of pesticide and herbicides is undertaken by the term contractor	Chemical use kept to a minimum in line with Medway Council's guidelines	6.4.1
Peat use	Some planting will be carried out on site	Use green waste compost in place of peat based products in line with Medway Council's guidelines.	6.4.2
Waste minimisation	No recycling bins on site	Investigate possibility of recycling bins on site	6.4.3
	Currently mainly consist of grass clippings which are not collected. Any arisings which are taken off site are dealt with by the term contractor.	Meadow clippings should be removed from site immediately to reduce soil enrichment	6.4.4

Arboriculture & woodland management	Orchard trees are currently being managed by Groundwork through grant funding	Waste from clearance of orchard undergrowth is chipped on site to mulch ground and paths beneath orchard trees.	6.4.5
<b>Conservation and Heritage</b>			
Conservation of natural features, wild fauna, flora	Areas abutting the orchard are maintained as wild scrub with a shorter path to provide good habitats for reptiles on site. An interpretation board produced by Groundwork and local schools is placed on the top tier detailing the management, habitats, flora and fauna of the Orchard and it's surrounding area.	Continue to maintain sensitively in partnership with Groundwork, Friends of Hillyfields and Greenspace Services.	6.5.1
	Bramble areas on site provide good habitats for reptiles and bird	Mark out areas to be left as bramble on maps and in management plan	6.5.2
Conservation of landscape features	Good views of the Medway estuary and peninsulas can be seen from the top tier/Orchard area.	Maintain views and continue to provide seating areas so that views can be enjoyed. Install interpretation boards so that visitors can connect with the view. Manage trees and maintenance with this in mind.	6.5.3
<b>Community Involvement</b>			
Community involvement in management & development	Friends of Hillyfields has been active since 2005. Improvements at Hillyfields to date have been driven and funded through grants by Friends of Hillyfields, Medway Council and Groundwork Kent and Medway	Continue to support FOH and assist in running community events.	6.6.1

	FOH have held volunteer days on site including bulb planting and litter picks.	Encourage further volunteer and training opportunities. Produce a forward plan of activities to encourage more members.	6.6.2
	Hillyfields Park is in close proximity to three schools all of whom have worked with Medway / GWKM / FOH to provide suitable play area for Hillyfield	Continue to consult with local schools and children to enhance their enjoyment of the Park. Organise school projects on site, including a nature trail with markers.	6.6.3
	Through the Friends of Hillyfields and Groundwork several consultation have been carried out to assess the needs of the community in relation to the Park	Continue to carry out consultation through the FOH to engage with the local community and ensure correct provision	6.6.4
	Police, PCSO's and Detached Youth Workers regularly patrol Hillyfields	Hold PACT meetings with community and police to help engage with young adults in the area for youth shelter etc. Continue presence of Police, PCSO's and Medway Youth Team.	6.6.5
<b>Marketing</b>			
Marketing & promotion	FOH in conjunction with the Council have carried out events at the Park. An annual Apple Day has been held for the last 3 years to raise awareness of the Orchard (see <b>Appendix 5</b> ) these are marketed and promoted through the Medway Media team	Continue to hold events at Hillyfields. Aim to hold 3 events a year that are advertised in the What's On Guide. Continue to hold and improve the Apple Day as a flagship event for Hillyfields, with the other events programmed	6.7.1
	No information is available on the Website	Input data and photos and news about Hillyfields on an Urban Parks Page on the Medway website – Make sure Management Plan available on website link	6.7.2

	A new notice board has been erected at Hillyfields at the main entrance	Ensure that information is up to date and the notice board is maintained free of damage and graffiti	6.7.3
	Friends of Hillyfields does not have its own website	Investigate opportunity to create FOH webpage and link to Medway Urban Parks and Green Spaces Forum website	6.7.4
Provision of appropriate information	No signage at main entrance (Parr Avenue) or in the new play area	New signage installed across the whole site by April 2009	Refer to 6.1.4
Provision of appropriate educational information	Interpretation board for the Orchard area produced by Groundwork and local schools	Continue to engage local schools in the renovation of the Orchard through Groundwork and FOH.	Refer to 6.6.5
<b>Management</b>			
Management Plans	Management and Maintenance plan (MMP) for Hillyfields Park is completed and has been adopted by the Friends of Hillyfields. -	Reivew the MMP annually and provide copies to all stakeholders. Make sure that the MMP is available on Medway Council Website	6.8.1
	Continue to maintain standards	Submit Hillyfields Community Park for Green Flag Award annually	6.8.2
		Update MMP Action Plan annually	6.8.3
	A management plan for the Orchard has been produced by Groundwork and can be viewed in Appendix 4 This plan covers the site on a comprehensive basis A management plan for the Orchard has been produced by Groundwork and can be viewed in Appendix 4 This plan covers the site on a comprehensive basis	Make sure that the Orchard management plan is updated and made available in the appendices.	6.8.4

## **PART 4**

### **How will we get there?**

The following section sets out the Five Year action plan based on the recommendations in section 3, for developing and managing Hillyfields Community Park. This action plan is to be used in developing the Park and updated every twelve months.

#### ***Section 7. Action Plan***

The following is a key to abbreviations used in the action plan

<b>Year</b>	<b>Calendar Year</b>
Year 1	2009
Year 2	2010
Year 3	2011
Year 4	2012
Year 5	2013



Task No	Task	Year	Estimated Cost	Funding Source Capital (C) Revenue (R) External (E)	Secured Y/N	Progress
<b>A WELCOMING PLACE</b>						
6.1.1	Renovate scrub area by Main entrance at Parr Avenue	Year 1 & 2	£1000	Revenue	Y	<b>Completed</b> Bramble areas have been cut back. Observation carried out noted that brambles have not re-grown back area might be considered for wild flower mix
6.1.2	Install a Welcome Archway adjacent to Play Area	Year 1 & 2	£2500	Capital S106	N	Due to location of nearby trees and consultation with Friends Group this will not be installed.
6.1.3	Install signage at the main entrance with site map and history	Year 1	£400	Capital S106	Y	<b>Completed</b> installed April 2010
6.1.4	Install signage at other entrances	Year 1	£1200	Capital S106	Y	<b>Completed</b> installed April 2010
6.1.5	Install welcoming signage with by laws in Play Area	Year 1	£400	Capital S106	Y	<b>Completed</b> , signs installed in new play area
6.1.6	Install pedestrian signage from Gillingham Waterfront	Year 2		Revenue	N	<b>Completed</b> Investigated the possibilities and we are not permitted to install signs onto street furniture
6.1.7	Arrange for Highways to carry out remedial work to Church Path	Year 1		Highways	N	<b>Completed</b>
6.1.8	Carry out initial cut to	Year 1	£500	Revenue	y	<b>Completed</b>

	Orchard paths and add to grounds specification for regular cut. October 2010 Community Pay Back Team surfaced paths in the Orchard with wood chip.					
6.1.9	Replace RADAR lock on gate at Parr Avenue	Year 1	£20	Revenue	Y	<b>Completed</b> RADAR lock replaced and spare obtained
6.1.10	Top up Bredon Gravel on paths	Year 3	£2500	Revenue	Y	<b>Planned for 2011.</b>
<b>HEALTHY, SAFE AND SECURE</b>						
6.2.1	Adopt a daily inspection regime for new Play Area once it is opened	Year 1	£8000 pa	Revenue		<b>Completed see Appendix 8</b>
6.2.2	Adopt regular inspection of furniture so that damage and graffiti can be dealt with promptly	Year 1 onwards		Revenue		<b>Completed</b>
6.2.3	Arrange for Steps to be repointed	Year 1	£600	Capital S106	Y	<b>Completed</b> Quote received and works carried out
6.2.4	New byelaws	Year 5		Officer time	N	<b>Forms part of Greenspace Service Plan for 2012/13</b>
6.2.5	Install signage with contact numbers and location details	Year 1	See above	S106 Capital	Y	<b>Completed</b> installed in April 2009.
6.2.6	Work with detached	Year 1		Officer time	Y	<b>On going, annual basis</b>

	youth service and PCSO's to engage with Older Youth	onwards				
6.2.6	Work with detached youth service on possibility of creating a mural/graffiti wall in the Play park	Year 1		Officer time	N	<b>Completed</b> Discussions with Youth Team took place and agreed not a suitable project.
6.2.7	Maintain lighting on Church Path. It is not necessary to light the main park at this current time.	Year 1		Revenue and Capital	N	
6.2.8	Carry out a Park-Wide campaign across Medway to inform and educate people on the issues with dog fouling	Year 1 & 2	£2000	Revenue and officer time	N	<b>Completed</b> , Medway Council purchased a FIDO unit to remove dog fouling. Before the machine went out into the parks, Medway Council publicised the arrival of the machine. See Below
6.2.8	Hold a dog show event on site to engage with dog owners	Year 4	£1000	Revenue and Officer time	N	Doggy Day was held in August 2012 and will be repeated in 2013.
6.2.9	Install new play area	Year 1	£350,000	S106/Biffaward capital	Y	<b>Completed</b> - installed December 2008
6.2.10	Install Junior Goals	Year 1	£600	S106 Capital	Y	<b>Completed</b> - installed January 2009. Ongoing requirement to re-locate to enable re-instatement

<b>CLEAN AND WELL MAINTAINED</b>						
6.3.1	Add banks on Church Path onto contract to be litter picked	Year 1	£200 pa	Revenue	Y	<b>Completed</b> , added to contract April 2009
6.3.2	Ensure playing pitch is marked out and maintained for casual use	Year 1	£728 pa	Revenue	Y	<b>Completed</b> , added to contract 2009
6.3.3	Arrange for paths to be edged on grounds maintenance contract	Year 2	£170 pa	Revenue	Y	<b>Completed</b>
6.3.4	Review the Grounds Maintenance on site	Year 1		Revenue	Y	<b>Review carried out</b> , new additions added April 2009
6.3.5	Produce a tree and bulb planting plan	Year 2		Officer time	Y	<b>Attached at appendix 9</b>
6.3.6	Produce a plan for tree thinning in Play Park and on Banks	Year 3-4		Officer time/ Revenue	Y	<b>Completed</b> Tree Plan attached at appendix 9
6.3.7	Review the Ranger inspection regime	Year 1		Officer time	Y	Completed, regular inspections in place. Reviewed annually
6.3.8	Arrange for total replacement of weldmesh fence to a more robust fenceline in similar style to railings on site	Year 2 & 3	£8000	Capital	Y	<b>Completed</b> in May 2010
<b>SUSTAINABILITY</b>						
6.4.1	Ensure chemical use is kept to a minimum	Year 1		Revenue	Y	<b>Completed</b> – on going

	and follows Medway Councils guidelines					
6.4.2	Green waste compost will be used when carrying out planting projects	Year 1 onwards		Project based	Y	<b>Completed</b> – on going
6.4.3	Investigate possibility of recycling bins on site	Year 2		Officer time	N	<b>Completed</b> Investigated the options and not viable. Medway Council does provide a fortnightly recycling scheme for each householder.
6.4.4	Meadow clippings should be removed from site immediately to reduce soil enrichment		£400 pa	Revenue	Y	<b>Completed</b>
6.4.5	Waste from clearance of orchard undergrowth is chipped on site to mulch ground and paths beneath orchard trees			Revenue	Y	<b>On-going</b>
<b>CONSERVATION AND HERITAGE</b>						
6.5.1	Seek funding to manage the Orchard as a community orchard	Year 2 & 3	£14,000 pa	Capital grant	Y	<b>Completed</b> - Funding for 2009/2010/2011 acquired through Groundwork to carry out clearance of pathways
6.5.2	Mark out areas to be left as bramble on	Year 1		Officer time	Y	<b>Completed</b>

	maps and in management plan for nesting birds and reptiles					
6.5.3	Ensure Orchard Management Plan Action Plan is implemented	Year 1-5		Grants and Officer time	Y	<b>Completed</b> - Funding for 2010 acquired through Groundwork to carry out clearance of pathways. Training for Orchard maintenance arranged for Feb 2011
6.5.3	Produce a tree planting plan that seeks to strategically plant trees so as not to obscure views.	Year 3-4		Officer time/ grant funding	Y	<b>Completed</b> Produced and attached at appendix 9
6.5.3	Produce interpretation panels for top tier to explain views and maritime heritage.	Year 3	£6000	Capital grants/ S106	Y	<b>Completed</b> -Interpretation panel installed January 2012
	Review current management of trees in Park	Year 1		Officer time	Y	Tree work done as required excluding the orchard area
<b>COMMUNITY INVOLVEMENT</b>						
6.6.1	Council Officer to attend meetings and AGM and provide help where needed. Events funding to be allocated to events arranged by FOH	Year 1 onwards		Officer time/ Revenue	Y	<b>Ongoing</b> - Meetings attended by officer and provide help and assistance as required. £500 awarded to FOH for 2009,2010 and 2011. The Council's events team provide professional support ensuring

						that all events run to plan. Looking to involve dog walkers to assist with dog management on site.	
6.6.1	Rangers to continue to support FOH events on site	Year onwards	1		Officer time	Y	<b>Ongoing</b> - annually, Greenspace Community Officer in post to provide support
6.6.2	Set out a forward plan of events to be held by FOH including task days	Year onwards	1		Officer time	Y	<b>Completed</b> - Apple Day has been programmed into What's On Guide in 2009, 2010 and 2011. Further events planned and programmed for 2012 and 2013
6.6.2	Plan training days within Orchard for FOH and willing members of the community	Year 3		£1000	Officer time and grant funding for expertise	Y	<b>Completed</b> Orchard funding approved, training day for orchard craft carried out on 13 February 2011 at Brogdale for the Friends of Hillyfields and rangers.
6.6.3	In partnership with school, produce a list of projects that tie-in with key stages that could be carried out on site	Year 2			Officer time	N	<b>Ongoing</b> , liaison with schools to take place Spring 2011 with aim of curriculum Sept 2011
6.6.3	Design a nature trail, incorporating the orchard, with way markers designed with pupils	Year 3			Officer time	N	<b>Ongoing</b> , liaison with schools and stakeholders to take place.
6.6.4	Carry out consultation	Year 1- 5			Officer time/	Y	<b>Ongoing</b> , Year 1 consultation

	annually at events for feed back on Park development			Volunteers		regarding the play area. Year 2 consultation regarding the type and location of shelter. Year 3 review of improvements to date and what improvements users feel could be made. Plan to carry out a Greenspaces Health check in 2013	
6.6.5	Hold PACT meetings with Police, council, community and Young people	Year 1-5		Officer time	Y	<b>Completed</b> in 2009 & 2010. Ongoing	
<b>MARKETING</b>							
6.7.1	Include Hillyfields in What's On Guide for Medway Green Spaces	Year onwards	1	Officer time	Y	<b>Completed</b> for 2009, 2010 and 2011, planned for future years.	
6.7.1	Ensure that Apple Day is held every year by FOH. Encourage other areas of the Council such as MEND/4life to get involved with this event	Year onwards	1	£1000 pa	Officer time/ Revenue	Y	<b>Ongoing</b> - this Event took place in 2009 and 2010, scheduled for 2011.
6.7.1	Follow up on FOH aspiration to have a larger 'Hillyfest' with live music and stage	Year 4 & 5		Officer time		N	Due to parking constraints and the urban surroundings it is not deemed a suitable site by the Medway Events Team for a large festival.



6.7.2	Include events on Medway Website	Year 1 Onwards		Officer time	Y	<b>On-going</b> guide has been available online for 2 years
6.7.2	Make management plan available on Medway Green Spaces website	Year 1		Officer time	Y	<b>Completed</b> – updated annually
6.7.3	Ensure information is put in Park notice board for future events	Year 1 onwards		Officer time/ Volunteers	Y	<b>Completed</b> Notice Board in place. Being used by FOH
6.7.4	Investigate opportunity to create FOH webpage and link to Medway Urban Parks and Green Spaces Forum website	Year 2		Officer time	Y	<b>Completed</b> FOH received funding in 2012 to create website, website launch Feb 2013 – <a href="http://www.friendsofhillfields.org.uk">www.friendsofhillfields.org.uk</a>
<b>MANAGEMENT</b>						
6.8.1	Before adopting management plan, send copies to FOH, Groundwork Kent & Medway, Rangers, Greenspaces, Youth Services, Kent Police PCSO's for feedback	December 2008		Officer time	Y	<b>Completed</b> Consultation carried out on Management Plan. Meeting held with FOH on 6 <sup>th</sup> January 2009 where the action plan was agreed. Feedback received from Youth Services, Kent Police, GWKM.
6.8.1	Provide copy of adopted plan to all stakeholders	February 2009		Officer time/ Revenue	Y	<b>Completed</b> ongoing, with further copies made available at each AGM
6.8.2	Make management plan available on	Every Year		Officer time	Y	<b>Annual review</b>

	Medway Council website					
6.8.3	Submission of Park for Green Flag award annually	Year 1- 5		Officer time/ Revenue	Y	<b>Annual action</b>
6.8.4	Review the Action Plan and update every year	Every Year		Officer time	Y	<b>Programmed review completed in years 1, 2, 3 and 4</b>
6.8.4	Review whole management plan and begin process of writing a new plan	Year 5		Officer time	Y	To start August 2013

## **PART 5**

### ***Section 8. How Will We Know We've Arrived***

#### **8.1 Introduction**

This Management and Maintenance Plan (MMP) includes an Action Plan which sets out a series of objectives and specific actions, in addition to the Vision statement contained in Section 1 which has also informed the Action Plan. Greenspace Services will be responsible for the delivery of this Plan. A small review team has been established within Greenspace Services to ensure full ownership of the monitoring and review mechanisms.

The purpose of this section is to set up the principles of the monitoring and review mechanisms and identify the range of issues, which need to be considered in relation to both monitoring and evaluation – key components to the success of the scheme.

#### **8.2 Overview**

In order to establish an appropriate mechanism for the monitoring and review of the Management and Maintenance Plan for Hillyfields Community Park, it is necessary to establish the most important considerations for the Plan and those that will be indicators of its success, or failure.

There are four broad indicators which can be measured in a variety of ways and which give a sound footing for the development of a monitoring and review methodology.

These are:

- Achievement of identified outputs.
- Cost and cost management (budgets).
- Quality measures.
- Timescale and programme delivery.

#### **8.3 Implementation**

Monitoring and evaluation activities will take place on a daily, weekly, monthly and annual basis. Monitoring and evaluation will take place in two ways.

Certain routine works will be assessed daily and weekly as part of the contract specification to ensure that grounds maintenance standards are being met. The Contracts Officer will carry out this form of monitoring. Any shortfall between the written standards set and the work carried out on the ground will be discussed and evaluated at that time with the contractor and remedies applied to ensure that it does not reoccur.

The contract quality will be reviewed on a regular basis and an assessment made to see whether overall the contract and on-site works are meeting required standards and expectations. If standards achieved are consistently

falling short of those required, then action will be carried out to rectify the problem. This action may have implications on budget and contract. Greenspace Services will continue to be fully appraised of contract operational standards through provision of a written monthly report from the Contractor and attendance of fortnightly meetings.

The second form of monitoring that will take place relates to the Action Plan and will be carried out by a review team within Greenspaces in conjunction with The Friends of Hillyfields . The items that have been identified and set out in the monitoring method of the Action Plan are SMART (specific, measurable, achievable, realistic, and time-bound) or have specific identifiable outcomes that can be recorded.

It will be the responsibility of the review team to develop a timetable and ensure that each item identified is 'measured' at the appropriate time. In some instances, this form of monitoring is more straightforward as the action has either been done or it has not, whereas other items may need to be broken down into constituent parts to ensure that the SMART consistent components are delivered.

On an annual basis, the Action Plan will be reviewed and updated with new outputs, actions and methods of monitoring evaluation being identified as items are completed. On an annual basis, it is intended that the entire Management Plan will be updated following complete review of the achievements identified and an assessment made of the year's successes and/or failures. Items not completed, or those that through the monitoring were found to be not as successful as first thought, will then be reassessed to see where changes can be made.

In addition to the above, individual action points will be allocated to Officers and progress will be monitored at monthly meetings with line managers and formal performance appraisal meetings. This will ensure full accountability within the team for implementation and achievement of overall and specific objectives.