

Quorndon Parish Council



The Refurbishment of Stafford Orchard 2006 – 2010 and beyond

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www.staffordorchard.co.uk

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Abbreviations

QPC – Quorn Parish Council
PMC – Park Management Committee
SOAG – Stafford Orchard Advisory Group

SECTION 1 - INTRODUCTION

Background to this document

This archive document is designed to record some of the detail surrounding the refurbishment of Stafford Orchard which took place in 2010. In 2020 the Park Management Plan, which is of course a current document, was reviewed and on the advice of Green Flag much of the old information and comparisons with 'before and after' the redevelopment were removed. This document is not a totally comprehensive record, but seeks to preserve at least some of the information from the early Management Plans and has retained a similar format.

Background to Stafford Orchard

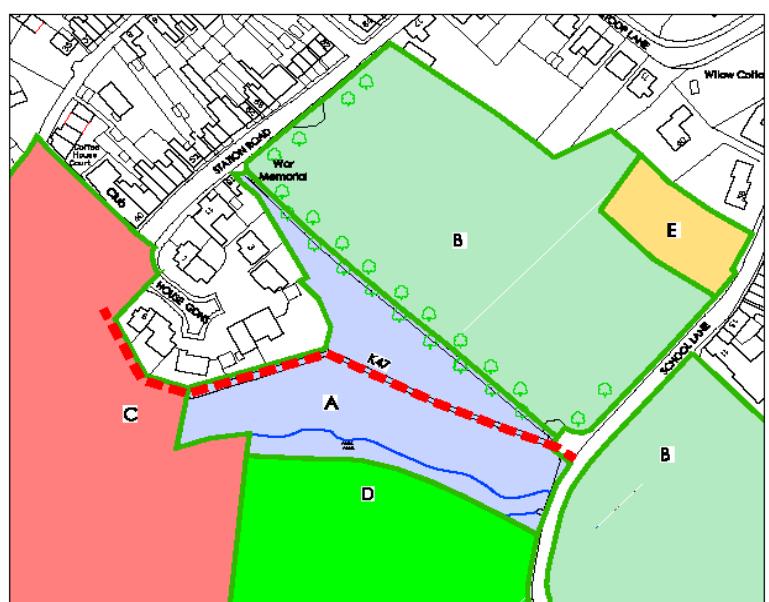
Stafford Orchard is the name given to 2.65 hectares of land sited within Quorn (or Quorndon – both names are freely used), in its Conservation Area in the heart of the village. In 1920 it was gifted to the village to be used as 'Pleasure Grounds' and since that time it has been managed for the people of the village by Quorn Parish Council. It is Quorn's only public park and fulfils an important role, serving the cultural and leisure needs of local businesses, schools and colleges, visitors, shoppers as well as the local community.

The park has two road frontages – Station Road to the NW and School Lane to the SE. Buddon Brook meanders along the southern boundary of the park to its confluence with the River Soar. The NE boundary of Stafford Orchard is enclosed by the gardens associated with adjacent residential properties on Station Road and Stoop Lane, and the old St Bartholomew's school building. There were originally five pedestrian access points, one of which can be used by vehicles when required. In 2018 the Old Quorn Primary School was opened as a community building including a café. At the same time a small entrance direct from the park was opened.

In addition to Conservation Area status, the park and its immediate environs had the following designations in Charnwood Borough Council's Local Plan at the time, as below:

Stafford Orchard and environs Local Plan designations

- A: Safeguarding existing recreation land and buildings
- B: Open spaces of special character
- C: Local centres
- D: Primarily employment areas
- E: Educational land and buildings



Background and overview of the project

In 2006 the Heritage and Big Lottery Funds announced their Parks for People scheme to provide Lottery funding for the refurbishment of old and run-down parks. It had been a long-term aim of Quorn Parish Council to improve Stafford Orchard, but money and the right people to drive the project were needed - and suddenly the two things came together.

In February 2006 a small group of enthusiastic volunteers and Quorn Parish Council councillors, met to discuss the feasibility of applying for a grant. This was competitive grant scheme aimed at metropolitan, county, district and town parks backed by Leisure Departments and considerable resources; so for a parish council the process was very challenging. The group met once a week, often working until late at night and pushing themselves to do things they never thought they could! The team were fortunate to work with professional landscape consultants Bellinger Design, who had been involved in projects in Quorn before and were as committed as the volunteer team. Quorn was the only Parish Council granted a Parks for People award.

The process took five years, culminating in 2010/11 when Quorn's faded and underused park was transformed into the vibrant, welcoming place it is today, with facilities for everyone. Even then the work didn't stop as there were conditions on the HLF/Big Lottery Fund grant that lasted 10 years. See Appendix 8.

Finance

In addition to the £645,500 HLF/Big Lottery Fund grant, partnership funding of £160,000 was obtained from Charnwood Borough Council and Quorndon Parish Council.

The total capital spend was approximately £800,000 with an additional £380,000 being the estimated capitalised value of maintenance and training over a 10 year period, giving a total project value of £1,180,000.

Park Management

A Park Management Plan was created along with a new park management structure to manage and maintain Stafford Orchard. The structure included a Park Manager (the parish clerk) and a groundsman as staff, with a Park Management Committee (PMC), this being a standing committee of Quorndon Parish Council made up of volunteers and councillors, reporting directly to Council.

The management reporting of the park was revised in 2019/20 as part of an overall Parish Council review of its committee and management structure. As a result Stafford Orchard was put under the Council's Grounds and Facilities Committee. The PMC was abolished and a Stafford Orchard Advisory Group (SOAG) was created, made up of volunteers, the Park Manager, the Chair of the Grounds and Facilities Committee, or nominated deputy plus the Property Services Manager ex-officio.

After the major refurbishment the Park Management continued to improve the park, and together with dedicated staff, ensured that high standards were maintained. A brief list of completed developments and significant improvements since 2010, is included at Appendix 2.

Project Timeline

January 2006	Initial approach by Parish Council to the Heritage Lottery Fund (HLF)
May 2006	Pre-application documentation submitted to HLF
November 2006	Pre-application process completed
March 2007	Stage one application submitted to HLF
September 2007	Stage one pass and project development grant awarded by HLF
June 2008	Planning Application submitted to Charnwood Borough Council (CBC)
September 2008	Stage two application submitted to HLF
April 2009	Final decision from HLF - Award of grant of £645,500
August 2009	Purchase of Swyne Green land
	Acquisition of lease on Station Road entrance area
January 2010	Tree work in Stafford Orchard and Swyne Green
March 2010	Appointment of contractor for landscape and building works
May Day 2010	Tree carving (Sunday 2nd May)
May 2010 onwards	Work Started: <ul style="list-style-type: none">- site clearance and fencing off- levelling and landscaping- installation of new play equipment- improvement of entrances, boundaries and paths- refurbishment of Station Road entrance area and Park Services Building (inc toilets)- refurbishment of the old listed Lock-up- new park furniture (seats, benches, tables, bins, information boards, artwork)
October 2010	Volunteer planting of sensory garden and bulbs
November 2010	Landscaping works complete - park re-opens
November 2010	New tree and shrub planting
March 2011	Building works complete - mods and defects period starts
May 2011	Official opening of park - May Day
April 2012	Mods and defects period ends - Project Complete

Specifically, the refurbishment of Stafford Orchard:

- Revitalised the somewhat faded and underused public park in the heart of the village
- Increased and broadened use of the park; made it more welcoming by improving the entrances, access and boundaries; provided better public amenities
- Made people feel safe there
- Employed a groundsman to look after the park
- Involved volunteers in all aspects of the park's management, maintenance, use and development; appointed volunteer park wardens
- Enhanced biodiversity and natural habitat (particularly in the brook area); provided a sensory garden and peaceful area; planted new trees and shrubs; adopted organic horticulture and sustainable practices and policies

- United the brook area (the old Swyne Green) and Stafford lands
- Provided information and interpretation of the history, heritage and archaeology of the park and the surrounding area
- Provided new infrastructure: soft and hard recreational areas; a young children's playground; youth facilities; a level grassed space for games; a performance space; seating; waterside play, picnic and family areas by the brook
- Applied for a green flag award

A layout plan of Stafford Orchard:



For photographs taken during the building process, see Appendix 6.

SECTION 2 - A WELCOMING PLACE

Access - physical

Stafford Orchard is located in the heart of Quorn, which means that the park is easily reached from a safe, well used area of the village.

Visitors to the park arriving by car can make use of the well located car park on Station Road which has CCTV surveillance. There is designated provision within the car park for both disabled visitors and those with young children, and toilet facilities and cafés are located nearby.

Main Entrance Plaza



**Left: Prior to refurbishment
Below: After refurbishment**



Regular public bus services provide links with the surrounding settlements and have stops within 150m of the entrances to the park.

There were five access points into the park; three from Station Road and two from School Lane. Note: from 2018 when the old school was opened as a café and community building an additional entrance was created directly from the park into the old school playground. The sole vehicular access into the park is from Station Road and it is secured with gates which can be accessed by prior arrangement with Quorndon Parish Council. These entrances have a hierarchy of use, with the most popular ones being from the Station Road car park and the one adjacent to the bridge over Buddon Brook on School Lane, both of which lie on the 'Safe Route'.

Four of the entrances were given attractive arches and all were redesigned with planting etc to entice people into the park. All are suitable for people of all abilities to use and clear sightlines and unobtrusive CCTV surveillance ensure that people feel safe. Safety barriers and bollards prevent vehicles entering the park, or parking and causing potential conflicts with pedestrians and cyclists, and blocking the entrances to the park. Cycle racks are provided at the main entrance and within the park.



82nd Airborne Gate

**Left: Prior to refurbishment
Below: After refurbishment**



The Nijmegen memorial stone sat in the middle of the path causing access issues. It was refurbished, moved to the side on an enhanced plinth and an interpretation board was sited nearby.



School Lane Gate

**Right: Prior to refurbishment
Below: After refurbishment**



Old School Gate

**Right: Prior to refurbishment
Below: After refurbishment**



This entrance had evolved as young people had pushed a hole through the hedge; it was very narrow and had a drop to the kerb down from a low border wall. The project team took this as proof that a formal entrance was required in this location.

Access - social

In 2007 and 2008 the Stafford Orchard Project Development Team carried out wide consultations with local people to establish who visited the park and to identify barriers to use. All the reported barriers to use in the table below were addressed in the refurbishment plan for the park.

Reported Barriers prior to refurbishment	Post refurbishment
<ul style="list-style-type: none"> Poor, undefined, unwelcoming entrances and poor signage 	<ul style="list-style-type: none"> Clearly defined entrance archways with good signage
<ul style="list-style-type: none"> Access currently poor and unsuitable for people of all abilities 	<ul style="list-style-type: none"> Fully compliant with DDA requirements. Access to all facilities for all abilities
<ul style="list-style-type: none"> Narrow paths and lack of paths to equipment 	<ul style="list-style-type: none"> All paths and gradients now suitable for wheelchairs, buggies, cyclists. New paths created to give access to play areas and formerly inaccessible parts of the park. Simply creating a circular path around the park proved to be a spectacular success!
<ul style="list-style-type: none"> Poor younger children's facilities 	<ul style="list-style-type: none"> New, fenced and safety-gated LEAP facilities
<ul style="list-style-type: none"> Lack of youth facilities, especially for older children. The skateboard half pipe too difficult for many children and in a dilapidated state. 	<ul style="list-style-type: none"> New MUGA, NEAP and SKATE park facilities
<ul style="list-style-type: none"> Bumpy, dangerous grassed play area 	<ul style="list-style-type: none"> Grassed area levelled and reseeded. Soccer posts available for organised games.
<ul style="list-style-type: none"> Street furniture could be improved. Problems with dog waste 	<ul style="list-style-type: none"> All existing seating replaced and additional seating installed. New litter, recycling and dog waste bins provided.
<ul style="list-style-type: none"> Shortage of facilities for events, including lack of events and positive things 'happening' in the park to attract wide range of audiences 	<ul style="list-style-type: none"> Performance area created. Funding for events available in QPC's revenue budget. Major events sponsored eg May Fair, Party in the Park, festivals, shows.
<ul style="list-style-type: none"> Poor publicity for the park 	<ul style="list-style-type: none"> Park has own website, regular articles in village quarterly magazine and monthly newsletter, publicity on QPC notice boards and office window.
<ul style="list-style-type: none"> No park staff. Run down appearance 	<ul style="list-style-type: none"> Full time groundsman appointed. Volunteer Park Wardens appointed. Permanent and volunteer staff trained and easily identified with 'Stafford Orchard' uniforms. Maintenance plan in place.

<ul style="list-style-type: none"> Underutilisation of heritage aspects, lack of information 	<ul style="list-style-type: none"> Interpretation boards provide historical, heritage, ecological and wildlife information
<ul style="list-style-type: none"> Underutilisation of the brook area and lack of a natural/wildlife aspect. Lack of seating and picnic facilities 	<ul style="list-style-type: none"> Natural play areas established near the brook, including a willow dome, dipping platform and balancing logs. Picnic tables provided.
<ul style="list-style-type: none"> Doesn't cater for the whole family 	<ul style="list-style-type: none"> Open grassed play and dog exercise area, casual walking circuit, formal, peaceful sensory gardens, young and older children's play areas, youth shelter and seating, performance area. Adult gym equipment added in 2016.
<ul style="list-style-type: none"> Safety/Lack of lighting (a barrier to its role as a thoroughfare) 	<ul style="list-style-type: none"> Low level bollard lighting on main thoroughfare, timed PIR controlled floodlighting in NEAP/MUGA/SKATE area
<ul style="list-style-type: none"> Toilets in very poor condition 	<ul style="list-style-type: none"> Toilets rebuilt – facilities for baby-changing, disabled



Older children's play equipment (NEAP)

**Left: Prior to refurbishment
Below: After refurbishment**



SECTION 3 - A HEALTHY, SAFE AND SECURE PARK

The project and the new PMC put measures in place to ensure that:

- Equipment and facilities are safe to use.
- The park is a secure place for all members of the community to use or traverse
- Dog fouling is adequately addressed
- Health and safety policies are in place and regularly reviewed
- Toilets, first aid and emergency equipment are available in or near the park.

A specific Risk Assessment and a Health and Safety Policy for Stafford Orchard were written and can be found at Appendices 3 and 4.

Health and well-being

Features designed into the park to promote health and well-being are:

- A peripheral path around the park which acts as a jogging route (4 laps to the mile) and a walking route for the elderly with strategically placed benches in peaceful garden areas.
- A skate/BMX street scene for teenagers
- A MUGA for soccer and basketball for all ages
- LEAP and NEAP play areas (ie for younger and older children) designed to encourage physical activity
- Outdoor gym type equipment area for younger and older adults
- Natural play areas by the brook
- Access to all areas of the park for all abilities
- A large unrestricted open grassed area for outdoor games
- A raised performance space for outdoor events, concerts, drama, bands
- Picnic tables
- A formal sensory garden for quiet contemplation
- Interpretation panels providing local history, heritage, ecology and wildlife information
- Safe-Route access to encourage visitors to walk, cycle or skateboard to the park
- Local volunteers who assist in the park, planting and maintaining garden areas, brook clearance, event organisation and management

The Sensory Garden



LEAP Play Area



Equipment and facilities provided by the project

- Public toilets at the main entrance to the park, comprising two uni-sex cubicles and a RADAR key operated disabled cubicle. All are fitted with automatic hand-wash and drier units and there are baby changing facilities. Signage is symbolic and in Braille. The toilets are cleaned and maintained daily and externally monitored by CCTV
- Interpretation panels and information boards indicate emergency numbers. A first aid box is available in the Park Services Building
- The park benefits from many mature trees which provide shade and 35 new trees were planted in places which would not compromise clear sight lines through the park
- All play equipment in the park is to a high specification and imaginative. The LEAP area is hoop-top fenced and fitted with ROSPA approved safety gates, is geographically separated from the NEAP facilities for older children and well away from potential hazards. All play equipment was selected in consultation with local schools, play groups, and parents. The Skate/BMX facilities were designed by local skateboarders. There is bench seating and litter bins in proximity to all play areas. An annual inspection by ROSPA, routine reports from park wardens and daily inspections by the groundsman ensure that the play equipment is safe and properly maintained. A Play Equipment Inspection Sheet has been created and is in use.
- The LEAP and NEAP facilities are level, with no trip or other hazards, conform to current safety standards and have 'wet-pour' soft landing safety surfaces, inspected regularly.
- There are litter and recycling bins throughout the park, and dog faeces glove dispensers and disposal bins at the entrances. Note: No more dog poo bag in the dispensers – too wasteful and costly – but still available from local shops.
- A risk assessment of potential hazards associated with the water course (Buddon Brook) determined that the brook is nowhere more than 400mm deep and that lifebelts would serve no useful purpose
- An electricity supply is available near the performance area for use during park events. The booking form (Appendix 9) requires that hirers specify any electrical requirements and users are required to read and comply with the Stafford Orchard Electrical Safety Guidance and Rules. Staff have a checklist to cover the required electrical checks.



After and prior to restoration

Safety & Security

To ensure that everyone feels safe in the park the following measures were put in place:

- Security issues reviewed by the PMC.
- A full-time groundsman with experience of customer care and CRB checked
- Volunteer park wardens to patrol the park routinely to provide a friendly presence and engender a sense of security
- The park wardens, groundsman and volunteers wear easily identifiable 'uniforms' when in the park
- Hoop-top fencing and safety gates ensure that the under 8's play area is a secure enclosure, with signage restricting entry to under 8's accompanied by adults
- Safety barriers at all entrances prevent pedestrians and cyclists from exiting directly onto roads
- Open sight lines from residential areas into the park. Blind spots and hidden areas have been designed out.
- 24 hr CCTV operates throughout the park, main entrance plaza, toilets and car park.
- Bollard and column lighting is installed on the main pathways (village Safe Route), and timed PIR controlled floodlighting illuminates the NEAP play areas in the evenings
- Occasional hazards eg faulty equipment, tree problems etc are fenced off and clearly marked.
- The local beat constable and CSO regularly patrol the park

Control of Dogs

For many people in the centre of the village the park is the only open space for exercising dogs. The policy on dogs is therefore a compromise between allowing the free running of dogs and the safety and protection of the public.

- Dogs are physically excluded by railings and gates from the under 8's play area and the MUGA
- Dog waste bins are provided throughout the park.
- Dog waste bags were originally provided free of charge, but a decision was taken in about 2015 to withdraw this facility across the whole council, due to abuse and cost.
- Notices request that dog owners prevent dogs from urinating on flowers and shrubs
- There are regular dog shows at events in the park to encourage responsible dog ownership

SECTION 4 - A WELL MAINTAINED AND CLEAN PARK

The park was designed and schedules put in place to facilitate efficient maintenance both in the long term and on a day to day basis. A 10 year Management and Maintenance Plan is at Appendix 1.

Litter and Waste Management measures put in place as part of the project:

- The park has strategically placed litter, recycling (cans, glass, paper, plastic) and dog waste bins which are emptied daily. All the bins are attractively designed and painted in the park colour of York Green.
- The groundsman, park wardens, staff and volunteers pick up and dispose of casual litter when they are in the park, and encourage users, particularly the young, to dispose of their waste responsibly.
- Waste and recycling bins to be emptied daily
- Litter-picking to take place daily, twice when necessary.
- Arisings from grass cutting are removed from site by contractors for composting, unless grass cutting is carried out weekly, when arisings are usually left in situ.
- All other horticultural waste is composted in special enclosures on site and recycled as compost and leaf-mould onto the shrub and flower areas of the park.
- No peat-based material is used for horticultural purposes in the park
- The groundsman is trained in the use of pesticides and minimises their use.

Grounds maintenance measures put in place as part of the project:

- The groundsman, assistant and volunteers work to a planned maintenance schedule covering all seasons (see Appendix 1). The groundsman and his assistant play a key role in the maintenance of the park.
- Hard play areas and paths are routinely swept and cleared of leaves
- Buddon Brook is managed as a separate ecosystem, with routine inspections by the groundsman, planned brook clearance operations by volunteers, and habitat protection and management. Further development of the brook area is planned, based on advice from local naturalists and natural play specialists, and the Environment Agency.
- Trees are subject to routine maintenance, and a full annual inspection. The Parish Council also has a tree policy dealing with all tree related issues.
- Contractors submit tenders annually against specifications for grass cutting in the growing season, and for winter tree maintenance following an annual inspection by an accredited arboriculturalist.
- Specific areas of the park were developed by volunteers, including formal sensory and shrub gardens, wildflower meadows, brook-side areas, and spring bulb swathes. These are maintained by staff assisted by volunteers where available.

Buildings included in the project

- The former public convenience building on the main entrance plaza was reconstructed and refurbished in 2011 as part of the project. It became the Park Services Building, housing the groundsman's, workshop, store, office and new public toilets.
- The exterior of a Victorian Grade II listed gaol at the main entrance to the park was restored in 2010 with advice from Leics County Council's historic buildings Dept. It is presently leased as a retail food outlet and is subject to regular inspection, fault reporting and remedial action.
- The 5-year renewable lease with the tenant requires him to maintain the interior of the building. QPC is responsible for the repair and maintenance of the exterior.

Infrastructure and other facilities

- All infrastructure in the park is routinely inspected by the groundsman, volunteer park wardens and other volunteers. Any damage or maintenance issues are reported and actioned by the groundsman and/or park manager.
- Any unauthorised notice or advertising is removed by the groundsman, Park Wardens and other volunteers.
- The park is designed to reduce opportunities for graffiti or to have surfaces which make its removal straightforward. All graffiti is dealt with immediately. Access to walls is discouraged by shrub planting and climbing plants. CCTV coverage throughout the park is publicised to discourage offenders.

Ensuring standards are maintained

- Staff have the appropriate training and/or qualifications. The groundsman has: a National Certificate in Horticulture; a City & Guilds Phase 1 in horticulture; PA1 & PA6 Spraying certificates (including COSHH instruction); a chainsaw operative certificate; a ROSPA Play Equipment Inspection certificate; First Aid certificates.
- The volunteer Park Wardens have received ROSPA Play Equipment Inspection training and report any safety or other issues in a diary retained in the Park Services Building.
- The groundsman visually inspects all play equipment, infrastructure and natural features daily and if necessary reports issues to the Park Manager for action.
- All play equipment is inspected annually in May by independent ROSPA accredited inspectors. Action is taken on any reported concerns.
- Trees are inspected regularly by the groundsman and annually by an accredited arboriculturalist.
- Volunteers working in the park and members of the public informally report any issues to the groundsman or Park Wardens.

SECTION 5 - SUSTAINABILITY

- The PMC introduced an Environmental Policy for Stafford Orchard, see Appendix 5.
- The park groundsman has accreditation in the use of pesticides. Use is minimised and application is avoided when conditions are unfavourable and when the park is busy. Pesticides and hazardous materials are not used in the brook area to avoid any possibility of polluting the watercourse.
- Storage of all hazardous materials including pesticides and fuel conforms to COSHH and other regulations.
- Volunteers managing designated flower and shrub areas of the park use no pesticides. They use natural predators for pest control and organic cultivation techniques.
- Horticultural waste is collected and composted on site and re-used in the park as compost and leaf mould.
- Other green waste, litter and recyclable waste – The Council has been granted a permit to deliver to the waste management facility at Mountsorrel, one mile away, using the village utility vehicle. This modern site facilitates a high degree of recycling.
- Recycling bins are provided for cans, bottles, plastic, paper and card, emptied regularly. The material is temporarily stored off site and collected by a recycling contractor.
- Products containing peat are not used in the park.
- All trees in the park are inspected annually by an accredited arboriculturalist and any remedial action taken. Tree clippings are reduced and composted. Larger branches are deposited on site as wildlife habitats.
- Annuals are not planted in the park
- Use of water is restricted to formal flower and shrub areas and only in sustained periods of dry weather
- The toilets are modern (2010) and were chosen with eco efficiency as a factor.
- Washbasins inside the toilets are fully automatic and cannot be left running.
- Lighting on pathways in the park is timer controlled and energy efficient. Floodlighting in play areas is PIR and timer controlled. Security lighting is low energy and sensor controlled.
- The Council has a policy of always using energy efficient bulbs wherever possible.
- Recycled materials are used for natural play areas
- Our purchasing policy ensures that where practical environmentally friendly products are used and sustainable source certificates are required where appropriate.

SECTION 6 - CONSERVATION AND HERITAGE

A comprehensive review of Stafford Orchard's Heritage and Conservation Assets was undertaken as part of the 2010 refurbishment and the report is available for inspection. It is a substantial document - what follows is a summary. The 10 year Management and Maintenance Plan schedule (Appendix 1) includes the management and conservation of these historical assets and protection of the biodiversity of the park.

The conservation and heritage of Stafford Orchard can be considered in three parts:

- Historical places (buildings): The Lock-up and fire engine house (Grade 2 Listed) and the US forces memorial
- Historical places (open spaces): Stafford Orchard – the park, all aspects of the landscape including the memorial avenue of lime trees
- Biodiversity/nature conservation and earth heritage: Buddon Brook

Seven interpretation panels around the park provide history and heritage details of the park and the wildlife and flora in the brook area.



Interpretation panel

Background

In 1350 Richard de Stafford owned an estate in Quorndon. In the 15th century Stafford's land is described as being in the South Field, in and around the present location of the park. The original Stafford Lands would have encompassed the area now known as Stafford Park. By the 16th century Queen Elizabeth 1st had acquired 140 acres of this land, leased to local people. Part of this was set aside for common land known as Stafford Orchard. Thomas Farnham (the Farnhams were large landowners in Quorn between 13th and 20th centuries) acquired the land in 1561 and it remained in their ownership until 1920 when it was gifted to the village by local benefactors.

On the western perimeter of Stafford Orchard the restored timber-framed Farnham Dower House originally built in the 15th century can be seen from within the park. In addition, the Lock-up (the old gaol and fire engine house) which until 1868 was also the site of the village stocks, is located on the park entrance plaza on the site of part of the historic Village Green. To the south a Victorian mill which has now been converted into flats, straddles Buddon Brook which also has a mill race and weir. The sole remaining textile factory in the village which produced military webbing in both World Wars borders the brook. It now manufactures high-tech fabrics. Station Road forms the NE boundary to the park and along the whole perimeter are a delightful row of Victorian and Edwardian houses and cottages – many with interesting histories. At the eastern edge stands the former St Bartholomew's school, built in 1834 and now semi-derelict. To the SW Buddon Brook meanders through ancient water meadows to its confluence with the River Soar.

The old lock-up

The old lock-up is an early 19th century, single storey jail, with a plinth, angle pilaster strips, moulded brick eaves and Welsh slate hipped roof. It has a small central projecting section with a door and a



small barred one light on either side and a further small barred window on either side. On the left side there are carriage doors, originally for the fire-engine door. Prior to restoration the building was whitewashed, uncared for and strung with garish fairy lights. Today the building has been stripped back to its original brick and the outside

fully restored. The surrounding area has been enhanced and a set of replica stocks replace those which were removed in 1868. An explanatory heritage board allows the public to read about the history of this interesting building.

The Lock-up has been used for many purposes including a gaol; the fire engine house; a public lavatory; a governing station controlling the gas supply for the whole of Quorn (the village had its own gasworks by the Soar until the 1960's) and is at present a take-away pizzeria.

The US memorial and '82nd Airborne' gate

In 1944 2,000 American paratroopers from the 82nd Airborne Division, 505th Parachute Infantry Regiment came to Quorn to train before leaving for D-Day. When they returned in July 1944, nearly 200 had been killed. In September 1944 they left for Holland and Operation Market Garden, never to return again as servicemen.

A majestic avenue of mature lime trees bisects the park from NE to SW. These were planted in 1952 as a living memorial to the soldiers of the American 82nd Airborne Division who were stationed in Quorn during World War 2, became part of the local community, and subsequently lost their lives.



Left: Deryk Wills and son David at the Nijmegen Stone memorial in the park. Deryk, a member of the Royal British Legion, acted as the local representative of the 82nd Airborne in the UK for many years and helped to facilitate visits to the UK for many of those troops who were stationed in Quorn in 1944.



Right: Three 82nd Airborne veterans visiting Quorn in 2006. Bob Murphy is on the left and Bill Sullivan is in the green jumper. On the far right is the son of one of the veterans.

At a side entrance to the park off Station Road a stone from the battle-damaged church at Nijmegen in Holland carries a small plaque of commemoration. As part of the park refurbishment, the stone was cleaned and given more prominence. A heritage board explains who these brave men were and the gate has been renamed the '82nd Airborne' entrance in tribute. The memorial was rededicated in October 2012, when members of the current 82nd Airborne Division came over from America for the occasion.



Swyne Green

The area next to the brook is known as Swyne Green. Records from the 1600s describe this land as being covered with willows, which were cropped annually by the Church Wardens and Town Officers and 'sold by them for the town's use'. It is also recorded that the villagers used to turn out their pigs to root about in the marshy undergrowth, and the right to crop off the young sprouts of the willows was let to parishioners who carried on the trade of scuttle or basket makers. Although to most people, this area of land simply seemed to be part of the park, prior to 2009, it was owned by the 'Townlands Charity'. As part of the park refurbishment, Quorndon Parish Council purchased Swyne Green in order that the whole area could be managed together and to the same high standard.

The area was enhanced with picnic benches to enable everyone to enjoy the brook-side environment and in 2015 and 2016 natural brook-side play equipment was added including a pond dipping platform. See Appendix 10.

Biodiversity/nature conservation

Charnwood Borough Council has a Biodiversity Action Plan (BAP) with the objective of improving biodiversity throughout the borough through the implementation of habitat action plans and species action plans. Advice from the Senior Ecologist at the Borough has been used as a basis to develop maintenance regimes to improve biodiversity.

The late Peter Gamble, a well-known local naturalist, whose knowledge on biodiversity was encyclopaedic, provided the wildlife information for this section and the interpretation board.

The brook area within the park is a natural wildlife corridor providing food and shelter. Peter Gamble noted that the 'rip-rap' construction on the banks formed shelter for insect and invertebrate species. The brook area is monitored and maintained to enhance the sense of ownership of the park and also provide opportunities for educational events for all ages.



View along Buddon Brook/Swyne Green towards School Lane bridge

An area adjacent to Buddon Brook has a different mowing regime to other amenity grass areas to encourage insects and provide an additional habitat within the park through a greater variety of grasses and wildflowers.

There is evidence that since the adjacent factory has stopped discharging into the stream, the water in the brook is becoming increasing clean, new species are appearing and ones thought to be long gone are returning to feed and hopefully breed.



Shoals of **Brook minnow** have been spotted, and other fish species known to live in the brook are the **Three-spined stickleback, Stony Loach, Bullheads, Roach and Perch**.

We know that **Otters** have returned to the River Soar and we are hopeful that, given a clean, appropriate habitat, we may see them back in the brook one day.

The bird life in the park and around the brook is surprisingly diverse.

Kingfishers can be seen on occasion feeding on the insects and small fish from the security of the trees on the side. **Bullfinches** feed on the Guelder-rose (wild viburnum) and a large local population of **Jackdaws** strut around the park feeding off any leftovers they can find.

Grey Wagtails can be seen on the Green and along the stream banks when they come down from upland wintering. The more common **Pied Wagtail** is a frequent visitor. **Goldfinch, Greenfinch and Chaffinch** feed on the blossom trees and breed in the trees in Station Road. In winter, flocks of rare **Waxwings** have been seen feeding off berries on the recently planted Rowans.

Periodically, there are also ducks and swans on the brook. The Park Management Committee is sensitive to the public's pleasure in feeding ducks but at the same time balance it with the requirements of conservation management. We educate the public not to feed the ducks with inappropriate food such as white bread which is not good for the birds, can pollute the water course and can encourage rats. Through the education and advice dispensed by our voluntary wardens we encourage people to feed the birds with corn or other appropriate food.



The flowering rushes by the School Lane bridge provide an excellent summer habitat for dragonflies and damselflies. Colonies of 20 or more **Banded Demoiselle** damselflies can be seen at any one time. **Brown Hawker, Southern Hawker and Common Darter** dragonflies are present in the area and the more unusual **Migrant Hawker** dragonflies, a relative newcomer to Leicestershire, have also been spotted.



Of the wildflowers in the Stafford Orchard, of particular note are the **water forget-me-not** and the **gypsywort**.



Several species of bat hunt over the park, **Pipistrelle, Long-eared and Natterers** have been observed and the less common **Noctule**. **Daubenton's bat**, a type known to hunt over water has also been recorded.

Owls, badgers and foxes also hunt and forage nightly in the park.

An interpretation panel located in the centre of the park tells the visitor what wildlife to look for.

SECTION 7 – COMMUNITY INVOLVEMENT AND MARKETING

From the outset, the project team consulted widely throughout the village about what kind of park the community wanted. Schools, playgroups, clubs, societies, families, people in the street, care and sheltered houses, environmentalists - all contributed to the plan. Children chose their favourite play equipment from images and catalogues, teenagers designed a skate park, the elderly and infirm gave their views on access, seating and quiet areas, drama groups and bands commented on the performance space requirements, people filled in forms and answered survey questions about their use of the Stafford and what aspects of the park they liked and disliked. Local experts advised on trees, archaeology, horticulture, wildlife and habitats, artworks, biodiversity, security, history and heritage.

All this was fed into the designs for the park and the final consultation in the summer of 2008 showed that almost everyone asked (98%) approved of the master plan.

“It’s my birthday party next week - will it be ready by then?” asked a small boy at the May Day exhibition of the plans in 2009. Inevitably, it took a bit longer than that. After more work to cross the t’s and dot the i’s on the final designs, a major tendering exercise began under the supervision of the Heritage Lottery Fund to select a landscape and building contractor. Work on site finally began in May 2010.

Surveys and Consultation

The project application involved many surveys, a complex Audience Development Plan, the formulation of marketing and audience development objectives and the setting of targets regarding park users and user satisfaction.

The following surveys and consultations were carried out:

- 2007 Stage One – user and non-user surveys.
- 2008 Stage Two – User survey
- 2008 census count of users
- Gathering of views at Mayday and other occasions
- Numerous consultations on play equipment designs
- 2012 census count of users
- 2014/15 post implementation users survey

Identifying Target Audiences

User and non-user surveys in 2008 enabled audience groups to be identified in different ways:

The following audience groups have been identified:

- Younger children
- Older children and teens
- Older people (over 65)
- Family groups
- Ethnicity/culturally hard to reach groups
- Users with disabilities

Gathering User/Non-User Information, Public Consultation and Community Involvement

Extensive user and non-user surveys were first carried out in 2007, at the very beginning of the refurbishment planning process.

The more formal part of the survey was based on Green Flag survey forms, adapted to make them more relevant to Stafford Orchard. Care was taken to canvas the public in age proportions as reflected by the 2001 census for Quorn.

More detailed surveys were carried out in 2008 and community results and preferences were incorporated into the park master plan.



Mayday 2008 – People looking at alternative plans for play equipment.



Mayday 2008 – Young people writing their views on 'Ralph's' graffiti wall!

Once the first master plan was available, the community was consulted for their views and suggested amendments. This took the form of displays in the village, visits to schools etc and a large article in the village magazine (The Quorndon), which is delivered free to every household. The picture shows a display at May Day. Team members not only had a short questionnaire to gather views, but 'Ralph' (on the left), with his large graffiti wall, proved a real hit with the younger people!

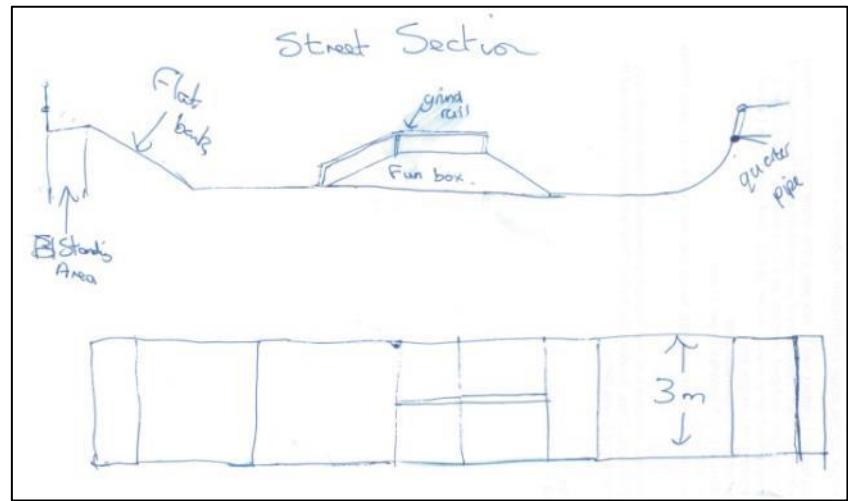


Local school children examining the play equipment alternatives with Stafford Orchard Team members

Once the master plan was finalised, work began on choosing specific equipment, including the design of the two main play equipment areas and the skate area.

Alternative plans for the LEAP and NEAP were taken to local schools, colleges and playgroups.

Local skateboarders designed the street section that was finally built. Their brief was that it should be fun for beginners as well those with existing skills. The group were involved at every stage; they corrected dimensions when the formal plans were drawn up, and even intervened when, at the time of construction, the wrong profile of grind rail was nearly used!



The original skate section drawn by local skateboarders

Continuing Community Involvement

It was always intended that the Community continue to be involved in Stafford Orchard, even when the main refurbishment was complete. This went on to include:

- Regular communication and canvassing of views through the village magazine, The Quorndon, (delivered to every household).
- The Park Management Committee included members of the community as well as councillors.
- Encouragement and use of volunteers as Park Wardens, and for gardening, working parties etc.
- Events – The Village Events Group (VEG), made up of volunteers, plans and organises events in the village, including the park, throughout the year.

Analysing Audiences

A lot of time was taken analysing the various park user groups and identifying their requirements.

Younger children

One of the main target audiences is the younger children's age group. It is important that children grow up learning through play, having social interaction and get plenty of physical exercise. The park needs to be a fun place to go to, with enough to hold the interest of younger ones for a prolonged period. As a local park, Stafford Orchard has a unique role, as a visit needn't require transport, and can be a convenient and fun adjunct to a more mundane task, such as visiting the doctor or the shops.

Older children

It is also important for Stafford Orchard to cater for the needs of older children. Quorn is in an unusual position, unique in Leicestershire, in that it has an 11 – 19 school (Rawlins Academy) right in the middle of the village. In a village of 5000, in a normal sample you would expect this population to contain approximately 320 * young people between the ages of 14 and 18. However, the demographic in Quorn is skewed by the presence of the school being located in this central position. The college has over 1500 students**. The students inevitably congregate on the park at lunch times, after school and often during free periods. Attending school in Quorn also gives them a familiarity and sense of belonging in the village, and therefore Quorn becomes

a natural meeting place and place to congregate both after school, during the holidays and even when they have left school. The result is that Quorn has an effective population of young people several times that which one would expect from a village population of 5000. In fact you would only expect 1500 young people of this age in a normal population of approximately 23,500.

* i.e. 6.4%, source: Census 2001

** Sept 2006, Rawlins web site

This unusual situation brings both problems and benefits. Some of the effects on Stafford Orchard are:

- Prior to the refurbishment, there were few facilities for this age group on the park. This often caused the young people to congregate on the younger children's play equipment, which led to (accidental) damage, intimidation and prevented the facilities being available for the small children.
- Because of the sheer numbers of young people in the village, many older people, children and parents felt intimidated. This was addressed as part of the improvements and the scheme ensured that there were plenty of facilities for this age group.
- The litter problem is significant and increases during term time.

Older people, ie those over 65

Prior to the refurbishment there was little in the park to attract older people, unless they were simply passing through or walking a dog. This was reflected in both census and user surveys. Older people were recognised as a priority audience for the redevelopment project, and this is a continuing policy going forwards.

Family Groups

The Park Management Committee is keen for Stafford Orchard to cater for all age groups and to promote use by families. This also fits in with environmental policies by encouraging people to have a family outing to the park, rather than getting in the car and travelling further afield.

Ethnicity/culturally hard to reach groups

Quorn has a relatively low ethnic minority population. A survey carried out in by the Stafford Orchard group in 2008, was aimed at a representative sample of the population, resulting in 97% white/British, 2% Asian/mixed race/British and 2% preferring not to say. This was in line with the 2001 census (97.8% white). The QPC user survey showed 95% of users were white/British. This showed that the ethnic minority sector of the population was not under represented amongst park users.

Users with disabilities

The same 2008 survey (ie aimed at a representative sample, of the population), resulted in 8% of those surveyed being registered disabled. The survey showed that 8% of users were disabled, ie in line with the Quorn population, however this was not taken to mean that this audience should not be a priority target.

Many people with disabilities or mobility problems cannot do other things, and a visit to the park should be something they can fully enjoy and not just enjoy on the periphery.

Prior to refurbishment, the park had many barriers to use, so this was fully taken into account.

Audiences to Target

As a result of surveys, objectives were formulated to increase park usage by the following groups.

- Overall visitors
- Older people
- Family groups
- People with disabilities

Targets set in 2008

Target Audience	Target Increase
More overall visitors to the park	Increase by 37% over 5 years
More older people using the park	Increase by 100% over 5 years
More families using park	Increase by 100% over 5 years
More disabled people using park (social inclusion)	Increase by 100% over 5 years

Note: 37% for the increase in total visitors, was arrived at from an overall increase of 50%, with a weighted adjustment for the 26% of people who were known, (from a previous survey), to be just passing through – and were therefore considered to be relatively inelastic.

In addition to those targets, other associated 'desired' outcomes were identified:

- That visitors to the park enjoyed the experience much more and that they were satisfied by their visit
- Older children - it was essential that the older children would be adequately catered for going forwards. They form a disproportionately large section of the population in Quorn. It is important for there to be plenty for them to do, not only in order that they enjoy the park, but also, if they are occupied with facilities tailored to their needs, other facilities, e.g. the younger children's play equipment, will be left undisturbed for the appropriate age group to enjoy.

Increases in visitor numbers

A baseline census was conducted in May/June 2008 and targets set for increases in visitor numbers. The census took the form of a complete count of everyone who entered the park in two days in 2008 and two directly comparable days in 2012. All entrances were covered, and guidance to volunteers was strict, to ensure complete 'like with like' comparison. See Appendix 13.

Every entrance was covered and over 65s and people with disabilities were identified visually only.

The baseline census was conducted on two days; a Thursday in May 2008 and a Saturday in June 2008. These surveys were repeated in 2012 on comparable days with comparable weather.

Census targets and results

Totals for the two days	2008	2012 target	2012 Actual	Target increase %	Actual increase %
	TOTALS			%	%
Individuals in family groups	282	564	702	100%	149%
Over 65s	57	79	147	37%	158%
Others	603	647	1059	7%	76%
TOTALS	942	1290	1908	37%	103%
Disabled included in figures above	8	16	25	100%	213%

The final column in the table shows clearly that every target was not only met but considerably exceeded. The increase in use by families is particularly pleasing. It was noticeable, especially on the Saturday in 2012, that there were more larger family groups. Families were arriving with three generations, plenty of ball games and picnic boxes.

Increases in visitor satisfaction

Two baseline user surveys were held in early 2007 and again in 2008 for stages 1 and 2 of the original Parks for People Lottery Fund application. A repeat survey form was designed, taking the most relevant questions to facilitate comparisons. See Appendix 11. This survey was conducted in 2014/2015.

Care was taken to ensure that the age and sex profile of the user sample was similar to that used in the base surveys.

The main aims of the 2014/2015 survey were:

- To provide evidence for Green Flag, the Lottery Fund and Quorn Parish Council that park users are now more satisfied with Stafford Orchard than they were before the park refurbishment in 2010, was completed.
- To provide evidence of absolute levels of satisfaction.
- To identify any areas for improvement or consider for development in the future.

A detailed schedule of results is shown at Appendix 12 and summary is shown below:

Frequency of park visits

30% more park users now visit the park every day or most days than in 2007/08.

Length of stay per visit

The length of time spent in the park by a park user, has increased from an average of 36 minutes, to an average of 61 minutes, this represents a massive 70% increase on the 2007/08 figures.

82% of park users now spend over 30 minutes in the park, compared with 49% in 2007/08, and 42% of park users spend more than an hour in the park, compared with 11% in 2007/08.

Reasons for visiting the park

Significantly more people are using the park to use the play equipment, socialise, picnic or to relax during their lunch break. The decrease in people 'going for a walk', could be accounted for by users now having more facilities in the park to attract them, and are therefore accounted for in other headings – even so, whilst there is a percentage reduction in this figure, it still represents an increase in absolute terms as the number of park users has more than doubled since the refurbishment, (see Census Results on previous page).

2007 results showed that previously, over a quarter of the people surveyed were just passing through the park on their way to somewhere else. Note that there is a public footpath running through the park that is a useful thoroughfare for trips to the shops, school, Church etc. This percentage (of increased user numbers as proved by census figures), has reduced. It is concluded that more park users visit the park specifically to use the facilities, and that users passing through, stop to undertake activities, eg to use the play equipment.

Opinions on various aspects of the park

Users were asked their opinion of 11 different aspects of the park. These included paths, toilets, seating, planting, play equipment, litter management etc

Comparing the results of the 2007/08 survey to the results of the 2014/15 survey, showed that all eleven aspects of the park that users were asked to rate, had significantly improved. The individual results can be seen in the detailed table (Appendix 12), but in order to provide a broad comparison, the categories were aggregated and brought to a comparable 100% base.

In 2007/08, 20% of users thought the aspects they had been asked to rate were Good, 48% thought they were Okay and 33% thought they were poor. After the refurbishment, 86% of users thought the aspects they had been asked to rate were Good – a fourfold increase.

In 2014/15 only 1% of users thought the aspects rated were poor, compared with 33% prior to the refurbishment – a resounding success!

Design and appearance of Stafford Orchard

In 2007/08, 78% of park users thought that the design and appearance of Stafford Orchard was 'Fair' or 'Poor' and only 21% of users thought that it was 'Good' or 'Very Good'. The survey in 2014/15 revealed that a fantastic 100% of those surveyed thought the park was good or very good.

Range of park facilities that are available

Everybody questioned in 2014/15 felt that the range of park facilities was 'Good' or 'Very Good', compared with only 9% in 2007/08.

Future developments

Several questions were not for comparison purposes, but were to canvas opinions in order to guide future developments and help with the targeting of resources. There were many positive comments and a few pointers towards features that users would like to see. These included the provision of a large slide, a café and more toilets. Providing a large slide has been noted for future developments. The adjacent old primary school, which is also owned by Quorn Parish Council, opened as a community building in May 2018 and contains a café and toilets.

Cleanliness and maintenance of the park

In 2007/08 44% of people thought that the standard of cleanliness and maintenance of the park was 'Fair', and 15% thought it was Poor/Very Poor. In 2014/15 100% of those surveyed thought the standard was Good or Very Good.

Feeling safe in the park

The level of people feeling Quite Safe or Very Safe, has risen from 86% to 100% since the refurbishment.

All of the major safety concerns raised in 2007/08 were addressed in the refurbishment design. These included CCTV, better lighting, increased provision of activities for all ages to occupy young people positively and the use of volunteer park wardens.

Overall view of Stafford Orchard

In 2007/08 only 44% of those surveyed were generally Satisfied or Very Satisfied with Stafford Orchard. This has risen to an amazing 100% in 2014/15, with 90% being Very Satisfied.

Stafford Orchard marketing

The following marketing methods were identified:

- A Stafford Orchard website was put together by volunteers as part of the project: www.staffordorchard.co.uk These screen shots are from the original and it has since been revamped.



The screenshot shows the homepage of the original Stafford Orchard website. The header features a candle image on the left, the text 'Quorn Village Leicestershire, UK' in the center, and a photo of children playing on a swing set on the right. Below the header is a navigation menu with links like 'Village Home', 'News', 'What's On', 'Community Directory', 'Business Directory', 'Parish Council', and 'Stafford Orchard'. The main content area has a section titled 'Stafford Orchard' with text about the park and a list of facilities. It also includes a 'Get Involved' section and a sidebar with links for 'Quorn History', 'What's On', 'Village Businesses', 'Village News', and 'Stafford Orchard'.

There were twelve sections, including everything you need to know about running your event on Stafford Orchard.



The screenshot shows the homepage of the revamped Stafford Orchard website. The layout is similar to the original, with a candle image, 'Quorn Village Leicestershire, UK' text, and a photo of children playing on a swing set. The navigation menu is identical. The main content area now features a section titled 'Organising Park Events' with text about the park's facilities and a photo of a community event. The sidebar includes the same links as the original version.

- An events notice board was located at the main entrance to Stafford Orchard
- More notice boards around the village

- Regular articles in the village magazine

The Park Management Committee tried to ensure that something about Stafford Orchard appeared in every edition of The Quorndon, an exceptionally high quality village magazine. It is published every quarter and delivered to every house in Quorn.

- **A monthly newsletter**

Distributed with the local Neighbourhood Watch information.

- **Front line staff**

Groundsman, park wardens and volunteers all play a role in promoting and publicising Stafford Orchard.

- Promotional and information displays at events eg Mayday etc

- **Promotion of the park by user groups and stakeholders**

e.g. the Park Management Committee, Church groups, Parish Councillors, dog walkers etc



Numerous informal events including family celebrations, birthday parties, mother/toddler groups, fitness sessions, football coaching and tournaments, picnics etc also took place frequently throughout the spring and summer months. The park management does not require notice of these unless they are on a significant scale or require use of the park utilities eg power, water, for which an advance booking system was introduced.



SECTION 8 – MANAGEMENT STRUCTURE, OBJECTIVES AND PLANS

Background

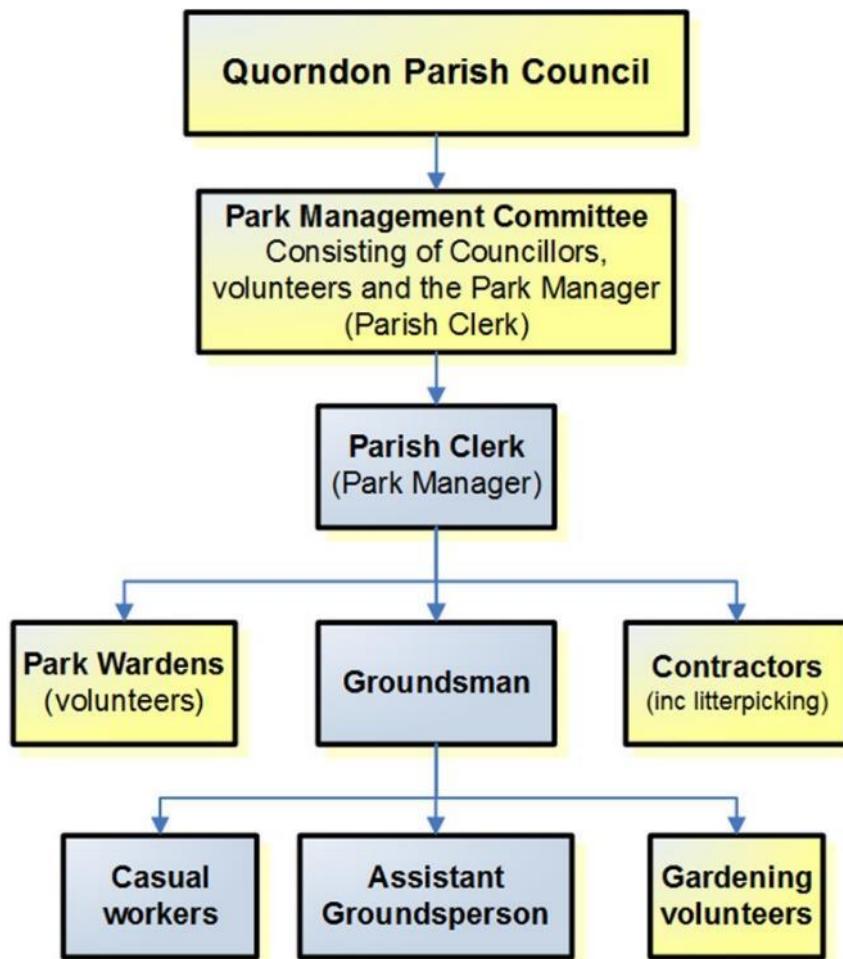
Prior to the refurbishment of the park, no formal management plan existed. The Stafford Orchard Project Development Team developed a plan in 2008 to support its successful Stage 2 submission for a grant from the National Lottery. Valuable input was provided by local volunteers and stakeholders supported by professional advice from landscape and arboricultural consultants.

The Park Management Committee

As part of the redevelopment the PMC was created, made up of Parish Councillors, the Park Manager (Parish Clerk), the groundsman, a Park Warden, volunteers and members of the community. It was responsible for the implementation of the plan and for ensuring that the park met the requirements of current legislation, good practice and Green Flag standards.

The PMC was largely replaced by the Stafford Orchard Advisory Group in 2020 and the management structure was changed.

Stafford Orchard Management Structure from 2010 to 2019



Management Plan

- The objective of the plan is to provide a framework for the management and maintenance of all aspects of Stafford Orchard Park, and to enhance people's enjoyment by maintaining and developing a sustainable, safe, attractive, high quality park for visitors from Quorn and surrounding villages. The plan is designed to ensure that the heritage features of the park, the needs of visitors and the opportunities for leisure and recreation are managed with involvement from local people to establish sustainable benefits to the community for the future.
- Development and maintenance plans have been established. Maintenance and management actions are programmed on a 10 year basis which also ensures that staffing requirements and training needs can be identified. The programme also enables survey work, volunteer contributions and phased community projects to be included in the overall plan for the park. In this way the PMC has a reference document to identify the agenda of work for each year, and on which future objectives can be based.
- Appendix 1 is the detailed 10 year work schedule. This was put in place in 2009 and is updated as required. It lists who is responsible for what, and when tasks should be carried out.
- The 10 year Management & Maintenance Plan is the principal tool used to maintain and manage Stafford Orchard Park and its heritage assets. Monitoring against the plan is ongoing on a day to day basis undertaken by everyone who has a direct involvement in the park.
- Routine reports by staff, wardens and volunteers are assembled and interpreted by the Clerk to Quorndon Parish Council (the Park Manager) and considered by the PMC , which meets regularly to review the use, operation, maintenance, repair, and development of the park and associated buildings. The PMC is responsible for maintaining and preserving the conservation and heritage aspects of the park and for implementing the 10 year Management and Maintenance Plan.
- The PMC ensures that all immediate priority works have been completed and lesser ones reported on. This leads to a reassessment of priorities and resources - and if necessary a redefinition of objectives.

Financial Management

Operating revenue and capital funds are provided to the PMC by Quorndon Parish Council within its annual budget allocations. The park is financially managed by the Park Manager as a separately accountable entity in the Council's accounts.

Originally a sinking fund was established with an annual contribution of £10,000, which was calculated to replace play equipment over a 20 year period. In 2018 the Council took the ringfence from around this fund and absorbed it into the general reserves. Assurances were given that the Council was committed to the park and funds would be precepted for as required.

APPENDIX 1 - Detailed 10 Year Work Schedule

This section of the plan comprises of a detailed schedule which programmes items to be implemented, inspected and maintained. Within the schedule the timing of maintenance work is given and a brief description of the operation required. The proposed staff and contractors responsible for the work are listed and where appropriate those responsible for leading a task are noted. The schedule also highlights where additional training is anticipated.

Key:

Staff/Contractors responsible for the work:

PMC
GM
PW
LP
VG
CR
CT

Park Management Committee - a stakeholder group which oversees the ongoing management and maintenance of the park and usage.

Groundsman (including work carried out by assistant groundsperson)

Volunteer Park Wardens

Litter picker (litter picking contractor or specific litterpicking staff)

Volunteer Group – a group to set to lead on an ongoing maintenance project OR a group set up to assist with a one-off task

Contractor – a contractor appointed with the skills required to carry out a specific task, several different contractors will be appointed as appropriate for the tasks required

Consultant – a professional consultant appointed to carry out or lead volunteers on a specific task

Note: On actions with shared responsibility the colour of the lead group or person is shown in the schedule

Inspections and Surveys

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months
R1	Data collection: water quality	Carry out survey to monitor water quality and aquatic species in Buddon Brook, led by a consultant and supported by volunteers if appropriate. 5 yearly	CT/ VG					✓						Sept
R2	Data collection: bats	Carry out survey to monitor bats in the park, led by a consultant and supported by volunteers if appropriate. 10 yearly	CT/ VG		✓									May/Jun
R3	Data collection: birds	Carry out survey to monitor bird species found in the park, led by volunteers with expertise in the area. 10 yearly	VG		✓									Mar/Jul
R4	Data collection: other wildlife	Carry out general wildlife surveys in the park, led by volunteers with expertise in the area. 10 yearly	VG		✓									Sept
R5	Survey of trees	Organise and carry out annual arboricultural survey. (Recommended works to be included in maintenance operations S7.)	CT/ CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Sept
R6	Routine Playground inspections	Carry out daily/monthly visual playground inspections	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Daily/ monthly
R7	Annual playground inspection	Organise RPII Registered Playground Inspector to carry out inspection of play area/youth provision for EN1176/ EN1177DDA compliance. (Recommended remedial works/repairs/replacement to be included in maintenance operations H5)	CT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	May
R8	Inspections of Park Services Building	Annual inspection of building for wear, tear, damage, and required periodic maintenance	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Feb/Mar
R9	Inspections of Lock-up	Annual inspection of building for wear, tear, damage, and required periodic maintenance	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Feb/Mar
R10	Stocks	Monthly check of lock, wood etc	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Monthly
R11	Buddon Brook	Annual review of riparian issues associated with the brook	GM/P MC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Feb/Mar

Events

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months
E1	Marketing of sponsored events and projects (C1-C7)	Organise promotion and advertising.	PMC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
E2	Marketing of annual events	Organise promotion and advertising.	PMC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
E3	Marketing of performances	Organise promotion and advertising.	PMC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring-Summer
E4	Marketing of educational events	Organise promotion and advertising.	PMC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring-Summer

Buildings

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months
B1	Cleaning toilets	Carry out daily cleaning of toilet facilities	CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All

Softworks

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months	
S1	Mowing lawn areas	Maintain short grass areas, mowing once a fortnight, arisings to be removed and composted	CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Mar-Sept
S3	Mowing meadow areas	Carry out a hay cut twice a year, leave arisings for 3 days before removing	CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Mar/Aug
S4	Edging lawn areas	Tidy edges to herbaceous borders and bedding displays, carried out annually	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring
S5	Scarification	Lightly scarify lawns and amenity grass areas	CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn
S6	Aeration	Spike lawns and amenity grass areas to relieve compaction and to improve aeration and drainage.	CR	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn
S7	Top dressing and over seeding	Prepare ground and re-seed any damaged or well-used areas.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring/Autumn
S8	Roll grass lawn and amenity grass areas	Roll grass areas	CR		✓		✓		✓	✓	✓	✓	✓	✓	As required
S9	Weed control of lawn areas	Apply herbicide to lawns	CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Late Spring
S10	Tree work	Carry out operations in accordance with report from arboricultural consultant's report. To be undertaken on an annual basis.	CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Nov-Mar
S11	Hedge work	Trim hedges to agreed height and replace any dead plants	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Nov-Mar
S12	Pruning shrubs	Prune shrubs to encourage new growth in accordance with good horticultural practice.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
S13	Dead heading	Dead head flowering plants	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
S14	Sensory Garden: Maintenance	Carry out ongoing maintenance of the sensory garden	GM/VG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All

Softworks (cont'd)

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months
S17	Reed beds	Clear debris, thin out plants and remove excess plants. Arisings to be removed and composted.	VG/ GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn
S18	Weed control of shrub beds and willow beds	Remove weeds by application of herbicide or by hand while plants are establishing on a monthly basis. Frequency of weed control to be reduced each year as plants mature.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
S19	Weed control under hedges	Apply herbicide to base of hedges. Frequency of weed control to be reduced each year as plants mature.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
S20	Weed control of bedding displays and herbaceous borders	Remove weeds by hand on a monthly basis. Ensure any bare soil remains weed free.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
S23	Watering bedding displays and herbaceous borders	Water in prolonged dry spells.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Summer
S24	Soil conditioning	Spread compost on planting beds	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring
S25	Insecticide treatments	Treat soil and plants if disease or infestation occurs	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
S26	Fertiliser application	Apply to slow release fertiliser to grass areas, shrub beds and hedges	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Summer
S27	Fungicide application	Treat grass areas and plants if disease or infestation occurs	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
S28	Mulching	Top up mulch to shrub beds and hedges	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required

Hardworks

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months
H1	Street furniture /lighting/cctv	Check for wear/damage to street furniture/lighting/cctv; organise for repairs/remedial works/replacement to be carried out.	CR/ GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring
H2	Hard surfaces/drains	Check for wear/damage to surfaces and edgings; clear drains; organise for repairs/remedial works to be carried out.	CR/ GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring
H3	Fences	Check for damage to fencing, finishes and posts, carry out repairs/remedial works/replacement	CR/ GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn
H4	Weed control	Hand weed/apply residual herbicide treatment to hard surfaced areas.	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
H5	Play equipment	Following inspections of play equipment carry out necessary remedial work/repairs and replacements	PW/ CR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
H6	Natural play nodes	Carry out any necessary repairs/replacement and cleaning	VG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Spring
H7	Willow bed trails	Replace/repair any damaged decking boards	VG	✓		✓		✓		✓		✓		Spring

General

Code	Action	Operation	Staff	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Months
G1	Litter bins	Empty litter bins on a bi-weekly basis	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
G2	Recycling	Empty recycling bins on a bi-weekly basis	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
G3	Dog bins	Empty dog waste bins on a bi-weekly basis	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
G4	Litter clearance: grass	Clear litter from grass areas	GM/ VG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
G5	Litter clearance: beds	Clear litter from shrub beds, hedges and planted areas	GM/ VG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
G6	Litter clearance: paths	Clear litter from paths and hard surfaces	GM/ VG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	All
G7	Leaf clearance: grass	Clear fallen leaves from grass areas	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn and as required
G8	Leaf clearance: beds	Clear fallen leaves from shrub beds, hedges and planted areas	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn and as required
G9	Leaf clearance: paths	Clear fallen leaves from paths and hard surfaces	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn and as required
G10	Tree debris	Remove fallen tree debris	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	As required
G11	Prepare compost	Mix compost, add compost treatment as required	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Autumn
G12	Buddon Brook	Clean litter and debris from water course and pipe outlet on an annual basis	GM/ VG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Quarterly and after flooding
G13	Dog/litter bins	Wash and disinfect	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Monthly
G14	Benches and tables	Jet wash	GM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Appendix 2

Developments in Stafford Orchard since 2010

Below is a list of completed and proposed developments and/or significant improvements within Stafford Orchard since the major refurbishment in 2010. A summary of this nature is a useful reference document and individual headings can be expanded in separate appendices if required.

Ref	Description	Notes	Timescale	Stage
1	Brook-side play features	Omitted from original refurb due to costs	2015	Complete
2	Outdoor gym equipment area	Requests from users	2016	Complete
3	Brook – Dipping platform	Omitted from original refurb due to costs	2016	Complete
4	Additional disabled play equipment	Requests from users	2017	Complete
5	Resurface performance area	Requests from users	2017	Complete
6	Opening of the adjacent old primary school, providing a café, toilets and public library	This was a general parish council scheme, not led by the Stafford Orchard Park Management Committee, but it has greatly enhanced the park experience for many users	2018	Complete
7	Creation of a small orchard area in the sunken area behind the Old School	An enhancement to tidy up an underused area and provide a link with the name of the park by creating a small orchard.	2018	
8	To improve the appearance of the entrance to the newly refurbished Old School from the adjoining park.	Requests from users. To enhance the access from the park to the Old School by adding new contoured plant beds and improving existing beds to align with the existing design ethos of the park.	2019	Complete
9	New surfacing around adult gym equipment	Requests from users. Originally set in grass, the amount of use was causing undue wear in the area.	2019	Complete
10	Three new hard areas to accommodate benches	Noted by SOAG that benches were often all taken and there were offers from residents to donate benches in memory of loved ones.	2021	Proposed by SOAG to G&F Committee

Appendix 3: Stafford Orchard Risk Assessment

Date of review	January 2019
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Likelihood and impact: 1 = Low 5 = High

Hazard	Resultant Effect	Likelihood	Impact	Control Measures	Likelihood after measures	Impact after measures	Notes
Play areas, including LEAP, NEAP, Outdoor gym equipment, Skate and MUGA							
Falling off play equipment	Injury to users	3	4	Approved safety surfaces Notices regarding recommended ages	2	4	
Faulty/damaged play equipment	Injury to users	2	3	Annual ROSPA inspections, frequent routine safety inspections by staff and park wardens. Prompt action if problems discovered	1	2	
Gates around LEAP	Trapped fingers	3	3	Safety closure mechanisms that are regularly inspected	1	2	
Collisions on skatepark	Injury to users	3	3	Notices regarding younger children using the skate ramp	2	3	
Vandalism	Damage to buildings, including toilets	3	3	CCTV, lighting, secure fittings	2	2	

Hazard	Resultant Effect	Likelihood	Impact	Control Measures	Likelihood after measures	Impact after measures	Notes
Park fixtures/furniture							
Fixed furniture, e.g. benches, bins etc	Injury	2	2	Benches and tables are bolted and concreted to the ground. Dog/litter bins inspected and emptied frequently. Any damage/vandalism promptly repaired.	1	2	
Footpaths	Trips, slips falls	3	3	Paths regularly checked for signs of damage, prompt action taken on defects where necessary. Only work vehicles permitted – except for events in the park. Tarmac paths gritted if icy.	2	2	
Stocks	Injury	2	3	Safety and maintenance checks carried out on regular basis	1	2	
Entrances	Children running onto the roads	3	4	Barriers to prevent children having a straight run onto the road	2	2	
Vandalism	Damage to buildings, including toilets	3	3	CCTV, lighting, secure fittings	2	2	
Brook area and flooding							
Young children falling in the brook (normal conditions)	Getting wet, frightened	2	2	Notice requiring carers to closely supervise young children near the water	1	2	The water is very shallow, too shallow for lifebelts to be necessary/effective
Young children falling in the brook (normal conditions) and banging head	Drowning	1	5	Notice requiring carers to closely supervise young children near the water	1-	5	The water is very shallow, too shallow for lifebelts to be necessary/effective

Hazard	Resultant Effect	Likelihood	Impact	Control Measures	Likelihood after measures	Impact after measures	Notes
Flooding leading to high water levels	Danger of drowning	2	5	Large temporary notices warning people of floods. Close the park if they were particularly bad or long lasting	1	5	
Dog Fouling							
Dog faeces left in the park	Unpleasant, unhygienic, puts people off coming to the park	4	3	Notices about dog fouling, dog bins, staff and park wardens making users aware, fence around LEAP	2	3	
Dog faeces left in the park	Toxocara, leading to infection and possibly blindness	2	5	Notices about dog fouling, dog bins, staff and park wardens making users aware, fence around LEAP	1	5	
Trees							
Tree branches falling on park users	Injuring a park user	2	5	Annual tree inspection with recommended work carried out promptly.	1	5	Risk areas temporarily fenced off when necessary
Staff, equipment and general							
Park equipment	Injury to staff	2	3	Staff trained to use equipment, equipment properly stored and maintained	1	3	
Pesticides/chemicals	Injury to staff	2	3	Staff trained to store and use chemicals properly	1	3	
Equipment left unsupervised	Injuring a park user	2	3	Staff trained and aware of safety measures, including never leaving equipment around. Insurance	1	3	

Hazard	Resultant Effect	Likelihood	Impact	Control Measures	Likelihood after measures	Impact after measures	Notes
Pesticides/chemicals left unsupervised	Injuring a park user	2	3	Staff trained and aware of safety measures, including never leaving chemicals unsupervised	1	3	
Theft of equipment and property	Replacement cost, inconvenience	3	3	Lockable store for equipment, plus insurance	2	2	
General staff safety	Injury to staff	2	3	Protective clothing, training, wheeled trolley (to avoid lifting), correct working tools, H&S policy, personal accident insurance	1	2	
Volunteers	Injury, damage to property	2	2	Insurance, volunteer policy in place, clear guidelines, safety equipment	1	1	
Litter	1) Injury 2) Detracts from enjoyment of the park			Regular litter picking; removal of sharp objects, cans, bottles etc; provision waste bins			
Litter picking	Injury to staff from sharp and/or contaminated objects	2	3	Use of a long handled litter picker, gloves etc	1	2	
Trespass by travellers	Damage to the surface of the park, loss of use	3	3	Locked gates and fencing	1	1	
Buildings							
Building damage including fire	Loss of rent, cost of repairs, no-where to store equipment, lack of facilities (eg toilets)	2	3	Insurance, H & S policy, secure toilet fittings, regular inspections etc			
Vandalism	Damage to buildings, including toilets	3	3	CCTV, lighting, secure locks, secure fittings	2	2	
The old lock-up	Deterioration etc	3	3	Sub-let, managed by professional agent, adequately maintained within Listed Building Consent	1	1	

Appendix 4: Health and Safety Policy

Reviewed January 2019

Quorndon Parish Council

Health and Safety Policy for Stafford Orchard



Contents

1	Purpose
2	Policy Statement
3	Scope
4	Objectives of the Health and Safety policy
5	Organisation for carrying out the policy
6	Responsibilities and Arrangements

1.Purpose

This Health and Safety Policy has been written in compliance with the Health and Safety at Work etc Act 1974 to provide a clear statement of intent with respect to health and safety.

2.Policy Statement

The aim of this Policy is to provide and maintain a healthy and safe environment and to ensure the following:

- A safe public recreation place is provided
- A safe work place is provided
- Arrangements are in place to ensure the safety of all personnel and park users
- Safe working practices are identified and implemented
- Hazards and security are assessed and addressed
- The roles and responsibilities of employees, contractors, volunteers, users and visitors are identified and clear

Health and safety will be regularly reviewed and actions taken to improve safety procedures and systems as appropriate.

3.Scope

This Policy covers the whole of Stafford Orchard park, including:

- Play equipment
- Park services building
- Grassed areas
- Brook area
- Staff and equipment

4. Objectives of the Safety Policy

To recognise hazardous areas within Stafford Orchard, and provide codes of practice by:

- 4.1 Identifying the need for employees to receive both on and off the job training in safe methods of working, accident prevention, fire prevention and personal protection.
- 4.2 Identifying the hazards of the work and providing, so far as is reasonably practicable, means to eliminate or minimise the hazards.
- 4.3 Providing adequate personal protection as required by statute and by the hazards of the job. To ensure that all such protection is effectively and efficiently used.
- 4.4 Promoting a total involvement attitude towards health and safety and to provide the opportunity for employees and their representatives to be consulted and participate in matters affecting health and safety at the workplace.
- 4.5 Ensuring that first aid facilities are both available and maintained at the workplace and notices are displayed as to where such facilities are located.
- 4.6 Ensuring that due care and attention is given to the health, safety and welfare of members of the general public who may be affected by the actions or omissions of employees working on behalf of the Parish Council.

5. Organisation for carrying out the Policy

- 5.1 The Parish Council recognises its obligation under the Health and Safety at Work Act 1974 to bring to the attention of its employees the organisation for implementing and controlling the health, safety and welfare of members of all its employees and will ensure so far as reasonably practicable that the Parish Council's policy for health, safety and welfare is effectively implemented and understood at all levels.

- 5.2 Organisational responsibilities are as follows

- All Employees
To observe statutory safety regulations, safe working procedures and codes of practice, and follow the agreements for their safety at their workplace and the safety of visitors.
- Stafford Orchard Management Committee
To ensure all safety matters are discussed and acted upon as they arise. The committee is responsible for authorising the Health and Safety Policy for Stafford Orchard and ensuring that the Policy and procedures are regularly reviewed and formally revised as appropriate.
- Parish Council
To oversee and ratify health and safety matters referred to them by the Stafford Orchard Management Committee. The Parish Council has ultimate responsibility for ensuring that health and safety issues are routinely addressed by the appropriate Committees and that such policies and procedures are regularly reviewed.

6. Responsibilities and Arrangements

6.1 QPC, Committees and employees have responsibilities in relation to health, safety and security. In addition leaders of groups, organisations using the facilities and individual visitors all have responsibility to comply with this Policy and associated health and safety procedures and guidelines.

6.2 Employees

- Employees are required to familiarise themselves with Stafford Orchard and QPC Health and Safety Policy, procedures and guidelines.
- They must take reasonable care for the health and safety of themselves and others that may be affected by their actions.

6.3 Contractors

- Contractors must be given information on and be required to comply with Stafford Orchard and QPC Health and Safety Policy, procedures and guidelines as appropriate.
- Contractors must ensure that their activities comply with current Health and Safety Legislation and take reasonable care for the health and safety of themselves and others that may be affected by their actions.

6.4 Organisers of Park Events

- Organisers of park events must be given information on and be required to comply with Stafford Orchard and QPC Health and Safety Policy, procedures and guidelines as appropriate.
- Organisers of park events must ensure that their activities comply with current Health and Safety Legislation and take reasonable care for the health and safety of themselves and others that may be affected by their actions.

6.5 Volunteers

- Volunteers must be given information on and be required to comply with Stafford Orchard and QPC Health and Safety Policy, procedures and guidelines as appropriate
- They must take reasonable care for the health and safety of themselves and others that may be affected by their actions.

6.6 Park users/visitors

- Are required to take reasonable care for the health and safety of themselves and others that may be affected by their actions
- Are required to comply with park guidance as displayed on signage.

6.7 Equipment (Staff responsibilities)

- Staff to be familiar with the safety legislation, codes of practise and safety precautions applicable to their activities and equipment
- Ensure that other employees and volunteers are also aware and fully understand.
- Insist on employees observing safe working practises, including wearing goggles and/or ear defenders as necessary.
- Ensure that correct reporting procedures are carried out on all accidents and dangerous occurrences. Carry out a preliminary investigation of all accidents.
- Report defects in plant and equipment.
- Ensure that there is always appropriate supervision

- Set a personal example.
- Always use the correct tools and equipment for the job.
- Attend safety courses as necessary.
- Do not leave equipment unattended
- Store equipment safely and securely
- Portable appliances must be tested and marked

6.8 Substances (Staff responsibilities)

- Staff to be familiar with the safety legislation, codes of practise and safety precautions applicable to any chemicals and substances
- Ensure that other employees and volunteers are also aware and fully understand.
- Before undertaking any work staff must ensure that they have read and understood the COSSH (Control of substances Hazardous to Health 1994) sheet for any chemicals
- Attend safety courses as necessary.
- Store any chemicals and substances safely and securely
- Do not leave chemicals or substances unattended

6.9 Lifting (Staff)

- Staff should be aware that lifting is governed by the Manual Handling Operations Regulation 1992
- These regulations seek to encourage safe lifting techniques and to minimise the frequency of lifting if possible.
- Good lifting guidelines:
 - ◊ Stop and think before you lift
 - ◊ Adopt a correct foot position
 - ◊ Bend the knees and keep the shoulders level
 - ◊ Get a good grip
 - ◊ Keep the arms close to body
 - ◊ Lead with your head
 - ◊ Lift smoothly
 - ◊ Check weight before you lift
 - ◊ Think when putting the load down

6.10 Brook area

- Appropriate signage to be maintained by staff, including emergency signage in times of flood
- Users to supervise young children and obey signage

6.11 Play equipment

- Staff to arrange annual ROSPA inspections
- Staff to inspect equipment regularly for defects
- Staff to take appropriate action if defects found
- Park wardens to report defects
- Users to obey age recommendations
- Appropriate signage to be maintained by staff

6.12 Events

- Staff to ensure event organisers are informed of all requirements

- Organisers to ensure that vehicle movements are kept to a minimum, closely supervised and max speed 5 mph

6.13 Security

- Staff to ensure that CCTV is kept in working order
- Staff to ensure that park lighting is kept in working order

6.14 Dogs and Litter

- Staff to maintain/order regular emptying of dog and litter bins
- Appropriate dog/litter signage to be maintained by staff
- Wardens and staff to advice users as appropriate
- Users to comply with rules as per signage

6.15 First aid and accidents

- First aid box kept in the Park Services building, maintained by staff.
- If there is an accident of the first aid equipment is used, details must be recorded in the accident book, which is located Park Services building
- In the event of a serious injury requiring more than first aid phone 999 and ask for the ambulance service.
- As soon as possible after a serious injury/accident the Clerk, PC Chairman and/or Chairman of the Park Management Committee must be informed
- In the event of injury or accident:
 - ◊ Ensure that any hazards that have caused the accident are removed to a safe location.
 - ◊ If necessary, warn others of the hazard, use warning cones etc if necessary

6.16 Trees

- Staff to organise annual tree inspection
- Staff to keep aware of condition of trees and act on potential problems, eg fence off trees, order emergency work

Appendix 5: Environment Policy

Reviewed January 2018

Quorndon Parish Council

Stafford Orchard Environmental Policy



- To promote environmental awareness among our staff and volunteers
- To consider the impact on the environment of everything we do
- To train, educate and inform our employees and volunteers about environmental matters
- To promote efficient use of materials and resources throughout the park, including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- To avoid the use of pesticides and unnecessary hazardous materials and products, seeking substitutes when feasible and taking all reasonable steps to protect human health and the environment when such materials must be used, stored or disposed of.
- To purchase and use environmentally friendly and fair trade products from sustainable sources
- To improve the biodiversity of the park
- To avoid polluting Buddon Brook and to improve its water quality
- To reduce waste through re-use, composting, recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and appropriate
- To communicate these environmental objectives to clients, customers, contractors and the public and encourage them to support them.

This policy statement is managed and reviewed regularly by the Stafford Orchard Park Management Committee.

Appendix 6

Photographs taken during the building process





Two sculptures carved from the stone capping when Wright's Victorian factory chimney was demolished were have been relocated from a grassed area near Church (see left), where they were not appreciated, to a more prominent position in the sensory garden of Stafford Orchard (below).



When a diseased chestnut tree adjacent to Station Road had to be felled, the opportunity was taken to commission a sculpture. At Mayday 2010 Kevin Deignan of Hungarton started his fox and hound tree-sculpture, which was incorporated into the sensory garden. It was very popular, but only lasted about five years.



Appendix 7: Play Equipment Inspection Sheet

Appendix 8: Obligations to the HLF/Big Lottery Fund

Quorn Parish Council's (QPC) contract with the Heritage Lottery Fund runs from 2009 to 2019.

Relevant obligations and commitments under the contract are:

- A Green Flag Award application must be made in the year immediately following completion of the capital works and then re-applied for over the next four years.
- The property must be maintained in good repair and condition
- There must be appropriate access by the general public to the property, no person being unreasonably denied access
- Increase the overall number of visitors by 50% over 5 years (target met in 2012)
- Increase the number of older visitors (over 65s) by 100% over 5 years (target met in 2012)
- Increase the number of family groups visiting the park by 100% over 5 years (target met in 2012)
- Increase the number of disabled visitors by 100% over 5 years (target met in 2012)
- Feeling safe in the park – achieve 90% of users feeling safe in the park – a user satisfaction survey undertaken in 2014/15 showed that 88% of users feel very safe and 12% feel quite safe, ie 100% of users feel 'safe'. See Appendix 12 for detailed survey results.
- Broadening the park experience – achieve 80% of users being satisfied with the park provision – a user satisfaction survey undertaken in 2014/15 showed that 90% of users are 'very satisfied' with Stafford Orchard and 10% feel satisfied. This means that 100% of users feel 'satisfied'. See Appendix 12 for detailed survey results.

Appendix 9

Stafford Orchard Event Booking Form

Applicant's Details

Name: _____

Telephone: _____

Mobile: _____

e-mail: _____

Address: _____

Post code: _____



Date and Times Required

Dates: day: _____ date(s): _____ month: _____ 20_____ Times*: from: _____ to: _____

***Please note: SETTING UP AND CLEARING AWAY TIME SHOULD BE INCLUDED IN YOUR HIRE PERIOD**

Type of Event: _____ Approx number attending: _____

eg: concert, play, fete, carnival, barbecue

Is it open to the public? Yes No Is there an entrance fee? Yes No

Is it a fund-raising event? Yes No If Yes, who benefits? _____

Areas Required: Main Grassed Area Performance Area

Will you be erecting a marquee? Yes No

Will you be erecting a canopy on the Performance Area? Yes No

Do you require vehicles to drive onto the Park? Yes No

State number and types of vehicles: *Include the largest, eg cars only, large van, etc:* _____

Will they remain there for the duration of the event? Yes No

Services Required: *Please tick all that apply* Electricity Water Supply

If you have ticked 'Electricity' do you require Park supply? Or do you have your own generator?

Please list any apparatus that will be connected to the supply, eg lighting, sound equipment, water heaters, etc?

Has all the apparatus been assessed using the checklist in the Guidance? Yes

Please list any special electrical risks associated with your event which are not covered by the Guidance?

Please nominate a 'competent person' to supervise safe use of the supply at the event (contact the Park Manager if you are unable to do this). 'Competent person' means someone who understands the dangers and has the skills necessary to ensure an electrically safe working environment.

Name: _____ Tel: _____ e-mail: _____

I have received and read a copy of the 'Guidance and Rules for Hirers' on electrical safety in the park and can confirm that these will be adhered to.

Signed: _____ Date: _____

Office use only

Confirmation sent: _____ Invoice No: _____ Receipt No: _____ Charge: £ : Deposit: £ :

Key(s) supplied (eg for water, electricity, bollards, toilets, removable seats, etc): _____

Date key(s) collected: _____ Date key(s) returned: _____

Deposit refund requested: _____ Amount: £ : Cheque sent: _____

Appendix 10

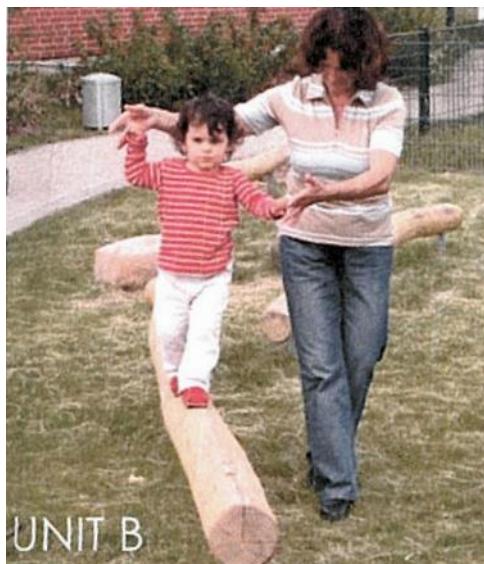
Brook-side Natural Play Scheme

1. Introduction

The aim of this scheme is to enhance the area around the brook and provide natural play nodes, where children, suitably supervised by their parents/carers, can enjoy the area and learn from some of the experiences.

2. The scheme

- a. The project involved construction work within 8m of the brook and within the designated Soar Valley flood plain. The consent of the Environment Agency was therefore required. A local author of books on natural play schemes provided advice on the project.
- b. **Phase 1 – Brook-side furniture – completed in 2015.**
See below. Phase one consists of Unit A, two of Unit B and Unit C



- c. **Phase 2** – This was completed in 2016
 - i. Pond dipping platform
 - ii. Stepping stones



Quorn Parish Council

Stafford Orchard - Park Users Satisfaction Survey 2014/15

As part of the Council's commitment to providing facilities that the people that use them want, we are asking for opinions, ideas and complaints.

Once we have these, we can look at where we need to make changes in the future.

Section 1 - Why have you visited the park today?

Q1 On average how often do you visit the park? Please tick one box only

Every day	Most days	Few days a week	Once a week	Once a month	Rarely
<input type="checkbox"/>					

Q 2 On average, how long do you usually stay in the park? Please tick one box only

0 -30 mins	<input type="checkbox"/>	30 mins - 1 hour	<input type="checkbox"/>
1-2 hours	<input type="checkbox"/>	More than 2 hours	<input type="checkbox"/>

Q 3 What is the main reason for your visit today? (Up to 3 ticks)

Just passing through	<input type="checkbox"/>	Relax/ somewhere to be eg during lunch break	<input type="checkbox"/>
To visit the play areas	<input type="checkbox"/>	To visit the skate section	<input type="checkbox"/>
Dog exercise	<input type="checkbox"/>	Basket ball/ball games	<input type="checkbox"/>
To go for a walk/exercise ...	<input type="checkbox"/>	To feed the ducks	<input type="checkbox"/>
To socialise with friends	<input type="checkbox"/>	Picnic/somewhere to eat	<input type="checkbox"/>
Other (please write in box)..	<input type="checkbox"/>	<input type="text"/>	

Section 2 - What do you think about the park?

Q4 How would you rate each of the following? Please tick one box per row

	Good	Okay	Poor
Paths (condition, width, enough)			
Toilet facilities			
Trees, plants and garden area			
Seating			
Signage/Information			
Gates/railings/boundaries			
Younger children's play equipment			
Youth/older children's facilities			
Litter management			
Dog fouling management			
General condition of the park			

Q5 Please add any specific comments about the answers you gave to the above question

Q6 How can the park be improved? (eg what new/ improved facilities)

Q7 How would you rate the design and appearance of Stafford Orchard? Please tick one box only

Very good

Good

Fair

Poor

Very Poor

No opinion/
Don't know

Q8 Comments about the design and appearance of Stafford Orchard?

Q9 What do you think about the range of park facilities that are available?

Please tick one box only

Very good

Good

Fair

Poor

Very Poor

No opinion/
Don't know

Q10 Comments about the range of park facilities that are available

Q11 How would you rate the standard of cleanliness and maintenance of the park?

Please tick one box only

Very good

Good

Fair

Poor

Very Poor

No opinion/
Don't know

Q12 Comments about the standard of cleanliness and maintenance of the park

Q13 How safe do you feel using the park? Please tick one box only

Very safe

Quite safe

Slightly unsafe

Very unsafe

Q14 If you feel unsafe, what could be done to make you feel safer?

Q15 What is your overall impression of Stafford Orchard? Please tick one box only

Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied	No opinion/ Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 - Personal Information

Q16 Gender Please tick one box only

Male Female

Q17 Your age group? Please tick one box only

Under 12.....	<input type="checkbox"/>	12 to 19.....	<input type="checkbox"/>	20 to 25.....	<input type="checkbox"/>
26 to 40.....	<input type="checkbox"/>	41 to 65.....	<input type="checkbox"/>	Over 65.....	<input type="checkbox"/>

Q18 Are you registered as having a disability? Please tick one box only

Yes No

The completed questionnaire can be dropped through the letter box of

Thank you for taking the time to complete this questionnaire

Appendix 12

Results - Park Users Satisfaction Survey 2014/2015

Q1 On average how often do you visit the park?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Everyday	11	22%	4	4%
Most days	11	22%	10	10%
Few days a week	11	22%	26	26%
Once a week	5	10%	25	25%
Once a month	8	16%	14	14%
Rarely	4	8%	21	21%

Headline conclusion: 30% more park users now visit the park every day or most days than in 2007/08.

Q2 On average how long do you usually stay in the park?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
0-30 mins	9	18%	51	51%
30 mins-1hr	20	40%	38	38%
1-2 hours	19	38%	8	8%
More than 2 hours	2	4%	3	3%

Headline conclusions:

The length of time spent in the park by a park user, has increased from an average of 36 minutes, to an average of 61 minutes, this represents a massive 70% increase on the 2007/08 figures.

82% of park users now spend over 30 minutes in the park, compared with 49% in 2007/08, and 42% of park users spend more than an hour in the park, compared with 11% in 2007/08.

Q3 What is the main reason for your visit today?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Just passing through	1	2%	26	26%
Relax/ somewhere to be eg during lunch break	15	30%	19	19%
To visit the play areas	31	62%	37	37%
To visit the skate section	16	32%	8	8%
Dog exercise	4	8%	17	17%
Basketball/ball games	0	0%	7	7%
To go for a walk	15	30%	29	29%
To feed the ducks	3	6%	14	14%
Other reasons provided by users				
Socialise with friends	33	66%	0	0%
Picnic/somewhere to eat	8	16%	0	0%
Supervise college students	0	0%	1	1%
Event	0	0%	7	7%
Work	0	0%	1	1%
Kite flying	0	0%	1	1%

Headline conclusions:

2007 results showed that previously, over a quarter of the people surveyed were just passing through the park on their way to somewhere else. Note that there is a footpath running through the park that is a useful thoroughfare for trips to the shops, school, Church etc. This percentage (of increased user numbers as proved by census figures), has reduced. It is concluded that more park users visit the park specifically to use the facilities, and that users passing through, stop to undertake activities, eg to use the play equipment.

Significantly more people are using the park to use the play equipment, socialise, picnic or to relax during their lunch break. The decrease in people 'going for a walk', could be accounted for by users now having more facilities in the park to attract them, and are therefore accounted for in other headings – even so, whilst there is a percentage reduction in this figure, it still represents an increase in absolute terms as the number of park users has more than doubled since the refurbishment, (see Census Results in Section 7).

Q4 How would you rate each of the following?

	2014/15 Results						2007/08 Results					
	Good	Okay	Poor	Good	Okay	Poor	Good	Okay	Poor	Good	Okay	Poor
	No	No	No	%	%	%	No	No	No	%	%	%
Paths (condition, width, enough)	45	5	0	90%	10%	0%	15	64	21	15%	64%	21%
Toilet facilities	15	13	0	30%	26%	0%	4	23	68	4%	23%	68%
Trees and plants	50	0	0	100%	0%	0%	31	60	9	31%	60%	9%
Seating	36	10	1	72%	20%	2%	10	38	52	10%	38%	52%
Signage/Information	37	2	0	74%	4%	0%	6	32	62	6%	32%	62%
Gates/railings/boundaries	46	3	0	92%	6%	0%	25	48	27	25%	48%	27%
Younger children's play equipment	40	0	0	80%	0%	0%	38	50	12	38%	50%	12%
Youth/older children's facilities	36	3	0	72%	6%	0%	9	51	39	9%	51%	39%
Litter management	34	10	6	68%	20%	12%	27	52	21	27%	52%	21%
Dog fouling management	35	13	0	70%	26%	0%	31	42	27	31%	42%	27%
General condition of the park	48	2	0	96%	4%	0%	20	61	19	20%	61%	19%

Headline conclusions:

Comparing the results of the 2007/08 survey to the results of the 2014/15 survey, showed that all eleven aspects of the park that users were asked to rate, had significantly improved. The individual results can be seen in the detailed table, but in order to provide a broad comparison, the categories were aggregated and brought to a comparable 100% base.

In 2007/08, 20% of users thought the aspects rated were Good, 48% thought they were Okay and 33% thought they were poor. After the refurbishment in 2014/15, 86% of users thought the aspects rated were Good – a fourfold increase.

In 2014/15 only 1% of users thought the aspects rated were poor, compared with 33% prior to the refurbishment – a resounding success!

Q5 Specific comments re Q4

		Negative or positive	2014/15 Results		2007/08 Results	
			No	Percentage	No	Percentage
1	Muddy, narrow paths	N	0	0%	8	8%
2	Poor toilets	N	0	0%	6	6%
3	Needs more colour/planting	N	0	0%	5	5%
4	Needs more seating	N	0	0%	4	4%
5	Trees need better spacing	N	0	0%	1	1%
6	Children's play area not properly fenced off	N	0	0%	4	4%
7	Must continue to allow dogs on the park	N	0	0%	1	1%
8	Litter problem	N	2	4%	7	7%
9	Dog mess problem	N	0	0%	6	6%
10	Not policed enough	N	0	0%	1	1%
11	Older children on younger children's play equipment	N	0	0%	5	5%
12	Grass etc often overgrown	N	0	0%	2	2%
13	Brook in a state	N	0	0%	4	4%
14	Generally in poor condition	N	0	0%	9	9%
15	Graffiti/vandalism	N	0	0%	2	2%
16	Featureless	N	0	0%	1	1%
17	Skate board ramp dilapidated	N	0	0%	4	4%
18	Good age range, super play equipment	P	2	4%		
19	Gates to younger play area too easy to escape from	N	1	2%		
20	Never noticed signage	N	1	2%		
21	Dog mess noticed occasionally	N	2	4%		
22	Disagree with paying 20p for toilets	N	2	4%		
23	More seats needed in middle, on grass	N	1	2%		
24	Need more shady/under cover seats	N	3	6%		
25	Litter around picnic tables	N	1	2%		
26	Signs are useful	P	1	2%		
27	Grass needs cutting	N	1	2%		
28	Bar at mouth level on seesaw, poor for small children	N	1	2%		
29	Brook can have litter in it	N	1	2%		
30	Need wider paths	N	1	2%		
31	Gravel paths are difficult for children's scooters	N	1	2%		
32	Seating bars too narrow in youth shelter	N	1	2%		

Headline conclusion:

In 2007/08 there were 70 individual negative comments recorded, most of them fundamental and far reaching. In 2014/15 there were 21 recorded. To extrapolate that for

the sample size, the 2014/15 figure becomes 42, however most of the comments relate to very specific points, items observed occasionally or are relatively minor.

Q6 How can the park be improved? (eg what new/improved facilities)

	2014/15 Results	
	No	Percentage
Big slide	3	6%
Goal posts	3	6%
Another climbing frame (medium difficulty)	2	4%
Café	7	14%
More toilets	5	10%
More play equipment	2	4%
Ice cream van	1	2%
More seating	2	4%
Faulty locks on toilet doors	1	2%
Better skate facilities	1	2%
More seating round younger children's play equipment	2	4%
More flowers	1	2%
Higher zip wire	1	2%
More skate park bits needed and this area needs redecorating	2	4%

Headline conclusion: This question was asked in order to determine where to target resources in future. The information will be used when planning further developments.

Q7 How would you rate the design and appearance of Stafford Orchard?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Very Good	38	76%	1	1%
Good	12	24%	15	20%
Fair	0	0%	42	56%
Poor	0	0%	14	19%
Very Poor	0	0%	2	3%
No opinion/ Don't know	0	0%	0	0%

Headline conclusion: In 2007/08, 78% of park users thought that the design and appearance of Stafford Orchard was 'Fair' or 'Poor' and only 21% of users thought that it was 'Good' or 'Very Good'. The survey in 2014/15 revealed that a fantastic 100% of those surveyed thought the park was good or very good.

Q8 Comments about the design and appearance of Stafford Orchard

		2014/15 Results	
		No	Percentage
Well populated		1	2%
Well spaced out		8	16%
Really nice		6	12%
No real comment because we are satisfied		2	4%
Keep the open space in the middle		1	2%
Nice and green, like entrances		1	2%

Headline conclusion: This question was asked in order to determine where to target resources in future. The team were pleased to record that there were no adverse comments about the design or appearance of the park.

Q9 What do you think about the range of park facilities that are available?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Very Good	31	62%	1	1%
Good	19	38%	6	8%
Fair	0	0%	32	43%
Poor	0	0%	27	36%
Very Poor	0	0%	4	5%
No opinion/ Don't know	0	0%	5	5%

Headline conclusion: Everybody questioned in 2014/15 felt that the range of park facilities was 'good' or 'very good', compared with only 9% in 2007/08.

Q10 Comments about the range of park facilities that are available

		2014/15 Results	
		No	Percentage
Slide needed		4	8%
Something for all ages		2	4%
Needs a café		5	10%
Sandpit		3	6%
We come here rather than our own village park		2	4%
Rugby posts		2	4%
Rounders/baseball markings		2	4%
Half pipe needed		2	4%
Younger children's area crowded, needs extending		1	2%
Replace Breedon gravel paths with tarmac		1	2%
Would like small skate area for very young		2	4%
Live in Barrow but choose to come here		1	2%
Offers me what I want		1	2%

Headline conclusion: This question was asked in order to determine where to target resources in future, and to an extent mirrored the results in Question 6 (suggested improvements). Most comments were positive. The provision of a slide has been noted for future developments and a café and more toilets are now provided by the recent opening of the adjacent old primary school (May 2018).

Q11 How would you rate the standard of cleanliness and maintenance of the park?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Very Good	33	66%	3	4%
Good	17	34%	26	35%
Fair	0	0%	33	44%
Poor	0	0%	8	11%
Very Poor	0	0%	3	4%
No opinion/ Don't know	0	0%	1	1%

Headline conclusion: In 2007/08 44% of people thought that the standard of cleanliness and maintenance of the park was 'Fair', and 15% thought it was Poor/Very Poor. In 2014/15 100% of those surveyed thought the standard was Good or Very Good.

Q12 Comments about the standard of cleanliness and maintenance of the park

	2014/15 Results	
	No	Percentage
As well as can be expected	1	2%
Dog mess on grass	1	2%
Litter problem	3	6%
High standard is maintained	2	4%
Last time we visited it was unusually dirty	1	2%

Headline conclusion: This question was asked in order to determine where to target resources and to see if people perceived problems. There were a small number of negative comments. The level was not felt to be unreasonable, but comments were noted and discussed with staff. Litter is acknowledged to be a problem area, especially during term time, and the Parish Council is constant dialogue with the local school, in order to work together to reduce the amount of litter.

Q13 How safe do you feel in the park?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Very safe	44	88%	41	41%
Quite safe	6	12%	45	45%
Slightly unsafe	0	0%	14	14%
Very unsafe	0	0%	0	0%

Headline conclusion: The level of people feeling Quite Safe or Very Safe, has risen from 86% to 100% since the refurbishment.

Q14 If you feel unsafe, what could be done to make you feel safer?

	2014/15 Results		2007/08 Results	
	No	%	No	%
CCTV	0	0%	6	6%
Better lighting	0	0%	11	11%
Reduce numbers of young people	0	0%	7	7%
Some barriers near stream	0	0%	4	4%
Better policing/warden presence	0	0%	3	3%
Make it more open	0	0%	1	1%
Frightened of strangers	0	0%	1	1%
Increased usage/more people about	0	0%	1	1%
More escape proof gates for younger children's area	1	2%		
Children are difficult to keep an eye on	2	4%		
Mixture of ages of children can cause problems	1	2%		
Some first aid needs to be available	1	2%		
People smoking weed in the evening sometimes puts me off coming	1	2%		
Notice of dangers to children jumping off the bridge	1	2%		
Raise the MUGA fencing, dangerous balls come over	1	2%		
Older children were unruly today in MUGA area	1	2%		

Headline conclusion: All of the major safety concerns raised in 2007/08 were addressed in the refurbishment design. These included CCTV, better lighting, increased provision of activities for all ages to occupy young people positively and the use of volunteer park wardens. This resulted in the improved result in Question 13.

Q15 What is your overall impression of Stafford Orchard?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Very satisfied	45	90%	2	3%
Satisfied	5	10%	31	41%
Neither satisfied nor dissatisfied	0	0%	24	32%
Dissatisfied	0	0%	15	20%
Very dissatisfied	0	0%	1	1%
No opinion/ Don't know	0	0%	1	1%

Headline conclusion: In 2007/08 only 44% of those surveyed were generally Satisfied or Very Satisfied with Stafford Orchard. This has risen to an amazing 100% in 2014/15, with 90% being Very Satisfied.

Demographic of those surveyed

Q16 Gender

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Male	25	50%	44	44%
Female	25	50%	56	56%

Q17 Your age group

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Under 12	5	10%	10	10%
12 to 19	12	24%	24	24%
20 to 25	2	4%	5	5%
26 to 40	11	22%	22	22%
41 to 65	12	24%	24	24%
Over 65	8	16%	15	15%

Q18 Registered disabled?

	2014/15 Results		2007/08 Results	
	No	Percentage	No	Percentage
Yes	3	6%	8	8%
No	47	94%	92	92%

Appendix 13

Quorn Parish Council

Stafford Orchard Project

Park Census Counting Form



Date: _____ Day of the week: _____ Weather: _____

Gates counted (please tick all that are being covered)

Station Road (by shops)	
Station Road (by lime tree avenue)	
Station Road (large gate)	
School Lane main entrance	
School Lane (near old school)	

Instructions

1. Count each person once
2. The primary aim is to simply count bodies, but we are trying to categorise certain people as best we can. Do NOT ask people for information, simply use your best judgement.
We are trying to split people for counting purposes into:
 - a. Family groups
 - b. Older people
 - c. Other park usersThese are the same categories that we used in 2008 for a base line. We are trying to prove that we have increased our visitor numbers since the refurbishment. The Lottery Fund require proof that we have achieved our objectives.
3. There is one block on the counting sheet per category
4. A family is defined as two or more people, of significantly differing ages coming together, eg carer and child
5. If older people come as part of a family group, count them on the family sheet only
6. Count people using 'five bar gates' (see illustration below), ie one 'gate' = 5 people. Enter one gate per cell on the counting sheet. Work left to right before going onto the next row.
7. If someone has an obvious disability, count them in the right-hand column. Do NOT use the right-hand column for anyone else.
8. If people go out and come in again, please count them again. This is for consistency.
9. When your session finishes:
 - a. Please ensure you have filled your name and times on the front sheet
 - b. Hand over the counting sheets to the next person so they can carry on (on the same sheets)
10. At the end of the day please hand all sheets to Sue Templeman
11. Any problems please ring Sue on 0771 398 0465 or 01509 412112

Example

Other Park Users

Able Bodied						Disabled

ie This represents 15 users so far

Individuals in Family Groups

Able Bodied									Disabled

Older People (over 65)

Able Bodied									Disabled

Other Park Users

Able Bodied									Disabled